

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 10/20/15

TIME: 7:03 p.m.

PRESENT: Bob Boncher, Mike Gilson, Dawn Goodman, Gary Jonet, Jason Miller, Jack Salewski

ABSENT: John Metzler, due to prior obligation.

Others Present: None.

Note: In the absence of John Metzler, Gary Jonet assumed position of Planning Commissioner and ran the meeting.

APPROVAL OF LAST MEETING'S MINUTES: Gary Jonet opened the meeting and noted that the meeting notice was properly posted in 3 places. The June 2015 Minutes were reviewed. Bob Boncher made a motion to accept the minutes as presented. Mike Gilson seconded the motion. All approved.

ISSUE #1: Development of a Parade and/or Special Events Ordinance

(7:05-7:50pm)

As requested by Town Chairman, Lee DeChamps, the Planning Commission began reviewing parade and special events ordinances of surrounding communities in order to develop an ordinance in this regard. Planning Commission Secretary, Dawn Delvaux Goodman, passed around examples of Ashwaubenon, Ledgeview and Bellevue's Parade and/or Special Events ordinances/requirements, as well as the City of Green Bay's Special Event Planning Guide. Then Dawn gave each P.C. member a copy of the Brown County Special Event Permit, the City of Green Bay's Application for Special Event Permit, and parts of the City of Green Bay's Chapter 6 Licenses and Permit and stated she thought they might be useful in developing more current, relevant policies with the increase and anticipated continued growth of special events in the Town. She went on to explain that Town Chairman, Lee DeChamps, preferred the Planning Commission utilize the City of Green Bay's policies and procedures for this new ordinance.

The Planning Commission briefly discussed the importance of the Town and its residents having an increased awareness when there will be Special Events to avoid unanticipated inconveniences such as detours, noise, large crowds, trespassing, disorderly conduct, property damage, etc. Proof of insurance was also discussed.

Dawn Delvaux Goodman explained that there will be additional information to be reviewed at the next meeting, after the basics are finalized. These matters include: application models; issuance and revocation of permits; granting of the permits and the procedure to do so; payment for the permits; exemptions, fee amounts and durations; policies for direct sales and solicitations during events; suspension, revocation and non-renewal of permits; enforcement, penalties and other legalities that need to be included.

Because there was so much information to review, the Planning Commission decided to review the initial information passed out and come back to discuss it the next time it meets.

Other Business: There was no other business to cover at this meeting.

Date & Time of Next Planning Commission Meeting were set: Tuesday November 17, 2015 at 7:00 pm, if it is found necessary to have a meeting.

Motion to Adjourn Made by: Bob Boncher; Mike Gilson seconded. **AYES 6 NAYS:** None. **Motion Carried.**

Time of Adjournment: 8:10 p.m.

Planning Commission Chairperson

Planning Commission Secretary