

## TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

**DATE:** 4/21/09

**TIME:** 7:02 p.m.

**PRESENT:** Dawn Goodman, Gary Jonet, John Metzler, Bob Boncher, Bob Geyer, Mike Gilson, Dianne Jacobs

**ABSENT:** None

**Others Present:** Dan Metzler, Melissa Dupke, Randy Virlee, Chad L, Lee Michaletz

**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 3/17/09 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: Randy Virlee Zoning Amendment 649-J and CSM (7:15-7:25 pm)**

Gary Jonet explained to the Planning Commission the details of the zoning change and the CSM. The Planning Commission members clarified information about the site and the intention of the rezoning. Randy Virlee explained that his daughter and her husband would like to build a new house and live up on the parcel. Mike Gilson questioned the smaller than normal acreage. Randy Virlee explained that County requirements of 100-foot frontage caused the final outcome to be a little less than an acre.

Gary Jonet and Dianne Jacobs said they had no problem with the rezoning nor the CSM. The Planning Commission also agreed.

**MOTION MADE BY:** Dianne Jacobs to approve the CSM and the Conditional Use Permit #649-J for Randy Virlee and send it on for a hearing before the Town Board at 6:45 pm May12, 2009.

**MOTION 2NDED BY:** Gary Jonet. **AYES:** 7      **NAYS:** None      **MOTION CARRIED.**

### **ISSUE #2: Continued discussion on Sign Ordinance Wording Changes (7:26-7:39 pm)**

The Planning Commission members reviewed and discussed the Regulation of Signs section in the Town Ordinance, focusing once again on the issue of Off Premise Signs. They reviewed the wording changes made at the March 2009 meeting and changed it further per recommendation of the Town Board at the April 14 Town Meeting. The revised change to the Zoning Ordinance Section XVI "Regulation of Signs", Area G "Off Premise Panel and Painted Advertising Signs" shall include a new item #17, which shall 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." In addition, a new Item H will be inserted, which shall read: "Conditional Use" with an Item 1, which will say: "All off premise signs shall require a conditional use permit." In addition, all remaining Items in Section XVI will be re-lettered to coincide with the correct sequence: former Item H shall become Item I; former item I shall become Item J; former Item J shall become Item K; and former Item K shall become Item L.

**MOTION MADE BY:** Dianne Jacobs to approve the revised version of Zoning Amendment #646-J, involving changes to the Regulation of Signs and send it on for a hearing before the Town Board at 6:30 pm May 12, 2009.

**MOTION 2NDED BY:** Bob Geyer.      **AYES:** 7      **NAYS:** None      **MOTION CARRIED.**

### **ISSUE #3: Update on Proposed Off Premise Signs for businesses owned by Jacqueline Jadin & Melissa Dupke and Tim Paye. (7:40-8:30 pm).**

Dianne Jacobs made a motion to open the floor to hear the latest updates on sign information from the property owners and Gary Jonet seconded. Mellissa Dupke asked the Planning Commission to review the mock ups of signs from JAG Signs, which she had provided us with at the March meeting and she went on to explain the necessity of a sign that allows for a Changeable Reader Board (words/messages can be changed) in order to be competitive and marketable in their lower visibility location in the back of the Industrial park. Dan Metzler showed the sign information he received from the State to Gary Jonet. Gary made a copy of it for the Planning Commission to reference. The Planning Commission members began reviewing the sign mock-ups and clarified matters with both Melissa and Dan. Dan Metzler assured the Planning Commission that he would guarantee that whatever sign is chosen would be kept up to the Town's standards. Bob Boncher made a motion to close the floor. Dianne Jacobs seconded. The Planning Commission decided to take a vote on which type of sign it would approve. Before the vote was taken, the Planning Commission discussed the potential conflict of interest that might be construed with John Metzler being Dan Metzler's brother. The Planning Commission decided John Metzler would not have a conflict of interest because he has no personal or financial gain in the situation. The Planning Commission then voted on the type of sign it would approve.

