

**MINUTES OF BUILDING INSPECTION AD-HOC COMMITTEE**  
City Hall Council Chambers, 1210 Main St, Oconto, WI 54153  
**Tuesday, June 18, 2024 - 10:00 am**

Draft for Approval

**Meeting called to order at 10:00 am by Mayor Cliff Martin**

**Roll Call –**

Present: Mayor Cliff Martin, Fire Chief Josh Bostedt, Superintendent of Public Works Jeremy Wusterbarth, City Administrator Brittney Burruel also as recording secretary, Alderperson Dee Donlevy, and Alderperson Dan Zoeller  
Also Present: City Attorney Frank Calvert and Council President Darrell Anderson  
Excused: --

**Approval of Agenda –**

**MOTION: Wusterbarth / Donlevy** *Motion to approve the agenda as presented for the Building Inspection Ad-Hoc Committee meeting on June 18, 2024. Voice Vote: 7 ayes M/C*

**Approval of Minutes –**

**MOTION: Zoeller / Bostedt**  
*Motion to approve the minutes as presented for the Building Inspection Ad-Hoc Committee meeting on May 21, 2023. Voice Vote: 7 ayes M/C*

**Public Input – none**

**Correspondence –**

- Wusterbarth handed out Building Permits to date.
- Burruel explained that tonight's discussion is in relation to the City's Zoning Code. Any motions made will be a recommendation to the Plan Commission and then to Council with publications and a public hearing.

**Discussion/Action/Recommendation on –**

- a. An Ordinance Regarding Revisions to Zoning Code - Accessory Buildings on Vacant Lots / # of Allowable Accessory Buildings / Temporary Tents:  
Wusterbarth handed out pictures of some examples to help with the discussion. The Committee reviewed the draft ordinance and made changes to include clear definitions, clarification of manufactured and non-manmade tents, not allowing tarps.  
The Committee discussed the number of accessory buildings allowed. It was agreed that a shed to enclose and conceal items is better than having the items displayed in the yard. The reason for limiting the number of allowed accessory buildings is important to protect the property values of the surrounding properties. It was asked if the individuals in violation got permits, it was answered that they had not applied for any permits.  
Option 1: leaving the ordinance the same with no changes. The Building Inspector will have a lot of properties that are in violation of this to address. The Council will need to have 100% support and stand behind these violations if no ordinance change is made.  
Option 2: not including one detached garage in the accessory building count of the 2 allowed.

Option 3: allowing 3 accessory buildings total, including detached garages in this count.

There is currently in the ordinances a restriction on the percentage of your yard that can be occupied by an accessory structure.

Option 2 was agreed upon to be the recommendation to Plan Commission. A definition or square footage needs to be assigned to a garage to differentiate between a garage and an accessory building.

The Committee agreed to add language to clarify canvass tents need to be in good condition, including no rips or tears and four enclosed sides.

What were once used as a temporary tent, canvass tents have become very popular for year-round storage due to their low cost. They are classified as an accessory building and are required to have four enclosed sides.

It was agreed that man-made tents are not allowed. The use of tarps or patches to repair tents/accessory buildings is not allowed. If your canvas accessory building rips, it needs to be repaired with the same material and in the same color.

The size of temporary tents was discussed.

**MOTION: Donlevy / Wusterbarth**

*Motion to recommend to Plan Commission an ordinance change to allow one detached garage and two accessory buildings. Accessory buildings made of canvas or other pliable material, must be manufactured and have four enclosed sides.*

**Voice Vote: 7 ayes M/C**

An Accessory Building on a vacant lot is currently not allowed in our ordinances. There is a need and there has been a request to change this ordinance. A property owner on Bayshore Road has a vacant lot that they visit in the Summer to camp. They would like a way to store their lawnmower, kayaks, and other items instead of hauling them up each time. Sometimes they travel on motorcycles and are restricted in what they can bring.

It was agreed that a garage should not be allowed, only a restricted sized accessory building. It was also agreed that a shed to enclose and conceal items is better than having the items displayed in the yard.

Wusterbarth reiterated that if we make an ordinance change to allow for the accessory structure, they still need to meet height and other flood restrictions. Height restrictions were discussed.

The Committee also agreed to add “fire” or natural disaster to the exceptions in section 13-1-200.

**MOTION: Wusterbarth / Zoeller**

*Motion to recommend to Plan Commission an ordinance change to allow for one accessory building on a vacant lot not to exceed 350 square feet and not larger than 12 feet high.*

**Voice Vote: 7 ayes M/C**

**Adjournment –**

**MOTION: Zoeller / Donlevy** *Motion to adjourn at 11:12 am.* **Voice Vote: 7 ayes M/C**