

## TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

**DATE:** 3/17/09

**TIME:** 7:00 p.m.

**PRESENT:** Dawn Goodman, Gary Jonet, John Metzler, Bob Boncher

**ABSENT:** Bob Geyer (excused due to working late), Mike Gilson (vacation), Dianne Jacobs (illness).

**Others Present:** Dennis Bouchonville, Dan Metzler, Melissa Dupke, Jacqueline Jadin.

**APPROVAL OF LAST MEETING'S MINUTES:** John Metzler opened the meeting and noted that the meeting notice was properly posted in 3 places. The minutes from the 2/17/09 Planning Commission Meeting were reviewed.

**MOTION MADE BY:** Bob Boncher to accept the minutes. **MOTION 2NDED BY:** Gary Jonet

**AYES:** 4      **NAYS:** None      **MOTION CARRIED.**

**ISSUE #1: Conditional Use Permit #643-J: A Pond For Personal Family Use on the property of Dennis Bouchonville, 6107 County Hwy SS. (7:07-7:12 pm).** The Planning Commission clarified the specifics of the location of the pond in question with Dennis Bouchonville. It was noted that the pond already exists and was constructed without going through any of the permit and hearing requirements. Gary Jonet explained that he contacted Dennis Bouchonville when this was discovered and that Dennis was not aware of the requirements but has since obtained the permit, paid the fees and is following all of the subsequent requirements, including the hearing now being held. Gary Jonet told the Planning Commission that one person had approached him about concerns she has about the Pond being a potential danger to neighborhood children. Gary told the Planning Commission that he told this person to bring her concerns to the hearings on this matter. The Planning Commission asked Dennis Bouchonville if this was a legitimate concern and how he is dealing with it. Dennis Bouchonville explained that the person in question is not an immediate neighbor nor does she have adjoining property to his. He went on to explain that there is already a fence present on the property (a smooth wire fence like those used for horses) and that the pond is not easily accessible to the public because it is on his own private property and well off the public road. Gary Jonet reviewed the Town's policies and said he has no objections to approving the Pond for the Town's consideration. The rest of the Planning Commission agreed.

**MOTION MADE BY:** Bob Boncher to approve the Conditional Use Permit #643-J for the Dennis Bouchonville Pond and send it on for a hearing before the Town Board at 6:45 pm April 14, 2009. **MOTION 2NDED BY:** Gary Jonet.

**AYES:** 4      **NAYS:** None      **MOTION CARRIED.**

**ISSUE #2: Update on Proposed Signs for Off Premise Signs for businesses owned by Jacqueline Jadin & Melissa Dupke and Tim Paye. (7:13-7:25 pm).** Bob Boncher made a motion to open the floor to hear the latest updates on sign information from the property owners and Gary Jonet seconded. Dan Metzler reported that he had spoken with a Mr. Tillman from the State, who was supposed to send him information about signage requirements/regulations. He has not received that information yet. Dan explained what he was told. Gary Jonet said he wants to see things in writing before anything more proceeds. Dan agreed. Jacqueline and Dan explained they are working with JAG signs on potential signage and estimates. They showed 3 examples of potential signs and explained that they would probably go with LED or florescent lighting on the interior of the sign to illuminate it. Bob Boncher made a motion to close the floor. Gary Jonet seconded. The Planning Commission tabled this matter until the proposed wording changes for the Sign Ordinance are finalized.

**ISSUE #3: Continued Discussion on Sign Ordinance Wording Changes. (7:26-7:50 pm). Note: this matter was taken out of order from the Agenda and moved up to Issue 3 by request of the Planning Commission.** The Planning Commission members reviewed the Regulation of Signs section in the Town Ordinance, focusing once again on the issue of Off Premise Signs. The recommendations for wording discussed at the February meeting reviewed. It was finally decided that an additional item #17 would be added to the ordinance, Section XVI. G, which would say, "*Off premise signs shall be permitted for businesses in a designated business district and/or industrial district subject to the further limitations of this ordinance as well as the approval of the Town Board.*" Gary Jonet assigned the added wording a Zoning Amendment number #646-J for a Town meeting April.

