

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 12-21-21

TIME: 7:00pm

PRESENT: John Metzler, Dawn Goodman, Brad Dechamps, Jason Miller, Dylan Mercier, Mike Gilson, Gary Jonet **OTHERS PRESENT:** Town Clerk, Debbie Mercier; Bryan Hoff.

1. (7:01-7:03 pm). 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 11-16-21 meeting minutes were reviewed. **MOTION MADE** by Brad DeChamps to accept the minutes as presented. **MOTION 2NDED BY:** Jason Miller. **AYES: 7 MOTION CARRIED.**

2. (7:04-7:07pm). Zoning Amendment Request #1304-J for Bryon Hoff and Hoff Investment Properties to Rezone of lot #GB-357 (5200 Sunset Bluff Dr) from E-R Estate Residential to B-1 Community Business. The Planning Commission reviewed the map of the area in question. Mr. Hoff was asked if he had spoken with any of the neighbors around the property in question. He stated he had not informed them of the proposed change in zoning or his plans for a warehouse. He noted that there is one residential home to the south and that the rest of the properties were commercial, so he did not anticipate any issues. He stated Brown County already has his parcel zoned as Commercial while the Town’s designation is Estate Residential. He stated that the only parcel he anticipated directly affected by his change, would be the adjacent bar owner. He then explained his plans for the property would be to build a warehouse on the parcel. The proposed warehouse is shown on the map he included, with dimensions of 60 foot by 100 foot; it would be 12 feet from the property line adjacent to GB-359 and 65 feet from the Centerline of Sunset Bluff Dr. He stated that he planned to use the warehouse to store items for his rental unit business as well as performing upkeep on appliances connected to that business. In addition, he would use some of the space for his own personal storage.

MOTION MADE BY: Gary Jonet to recommend to the Town Board: **APPROVAL** of the **Zoning Amendment Request #1304-J for Bryon Hoff and Hoff Investment Properties to Rezone lot #GB-357 (5200 Sunset Bluff Dr) from E-R Estate Residential to B-1 Community Business.**

MOTION 2NDED By Dylan Mercier. **Ayes: 7 Nays: 0. Motion Carried.**

A Public Hearing was scheduled for 1/11/22 at 6:45pm.

3. (7:08-7:20 pm) Discuss and review information regarding a possible new ordinance regarding “Animals At Large” Planning Secretary, Dawn Goodman, passed out a copy of the Town of Scott’s “Chapter 10 Animals” (7 pages) for the Planning Commission members to review. *Background: some residents from the Town of Green Bay had come to the November Town meeting requesting a review of this particular ordinance from the Town of Scott in order to possibly utilize it for a new Town of Green Bay ordinance and/or to make changes to the Town’s rules, regarding animals that are off premises of their owner property. The Town Board referred the matter to the Planning Commission.*

The Planning Commission reviewed the information. Then there was discussion on the on-going situation which prompted the request for a new ordinance (one neighbor’s animals are coming onto the property of the adjoining neighbor’s property without their permission and annoying them; the owner of the animals has been approached and asked to remedy the situation, but the situation has continued). Note: Town Clerk, Debbie Mercier, commented that the Town Board is aware of the situation and “the matter is being explored”.

Town Zoning Administrator, Gary Jonet stated that the situation is covered “vaguely” by the current Nuisance Ordinance and that it is not necessary to do an entire new ordinance to address the situation. He also stated that Brown County Ordinances actually address the situation already, so there is no need to add additional legislation. PC member, Jason Miller, commented that even if a new ordinance is created, if it is not enforced what is the point.

MOTION MADE BY: Dylan Mercier to recommend to the Town Board to **NOT take action** regarding a possible new ordinance regarding “Animals At Large” because the Town of Green Bay already has a Nuisance Ordinance (Chapter 7: “Public Nuisance”) that covers the situation.

MOTION 2NDED By Mike Gilson. **Ayes:** 7 **Nays:** 0. **Motion Carried.**

Note: the Town of Scott “Chapter 10 Animals” ordinance information will be kept on file.

4. (7:21-7:30 pm) Old Business/Any Other Business as authorized by law.

A. Follow up to the Review and possible Amendment of Town of Green Bay Code of Ordinances, Chapter 12 “Short-Term Rental Licensing Ordinance”, which may include change of fees and other administrative matters, such as an application form and any other necessary matters that need updating regarding the ordinance.

Town Clerk Debbie Mercier updated the Planning Commission on **her inquiry to the Town’s Association attorney, on the matter of a Conditional Use Permit being utilized for Short Term Rentals.** Attorney stated the Conditional Use Permit could be utilized for Short Term Rentals, but also advised that an Attorney should then look it over before doing so (case by case).

Town Clerk, Debbie Mercier, then went on to say that when she further reviewed the Town’s Short Term Rental Application and ordinance already in place (Chapter 12: Short-Term Rentals”), she feels there is already enough information requested and regulations stipulated, that further requirement of a Conditional Use Permit does not seem necessary at this time.

Town of Green Bay Planning Commissioner, John Metzler, told about a recent Town of Scott meeting he attended which addressed Short Term Rental matters their Short Term Rental owners and adjacent neighbors were discussing with the Town of Scott representatives. His impression was that it is complicated; each short-term rental will have its unique issues; and it could be an on-going source of discussion and issues for them and many other nearby municipalities, including the Town of Green Bay, as the Short Term Rental trend continues.

5. Next Planning Commission Meeting was arranged for: Tuesday, January 18, 2022 at 7pm, if needed.

Motion to Adjourn Made by: Brad DeChamps. **2nded by:** Gary Jonet. **Ayes:** 7. **Motion Carried. Adjournment: 7:33 pm.**

Planning Commission Chairperson

Planning Commission Secretary