

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 5-18-21

TIME: 7:12pm

PRESENT: John Metzler, Dawn Goodman, Brad Dechamps, Jason Miller, Gary Jonet

ABSENT: Dylan Mercier; Mike Gilson. **OTHERS PRESENT:** Jordan LaPlant; Paul LaPlant

1. APPROVAL OF LAST MEETING'S MINUTES (7:12 pm). John Metzler opened the meeting and asked if the meeting notice was properly posted in 3 places. Dawn Goodman confirmed it was. The 4/20/21 meeting minutes were reviewed. **MOTION MADE BY:** Jason Miller to accept the minutes as presented. **MOTION 2NDED BY:** Gary Jonet. **AYES: 5 MOTION CARRIED.**

2. (7:14pm-8:00) Continuation of the LaPlant PRD for GB-348 (Paul and Jordan LaPlant development of 4 separate lots on the parcel): **Review of the final CSM; review of the PRD Application; review of their notification process & newspaper publications for their upcoming Public Hearings**

LaPlants provided the final CSM map to the PC. It was noted that there are now more Restrictive Covenants (Developer's Restrictive Covenants) .The new covenants were reviewed and approved.

A) **Motion made by:** Gary Jonet to **Recommend:** to the Town Board, **APPROVAL of the final CSM for GB-348. (with the recommendation that the Restrictive Covenants be followed).**

Motion 2nded By: Jason Miller **AYES: 5 Motion Carried. Note: Public Hearing was set for: 6/8/21 at 6:15pm.**

B) **Review of the PRD Application with the LaPlants.** The PRD Application was then reviewed with the LaPlants. Here is the Project Description: Applicants are proposing to subdivide 13.209 acres of land to create a total of 4 single family residential lots ranging in size from 3.21 to 3.38 acres in size. The site of the proposed subdivision is currently comprised of a single parcel which was recently rezoned to Estate Residential.

C) **Review of the PRD notification process and newspaper publication process with LaPlants.** It was noted that the lot sizes were not included on the Town Clerk's document "Notice of Public Hearing for a Subdivision." PC Secretary Goodman tried to add that information, but it was in PDF form and would not allow her to change it during the PC meeting. She agreed to fix it and provide the La Plants with the document for their mailing the next day.

The PC reviewed the mail notification process, which involves sending Certified Mail to both property owners within 100 and 300 feet. Per town Clerk Mercier's prior advisement, the LaPlant's were advised that the return Certified Notice cards needed to be mailed to PC Secretary Goodman. She delivered the documents to PC Chair, John Metzler for the LaPlants to pick up 5/19/21. Per his request, an additional set of 37 labels, including return labels with PC Goodman's PO Box address, were provided to Jordan LaPlant at the Town Hall on 5/21/21. PC Goodman advised all that Class 2 Legal notices will be published in the Press Gazette on 5/25/21 and 6/1/21.

3. Continuation of a Zoning Amendment, now assigned #1274-J, to the Code of Ordinances book to reflect the following changes/corrections/updates (8:01-8:40):

The Planning Commission reviewed the proposed changes with Zoning Administrator, Gary Jonet. They recommended the Town of Green Bay Code of Ordinance be **CHANGED in the following manner:**

- 1) Add Revisions to Zoning Ordinance, Section IV General Provisions. 11. (which should be revised to be "K"), Residential Dwelling Standards.4. Siding Materials. a. and b
 - a) The following words should be added after: All main buildings and all detached garages located on a lot shall have exterior siding material consisting of either wood, masonry, concrete, stucco, maisonette, aluminum, vinyl, metal lap "or ribbed sheets of metal"
 - b) Strike the following words after: The following and similar materials shall be prohibited as siding: smooth, ribbed or corrugated sheets of metal, fiberglass, plastic and any materials having a highly reflective or high gloss finish.

- 2) Add Revisions to the Zoning Ordinance, Section IV General Provisions J. Public Improvements 2. Minimum standards. m. Culverts:
 - a) Add "plastic" to: "made of of steel or concrete or plastic".

- 3) Add Revisions to the Zoning Ordinance, Section XXII. Administration and Enforcement. K. Fees.
 - a) Strike the word "Treasurer" and make it "Zoning Administrator"

- 4) Add Revisions to Section XV. Planned Residential Development F. Preliminary Approval 1. Strike ~~(\$1,200)~~; revise it (\$1,500).

- 5) Add Revision to Section XXII Administration and Enforcement E. Building Permit 3. Strike "and" insert "or".

Motion made by: Jason Miller to **RECOMMEND the above mentioned changes** to the Town Board,
Motion 2nded by: Brad Dechamps **Ayes: 5 Motion Carried. Note: Public Hearing was set for: 6/8/21 at 6:55 pm.**

4. Old Business/Any Other Business as authorized by law: None at this time.

5. Date/Time Next Planning Commission Meeting were set for: Tuesday June 8, 2021 at 6:15pm (Please note this is a **week earlier** than the usual meeting date and **earlier time** than usual. This change was made at the advisement of Town Clerk Mercier, to expedite the hearing process for the LaPlant PRD and to reduce expenses for the Town, and all concerned, re: time on additional hearings and legal notices.

Motion to Adjourn Made by: Brad Dechamps **2nded by:** Gary Jonet **Ayes: 5. Motion Carried. Adjournment: 8:45pm.**

Planning Commission Chairperson

Planning Commission Secretary