

## TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

**DATE:** 9/7/10

**TIME:** 7:14 p.m.

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

**ABSENT:** Bob Boncher was absent without excuse.

**Others Present:** Town of Green Bay Clerk, Debbie Mercier.

**APPROVAL OF LAST MEETING'S MINUTES:** John Metzler opened the meeting and noted that the meeting notice was properly posted in 3 places. **MOTION MADE BY:** Bob Geyer to accept the minutes. **MOTION 2NDED BY:** Dianne Jacobs. **AYES:** 6 **NAYS:** None. **MOTION CARRIED.**

*\*Please note that some of the issues below were taken out of order due to dealing with unexpected absences of meeting attendees, phone calls, and interruptions.*

### **ISSUE #1: Jeffrey Jensen CSM (7:14-7:50pm):**

Per the request of the Town Board and Town Supervisor Dianne Jacobs, who was working with Mr. Jensen to expedite his situation with a new CSM for his properties, located on Elmwood Lane, so that he could proceed with selling it as soon as possible due to foreclosure issues and a pending sale, the Planning Commission moved up their meeting to this day, 9/7/10, to have it prior to the Town Board Meeting so that it could be put on the Town Board Agenda for 9/16/10. Dianne Jacobs had spoken with Jeffrey Jensen about bringing in the CSM and told him he was supposed to appear before the Planning Commission 9/7/10.

The Planning Commission held off on starting the meeting because this was the main reason for meeting, until Dianne Jacobs could reach Mr. Jensen via telephone, asking why he was not at the Planning Commission meeting with his CSM. Mr. Jensen did not answer his phone so Dianne Jacobs left a message for him. He later called back at about 7:14 pm and told Dianne Jacobs that he did not know he was supposed to appear before the Planning Commission with the CSM and that he was only coming to the Town Board Meeting with them. Dianne told him this was not true and that she had spoken with him about his coming to this meeting in a prior phone call she had placed to him earlier in the week. Dianne explained to him again that the procedure is that he had to come to the Planning Commission meeting tonight first and then go to the Town Board meeting next week Thursday September 16. Dianne went on to explain to him that the Planning Commission had moved up it's meeting date just for him and that this was a great inconvenience and expense to the Town Board to not have him show up for this meeting. Mr. Jensen stated he was working and did not have the CSM and could not come to the Planning Commission meeting. Dianne Jacobs explained that if he did not show up this night, that the CSM could not go before the Town Board then until the Planning Commission would meet next on the third Tuesday of October to review it and that it would then have to wait to be put on the Town Board's November Agenda the second week of November. Mr. Jensen was very upset by this and ended the telephone conversation.

The Planning Commission discussed the situation and decided to offer Mr. Jensen the option of appearing before the Planning Commission for a special additional Planning Commission meeting on 9/14/10, at Mr. Jensen's expense. The Planning Commission decided to charge \$300 for covering Planning Commission salaries and expenses for the meeting in addition to the usual charge of \$100 for the CSM. Bob Geyer and Mike Gilson stated they probably could not make the additional meeting due to prior obligations they already had scheduled. Dianne Jacobs, John Metzler, Gary Jonet and Dawn Goodman stated they would attend. It was not known if Bob Boncher could make the meeting since he was not present at this time. Dianne Jacobs stated that as long as 4 members of the Planning Commission could make the meeting that it could still be held. Dianne Jacobs telephoned Mr. Jensen again and asked him if he could make an additional Planning Commission meeting on Tuesday 9/14/10 and would agree to the extra charge of \$300 plus the \$100 CSM expense. Mr. Jensen stated he would agree to this all, but pay the additional \$300 only under protest. So Dianne Jacobs confirmed with the Planning Commission and Mr. Jensen that there would be an additional Planning Commission meeting on Tuesday 9/14/10 at 7 pm and that there would be an additional cost of \$300 plus the \$100 CSM expense. So the matter was tabled until the Additional Planning Commission meeting on 9/14/10 at 7pm.

