

TOWN OF ST. GERMAIN
P.O. BOX 7
ST. GERMAIN, WISCONSIN 54558

www.townofstgermain.org

Minutes, Zoning Committee
June 07, 2017

1. **Call to Order:** Meeting was called to order by Chairman Ritter at 5:30pm.
2. **Roll Call:** Present: Ted Ritter, Marion Janssen, Gerry Hensen, Jim Swenson, Brian Cooper, Tim Ebert.
3. **Approve agenda:** Motion by Janssen, second by Swenson. Motion passed by unanimous voice vote.
4. **Citizen Concerns:** There were none
5. **Approve minutes of May 03, 2017 meeting:** Motion by Swenson, second by Janssen. Motion passed by unanimous voice vote.
6. **Consider “2-lot subdivision on Big St. Germain Lake” proposal:** Wilderness Surveying presented a preliminary map pertaining to parcel 024-904 on Forest Drive. This lot with 200’ of lake frontage is to be divided into two lots of 100’ of frontage each. The Zoning Committee agreed that the town “Division of Land” ordinance does not require town approval of land subdivisions which create only two parcels, but that county approval and recording is required. No further action was taken.
7. **Update on May 03 Zoning Administrator concerns:**
 - a. **The on-line zoning permit application is of poor quality and difficult for people to print, execute and fax to the Zoning Administrator:** Ritter reported that a new form has been created and placed on the town website. The new form rectifies all these issues.
 - b. **The role of Bass Inspection Agency needs to be clearer to the public:** Ritter reported the Zoning page of the town website has been updated to include clarification of when a building permit is necessary, contact information for Bass Inspection Agency and a link to the contract between the town and Bas Inspection Agency.

- c. **Zoning forms are not found on the “Forms” page of the town website. People cannot find them without going to the “Zoning” page.** Ritter reported that the website has been updated to enable easier access to zoning forms.

8. **Review of parcel 024-1426 at 1568 Highway 155 for possible zoning ordinance**

nonconformance: After discussing the portable toilet business operating at this location, the committee concluded unanimously that no apparent violations of the zoning ordinance exist and that the business is licensed and monitored by the State. These findings will be reported by Ritter to the town board. No further action is anticipated.

9. **Consider possible actions in response to failure of property owner to comply with July 14, 2016 Board of Appeals revised Conditional Use Permit requirements:**

Ebert reported that he had been invited to the property to observe the very recently planted trees required by the Board of Appeals. Motion by Cooper, second by Hensen to table this until the Zoning Administrator has an opportunity to re-visit the site and evaluate the extent to which compliance with the amended CUP requirements have been satisfied. Further consideration of forwarding this matter to the town board will be discussed upon reviewing those findings. Motion passed by unanimous voice vote.

10. **Committee Concerns:**

- a. Mr. Humphrey of 7910 Birchwood Drive applied for a Zoning Permit to build a garage with a 5 foot side lot setback. The Zoning Administrator denied the permit because a 15 foot setback is required. Mr. Humphrey has submitted a petition for a hardship variance because his land slopes away too quickly to build 15 feet from the lot line. The petition and check for the Board of Appeals action to consider a variance from the Zoning Administrator’s decision is being forwarded to the Town Clerk to coordinate a Board of Appeals hearing.
- b. A Zoning Permit application to expand the size of the Snowmobile Hall of Fame to beyond 10,000 square feet has been denied by the Zoning Administrator as the larger building requires a Conditional Use Permit. The CUP application and payment have been received by the Zoning Committee. Ritter will request the Town Clerk to arrange for:
 - i. The appropriate publication and posting of a public hearing notice
 - ii. Written notification of the CUP public hearing sent to required property ownersThe committee requests the public hearing be scheduled for Tuesday, July 11, 2017, 6:30p.m.
- c. Ebert has vacation days planned this summer, beginning with 10 days commencing June 16. Ritter will discuss with the town board the need for a Deputy Zoning

Administrator to assume Ebert's Zoning duties in his absence.

11. **Next meeting date and time:** June 12, 2017, 5:30pm, Chapters 1, 2, & 3 public hearing

12. **Adjournment:** Motion by Swenson at 6:50pm to adjourn.

Minutes prepared by Ted Ritter