

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 2/18/18

TIME: 7:01 p.m.

PRESENT: Dawn Goodman, John Metzler, Brad DeChamps, Jason Miller, Dylan Mercier, Gary Jonet. **ABSENT:** Gary Jonet due to trip; Mike Gilson due to trip.

OTHERS PRESENT: Kevin DuBois; Myron DuBois; Todd Eriean

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 1/16/18 meeting minutes were reviewed. **(7:01-7:03)**

MOTION MADE BY: Brad DeChamps to accept the minutes as presented. **MOTION 2NDED BY:** Jason Miller. **AYES:** 5 **NAYS:** 0 **MOTION CARRIED.**

ISSUE #1: Myron Dubois is presenting a CSM for review of the proposed new CSM which creates a separate lot with the home and buildings on GB-27 (located on Hwy P) from the rest of the property. (7:04-7:10pm).

Dawn Goodman stated that Zoning Administrator Gary Jonet had told her that he did not have any issues with the proposed CSM. Myron stated that the property was no longer in a family trust and that he and Kevin DuBois had bought out the rest of the family the week before. The lawyers have the new paperwork. Dawn Goodman explained that the map given to her for the meeting was not the ordinary map she is accustomed to receiving from surveyors and that she did not have any other information to go by so she had gone onto the Brown County land search area to find the Property Tax Record and parcel information. Dylan Mercier questioned who the surveyor is. Myron stated it is McNulty Surveying. Dylan pointed out that the Town will need the actual paperwork to sign off on at the Town meeting. Jason Miller asked if it is zoned residential. Dawn Goodman stated that the tax records and the online map she looked at on the County website indicate there is a 1 acre parcel (with the buildings on it) that is zoned residential. It was confirmed that is the area in question. John Metzler questioned if there is any rezoning. Dawn Goodman stated that this was not a rezoning (zoning amendment), only a review of a CSM. She stated she had double-checked with Town Clerk, Debbie Mercier, if a public hearing was necessary for this and Debbie had told her it was not necessary.

John Metzler advised them that the Town would have it on their regular agenda for the April 13, 2018 Town meeting. Myron stated that the County would have their work done by March 3, 2018. Myron introduced the new owner of the new Parcel, Todd Eriean.

MOTION MADE BY: Jason Miller to recommend to the Town Board the acceptance of the new CSM for **Part of** Parcel GB-27 in order to separate the parcel's structures and home from the farmland. **MOTION 2NDED BY:** Brad DeChamps. **AYES:** 5 **NAYS:** 0 **MOTION CARRIED.**

Old Business:

- A. **Tabling of the Special Events Permit and Ordinance (7:12-7:28)** : the Planning Commission reviewed the situation with the Special Events Permit and Ordinance: it is **tabled** until the completion of the Comprehensive Plan Update which will add a new chapter on the Shrine of Our Lady of Good Help area. It is hoped that the update will shed more light on how to proceed and what to plan for in the future, since the

Shrine's events, land acquisitions and expansions are so large and impact the Town more than any other entity.

- B. Preparation for the Brown County Marian Shrine Area Plan and Zoning Ordinance Update (7:28 pm to 7:40pm):** The Planning commission reviewed the tentative schedule that Brown County Planning had given the Town at the last Town meeting in March. Procedure for the March 21, 2018 meeting was reviewed.

Other Business:

1. Dawn Goodman reviewed information about the upcoming "Workshop for Local Planning and Zoning Officials", taking place Wednesday April 18, 2018, from 5:15pm-8:00pm. She verified who needed Plan Commission Handbooks: no one does because the Town had recently purchased some copies. All Planning Commission members present, except John Metzler, stated they would be attending the workshop. Dawn stated she would submit the Registration information to the Center for Land Use Education as soon as she confirmed with Gary Jonet and Mike Gilson if they would be attending.

Date & Time of Next Planning Commission Meeting were set: *Wednesday, March 21, 2018 at 7:00 pm (**Note the day was changed to Wednesday in order to allow for various members who otherwise would be out of town to attend the meeting*).

Motion to Adjourn Made by: Jason Miller; Dylan Mercier **2nded. AYES: 5 NAYS: 0.**
Motion Carried. Adjournment time: 7:45 pm.

Planning Commission Chairperson

Planning Commission Secretary