

MINUTES of JOINT MEETING
of the PLAN COMMISSION and TOWN BOARD

Wednesday, September 4, 2024 St. Joseph Town Hall / Online

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

STATEMENT OF PUBLIC NOTICE read by Chair Anton Rang

ROLL CALL: Chair Anton Rang, Rick Caruso, Erik Lorenz, Dave Lallier, Theresa Johnson. Online: Carol Loncar, Craig Sykora. Not present: Chris Matter, Justin Kruse

PLEDGE OF ALLEGIANCE recited

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

APPROVAL OF PRIOR MEETING MINUTES: **MOTION** to approve meeting Minutes from the August meeting (Loncar/Sykora). **Motion carried.**

PUBLIC COMMENTS: Darla Meyers stated she believed there were open meeting law violations from the June meeting.

ITEMS FOR DISCUSSION and/or ACTIONS BY COMMISSION

1. Concept Application — 1374 Fox Ridge Trail, 030-1083-10-000: Doug Zahler discussed the concept application. Discussed the driveway placement. **MOTION** to recommend to the Town Board to approve the Concept application for PID 030-1083-10-000 (Lorenz/Lallier). **Motion carried.**
2. Ordinance reviews in progress.
 - Chapter 68, assemblies; including review of application form: Carol discussed the updated version of the ordinance, the final was placed in the Google Drive. Discussed the medical response in Section 68-6 (5) regarding hiring the First Responders on site if there are 500 people or more. Will review this at the next meeting.
 - Chapter 74, activities on town property: Rick discussed the updates to this ordinance. **MOTION** to send the redlined version of Chapter 74 to the Board for consideration (Caruso/Lorenz). **Motion carried.**
 - Chapter 123, lakes & waterways: This will be reviewed at the next meeting.
 - Chapter 130, mobile homes & mobile home parks: This will be reviewed at the next meeting.
 - Chapter 149, roads, driveways: Discussed the cluster mailbox language and plate of the mailbox location. **MOTION** to forward to the Board a recommendation to insert the language creating a section 7 B (6) in Chapter 149 to wit: Mailboxes in Cul-de-Sacs will be clustered, in Cluster Box Units (CBU's). CBU's can be sized from 4-6 mailboxes per pedestal. CBU's will be located approximately 30-40 feet before the cul-de-sac on the left side of the road as traveling toward the cul-de-sac and further recommending to the Board the detail plate RD-26 for the Town standards (Rang/Loncar). **Motion carried.**
 - Chapter 170, zoning – language for short-term rental: Theresa Johnson discussed the need for amended language to include the need for a CUP for secondary dwellings.
3. Plan Commission budget for 2025: Discussed the upcoming comprehensive plan update. Clerk will find out the cost associated with this plan in 2015 and 2016. **MOTION** to pass the revised 2025 Budget onto the Board (Rang/Lorenz). **Motion carried.**
4. Standing items.
 - 4a. Review of budget; updates from county; update on complaints. Nothing new to discuss at this time. Will remove “update on complaints” from the agenda.
5. Date of next meeting: October 2, 2024

RECOMMENDATIONS TO TOWN BOARD: Concept Application for Carlson/Zenner; Chapter 74 Ordinance; Chapter 149 cluster mailbox language.

ITEMS FOR NEXT AGENDA: Chapter 68, Chapter 123, Chapter 130, Chapter 176.

ITEMS FOR TOWN BOARD AGENDA

ADJOURNMENT: **MOTION** to adjourn at 7:34 pm (Caruso/Lorenz). **Motion carried.**

Minutes submitted by Teri Kelly.