

**VILLAGE OF EPHRAIM PLAN COMMITTEE
WORKING SESSION MEETING MINUTES
TUESDAY, AUGUST 4, 2026 - 12:00 PM
9996 WATER STREET**



Present: Andy Bartelt, Laird Hart, Rick Hoyerman, Monique McClean, BD Thorp, and Ken Nelson – Chair.

Absent: Grace Held.

Staff: Brent Bristol - Village Administrator and Kim Roberts - Deputy Clerk.

Guests: John Cox and Kathy Pentler.

Call to Order: K. Nelson called the working session to order at 12:00 PM.

K. Nelson reviewed the changes that Committee members agreed to at the July 14, 2026 meeting.

Thorp inquired regarding Section 7 – Exceptions. He expressed concern that the section seemed very vague and open-ended, while in comparison, Section 8- Reproduction, specifically outlines size, volume, and appearance.

A brief discussion was held regarding Section 7. K. Nelson explained that the goal of Section 7 was to encourage the retention of existing homes rather than tearing them down. It leaves the Committee discretion, but he asked the Committee if they felt the section was too vague. Thorp felt it was vague and feared the Committee would be swamped with Special Exception requests. Bartlet added that keeping an original residence is vague, but it would be hard to be more specific. Hoyerman explained that if the Committee wanted to be more specific and define Section 7, it would take two (2) more pages of ordinance. He felt it best to leave it in the Committee's hands to make judgment calls on a case-by-case basis, allowing for discretion.

A summary of the changes to §17.20 - August 4, 2026 Ordinance Working Session:

- **Section 1- Intent**
 - Line 8 of the intent section, replace the word “said” with “such” to read, “such modifications”.
 - Strike and relocate to Section 4(a), “New construction on vacant lots is prohibited in the PW District, as structures are limited to those existing on or before January 1, 1988.”
- **Section 3 – Conditional Uses**
 - Section 3(b): Combine 3(b) with 3(b)(1) so that the sentence reads for 3(b), “On parcels where there is a structure, additions/modifications to or replacement of existing structures, subject to §17.20(6) and §17.20(8). *(Note: At the end of the meeting, sections of the ordinance were reordered; these cite references reflect the updated section order of the ordinance.)*
- **Section 4 – Prohibited Uses**
 - Take the last line from the intent statement in Section 1, and create 4(a), “New construction on vacant lots is prohibited in the PW District, as structures are limited to those existing on or before January 1, 1988”
 - Create 4(b), “Home occupations are not permitted in the PW District.”
- **Section 7 – Reproduction** *(Note: At the end of the meeting, sections of the ordinance were reordered; Section references reflect the updated section order of the ordinance.)*
 - §17.20(7)(a) - The first sentence was amended to read, “Structure Reproduction: A structure reproduction means creating a replica of the existing structure in terms of footprint, size, volume, and appearance.
- **Section 8 – Additions/Modifications** *(Note: At the end of the meeting, sections of the ordinance were reordered; Section references reflect the updated section order of the ordinance.)*

- §17.20(8)(b)(ii) amended to read, “Visual impact from the street is to be minimized on all projects occurring in the PW District. The width of any individual structure as measured parallel to State Highway 42 cannot be increased. When the existing landscape is to be modified or replaced, a Landscape Permit is required (See §10 Permit Application.)
- §17.20(8)(b)(iv) amended to read, “Any existing deck or porch (*see definitions* in §17.09) may be replaced on a project within this district, assuming the size is no more than the existing deck or porch, and the deck or porch is a one-for-one replacement. For example, an open porch may be replaced by an open porch, but not by a screened or windowed porch.

- **Ordinance Section reordering:**

- Section 6 Additions and Modifications became Section 8 Additions and Modifications
- Section 7 Exceptions became Section 6 Exceptions
- Section 8 Reproduction became Section 7 Reproduction

K. Nelson explained that a draft would go to the Village Board for review on August 11, 2026, to obtain feedback as a discussion-only agenda item. The Plan Committee would also review the ordinance at its August regular meeting. In September, the Village Board could set the ordinance for Public Hearing in October, and in October the Public Hearing could be held.

K. Nelson asked the Committee to consider if they wanted to make a concept review a requirement for applications submitted for the Protected Waterfront for the next meeting. He noted it was currently encouraged but not required. He further explained in response to Kathy Pentler’s remarks that the Committee was charged by the Village Board to clarify the ordinance, not make it more strict.

Hoyerman moved, Hart seconded to adjourn at 1:16 PM.

Recorded by Kim Roberts – Deputy Clerk