

**TOWN OF GREEN BAY PLANNING COMMISSION MINUTES**

**DATE:** 11-21-23

**TIME:** 7:00pm

**PRESENT:** John Metzler, Jason Miller, Kyle Alsteen, Brad Dechamps, Dawn Delvaux-Goodman

**ABSENT:** Dylan Mercier (did not attend, no excuse); Mike Gilson (phone in to say could not attend).

**OTHERS PRESENT:** Scott Hansen

**1. (7:00-7:01pm) 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 9/19/23 meeting minutes were reviewed.

**MOTION MADE** by Jason Miller to accept the September 19, 2023 minutes as presented.

**MOTION 2NDED BY:** Brad Dechamps. **AYES: 5. MOTION CARRIED.**

**2.(7:02-7:08pm)** Scott Hansen, of Hansen Rental Properties, LLC, is requesting a **Certified Survey Map Review (#126-M) for GB-242-1, located at 2731 N. County Highway P.**

The Planning Commission reviewed the CSM. There was a CSM update (9/24/23) by surveyor Terrance J. McNulty and a new review of the map done by Brown County Planning 10/23/23 (attached).

It was noted that there did not appear to be changes in the situation from the initial CSM review by the Town of Green Bay Planning on 8/15/23.

At that time, Scott Hansen explained his business is now an LLC Rental Properties. Zoning Administrator, Jason Miller, noted that the CSM shows Lot 2 has storage buildings already. It was noted that the driveway already is in place.

Scott Hansen stated he is dividing it in order to sell it.

It was noted that the newly presented CSM does not include a parcel number (it should be GB-242-1). This was noted by Brown County Planning in their recommendations. That must be corrected.

**MOTION MADE BY:** Jason Miller to recommend to the Town of Green Bay Town Board: **to APPROVE the Certified Survey Map Review (#126-M) for GB-242-1**

*(See additional wording below in the Certified Survey Map Advisement/Recommendation)*

**MOTION 2NDED BY:** Brad Dechamps. **AYES: 5 MOTION CARRIED.**

*Wording from Certified Survey Map Advisement/Recommendation):*

**Certified Survey Map Advisement/Recommendation**

**REPORT OF THE PLANNING COMMISSION ON: 11-21-23**

**Certified Survey Map: Parcel #: GB-242-1**

**For: Scott Hansen of Hansen Rental Properties, LLC**

We, your Town of Green Bay Planning Commission, to whom has been presented the updated Certified Survey Map for GB-242-1: in the NE ¼ of the NE 1/4 and SE ¼ of the NE ¼ of Section 23, Township 24 North, Range 22 East, Town of Green Bay, Brown County, Wisconsin

**Recommend that:**

The Town of Green Bay Town Board **ACCEPT** the updated CSM presented to the Planning Commission on 11-21-23

**PROPERTY EXPLANATION/NOTES/ LEGAL DESCRIPTION:** The CSM (*note: Survey is updated to 9/24/2023*) shows a survey, division and map of part of NE1/4 of the NE ¼ and SE ¼ of the NE ¼ Section 23, T24N, R22E, Town of Green Bay, Brown County, State of Wisconsin. **Total Acreage: 10.10 total acres of land more or less.**

Described as follows: Commencing at the Northeast corner of said section; thence S 00°42'49" W along the East line of said Northeast ¼ section 778.61 feet; thence N 89°47'37" W 37.84 feet to the Westerly right of way of C.T.H. "P" point being the point of beginning; thence continuing N 89°47'37" W 621.85 feet; thence S 00°36'53" W 708.36 feet; thence S 89°47'37" E 620.37 feet to said Westerly right of way of C.T.H. "P" thence N 00°44'03" E 708.37 feet to the point of beginning. Said parcel containing 10.10 acres of land more or less.

**Said parcel shows a division into 2 lots:**

Lot 1 shows a total area of 6.823 Acres +/- (297,216 Sq. Ft.).

Lot 2 shows a total area of 3.277 Acres +/- (142,740 Sq. ft.)

