MINUTES of JOINT MEETING of the
PLAN COMMISSION and TOWN BOARD

St. Joseph Town Hall / Online
Wednesday, November 1, 2023

CALL TO ORDER by Chair Anton Rang at 6:31 pm

STATEMENT OF PUBLIC NOTICE read by Chair Rang

ROLL CALL: Chris Matter, Carol Loncar, Dave L'allier, Erik Lorenz, Rick Caruso, Justin Kruse, Theresa Johnson, Laurie DeRosier; Online: Anton Rang; Not Present: John Ringhofer

PLEDGE OF ALLEGIANCE recited

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

APPROVAL OF PRIOR MEETING MINUTES: **MOTION** to adopt the meeting minutes from October 4, 2023 (Loncar/Matter). **Motion carried.**

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION and/or ACTIONS BY COMMISSION

1. CSM — TW Equities, Highway 35, 030-2049-80-000: Doug Zahler presented a revised CSM and discussed the status of the CSM. Discussed the Conditional Use process through the County. Discussed the correspondence received from Phillip Brooks stating he has no interest in the cul-de-sac. **MOTION** to recommend to the Town Board the current CSM that has been presented to us from TW Equities on Highway, PID: 35 030-2049-80-000 (Matter/Loncar). **Motion carried.**
2. Open plan commission alternate position: Craig Sykora expressed his interest in the alternate position. Craig moved to the Twon of St. Joseph in 2016, works for 3M, would love to have the opportunity to serve the Town. Feels the Plan Commission is very impactful and would love to be a part of it. Craig stated he likes to follow the rules and regulations that are set by the Town but would also like to maintain an openness for people to discuss any issues they have with decisions that were made. Stated he is willing to review ordinances and expects to be doing that type of thing. Currently works on rules and regulations for spaces and design standards. Craig stated he is not concerned about conflict and deals with much of it. He would maintain a professional appearance and would carry forward any decision that is made by the Plan Commission.
3. Ordinance reviews in progress.
    - Chapter 14, emergency government: Theresa Johnson stated she has not yet met, but it will happen soon.
    - Chapter 114, intoxicating liquor and fermented malt beverages: Teri Kelly stated there will some clerical changes, due to the statute numbers being different.
    - Chapter 144, records: Anton has reviewed and there are incorrect section numbers per Wisconsin Statutes, but does not believe we need to change it at this time.
    - Chapter 149, roads, driveways, etc.: Public Works is reviewing regarding mailboxes in the cul-de-sac.
    - Chapter 151, roadway numbering or naming and house numbering: Anton has reviewed and does not feel that we need to change anything with this Ordinance at this time. Will review again after County approves their final version. Also noted that County has the final say on roadways.
    - Chapter 160, snow and ice removal: Carol discussed her review of this ordinance. Discussed the need to include the sidewalk portion in the ordinance.
    - Chapter 170, zoning (parking standards & site plan sections): Chris discussed her review of the ordinance. Discussed the wording for the spaces and prefer to keep as it is (i.e., square feet). Recommend 1 space per 100 square feet for taverns, cafes, or restaurants.

Recommendations:

Adult establishment: Keep

Athletic fields: Rick Caruso and Chris will do further research

Sport courts: Rick Caruso and Chris will do further research

Any building more than 5,500 sq: Change to 500 sf instead of 400 sf

Specialty beverage tasting room: 1 space per 50 sf for outdoor seating area only, not the production area

Retail sales: Keep

Tavern: 1 space per 50 sf

Café: 1 space per 100 sf

Restaurant: 1 space per 100 sf

Discussed the site plan, 170-114, page 98. Zoning use and site plan approval portion needs to be inserted here.

- Chapter 176, transient merchants: Rick Caruso discussed the need for updates as this is a really old ordinance. Discussed the need for updating license application section to include "soliciting services" vendors and to include certificate of liability insurance. Update the fees section to change "Constable" to "Zoning Administrator." Also discussed the possibility of changing the fee amounts, as well as the bond amount. Section F-change the portion that states they have to be in the Town.
- Chapter A200, cable television franchise; attorney to review. Have not received anything from the attorney at this time.
- Chapter A202, gas franchise; attorney to review. Have not received anything from the attorney at this time.

4. Ordinance reviews to start next.
   - Chapter 35, plan commission: Anton will review.
   - Chapter 81, design regulations: Chris Matter and Carol Loncar will review.
5. New proposed ordinance: Temporary structure & commercial tent permit ordinance: This new ordinance will be discussed at the December meeting.
6. Open alternate position: Joanne Kocik was online to discuss her interest in the alternate position. She stated she is interested in the Town business and had some issues affecting her neighborhood and became interested and wanted to become more involved. Stated she would like to keep the Township as rural as possible. Stated she would follow the rules that are set by the Township, likes that the Town is very open in dealing with the issues and able to explain the reasoning with why the decision was made. Stated she is very adept at research and likes to follow the rules in order to make decisions. Stated she is very approachable and likes to listen to details and would support whatever the Plan Commission determines. Joanne stated she understands that you can't please everyone all the time but would determine what is best for the Town as a whole, feels she would be able to be strong about any decision and support it.
7. Standing items.

   7a. Review of budget; updates from county; update on complaints. No updates from the County. No budget updates. Discussed current complaints.

RECOMMENDATIONS TO TOWN BOARD: CSM-TW Equities.

ITEMS FOR NEXT AGENDA: Alternate position, set of ordinance reviews

ITEMS FOR TOWN BOARD AGENDA: CSM-TW Equities

ADJOURNMENT: **MOTION** to adjourn at 8:42 pm (Matter/Loncar). **Motion carried.**

Minutes submitted by Teri Kelly