

**MINUTES of the JOINT MEETING
of the PLAN COMMISSION and TOWN BOARD
St. Joseph Town Hall / Online
December 6, 2023**

CALL TO ORDER by Chair Anton Rang at 6:30 pm

STATEMENT OF PUBLIC NOTICE read by Chair Rang

ROLL CALL: Chair Anton Rang, Carol Loncar, Erik Lorenz, Rick Caruso, Laurie DeRosier, John Ringhofer; Online: Chris Matter. Not present: Dave L'allier

PLEDGE OF ALLEGIANCE recited

ADOPTION OF AGENDA: **MOTION** to adopt the agenda (Loncar/Ringhofer). **Motion carried.**

APPROVAL OF PRIOR MEETING MINUTES: **MOTION** to approve the meeting minutes from November (Loncar/Lorenz). **Motion carried.**

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION and/or ACTIONS BY COMMISSION

1. CSM —Gillstrom, 1345 15th Street, 030-2044-95-010 & 030-2044-90-000: Mike Erickson, Northland Surveying, presented the CSM on behalf of Gillstrom. Discussed a possible driveway easement. Elmer Gillstrom explained the driveway use as is, as well as an agreement within the family regarding the driveway. Discussed the wetlands delineation on the CSM. **MOTION** to recommend to the Board to approve the CSM for Estate of Margaret Gillstrom, Parcel IDs: 030-2044-95-010 and 030-2044-90-000 (Ringhofer/Loncar). **Motion carried.**
2. Open plan commission position: Alternate 2: Chair Rang discussed the position. Craig Sykora discussed his interest in the position and his qualifications. Joanne Kocik discussed her interest in the position and her qualifications. **MOTION** to appoint Joanne Kocik to the Plan Commission (Matter/Ringhofer). Discussion followed. Question was asked about a waiting list for the person not chosen. **Motion failed 3-3. MOTION** to recommend to the Board that Craig Sykora be appointed as the junior alternate position to the Plan Commission (Rang/Loncar). Roll Call: John Ringhofer-Aye, Erik Lorenz-Aye, Anton Rang-Aye, Carol Loncar-Aye, Rick Caruso-Nay, Chris Matter-Nay. **Motion carried.**
3. Ordinance reviews in progress: Discussed the ordinances to be reviewed.
 - Lawyer's recommendation on correcting references: Attorney suggested we do not include references to *sections* of the statutes, but only *chapters*, to reduce the number of times we may have to revise an ordinance due to changes in statutes.
 - Chapter 14, emergency government. Theresa will provide updates to this ordinance at the next Plan Commission meeting.
 - Chapter 35, plan commission: Anton discussed the proposed changes to this ordinance. **MOTION** that we forward the reviewed Chapter 35 Plan Commission Ordinance to the Board for adoption (Rang/Ringhofer). **Motion carried.**
 - Chapter 81, design regulations: Did not review Chapter 81, just discussed where to put the site plan. Chris Matter stated she believes this ordinance is in good condition.
 - Chapter 114, intoxicating liquor and fermented malt beverages: Teri stated that the language is in good shape, except for some section numbers are incorrect. It was suggested to have the attorney review this due to the statute number changes.
 - Chapter 144, records: Anton discussed his review of this ordinance. **MOTION** to forward the changes to Chapter 144 to the Board for approval (Rang/Lorenz). **Motion carried.**
 - Chapter 149, roads, driveways, etc.: Public Works is reviewing this ordinance and this will be heard at the next meeting.

- Chapter 151, roadway numbering or naming and house numbering: Anton discussed the review of this ordinance. **MOTION** to forward Chapter 151 to the Board for their consideration (Rang/Ringhofer). **Motion carried.**
 - Chapter 160, snow and ice removal: Carol Loncar discussed this ordinance. **MOTION** to forward Chapter 160 on to the Board for approval (Loncar/Rang). **Motion carried.**
 - Chapter 170, zoning (parking standards & site plan sections): Chris Matter discussed Chapter 170 and her recommendations. Will need to fix the numbering issue regarding the site plan. Teri will talk to eCode to see what their suggestion is for the numbering. **MOTION** to forward the changes to Chapter 170 to the Board for review with the understanding that the site plan section number issue needs to be resolved. Teri will provide advice from eCode (Rang/Ringhofer). **Motion carried.**
 - Chapter 176, transient merchants: Rick Caruso will bring this to the next meeting for review.
 - Chapter A200, cable television franchise; attorney to review: Will review this at the next meeting.
 - Chapter A202, gas franchise; attorney to review: Will review this at the next meeting.
4. New proposed ordinance: Temporary structure & commercial tent permit ordinance: Anton discussed this proposed ordinance. This will require further review regarding the content and the fee. Discussion followed.
5. Standing items.
- 5a. Review of budget: Stantec invoice did not have itemized portion in the drive. Teri will get that put into the drive.
 - 5b. Updates from county: nothing new at this time.
 - 5c. update on complaints: will remove this from future agendas

RECOMMENDATIONS TO TOWN BOARD: Recommendation for the CSM-Gillstrom, appointment to Plan Commission, and ordinance updates.

ITEMS FOR NEXT AGENDA: Remaining ordinances for review

ITEMS FOR TOWN BOARD AGENDA: CSM-Gillstrom, Ordinances for approval

ADJOURNMENT: MOTION to adjourn at 8:06 pm (Ringhofer/Loncar). Motion carried.

Minutes submitted by Teri Kelly