

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

[www.townofstgermain.org](http://www.townofstgermain.org)

Minutes, Zoning Committee  
October 05, 2016

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, Timm Faesi, Tim Ebert. June Vogel was also present.
3. **Open meeting verification:** Meeting was properly posted on October 03, 2016
4. **Citizen Concerns:** There were none
5. **Approval of minutes:** Motion by Janssen, second by Swenson to approve meeting minutes of September 07, 2016. Motion approved unanimously.
6. **Discussion/Action:**
  - a. June Vogel presented the final plat of "Eagle Woods" subdivision. Following review of it, motion by Janssen, second by Hensen to approve the plat as presented. Motion passed unanimously. Ritter signed the plat. One signed copy was retained by the Zoning Committee.
  - b. Zoning Administrator, Ebert presented and summarized activity reports for the first three quarters of 2016. 3<sup>rd</sup> quarter fees collected were transferred to Clerk, Janssen for processing and depositing.
  - c. The following Zoning related forms were reviewed to determine if their fees were as depicted on the Zoning Fees amendment to Chapter 1, Zoning Ordinance.
    - i. Application For Zoning District Map Amendment: The \$350 fee shown on the Zoning Fees is correct. The form on the website reflects a fee of \$250, which is incorrect and will be changed by Ritter to \$350.

- ii. **Manufactured Home Inspection Report:** There is no fee established for this inspection. However, there is nothing in Chapter 3, Mobile and Manufactured Homes ordinance referencing the need for such inspections and who is to pay for them. Janssen to look into whether a standard inspection form exists for verifying that manufactured homes more than five years old are still in compliance with manufacturing codes in place at the time of manufacture. If so, we will reference that form in Chapter 3 and require that fees associated with such inspections are born by the home owner and paid directly to the inspector. If no such form exists, we will develop an inspection form and assign a fee to it to be paid to the Town following an inspection mandated by and arranged for by the Town.
- iii. **Application to Name/Re-name Private Roads:** There are no fees associated with this as there is no enforceable ordinance in place outlining the process for such.
- d. **Review of draft Chapter 2, Off Premises sign ordinance:** Following the conclusion that none of the provisions of this proposed ordinance vary across different zoning districts, the ordinance is totally unrelated to zoning and should not be the responsibility of the Zoning Committee to develop, motion by Janssen, second by Swenson to remove all references to the Zoning Committee/Administrator from the ordinance. Motion passed unanimously.

7. **Committee member concerns:**

- a. An old mobile home has appeared on the property owned by Chris Lehor on Plum Creek Avenue. Ebert confirmed that only a Travelway permit has been issued for the site. In spite of Mr. Lehors promise that a building permit would be applied for long ago, no application has been submitted. While the Committee is justifiably concerned with the presence of a mobile home on the property, Ritter contends there is no enforceable town ordinance in place to prohibit placement of the mobile home. Language in the proposed Chapter 1 revisions address this issue, but the town board has taken no action to properly adopt that ordinance. Ebert will visit Mr. Lehor again to determine his intentions with the property.
- b. Ritter is in agreement with the committee's decision to not assume responsibility for non-zoning related ordinances. Development of all such ordinances should fall under the authority of the non-existing Plan Commission. Ritter will remind the town board of the importance of not only activating a Plan Commission, but of the Town Board understanding the authority and responsibilities of the Commission.

8. **Next meeting:** November 02, 5:30pm, Community Center, Room 5. There are no items to schedule for committee action pending a decision from the town board regarding the future of St. Germain Zoning. In the meantime, an agenda will be developed in the event a CUP permit application is received or some other public prompted action to be undertaken by the Zoning Committee.
  
9. **Adjournment:** Meeting was adjourned at 7:10pm