

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 2/18/25

TIME: 7:00pm

PRESENT: John Metzler, Jason Miller, Kyle Alsteen, Dawn Delvaux-Goodman; Brad Dechamps; Dylan Mercie.

ABSENT: Mike Gilson (vacation).

OTHERS PRESENT: Town Clerk, Debbie Mercier.

1. (7:01-7:02pm) 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 1/21/25 meeting minutes were reviewed.

MOTION MADE by Dylan Mercier to accept the November 19, 2024 minutes

MOTION 2NDED BY: Brad Dechamps. **AYES:** 6. **MOTION CARRIED.**

2. (7:02-7:20pm) Continued action regarding Temporary Moratorium on Billboard and Digital Billboard Signage.

Planning Commission Secretary provided a copy of the revised **Section XVII. Regulation of Signs** which is in **“Chapter 11 Town of Green Bay Zoning Ordinance”** in the **Town of Green Bay Code of Ordinances Book** which had been modified and provided from Town Clerk, Debbie Mercier.

The Planning Commission reviewed the document. There was a question regarding if the struck items should be shown or removed Town Clerk Debbie Mercier said she would check on that with the Towns Association Lawyer. The Planning Commission decided to RECOMMEND the revised information to the Town Board for a **Public Hearing on Tuesday March 11, 2025 at 6:45pm**. (see the attached report). Zoning Administrator, Jason Miller assigned the amendment the following #: **Zoning Amendment #184-M**

MOTION MADE by Dylan Mercier to Recommend the Revision of

Section XVII. Regulation of Signs which is in **“Chapter 11 Town of Green Bay Zoning Ordinance”** in the **Town of Green Bay Code of Ordinances Book**

MOTION 2NDED BY: Kyle Alsteen. **AYES:** 6. **MOTION CARRIED.**
(See attachment).

3. (7:21-7:51 pm) Old Business/Any Other Business As Authorized By Law

A. Discussion regarding Continued updates to the Fees mentioned in the “Town of Green Bay Code of Ordinance Book”.

Zoning Administrator, Jason Miller, stated that the fees identified in the book need to be raised to reflect the following involved in their enforcement: administrative costs for meetings, publishing legal notices, mileage, materials and any additional reasonable costs associated. He gave some examples, getting estimations from Town Clerk Debbie Mercier: Publishing of Legal Notices \$50+/-; Mileage \$75+/. Jason stated he would calculate such costs and review them with Town Clerk, Debbie Mercier, and then present them to the Planning Commission. After that, it would be assigned a Zoning Amendment # and a Public Hearing would be held. The hope is this could be accomplished in March.

4. (7:52 pm)Next Planning Commission Meeting was arranged for: **Tuesday, March 18, 2025 at 7pm, if needed.**

Motion to Adjourn Made by: Kyle Alsteen 2nded by: Jason Miller. Ayes: 6. Motion Carried.

Adjournment: 8:32 pm

Planning Commission Chairperson

Planning Commission Secretary

Zoning Amendment

REPORT OF THE PLANNING COMMISSION ON ZONING AMENDMENT #184-M

Date: 2-18-2025

We, your Planning Commission to whom was referred Petition #184-m, recommend that:

The Town of Green Bay Code of Ordinance be **CHANGED** in the following manner:

“Section XVII. Regulation of Signs” which is in “Chapter 11 Town of Green Bay Zoning Ordinance”. in the Town of Green Bay Code of Ordinances Book shall be modified in the following manner:

Modify:

1. Definitions.k. Billboard—(insert these words: See “Off Premise Signs”).

Strike the former definition “A sign intended to lease to third parties and is itself the primary income generator and commercial use of the property upon which it is located.

1. Definitions

I. change the wording to say: Changeable Message Sign - A sign, such as a manual, electronic or electrically controlled time and temperature sign, message center or reader board, whether electronic, electric or manual, where copy changes. Any sign may be, or include as part of it, a changeable message sign. Strike the former definition: Digital Billboard - A sign that is static and changes messages by any electronic process or remote control.

