

## TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

**DATE:** 8/19/25

**TIME:** 7:00pm

**PRESENT:** John Metzler, Jason Miller, Kyle Alsteen; Brad Dechamps; Dawn Delvaux Goodman; Mike Gilson

**ABSENT:** Dylan Mercier **OTHERS PRESENT:** Town Clerk, Debbie Mercier; Town Chairman, Cary Dequaine

**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 Delvaux Goodman confirmed it was. The 7/15/25 meeting minutes were reviewed.

**MOTION MADE** by Brad Dechamps to accept the 7/15/25 minutes **MOTION 2NDED BY:** Jason Miller.

**AYES:** 6. **MOTION CARRIED.**

### 1. Old business

#### A. CONTINUED UPDATES TO THE “TOWN OF GREEN BAY CODE OF ORDINANCES BOOK” TO REFLECT NECESSARY CORRECTIONS AND AMENDMENTS.

##### 1.) FEES

Town Clerk, Debbie Mercier, provided the Planning Commission with a newly updated copy of “Town of Green Bay Fee Schedule” and the Planning Commission went through it, line by line to review it. (see attached).

It was noted by Zoning Administrator, Jason Miller and Town Clerk, Debbie Merciere, that there is now an additional statement at the end of the Fee Schedule:

*“If there is a conflict in fees in the Zoning Ordinance and the fee schedule, the fee Schedule will rule.”*

The Town Board still needs to review and approve the new Fee Schedule before it is official.

##### 2.) WORDS AND/OR TERMINOLOGY REQUIRING CORRECTION AND/OR AMENDMENT

Town Clerk, Debbie Mercier and Zoning Administrator, Jason Miller reviewed a final list of wording and terms that needed to be amended, removed, and/or added to:

(a) **The Town oof Green Bay Code of Ordinance Book, Chapter 11, the “Town of Green Bay Zoning Ordinance”** (see the attached list)

(b) **The Town of Green Bay 2035 Comprehensive Plan, Chapter 10, “2019 Comprehensive Plan Amendment Champion Overlay District”**

Remove Item: 5. Assist the Town in Creating Event Permit and Public Safety Review Process (see: *III Purpose of the District. 5.*).

#### B. CONTINUED DISCUSSION ON DEVELOPMENT OF REGULATIONS ON SHIPPING CONTAINERS.

This item was tabled until there is more time to devote to the matter.

2. Any other business as authorized by law and Review any correspondence received regarding future agenda items

- A. **Continued Review of the Town's Champion Overlay District**

Compliance Review is now necessary in regards to proposed changes at a property located at GB-39 (6028 County Road K), which is now owned by the Vietnam Sisters Support Association.

Zoning Administrator, Jason Miller, stated he had met with the group's representative this day and discussed initial plans the group has for renovations and updates to the property to prepare it for an upcoming event they wish to hold on Labor Day weekend.

- 1) Jason and the representative reviewed the Town's regulations and decided the facility should be designated as a "Hotel", since they are already zoned as a business and Hotels are allowed with a Conditional Use permit. They hope to have 6-8 rooms in the adjoining structure that formerly was the indoor remote car race track business. Per a recent visit from the Town's Inspector and the Fire Chief, each room would need to have separate outdoor entrance.
  - 2) The representative said there are immediate plans to put new white vinyl siding on the building. But Jason advised they cannot do that without a permit and because the Overlay District requirement in Section VI: 9 Building Design, which requires brick, stone or wood for facades facing public right of way. He suggested painting would be another option.
  - 3) The representative said there are immediate plans to put in a blacktop parking lot. Jason advised they cannot do that without a permit because the Overlay District requirements the Town must review:
    - Section VI: 3 Site Design, which sets standards for the maximum lot coverage, permeable surfaces;
    - Section VI: 4 Setbacks and Landscape Buffers;
    - Section VI: 5 Parking Areas;
    - Section VI: 6 Excavation and Site Grading;

After further discussion, the group's representative thought the group would not pursue a new parking lot at this time and would put a load of gravel down to improve the lot's condition before they host an open house event for Labor Day weekend. Jason stated that the group will most likely be requesting a Conditional Use Permit.

3. **Meeting Date** (September 16, 2025) if a meeting is necessary.
4. **MOTION MADE** by Mike Gilson to Adjourn. **MOTION 2NDDED BY:** Kyle Alsteen . **AYES:6**  
**MOTION CARRIED.** **Time of Adjournment: 9:18 pm.**