**MOTION MADE BY:** Bob Boncher to approve Zoning Amendment #646-J, involving the addition of item #17 regarding additional "off premise sign" wording to the Regulation of Signs section of the Town Ordinance and send it on for a hearing before the Town Board at 6:30 pm April 14, 2009. **MOTION 2NDED BY:** Gary Jonet. **AYES:** 4      **NAYS:** None      **MOTION CARRIED.**

**ISSUE #4: Update on proposed new road access and development by Dan Metzler along Warehouse Drive. (7:50-8:10 pm).** Gary Jonet explained to Dan Metzler that he needs to follow the specifications set up by the Town. Gary said it is in the form of a resolution passed by the Town Board, but that he could not recall the exact date of the resolution and therefore could not find it at this time. Gary had the specifications written down and gave that information to Dan Metzler, but Dan requested it be in writing. Gary agreed he would find the resolution another day with the help of the Town Clerk, Debbie Mercier and give that information to Dan in writing as soon as they find it. The Planning Commission discussed the importance of this information being more readily available, and even "on-line" for all to find and follow. Dan Metzler showed the Planning Commission a proposed drawing of a culvert and the location of it, which he was considering in the future. The Planning Commission decided to table the matter until Dan Metzler firms up his plans on the proposal.

**ISSUE #5: Review and discuss possible changes to Road Regulations in all Zoning Districts. (8:10-8:20 pm).** Gary Jonet suggested to the Planning Commission that the Road Regulations need to be more comprehensive so that all districts are covered and that they need to include the stipulation that: *all roads must be completed according to the prescribed specifications set forth by the Town and then dedicated to the Town once this criteria has been met.* Gary Jonet made reference to Section XIV “Planned Residential Development”, Section I “Criteria for Approval”, Item 4. “Preservation and Maintenance of Open Space”...Item b. “In the Case of Roadways” (page 72). The Planning Commission members agreed this sounded reasonable and discussed the difficulty in finding the road regulations in the current Zoning Ordinance as it is currently written. It was suggested that an entirely new section be added to the Ordinance to address this. The Planning Commission discussed the importance of this information being more clearly defined and more readily available, and even “on-line” for all to find and follow. Then Gary Jonet suggested it be put under Section IV of the “General Provisions” area on page 20 of the Ordinances and that it should include stipulations that “*no buildings be constructed until all roads are completed*”. The Planning Commission members agreed this would help alleviate future issues like some of the current ones that have arisen regarding roads in some areas not being finished; and buildings and/or landscaping being too close to roadways to allow services like plowing, garbage pickup, emergency vehicle access, school buses, etc. Another suggestion was made to insert this new regulation as a new Item J on page 24 of that section, and make the current Item J into Item K. The Planning Commission agreed and also decided to include the road specifications information in this area. Gary Jonet stated that it would be better to have the entire Planning Commission present before making a final recommendation on the matter. The Planning Commission agreed and also decided to request the resolution about the road specifications from the Town Clerk to help clarify the matter. Dawn Goodman left the Town Clerk a written request for this information and said she would also contact the Town Clerk via telephone to make sure the information was available for the April meeting. The Planning Commission tabled the matter until such time as the majority and/or all of the Planning Commission members are present for input.

**ISSUE #6: Continued Work Transferring Zoning from Old to New Parcel Maps (8:20-9:12 pm).**

The Planning Commission worked on transferring zoning from the old to the new parcel maps. There are still a number of areas that need to be clarified with Dianne Jacobs, who originally recorded most of the initial zoning districts on the original map, so some of the zoning transfer was tabled until she is present for consultation.

**Any Other Business:** There was no other business to address.

**DATE & TIME OF NEXT MEETING WERE SET: Tuesday, April 21, 2009 at 7:00 p.m.**

**MOTION to Adjourn Made by:** Bob Boncher. Gary Jonet seconded. **AYES: 4 NAYS: None. MOTION CARRIED.**

**TIME OF ADJOURNMENT:** 9:15 p.m.

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**Planning Commission Chairman**

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**Planning Commission Secretary**