

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 7/18/17

TIME: 7:01 p.m.

PRESENT: Mike Gilson, Dawn Goodman, John Metzler, Brad De Champs

ABSENT: Gary Jonet (out of town); Jason Miller (out of town).

Others Present: Town Chairman, Lee DeChamps; Brian Peot (surveyor); Wes De Grand; Greg Gallenberger.

SPECIAL NOTES:

1. At approximately 6:45 pm, Bob Boncher presented a Letter of Resignation from the Planning Commission to Chairman Lee DeChamps and Planning Commissioner John Metzler effective immediately. He returned all his Planning Commission materials to PC Secretary Dawn Goodman and left before the meeting started.
2. Town Clerk Debbie Mercier swore in Brad DeChamps as a member of the Planning Commission at 6:50pm.

APPROVAL OF LAST MEETING'S MINUTES: John Metzler opened the meeting and asked if the meeting notice was properly posted in 3 places. Dawn Goodman confirmed it was. The April 18, 2017 meeting minutes were reviewed.

MOTION MADE BY Brad DeChamps to accept the minutes as presented.

MOTION 2NDED BY Mike Gilson. **AYES: 4 NAYS: 0 MOTION CARRIED.**

ISSUE #1: Review of proposed CSM for GB-25, Cornette Dairy, LLC, 6215 Abts Rd, New Franken, WI (7:08-7:24)

Surveyor Brian Peot appeared, representing Cornette Dairy, LLC. He stated the new map was done for the purpose of taxes and called it a "re-splitting of the property for Paul". It was noted that there is an easement for the septic mound in case the property is sold. John Metzler asked about the 20 foot access easement. Mr. Peot stated it was used for access to the adjacent land. It was noted that there was now new information regarding Wetlands (and Restrictive Covenants). The Planning Commission felt that was important to bring to the Town Board's attention to be taken into consideration.

MOTION MADE BY Mike Gilson to recommend to the Town Board the acceptance of the Certified Survey Map for GB-25, Cornette Dairy, LLC 6215 Abts Rd, New Franken, contingent on the addition of Restrictive Covenant Notes and Wetlands related Notes on the amended CSM, which have been newly added to the Planning Commission's information on this CSM this night, are brought to the Town Board's attention for their further consideration.

MOTION 2NDED BY Brad DeChamps. **AYES: 4 NAYS: 0 MOTION CARRIED.**

ISSUE #2: Review of proposed CSM for GB-1085, Keith and Cindy Tielens, 5829 Block DeGardin Rd, New Franken, WI (7:25pm to 7:33pm).

Surveyor Brian Peot appeared, representing the Tielens. He stated the Tielens were doing this CSM to break off an area for their son to build a home in the future, so a 1.61 acre area would be broken off adjacent to DeGardin Road and the rest of the area, which is unbuildable due to being designated wetlands, would be an Unbuildable Outlot. It was noted that there is a 66 foot wide access easement for the family to access their property. Dawn Goodman stated that Zoning Administrator, Gary Jonet, was against the CSM because the second lot would not have access to the road (which would create a land-locked lot, which

violates the Town's rules). She stated that she, Gary Jonet and Town Clerk Debbie Mercier had reviewed the proposed CSM after the last Town Meeting to examine the CSM because Gary Jonet would not be able to attend the Planning Commission meeting. Mr. Peot noted that the lot that would be built on (Lot 1), *would* have access to the road. He stressed that the remaining lot (Outlot 1), could not be built on because it is a wetland. It was noted that the amended map which was presented this night contained new information that had not been presented prior to the meeting, which included Restrictive Covenant notes and Wetland related notes.

MOTION MADE BY John Metzler to recommend to the Town Board to accept the Certified Survey Map for GB-1085, contingent on noting the addition of Restrictive Covenant notes and Wetlands related notes on the amended CSM, which have been newly added to the Planning Commission's information on this CSM this night, are brought to the Town Board's attention for their further consideration.

MOTION 2NDED BY Brad DeChamps. **AYES: 4 NAYS: 0 MOTION CARRIED.**

ISSUE #3 Research to address possible Zoning changes and/or Comprehensive Plan changes and/or development of a new district to address the Shrine of Our Lady of Good Help's impact on the community (7:35-7:45)

Planning Commission Secretary Dawn Goodman explained that after the July 11, 2017 Town Meeting, she had talked with Town Clerk Debbie Mercier and Town Chairman Lee DeChamps about contacting Brown County Planning to discuss amending the Comprehensive Plan to include a Marian Shrine Area Plan. They gave her permission to do so. Dawn then contacted Brown County Planning Commission Planning Director, Chuck Lamine. to ask for assistance on the project and provided him with a copy of the Brown County "Town of Green Bay Marian Shrine Area Plan Proposal" dated March 20, 2012 (which the Town had decided not to pursue at that time).

Chuck Lamine looked over the 2012 plan, talked to Chairman Lee DeChamps, and then drew up a new proposal, which Dawn Goodman passed around for the Planning Commission to review. (See attached).

The Summary of the new plan states:

"At the request of the Town of Green Bay, the Brown County Planning Commission has prepared the following scope of services to prepare a future land use plan and zoning ordinance update for the Marian Shrine area near Champion. With the designation of the Marian Shrine, the number of people visiting the shrine has increased significantly and interest in the future of the lands around the shrine has also increased substantially. Developing a specific land use plan for this area and adopting it into the comprehensive plan will provide a forum for the Town of Green Bay residents, property owners, and impacted stakeholders to come together and prepare a vision for this incredibly unique area. Implementation of the agreed upon land use plan will be possible through an updated Zoning Code for the area..."

Dawn Goodman stated she felt this was a big a project that they needed extra expertise on, which she felt Brown County Planning would best provide.

Town Chairman, Lee DeChamps stated he gives the Planning Commission his full support on working on this plan with the County.

It was noted that the cost of the proposed plan was estimated to be \$5,785. The bid stated it would begin upon signing of the contract in September 2017 with completion by September 2018.

MOTION MADE BY Dawn Goodman to recommend to the Town Board to Amend the Comprehensive Plan to include a Marian Shrine Area Plan and Zoning Ordinance Update Proposal per the attached proposal and bid, submitted July 18, 2017, from Brown County Planning Commission Planning Director, Chuck Lamine.

MOTION 2NDED BY John Metzler. **AYES: 4 NAYS: 0 MOTION CARRIED.**

Old Business:

Chairman Lee DeChamps stated he wanted the Planning Commission to know that they did a good job handling the Gomand Rezoning/Hotel proposal project. He stressed that the Town Board had to listen to the objections and feedback of all concerned and that such feedback could not be ignored. He reminded them also that the Town Board thought the proposed space (especially the parking lot) for the hotel was not big enough. He went on then to remind the Planning Commission of a similar situation years before (a proposal for a pallet factory to be located in downtown New Franken), when the Town Board did not accept the Planning Commission's recommendation due to extreme public outcry. He stated the Planning Commission has his full support on continuing on to come up with a new Plan regarding the Shrine.

Any Other Business:

1. Continued Ordinance Violation: Rental of Residential Property as Vacation Residence/short term rental: 1693 Sunset Shore. Wes DeGrand and Greg Gallenberger reported to the Planning Commission that the property at 1693 Sunset Shores is once again being rented out for vacation purposes. The property owner was warned to cease this activity by Zoning Administrator Gary Jonet recently, but has since been doing so again. They identified the owner's name as Lori Stephens, whom they said is a realtor from Country Wide Realty in Pulaski. They had proof that she advertised said property for rent for the upcoming weekend and that she had rented it out the prior weekend to a person from Illinois. They would like the Town to do stop further rentals. The Planning Commission decided it was a matter for the Town Board to follow up on. Chairman Lee DeChamps stated a Municipal Citation would be in order.

Motion Made by: John Metzler to recommend to the Town Board to follow up on this matter (issue a citation through the Municipal Court system) and check with the Town's Association to clarify further action that could be taken.

Mike Gilson 2nded. **AYES: 4 NAYS: 0.**

Date & Time of Next Planning Commission Meeting were set: Tuesday, August 15, 2017 at 7:00 pm *if it is found necessary to have a meeting*

Motion to Adjourn Made by: John Metzler; Mike Gilson 2nded. **AYES: 4 NAYS: 0. Motion Carried. Adjournment time:** 8:15 p.m.

Planning Commission Chairperson

Planning Commission Secretary