### **ISSUE #2: Discussion of possible changes in zoning to address Campsite and/or Recreational Areas (8:21-8:49pm):**

The Planning Commission discussed possibly changing the Town's zoning to include an area called a "Seasonal Campground" under B-1 Business District requiring a Conditional Use Permit. It would become Item #23 on page 50 of the zoning book. Dawn Goodman then presented copies of Door County's zoning definitions and requirements regarding campsites and recreational areas. The Planning Commission liked the definition of campgrounds that Door County uses and will consider using something similar. The Planning Commission thought that the Door County campsite zoning and restrictions went into more detail and were more restrictive than was necessary for the Town of Green Bay's intentions at this time. The Planning Commission asked that Dawn Goodman investigate the Suamico and Oconto area zoning and definitions also. The matter was tabled until October's next meeting.

### **ISSUE #3: Discussion of definitions of Private Roads and Private Driveways (7:51-8:20pm):**

At the request of Town Chairman, Lee DeChamps, the Planning Commission looked into the definitions of private roads and driveways, reviewing the "Minimum standards for new town roads", item 12, on page 25 of the Town of Green Bay Code of Ordinances, which states: "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.” Then discussion took place regarding if this applies also to Private Roads. Mike Gilson and Gary Jonet both pointed out that this does not apply to Private Roads because they are Private. This also applies to Private driveways until and if they are turned over to the Town. The matter was tabled.

**Other Business (7:05-7:13):**

Gary Jonet told the Planning Commission that Chad Derenne was requesting that the Planning Commission move it’s meeting for October up a week earlier to Tuesday October 5, 2010 in order to address possible road construction issues along his newly acquired property. It was noted that at a Prior Planning Commission Meeting on May, 18, 2010, Mr. Derenne appeared with Clair Dequaine and their surveyor, Brian Peot, regarding the CSM they had devised in order to sell Clair’s property to Chad. At that meeting, Town Clerk Debbie Mercier had told the Planning Commission that Brown County had contacted the Town about the property (the 2<sup>nd</sup> lot), questioning the size of the out lot and that lot is land-locked, in which case they could not accept the CSM as it currently is designed. At that time, Brian Peot, the surveyor for the CSM, had told the Planning Commission that there is an easement on record with the County and showed a 35 foot strip which he and Clair said is the easement area. Dianne Jacobs had pointed out that 100 feet of frontage is required and that the current CSM only had what appeared to be 95 feet. She suggested Bucktrail Drive might need to be extended to remedy the situation. She suggested they go to the Appeals Board for Lot 2 first to get a variance for a shorter frontage road, then bring it back to the Planning Commission.

Town Clerk Debbie Mercier, was again in attendance at this Planning Commission meeting tonight 9/7/10 and suggested it might be helpful to have an earlier Planning Commission meeting in October in case the Town needed to discuss possible road construction costs in relation to this matter at an upcoming budget meeting in October.

Dawn Goodman questioned if Mr. Derenne was actually planning road construction yet for this year, in which case an earlier meeting would also be helpful since construction time is winding down for the season. Gary Jonet stated he did not know Chad’s exact plans and would talk to him again Wednesday morning.

Mike Gilson and Bob Geyer spoke out strongly against having an earlier October meeting and against the recent changes to the Planning Commission meeting dates (moving them to earlier and later dates to accommodate special situations and individuals), stating the Town needed to be dependable on it’s meeting dates and times so that Town residents could count on them meeting when they said they would and being at the Town Hall to address issues consistently on the third Tuesday of each month at 7pm, as had been agreed upon a number of years ago by the Planning Commission and Town Board. They went on to express concern that the Planning Commission not be seen as showing favoritism to special interests and/or certain residents over others needs. They went on to say that making exceptions to these rules caused problems for Planning Commission Members schedules and commitments, which were pre-scheduled according to the pre-arranged usual meeting dates & times. They further pointed out that after all the trouble of moving the meeting up earlier to this night and members re-arranging their schedules to accommodate Mr. Jensen, that he apparently was not coming to the meeting and did not appreciate all that was involved and the costs to Town and Planning Commission members. The Planning Commission finally agreed that it would not move the October meeting date up but would keep it at October 19, 2010. Gary Jonet said he would let Mr. Derenne know this.

**Date & Time of Next Meeting:** September 14, 2010 at 7pm.

**Motion to Adjourn Made by:** Bob Geyer. Dianne Jacobs seconded. **AYES:** 6 **NAYS:** None. **Motion Carried.**

**Time of Adjournment:** 8:50 pm.

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**Planning Commission Chairperson**

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**Planning Commission Secretary**