

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

www.townofstgermain.org

Minutes, Zoning Committee
August 02, 2017

1. **Call to Order:** Meeting was called to order by Chairman Ritter at 5:40pm.
2. **Roll Call:** Present: Ted Ritter, Marion Janssen, Gerry Hensen, Jim Swenson, Brian Cooper, Tim Ebert.
3. **Approval of Agenda:** Motion Swenson, second Janssen to approve agenda; motion passed by unanimous voice vote
4. **Approval of Minutes of July 05, July 11 and July 26, 2017 Meetings:** Motion Cooper, second Hensen to approve minutes as presented; motion passed by unanimous voice vote
5. **Citizen concerns:** None
6. **Zoning Administrator Report:**
 - a. Recent development of an unpermitted apparent RV park on parcel #24-921, 1887 Bear Run Lane on Big St. Germain Lake. Tammy at Vilas Zoning has been notified and intends to visit the site on Friday, 08/04/17. Ritter will follow up with Tammy after her site visit to determine her findings and discuss whether or not the Town needs to play a role in enforcing its Zoning ordinance in this situation. Motion Janssen, second Cooper authorizing Ritter to write a letter to the property owner if deemed appropriate after Ritter's conversation with County Zoning; motion passed by unanimous voice vote.
 - b. A Zoning Permit was granted for construction of a garage on parcel #24-1546, 1444 Pine Crest Court on Lake Content. Only a slab has been poured to date and one or two RVs have been parked on site for a "long time". Whether the RVs are being used or merely parked is unknown. Perhaps this is a violation of §1.404 of Chapter 1 – Zoning Ordinance. Ritter will attempt to investigate. Motion Cooper, second Hensen authorizing Ritter to write a letter to the property owner if deemed appropriate; motion passed by unanimous voice vote.
7. **Discuss proposed revisions to format and timing of Zoning Administrator Permit Activity Reports:** Revisions to the draft report included:

- a. Moving the “Permit Number Assigned” data to the first column on the report
 - b. Removing the estimated construction value from both the report and from the Zoning Application form as it accomplishes nothing and is of highly questionable accuracy
 - c. Requiring the Zoning Administrator to re-submit the form with updated data to Ritter no less frequently than the 1st of 15th of each month (or the first work day following).
 - d. Ritter will sort the form in various manners and place them on the Zoning Page of the town website following receipt of each resubmittal from the Zoning Administrator.
8. **Consider approval of proposed revisions to Code of Ordinances, Chapter 1 – Zoning, clarifying duties of the Zoning Administrator:** Following committee discussion of the revised duties and debating whether they should be defined in §1.603 of the Zoning Ordinance as suggested by the town board or removed entirely from the ordinance and reside in a Position Description. Primary concern is that periodic revisions to duties defined in ordinance could prompt the need for too many ordinance revisions. More efficient and equally effective to define duties in a stand-alone document. Motion Cooper, second Janssen to remove entirely the list of Zoning Administrator duties from the Zoning Ordinance and merely reference in the ordinance that the duties of the Zoning Administrator shall be defined in a Position Description prepared by the Zoning Committee and subject to approval by the town board; motion passed by unanimous voice vote.
9. **Consider approval of proposed revisions to §1.204, Code of Ordinances, Chapter 1 – Zoning, pertaining to building heights in commercial zoning districts:** Following discussion of the need to revise the verbiage to eliminate possible confusion of the meaning for buildings in Commercial Districts, motion Cooper, second Janssen to forward proposed change to the town board for consideration of adoption; motion passed by unanimous voice vote.
10. **Committee concerns:**
- a. Swenson reported that signs posted in town parks may contradict provisions in our Zoning Ordinance. Ritter will review and consider placing topic on September agenda for further action.
 - b. Swenson reported that overnight use of RVs in town parks has become common for some recurring special events and may necessitate either enforcement or revision of our ordinances. Ritter responded this is not Zoning related and should be put on a town board agenda for discussion rather than brought to the Zoning Committee.
11. **Adjourn:** Meeting was adjourned at 8:40pm.