PLAN COMMISSION MEETING

Date / Time: **Wednesday, April 5th 2023 – 6:30 p.m.**
Location: **Sevastopol Town Hall**
4528 State Highway 57, Sturgeon Bay WI 54235
Telephone: (920) 746-1230 / Email: office@townofsevastopolwi.gov

Call to order. The meeting was called to order by Committee Chair, Linda Wait at 6:30 p.m.

Roll call / Establish Quorum. The following members were present and constitute a quorum of the Plan Commission: Mike Woleben, Jay Hubner, Laird Salisbury , Mary Ellen Ramstack, Derek Denil, Hugh Zettel, and Linda Wait.

Also in Attendance: Amy M. Flok, Dan Woelfel, Jim Mitsche, Tim Dietman, and George Zacharisen.

Proper notice / adopt Agenda. Upon proper notice, motion by Mary Ellen and second by Mike to adopt the agenda as noticed. Motion carried.

Public Participation. None

Approve previous minutes (March 16, 2023). Motion by Mike and second by Laird to approve and place on file the minutes from March 16, 2023. Motion carried.

Pending Business
Short-Term Rental (STR) of Residential Dwellings – Review of adopted STR Ordinance No. 01-2021 and potential amendment to ordinance language to address: owner-occupied requirement, occupancy & maximum POWTS capacity, outdoor burning & fireworks, ADA compliance, off-street parking, garbage & recycling containers, events & assembly, refine purpose to reference workforce housing, and enforcement.

This is a continued discussion from last month. Hugh updated the Short-Term Rental Ordinance from last month and has come up with a newer draft. The Purpose section reflects ensuring workforce jousting for year-round residents. New licenses that are issued will be subject to an owner occupied STR; current permit holders will be grandfathered in, but if anything is changed such going from sole ownership to an LLC, will take away the grandfathering. We have included verbiage to include "Primary

Residence", where an individual declares residence. Maximum POWTs capacity is determined by taking the number of bedrooms identified in the building permit and multiply by two. There shall be sufficient off-street parking on the premises to accommodate all vehicles. Any STR with more than 5 sleeping rooms may need to be ADA compliant. A prompt response will be defined as the owner responding within 45 minutes of the complaint and take action to resolve the complaint. We will send it to the Town Attorney and then bring it back for the April Board of Supervisors' Meeting. Motion by Mary Ellen and second by Laird to send the updated ordinance to the attorney for review. Motion carried.

Future Agenda Items

Schedule Next Meeting

Adjourn. Motion by Hugh and second by Laird to adjourn. Motion carried and the meeting adjourned at 7:44 p.m.

Respectfully Submitted,

Amy M. Flok
Draft April 11, 2023