

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 2-21-23

TIME: 7:00pm

PRESENT: John Metzler, Jason Miller, Kyle Alsteen, Brad Dechamps, Dawn Goodman, Dylan Mercier

ABSENT: Mike Gilson

OTHERS PRESENT: Town Clerk, Debbie Mercier; Larry Siclman of Jones Sign

1. (7:00-7:05) 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 1/17/23 meeting minutes were reviewed.

MOTION MADE by Brad Dechamps to accept the January 17, 2023 minutes

MOTION 2NDED BY: Jason Miller. **AYES: 5.**

MOTION CARRIED.

2.(7:02-7:03pm) Swear In New Planning Commission Member, Kyle Alsteen. Kyle came on to the Planning Commission due to Gary Jonet leaving the Planning Commission at the end of 2022. Town Clerk, Debbie Mercier, swore in Kyle and Planning Commission Secretary, Dawn Delvaux Goodman, gave Kyle Gary Jonet’s Planning Commission book and the Plan Commission Handbook (2nd Edition, 2012).

3. (7:04-7:15pm) Conditional Use Request for Raymond G. Terrien and JPM Americas/Billboards, Inc., to erect a Billboard Sign on Parcel GB-363-1, to be located along the backside of the property, facing State Hwy 57. Description (from DOT permit application): Sign Area (plus border and trim): 600 Sq. Ft.; Steady Light; 30 ft. above ground level; “V” type of sign design.

Jones Sign representative, Larry Siclman stated the actual size of the sign in question is 10’x30’ (300 square feet). He stated the information on the DOT permit (1200 sq. ft.) was incorrect (it’s a standard form and he did not remember to change it. He said it should be 600 sq. ft. Zoning Administrator, Jason Miller stated he had issued the permit application ahead of time. Mr. Siclman stated that the sign is appropriate for the area because it is already zoned Commercial. There were no objections or further discussion.

MOTION MADE BY: Brad Dechamps: recommend to the Town of Green Bay Town Board: to **ALLOW this Conditional Use Request #101-M (See additional wording below)**

MOTION 2NDED BY: Dylan Mercier. **AYES: 6 MOTION CARRIED.**

A Public Hearing was set, with advisement from Town Clerk, Debbie Mercier, **for 3/28/23 at 5:45 pm** before the Town Board (this is an unusual time and date for the Town Board to meet, but it was the only time available to do so due to scheduling conflicts).

Wording from Conditional Use Report:

**REPORT OF THE PLANNING COMMISSION
ON CONDITIONAL USE REQUEST NO. 101-M**

We, your Planning Commission, to whom was referred Petition No. 101-M, in the matter of landowner, and Applicant/Sign Owner, JPM Americas/Billboards, Inc., request for a Conditional Use Permit #101-M.

LEGAL DESCRIPTION: Located at 5138 Sunset Bluff Dr; SW ¼ of the SW ¼, of Section 22, T 25 N, R22 E, Town of Green Bay, Brown County, Wisconsin.

Further Description: sign to be located along side of the property facing State Hwy 57. Description (from DOT permit application): Sign Area (plus border and trim): 600 Sq. Ft.; Steady Light; 30 ft. above ground level; “V” type of sign design.

recommend that: **the Town of Green Bay Board ALLOW this Conditional Use.**

4 Old business

(7:24-7:30pm) **A. Sign Fees/Rates.** Zoning Administrator, Jason Miller, passed out a new Sign Application which he and Town Clerk, Debbie Mercier, designed. Jason stated he would like to make it a flat fee of \$75.00 (seventy five dollars). He explained that he found most towns he researched, have a \$75 charge. The Planning Commission members agreed.

MOTION MADE by Brad Dechamps to accept the August 16, 2022 minutes
MOTION 2NDED BY: Dylan Mercier. **AYES: 6**
MOTION CARRIED.

(7:31-7:35 pm) **B. Update Fee Schedule for Town.** Zoning Administrator, Jason Miller passed out a new Conditional Use Permit form which he and Town Clerk, Debbie Mercier designed. It was reviewed and accepted by the Planning Commission.

A preliminary Fee Schedule was also passed out. Town Clerk, Debbie Mercier explained we will need to find all of the fees listed, removed all fee wording and replace it with the words: “see fee schedule”. An Amendment to the Ordinance Book will be done, along with the usual legal notices and Public Hearing. She explained the Town Board asked that Planning Secretary, Dawn Delvaux Goodman, do this project as soon as possible, working beyond normal paid time if necessary, and that she will be compensated for that time.

(7:36pm-7:38pm) **C. Update on Duplex at GB-860-2** Zoning Administrator, Jason Miller, stated that a new potential owner for the property has come forward and would like to close on the sale as soon as possible (a hearing for a rezone to have a Duplex on that parcel had approved the Rezone from ER to Multi-Family in 2022). Jason stated he will send the new owner a copy of the Town Minutes.

(7:39-7:42pm) **D. Update on proposed Shipping Container building (40’x60’) at Stone Pillar & Sunset Bluff** location (across from the Red Rocket gas station). Zoning Administrator, Jason Miller, stated it has no floor and is considered a “temporary structure”. He said it has been referred on to the Building Inspector.

(7:43-8:05pm) **E. ATV/UTV Ordinance update—Activation Recommendation.** Town Clerk, Debbie Mercier, suggested the Town should move forward with getting the Signs for the ATV/UTV Route and install the signs so the ordinance, Chapter 10, can be put into effect. The Planning Commission members all agreed. There was much discussion: how many other towns in the area already allow the ATV/UTVs (most); the County roadways that allow them (it is speed dependent); what Town roads would allow for them to travel through the area; where the signage would need to be installed. Members estimated approximately 15-20 signs might be necessary. Someone

stated the signs cost about \$8 per sign. Zoning Administrator, Jason Miller, stated he would look into it further since he deals with a group up north that has worked on it (he has a vacation property up north so he uses the trails there).

(8:06-8:09) F. Tower Site Fees should be reviewed. (Zoning Ordinance, Chapter 11. Mobile Tower Siting).

Zoning Administrator, Jason Miller, expressed concern that **some fees for towers that are being updated are not being collected!** New applications may need to be applied for if modifications to the support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling and related equipment associate with the proposed modifications. (*see H. Class 1 Collocation. 1. Application Process. B. 4*). The fee for such a permit is \$3,000. (*see H. Class 1 Collocation. 1. Application Process. h*). Class 2 Collocation fees would be \$500. (*see I Class 2 Collocation 1. Application Process g*). All agreed **this matter should be addressed so that the Town is not missing important revenue.**

7. Next Planning Commission Meeting was arranged for: Tuesday March 21, 2023 at 7pm, if needed.

Motion to Adjourn Made by: Brad Dechamps **2nded by:** Jason Miller. **Ayes:** 6. **Motion Carried.**
Adjournment: 8:10 pm.

Planning Commission Chairperson

Planning Commission Secretary