

PLANNING & ZONING COMMITTEE

TOWN OF ST. GERMAIN

P.O. BOX 7

OFFICE OF THE CLERK

ST. GERMAIN, WISCONSIN 54558

www.townofstgermain.org.

MINUTES ST. GERMAIN PLANNING AND ZONING COMMITTEE MEETING: FEBRUARY 21, 2011

Meeting Type: Regular Meeting of the P & Z Committee. The chairman noted that this was a duly called meeting in accordance with the Wisconsin Open Meeting Law.

1. **Call to Order:** Chairman, John Vojta, called the meeting to order at 4:05 P.M.
2. **Roll Call -Members Present:** John Vojta, Walt Camp, Tim Gebhardt, Tim Nampel, Marion Janssen, Tim Ebert, zoning administrator, Tom Martens, town clerk. Peggy Nimz and Lee Christensen were also present.
3. **Approve Agenda:** Motion Janssen seconded Camp that the agenda be approved in any order at the discretion of the chairman. Approved
4. **Approval of Minutes:** Motion Gebhardt seconded Janssen that the minutes of the January 24, 2011 committee meeting be approved as written. Approved.
5. **Public Comments:** There were none.

Zoning Administrator Report: Mr. Ebert noted that he has had one sign permit and one addition permit so far for 2011.

7. **Miscellaneous Agenda Items – Discussion/Action:**

7A. Establish Recommendation for Sign Inventory Position: Mr. Vojta stated that the pictures that had been taken of the signs in town had been found at the town shop. Ms. Janssen now has them.

7B. Set Recommended Fee for Sign Inventory: Motion Gebhardt seconded Nampel that sign inventory be done every three years and that a fee of \$30/3-year period be charged. Motion carried. Ms. Janssen voted against. Mr. Camp thought that all new signs should be inventoried. Mr. Ebert stated that he only checked the setbacks. He didn't check the construction of the sign or the content. The fee for the zoning permit to construct a sign is \$75. Ms. Janssen thought that the inventory needed to be done every year or that eventually it would get lost with the change in town board members.

8. **Re-zonings – Discussion/Action:** There were none.
9. **Conditional Use Request - Discussion/Action:** There were none.
10. **Plat and Survey - Discussion/Action:** There were none.

11. **Ordinance Amendments – Discussion Only:**

11A. Fire Department Ordinance: Ms. Janssen had prepared a Town of St. Germain Department Volunteer Funds Ordinance. Ms. Janssen stated that she had used a Wisconsin Towns Association template to write the ordinance. Money from automobile accidents or grants would go into a restricted fund. Mr. Vojta asked that Section VI A. 2. be changed to show that funds deposited into the account be limited to \$100,000. He also asked that Section VI B. 1. be changed to show that withdrawals be limited to \$5000 or to an amount approved by the town board. No action could be taken at this time. The agenda indicated that this was a discussion only item.

12. **Letters and Communication:** .There were none.

13. Committee Concerns: Mr. Camp asked if the zoning permit were covering the zoning expenses. He noted that some of the other towns have changed their fees in order cover costs. Mr. Ebert agreed that the fees should be raised. Mr. Ebert also asked who was going to do the sign inventory. Mr. Vojta stated that the ordinance says that the zoning administrator would do the inventory. Mr. Nampel thought that the sign owners should be able to complete a form on their own for the inventory and provide pictures.

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14. Set Time and Date of Next Meeting: The next regular monthly Planning & Zoning Committee meeting will be held on Monday, March 21, 2011 at 4:05 P.M. in meeting room #4 of the Community Center. There will be a special Planning & Zoning Committee meeting held on Wednesday, February 23, 2011 at 7:30 A.M. for the purpose of acting upon the proposed fire department funds ordinance.

15. Adjournment: Motion Gebhardt that the meeting be adjourned. Approved. Meeting adjourned 5:05 P.M.

Town Clerk

Chairman

Vice Chairman

Member

Member

Member