

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 11/17/15

TIME: 7:02 p.m.

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

Others Present: None.

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

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

(7:03-8:55pm)

Planning Commission Secretary, Dawn Delvaux Goodman, passed around examples of the following:

1. The Town of Ledgeview "Ordinance No. 2015-011: An Ordinance Amending Chapter 71 Section 4 Establishing Special Event Regulations and Permit"
2. The Village of Hobart "Chapter 250: Regulation of Special Events Parade and/or Special Events"
3. The Brown County "Special Event Permit"
4. The City of Green Bay's "Application for Special Event Permit"

After much review and discussion of each handout, then Dawn Goodman gave each Planning Commission member a copy of the first draft she developed of a "Town of Green Bay Application for Special Event Permit", fashioned after the City of Green Bay's Application for Special Event Permit.

After reviewing the first draft Dawn Goodman had developed, line by line, the Planning Commission decided to add certain wording and take out other items they did not feel appropriate for the Town's purposes. It was agreed Dawn would revise the draft, using parts of the Brown County "Special Event Permit: Application Conditions" 1-7.

Jason Miller stated that the City of Green Bay's Application was easy and flowed pretty well when reviewed, that it seemed appropriate and seemed to be a good general model to utilize.

Discussion arose regarding what is considered private vs. public events.

Then there was a review of the current events the Town has in its area: the various Shrine processions, the one in May being the largest; the St. Joseph's church picnic; the Dyckesville Parade; the Snowmobile races on the Bay; and the new Bellin HealthWomen's Half Marathon that started this past fall 2015.

Questions arose regarding whether a Block Party Permit should also be considered. Dawn Goodman offered documentation regarding the City of Green Bay Public Work's Block Party Permit Applications and Forms. The Planning Commission decided not to pursue that at this time because there are currently few, if any Block Parties taking place in the Town.

John Metzler questioned who paid the fees for Special Event permits and what the fees covered and why some were so expensive. Dawn Goodman and Jason Miller gave examples of past event fees they paid as participants in bike rides, races, walks and also the fees they were aware of for past events they worked at, and noted that most events had to hold expensive Insurance Policies for their events. It was noted that the municipal ordinance models being examined require, as a standard, that the municipality in question be named as an "additionally insured party."

The Planning Commission began reviewing other technical background information and wording which would also be utilized for the Purpose, Definitions, Permit Conditions, Fee Structure, Administration, Authority, Denial/Severability/Revocation, etc. Parts of the various community models mentioned above were discussed as possibilities.

It was noted that a number of the municipal permits included details about following State of Wisconsin regulations and that something in that regard was recently added to the City of Green Bay wording.

Mike Gilson expressed grave concern about picking and choosing parts from various ordinances, stating that the Town utilize an ordinance from somewhere else in its entirety, since the wording and stipulations were developed because they are probably legally necessary and that if only parts of an ordinance are included, the Town might become liable as a result. He asked that Dawn Goodman inquire who wrote the Hobart and Ledgeview ordinances and why they included the particular wording and stipulations chosen. Dawn Goodman agreed to contact the Planning Commission Secretaries for those communities regarding this.

Because there was so much information to address, and revised drafts to do, the Planning Commission decided to come back to continue work on the project the next time it meets, probably in January 2016.

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

Date & Time of Next Planning Commission Meeting were set: Gary Jonet stated that traditionally, the Planning Commission did not meet in December due to so many holiday obligations among most Planning Commission members. As a result, the Planning Commission agreed to *not* meet in December 2015. They set the next meeting for Tuesday January 19, 2016 at 7:00 pm, *if it is found necessary to have a meeting.*

Motion to Adjourn Made by: Bob Boncher; Jason Miller seconded. **AYES 7 NAYS:** None. **Motion Carried.**

Time of Adjournment: 9:00 p.m.

Planning Commission Chairperson

Planning Commission Secretary