**COMMENTS/NOTES:**

1. The updated CSM Survey is dated 9/24/23, by Terrance J. McNulty.
2. The CSM Map/Survey was reviewed and approved by the Brown County Planning Commission subject to:
  1. Identify the affected parcel number in a note on Page 1 of the CSM
  2. Provide the requested WPS utility easement.
  3. Approval and signature from the Town of Green Bay.
  4. Corrections as identified in the Brown County Surveyor's checklist
  5. Information related to Soils Report data showed:
    - a. Soils Report were received for Lot 1
    - b. Sanitary Permit issued for Lot 1.
    - c. Existing Private Sewage System Inspection was not required.
    - d. It is not in a Sewer Service Area.
    - e. It is not a Mapped WNDR Wetland
    - f. It does not have a Floodplain Mapped.
    - g. There are no Shoreland Permits required.
6. Provide the following restrictive covenant for Lot 2: "The construction of structures which rely upon onsite sewerage disposal systems for sanitary waste disposal shall be prohibited on this lot until all state, county, and municipal regulations have been met and a sanitary permit has been issued by the Brown County Zoning Administrator's Office.

7. Revise the road name. It should be North CTH P.
8. Meet all other Brown County subdivision and platting regulations.

Recommendations:

- Please consider including the WPS Utility Easement Provision. Per WPS, “The inclusion of the Utility Easement Provision is not a requirement for recording of the survey document; however, WPSC will not utilize the newly platted Utility Easement(s) unless the Utility Easement Provision is included as part of the final recorded document. If the Utility Easement Provision is not included as part of the final recorded survey document, WPSC will require a separate easement document from the owner(s) at the time of application for service, potentially causing delays”.
- Inform the property owner that the WDNR Surface Water Data Viewer map identifies wetland indicator soil types on the subject property.

**The CSM Notes include:**

**Note:**

A Brown County Highway Department access permit must be obtained prior to any construction of a new street/road connection or driveway to a County Trunk Highway.

**Erosion Control Note:**

The property owners, at the time of construction, shall implement the appropriate soil erosion control methods outlined in Wisconsin Construction Site Erosion and Sediment Control Technical Standards (available from the Wisconsin Department of Natural Resources) to prevent soil erosion. However, if at the time of construction the Town has an adopted soil erosion control ordinance, it shall govern over this requirement. This provision applies to any grading, construction, or installation-related activities.

**Lot Drainage Restrictive Covenant:**

The land on all side and rear lot lines of all lots shall be graded by the lot owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

**3.(7:09 to 7:45pm) Old Business**

**A. Update on the matter of Recreation Vehicles: Definitions, Regulations.**

The Planning Commission reviewed the situation. There was lengthy discussion on it.

1. Town Chairperson, John Metzler stated he would like to review what the Town of Scott has for their regulations. He stated he would talk to their Planning representatives.
2. There was some discussion about what a definition of a “Recreational Site” should be and also for a definition for “Recreational Vehicles”, but no decision was made in this regard.

Planning members wanted still more information regarding these two matters and felt they should not make a decision about it until all Planning Commission members are present.

Planning Secretary, Dawn Delvaux Goodman referred the Planning Commission to review the steps that the Planning Commission agreed to work on at the September 19, 2023 meeting:

*Next steps:*

1. *Town Chairperson, John Metzler, and others would like to review what the Towns of Red River and the Town of Scott have for their regulations.*
2. *Find a Definition of a "Recreational Site", as well as "Recreational Vehicles" (Zoning Administrator, Jason Miller, added that they are allowed in all Zoning Districts currently)*
3. *Check with Brown County to see what their regulations are.*
4. *Check to see what DATCP regulations and definitions are.*

It was also noted that at the September meeting, the Planning Commission questioned how soon this should be acted upon and conferred with Town Clerk, Debbie Mercier about it. She stated there was no urgency to the matter, but that the Planning Commission should continue to work on it but need not have a special meeting just for this item.

It was noted that one of the recurring matters concerning Recreational Vehicle, which was thought to be resolved for the winter season, has since resumed. Zoning Administrator, Jason Miller, is working with the Town Board and attorneys to address the situation.

4. (7:46 to 8:00pm) Any other business as authorized by law.

A. **Zoning Administrator, Jason Miller, regarding future possible agenda item:** There may be a December Planning Commission meeting for a Conditional Use Request for a resident who is considering a blacktop business on his property.

5. (8:01-8:02pm) Next Planning Commission Meeting was arranged for: **Tuesday December 19, 2023 at 7pm, if needed.**

**Motion to Adjourn Made by:** Kyle Alsteen **2nded by:** Brad DeChamps. **Ayes:** 5. **Motion Carried.**  
**Adjournment:** 8:04 pm.

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**Planning Commission Chairperson**

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**Planning Commission Secretary**