

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 6/17/25

TIME: 7:01pm

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

ABSENT: John Metzler (family obligation).

OTHERS PRESENT: Town Clerk, Debbie Mercier.

Note: In the absence of John Metzler, Jason Miller assumed Chair duties for this meeting.

Mike Gilson made a motion that Jason Miller assume Chair duty for this meeting. Kyle Alsteen seconded the motion.

Ayes: 6. Motion carried.

1. (7:01-7:02pm) **APPROVAL OF LAST MEETING'S MINUTES.** Jason Miller opened the meeting and asked if the meeting notice was properly posted in 3 places. Dawn Delvaux Goodman confirmed it was. The 5/20/25 meeting minutes were reviewed.

MOTION MADE by Dawn Delvaux Goodman to accept the 5/20/25 minutes

MOTION 2NDED BY: Brad Dechamps. **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.

Town Clerk, Debbie Mercier went through the fees list.

There was discussion about each one and other items that may be added to the list:

- should a fee be charged for a Sex Offender Residence Board Meeting "Chapter 13 Sex Offender Residency Ordinance", Section 10 "Petition for Exemption (a).
The Town's Association advises there cannot be an extra charge such a meeting.
- Current local standards for CSM review fee in addition to rezoning fee.
- A lengthy review of approximately 26 items

Town Clerk, Debbie Mercier, is updating the information discussed at this June meeting and it will be reviewed at the July Planning Commission meeting before making the updates permanent in the book and online. Note: *usual procedure will take place: A zoning amendment # will be assigned, appropriate legal notices posted, public hearing will be held, and then Town approval of the amendment).*

There was additional discussion regarding if the fee schedule should be posted and if so, having a disclaimer on line currently that states: "Currently being updated and may not reflect the most current fee". Also, having a statement after the update is completed, which would state: "Fee schedule is current."

2. Any other business as authorized by law.

A. Review the Town's Champion Overlay District (Chapter 10 in the Town of Green Bay 2035 Comprehensive Plan—Adopted March 19, 2019).

Town Clerk, Debbie Mercier, passed out copies for the Planning Commission members of the Champion Overlay District, which is titled:

"Chapter 10 2019 Comprehensive Plan Amendment" of the Town of Green Bay 2035 Comprehensive Plan (Adopted March 19, 2019. This was added to the Planning Members Comprehensive Plan books, at

the end of the book. All PC members added this handout to their Comprehensive Plan book, at the end of their book.

The Planning Commission briefly reviewed the Overlay District information.

Town Clerk, Debbie Mercier, advised that the Overlay District Chapter should also be part of Chapter 11, being placed at the end of the Chapter, as an Amendment. All agreed.

- B. Review and Update Town's Large Zoning Map and start procedure to have a new one printed with Brown County Planning.

After review of the innumerable changes to zoning of parcels on the map (there is a list of each one on the actual large map displayed in the Town Hall), the Planning Commission decided to have the map updated.

MOTION MADE by Jason Miller to Recommend to the Town Board to have the Brown County Planning & Land Services update the Town's map.

MOTION 2NDED BY: Kyle Alsteen . **AYES:** 6. **MOTION CARRIED.**

- C. Modification of the current Conditional Use Permit

Zoning Administrator, Jason Miller stated he needs to modify the current application. He will send the draft to Town Clerk Debbie Mercier to make the update.

3. Review any correspondence received regarding future possible agenda items

Zoning Administrator, Jason Miller gave an update regarding the correspondence he received from a Tower Company, concerning updates to a site in the Town. Town Clerk, Debbie Mercier was consulted on the matter. It was determined an attorney consultation was not needed at this time. They decided it should be considered a Class 2 Collocation, which would require a:

- a. \$500 fee,
- b. A Conditional Use Permit (no review meeting).
- c. A Work Report submitted to the Town.

4. Set Next Meeting Date (July 15, 2025) if a meeting is necessary.

5. **MOTION MADE** by Mike Gilson to Adjourn. **MOTION 2NDED BY:** Dylan Mercier . **AYES:6**
MOTION CARRIED.

Time of Adjournment: 8:50pm.

Planning Commission Chairperson

Planning Commission Secretary