Add an additional definition:

m. Off-Premise Sign – A sign which advertises goods, products, facilities or services not on the premises where the sign is located or directs persons to a different location from where the sign is located.

In A. 4. Signs in Business & Industrial Districts (B-1, L-1, I-1). Strike vii. Billboards (adjust the numbering of the final following 2 items accordingly to vii and viii).

Add the following sections:

10. Off-premises signs. All off-premises signs are prohibited in the Town of Green Bay regardless of the nature, size and location.

11. Alteration or relocation. No sign or billboard in the Town of Green Bay shall hereafter be altered, rebuilt, enlarged, extended or relocated, except in conformity with the provisions of this chapter. The changing of movable parts of signs that are designed to be changed or the repainting of display matter in conformity shall not be deemed to be alterations within the meaning of this chapter.

12. Nonconforming signs.

- A.** Notification of nonconformity. The Town shall survey the Town for signs which do not conform to the requirements of this article. Upon determination that a sign is a nonconforming sign, the Town shall use reasonable efforts to notify, either personally or in writing, the user or owner of the property on which the sign is located.
- B.** Nonconforming signs. Any sign located within the Town limits on the date of adoption of this chapter which does not conform to these provisions is eligible for characterization as a nonconforming sign and is permitted, provided that it also meets the following requirements:
 - (1) The sign was covered by a sign permit, or a permit was issued prior to the date of adoption of this chapter, if one was required.
 - (2) If no sign permit was required for the sign in question and the sign was in all respects in compliance with applicable law on the date of construction or installation.
- C.** Continuation of nonconforming status. A nonconforming sign shall maintain its nonconforming designation, provided that:
 - (1) No structural modification of a nonconforming sign is permitted, except where such modification will result in having the effect of bringing such sign more in compliance with the requirements of this article, except for changing of copy and normal maintenance.
 - (2) The sign is not relocated.
 - (3) The sign is not replaced.
 - (4) The total structural repairs or alterations to such a nonconforming sign shall not, during its life, exceed 50% of the assessed value of said sign existing at the time it became nonconforming.
- D.** Loss of nonconforming status. Any changes, except provided in Subsection C(1), (2), (3) and (4), shall result in the loss of nonconforming status.

13. Abandoned signs; deteriorated or dilapidated signs.

- A.** A sign or sign message shall be removed by the owner or lessee of the premises upon which the sign is located when the business which it advertises is no longer conducted or when rental or compensation is no longer provided if said sign is of the off-premises type. If the owner or lessee fails to remove it, the Town shall give the owner 60 days' written notice to remove it. Upon failure to comply with this notice, the Town, or its duly authorized representative, may remove the sign at cost to the sign owner.
- B.** The Town shall cause to be removed any deteriorated or dilapidated signs under the provisions of § 66.0413, Wis. Stats.

14. Remedies.

- A. The remedies in this section for violations, or for failure to comply with the provisions of this article, whether civil, criminal, or for sign removal, shall be cumulative and shall be in addition to any other remedy provided by law.
- B. Violation or failure to comply with the provisions of this article is unlawful. Any sign erected without a permit shall be removed at the owner's expense or brought into compliance within 30 days of written notification of the Zoning Administrator. In the event that the owner does not remove the sign or bring it into compliance, the Town may order removal at the owner's expense.
- C. This section shall not preclude the Town from taking any appropriate action to prevent or remove a violation of this article.

Adjust the page numbering because of the insertion of the above additional information adding extra pages in Chapter 11, Town of Green Bay Zoning Ordinance.

Planning Commission Chairman, Town of Green Bay

2-18-25
Date

Adopted by Town Board: _____ Date: _____

Denied by Town Board: _____ Date: _____

Notes, Conditions, and Reason It Denied:
