

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 8-15-23

TIME: 7:03pm

PRESENT: John Metzler, Jason Miller, Kyle Alsteen, Brad Dechamps, Mike Gilson, Dawn Delvaux-Goodman, Dylan Mercier; A

ABSENT: None.

OTHERS PRESENT: Scott Hansen, Larry Sidman of JPM Americas Billboards, Dan Gilson

1. (7:03-7:05) 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 7/18/23 meeting minutes were reviewed.

MOTION MADE by Jason Miler to accept the July 18, 2023 minutes as presented.

MOTION 2NDED BY: Brad Dechamps. **AYES: 7. MOTION CARRIED.**

2.(7:05-7:13 pm) 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. Scott Hansen explained the CSM was done back in 2019, but that he did not act on it until now. His business is now an LLC Rental Properties. Zoning Administrator, Jason Miller, noted that Lot 2 has storage buildings already. It was noted that the driveway already is in place.

MOTION MADE BY: Dylan Mercier 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: 7 MOTION CARRIED.**

Wording from Certified Survey Map Advisement/Recommendation):

Certified Survey Map Advisement/Recommendation

REPORT OF THE PLANNING COMMISSION ON: 8-15-23

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 **Certified Survey Map for GB-242-1: Part of the NE ¼ of the NE1/4 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 CSM presented to the Planning Commission on 8-15-23

PROPERTY EXPLANATION/NOTES/ LEGAL DESCRIPTION: The CSM (*note: Survey is dated 7/24/2019*) 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.**

Said parcel contains a division into 2 lots:

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

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

COMMENTS/NOTES:

1. CSM Survey is dated 7/24/2019, by Terrance J. McNulty.
2. CSM Map/Survey was not signed and does NOT show approval by the Brown County Planning Commission!
3. **Advised to follow Notes and the Provisions indicated on the Certified Survey Map (see below):**

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.(7:14 pm to 7:31 pm) Daniel Gilson (property owner) and JPM Americas Billboards, Inc. (agent) are requesting a Conditional Use Permit #125-M for 2 billboards on parcel# GB-329, (end of Gilson Creek Rd).

Note: The Parcel is divided by State Highway 57, the piece of parcel on the north side (Bay side) is zoned Estate Residential, while the south side (Inland side) is zoned Commercial Business. The proposed Billboards will be on the south side of the parcel.

The Planning Commission reviewed the parcel map and the description of the billboards submitted by Larry Sidman of JPM Americas Billboards, Inc. It was noted that the billboard specifications were traditional and acceptable. It was determined that a Conditional Use permit was appropriate because the request is for 2 billboards.

MOTION MADE BY: Dylan Mercier to recommend to the Town of Green Bay Town Board: **to ACCEPT this Conditional Use Permit based on the information presented.** (*see additional wording in the report below*).

MOTION 2NDED BY: Brad Dechamps. **ABSTAINS:** 1 Mike Gilson (he is related to the applicant, Dan Gilson and has rented farmland from him). **AYES:** 6 **MOTION CARRIED.**

A Public Hearing was scheduled for Tuesday, 9/12/23 at 6:45 pm.

Wording from Conditional Use Permit Advisement/Recommendation):

**REPORT OF THE PLANNING COMMISSION
ON CONDITIONAL USE REQUEST NO. 125-M**

August 15, 2023

We, your Planning Commission, to whom was referred **Petition No. 125-M**

in the matter of: **A request for a Conditional Use Permit to Erect 2 (two) 10'6 by 36' Billboard Signs 30' (feet) overall height, located 2665 feet south of Highway P and 3325 feet south of Highway P (see attached legal)**

do hereby recommend to the Town of Green Bay Town Board: **to ACCEPT this Conditional Use Permit based on the information presented this day.**

GB-329 is Located at: 6025 Rock Falls Road, New Franken, Wisconsin, Town of Green Bay

Legal Description: 37.586 AC M/L GOV'T LOT 1 SEC 14 T25N R22E EX SHORE ACRES & EX SHORE ACRES 1ST ADDN & EX RD & EX HWY IN 1893824

Notes/Concerns:

The Parcel is split by the highway, the Bay side is zoned Agricultural while the Inland side is zoned Commercial Business. The Billboards will be on the Inland side of the parcel.

4. Old Business

A. (7:32-8:20pm) Continuation regarding regulations of Recreation Vehicles: Definitions and Ordinance Development.

Review: The Town received advice from Attorney Matthew Parmentier on the matter. A Conditional Use Permit is the probable solution to the matter. An ordinance is recommended. At the August 8, 2023, Town Meeting, Town Clerk, Debbie Mercier stated the goal is to finish the ordinance at the soonest Planning Commission meeting; then have the Town Board review it; and then have Attorney Parmentier review it for final approval.

Zoning Administrator, Jason Miller, reviewed a definition for a Recreational Vehicle with the Planning Commission. He reminded the Planning Commission that the Town's Association attorney had advised him that a definition was essential for the Town to take any action on Recreational Vehicles.

He also reviewed an ordinance model that he thought was most applicable to the Town's situation. There was discussion about the number of days per year that would be allowed. 15 days was the final amount agreed upon.

Sanitary permits were discussed: State or County Permits requirements; the Town would probably not have additional standards so that the State or County would enforce their standards.

Zoning Administrator, Jason Miller, will send a draft he will put together for Planning Secretary, Dawn Delvaux-Goodman to review, fine-tune and assemble for the Town Planning Commission to review for the September 19, 2023 meeting.

B. (8:21-8:29 pm) Training for the Planning Commission and Board of Appeals. The Town Board would like both the Planning Commission and the Board of Appeals members to attend a training session. The Town Board stated at their August 8, 2023 Town Meeting that it will pay all members to attend the training session. **The training session will take place Tuesday October 3, 2023, from 7pm to 9pm at the Town Hall. This is a mandatory training session.**

5. (8:31-8:34pm) Any Other Business/Correspondence:

A. Zoning Administrator, Jason Miller reported there will most likely be 2 Re-Zoning Requests and a CSM review for the September Planning Meeting.

6. Next Planning Commission Meeting was arranged for: Tuesday September 19, 2023 at 7pm, if needed.

Motion to Adjourn Made by: Mike Gilson 2nded by: Brad Dechamps. Ayes: 7. Motion Carried.
Adjournment: 8:41 pm.

Planning Commission Chairperson

Planning Commission Secretary