

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 5/19/09

TIME: 7:03 p.m.

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

ABSENT: None

Others Present: Dan Metzler

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 4/21/09 Planning Commission Meeting were reviewed. A correction to the date for the next meeting was made, making it 5/19/9.

MOTION MADE BY: Dianne Jacobs to accept the minutes with the correction. **MOTION 2NDED BY:** Gary Jonet

AYES: 7 **NAYS:** None **MOTION CARRIED.**

ISSUE #1: Dan Metzler Conditional Use Permit #656-J (7:15-7:40 pm)

Dan Metzler showed the latest sign design from the company he is working with. The design changed from the last one submitted in April to the Planning Commission. It no longer has a top cabinet with interchangeable lettering. There will only be a "4 by 10 foot D/F Illuminated Reader with interchangeable tracked lettering". The Planning Commission reviewed the latest design and agreed this was more preferable than having both top and bottom cabinets of interchangeable lettering. Dan Metzler noted that the lettering is enclosed and cannot be tampered with or blown away by winds. Gary Jonet objected to the interchangeable lettering, stating that he did not consider it professional looking. John Metzler stated that he thought it would help keep people informed about what is going on in the business park. Gary Jonet brought the State of Wisconsin Code of Ethics rules concerning Conflict of Interest to the Planning Commission's attention because of concerns voiced at the 4/21/9 Planning Commission Meeting regarding the potential conflict of interest that might be construed with John Metzler being Dan Metzler's brother. After reviewing the Code of ethics as outlined in the Plan Commission Handbook (page 34), which states: "The State Laws prohibit public officials from taking official actions that substantially affect a matter in which the official, an immediate family member or an associated organization has a substantial financial interest. Similarly, an official may not use public office for financial gain or to gain anything of substantial value for the official, an immediate family member or an associated organization." (s. 19.59 {1}, Stats.). In light of this information, the Planning Commission decided John Metzler would have a conflict of interest and must abstain from voting. The Planning Commission then voted on the type of sign it would recommend to the Town Board.

MOTION MADE BY: Dianne Jacobs to approve the Dan Metzler Conditional User Permit #656-J for an off-premise sign with the following conditions: that it be the sign shown to the Planning Commission at the 5/19/09 Planning Commission Meeting, which is described on the spec sheet as "A D/F illuminated two pole sign with individual 2 foot by 10 foot D/F illuminated cans for each tenant, (including 'Metzler Business Park' at the top in its own 2 foot by 10 foot can) and including **ONLY ONE** bottom illuminated reader board with tracked lettering, being 4 foot by 10 foot."

MOTION 2NDED BY: Bob Boncher

AYES: 3 (Dianne Jacobs, Bob Boncher, Dawn Goodman);

NAYS: 3 (Gary Jonet, Bob Geyer objected to the interchangeable lettering component of the sign; Mike Gilson objected to the height of the structure).

ABSTAIN: John Metzler due to potential conflict of interest.

MOTION TIED. A pre-hearing was scheduled before the Town Board on 6/9/9 at 6:45 pm.

ISSUE #2: Continued discussion on possible changes to Road Regulations in all Zoning Districts. (7:41-8:27 pm).

The Planning commission reviewed the recommendation it had made to the Town Board for the May 2009 Town Meeting. It was noted that the Town approved the recommendation. After extensive discussion, minor wording changes and additions, the Planning Commission is recommending that the Town of Green Bay make the following change to the Zoning Ordinance:

In Section IV, "General Provisions", a new Item J 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 (70) feet;
2. Minimum pavement width of twenty-four (24) feet;
3. Twenty-eight (28) foot roadbed sub-base;
4. Ten (10) inch breaker run;
5. Six (6) 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 (1) year period;
7. Pavement shall consist of not less than three (3) 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 (12) 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. There will be no Building Permits granted until the road is finished to the above specifications, with the exception of item 6 (above), if a Performance Bond for the cost of blacktopping is given to the Town. If said road is not completed within 16 months, the Town of Green Bay shall utilize the 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 of Green Bay and then dedicated to the Town once this criteria has been met;
13. These road specifications apply to all zoning districts within the Town of Green Bay.

In addition, the former Item J in this section would then become Item K.

MOTION MADE BY: Bob Geyer to approve the above wording for Zoning Amendment #657-J, involving changes to the Road Regulations in All Zoning Districts and send it on for a hearing before the Town Board at 6:30 pm June 9, 2009.

MOTION 2NDED BY: Dianne Jacobs. **AYES:** 7 **NAYS:** None **MOTION CARRIED.**

ISSUE #3: Continued Work Transferring Zoning from Old to New Parcel Maps (8:28 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: John Metzler and Dianne Jacobs regarding Lee Michaletz asking if his conditional use permit allowed for sale of Tool Sheds (8:30pm).

John Metzler and Dianne Jacobs reported to the Planning Commission that the Town Board approved Lee Michaletz's request based on past permissions granted and so no further action is required on this matter on the part of the Planning Commission.

DATE & TIME OF NEXT MEETING WERE SET: Tuesday, June 16, 2009 at 7:00 p.m. *(note this date was later changed to 6/23/9 due to a new issue that needed to be addressed and Gary Jonet being unable to attend the meeting on 6/16/9).*

MOTION to Adjourn Made by: Bob Geyer. Mike Gilson seconded. **AYES:** 7 **NAYS:** None. **MOTION CARRIED.**

TIME OF ADJOURNMENT: 8:30 p.m.

Planning Commission Chairman

Planning Commission Secretary