**MOTION MADE BY:** Dianne Jacobs that a conditional use permit be required for such a sign permit and to approve a sign with changeable copy area, similar to and/or fitting the description provided on page 2 of the JAG Sign mock up provided at the March 2009 meeting: "A D/F illuminated two pole sign with individual two foot cans (signs) for each tenant, with a 4 foot top cabinet (sign) with changeable copy area, and a 4 foot by 10 foot bottom Changeable Reader Board with Tracked lettering.

**MOTION 2NDED BY:** John Metzler. **AYES:** 4 (Dianne, Bob Boncher, Dawn Goodman, John Metzler); **NAYS:** 3 (Gary Jonet, Bob Geyer, Mike Gilson). **MOTION CARRIED.**

### **ISSUE #4: Review and discuss possible changes to Road Regulations in all Zoning Districts. (8:31-9:15 pm).**

The Planning commission reviewed the information from the Town Clerk, which they had requested at the March meeting (Amended #2003-1: Standards for Town Roads). After much discussion it was agreed that the following changes would be given to the Town Board to review at their upcoming Town Board Meeting May 12, 2009:

In Section IV. General Provisions, a new Item J (*note: the former Item J would become Item K*) would be inserted which would read:

- J. The following minimum standards for new town roads are hereby adopted by the Town:
1. Minimum width of seventy feet;
  2. Minimum pavement width of twenty-four feet;
  3. Twenty-eight foot roadbed sub-base;
  4. Ten inch breaker run;
  5. Six-inches of gravel as per the specifications required by the State of Wisconsin Department of Transportation;
  6. A course coat of 1 ½ inches of compacted blacktop and 1 ½ inches of a final coat of compacted blacktop within a one year period;
  7. Pavement shall consist of not less than three inches of compacted blacktop;
  8. Engineered drainage plan designed according to the Town's specifications or subject to the approval of the Town Board;
  9. Finished elevation not less than twelve inches above existing contours;
  10. Inspection to be performed by a professional Engineer approved by the Town Board, both before and after the surface is blacktopped;
  11. The Developer shall obtain a Performance Bond equaling the value of blacktopping the road which the Town shall hold until it is completed to the Town specifications and standards as set forth by the Town of Green Bay, if said road is not completed within sixteen (16) months, the Town will use this Performance Bond to complete the road;
  12. The Town Board will not accept any proposed dedication of a road to the Town unless the proposed road conforms to the above standards. 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.

The Planning Commission tabled this matter until the Town Board has reviewed the above mentioned recommendations and gives them the final wording.

**ISSUE #5: Continued Work Transferring Zoning from Old to New Parcel Maps (9:16 pm).**

The Planning Commission tabled further work on transferring zoning from the old to the new parcel maps until more time was available.

**Any Other Business: Lee Michaletz asking if his conditional use permit allowed for sale of Tool Sheds (9:17-9:50 pm).**

John Metzler made a motion to open the floor for discussion. Bob Geyer seconded. Lee Michaletz explained that he came to find out if his 2006 Conditional Use permit allowed for the sale of Tool Sheds at his "park and sell lot" located on Diesel Court in New Franken. The Planning Commission reviewed various areas of the Zoning Ordinance to see if it would be permitted. They were not satisfied that this would be allowed. Gary Jonet stated it was his belief that this would not be a permitted use. The Planning Commission determined his Conditional Use Permit would have to be reviewed. These documents are locked up and the Town Clerk only has access to them. Dawn Goodman will ask Debbie Mercier, the Town Clerk for a copy of the Conditional Use Permit for the May meeting. Dianne Jacobs stated that he will need to get another Conditional Use Permit if he wants to pursue the matter. The matter was tabled until the May 19 Planning Commission meeting.

**DATE & TIME OF NEXT MEETING WERE SET: Tuesday, May 19, 2009 at 7:00 p.m.**

**MOTION to Adjourn Made by:** Bob Boncher. Gary Jonet seconded. **AYES:** 6\* **NAYS:** None. **MOTION CARRIED.**

**TIME OF ADJOURNMENT:** 9:50 p.m.

**\*Special Attendance Note:** Dianne Jacobs had to leave the meeting from 8:30-9:30 pm. and then returned. Bob Geyer had to leave the meeting early at 9:00 pm.

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**Planning Commission Chairman**

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**Planning Commission Secretary**