

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 10/21/25

TIME: 7:00pm

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

OTHERS PRESENT: Town Clerk, Debbie Mercier; Town Chairman, Cary Dequaine; Don Delcore

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 9/16/25 meeting minutes were reviewed.

MOTION MADE by Jason Miller to accept the 9/16/25 minutes **MOTION 2NDED BY:** Brad Dechamps
AYES: 7. MOTION CARRIED.

2, (7:02-7:10 pm) The Representative of the Janice Delcore Revocable Trust has requested a Certified Survey Map Review of Parcel GB-162-2, located on Stump Road.

Don Delcore, Trustee, appeared before the Planning Commission. Zoning Administrator, Jason Miller, explained the house is split off onto its own parcel. He described the parcel as pretty good and square. He further explained a rezoning was found to NOT be necessary due to surrounding parcels being Estate Residential. The Planning Commission members reviewed the maps and did not express any concerns.

MOTION MADE by Dylan Mercier to recommend to the Town Board to **ACCEPT** the Certified Survey Map *
MOTION 2NDED BY: Kyle Alsteen **AYES: 7. MOTION CARRIED.**

**(see the wording below):*

We, your Town of Green Bay Planning Commission, to whom has been presented the Certified Survey Map for
GB-162-2: Part of the SE 1/4 of the SW 1/4 of Section 13, Township 24 North, Range 22 East, Town of Green Bay, Brown County, Wisconsin

Recommend that:

The Town of Green Bay Town Board **ACCEPT** the CSM presented to the Planning Commission on 10-21-25

PROPERTY EXPLANATION/NOTES/ LEGAL DESCRIPTION:

Said parcel contains:

76,918 Sq. Ft (1.77 Acres).

COMMENTS/NOTES:

Comment:

1. **Lot 1 has a house (#2847). It also has a sanitary mound.**

2. **Advised to follow Notes and the Provisions listed in the Restrictive Covenants indicated on the Certified Survey Map:**

Notes:

1. The Property owners, at the time of construction, shall implement the appropriate soil erosion control methods outline in the WI Construction Site erosion and sediment control technical standards (available from the WI DNR) to prevent soil erosion. However, if at the time of construction, the Town has an adopted soil erosion control ordinance, it shall govern over this

requirement. This provision applies to any grading, construction or installation -related activities.

Restrictive Covenants:

1. The land on all sides and rear lot lines of all lots shall be graded by the owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

3. Old business

A. (7:11-7:58) Continued updates to the “Town of Green Bay Code of Ordinances Book” to reflect necessary corrections and amendments.

Town Clerk, Debbie Mercier used the Town Overhead projector to do an extensive review of the corrections, item by item, on a new document, entitled: “APPENDIX B” (see below):

Town of Green Bay

Appendix B to Code of Ordinance

Code of Ordinance – Adopted December 8, 2020
Includes Amendments and Revisions

Ch 19 - Town Cemetery and Burial Site Ordinance – Adopted 4/12/22 revisions adopted 6/14/22

Ch 8 - Solid Waste and Recycling Ordinance – revised per State of Wisconsin amendment _____

Started review of Zoning Ordinance for necessary revisions and corrections – Board approval dated _____

Pg 8, Accessory Building or Use – added 1 e, f and f(a)

Pg 9, Building Accessory – 17 added a, b and b 1)

Pg 10, #39 Section IV J should be IV K

Pg 10, #40 Section IV J should be IV K

Pg 22, J. m. Culverts

Pg 22, 2m remove fee

Pg 23, K. Residential Dwelling Standards; and 4. Siding Materials a. and b.

Pg 27, A2 need definition (appears on pg 33 A3) – recreational site – added definition – added definition to page 13, #100

Pg 28, E2 should be 75 feet not square feet

Pg 51, 18 need to re-word it due to new changes – Off premise signs not allowed – approved 3/11/25

Pg 60, B5 need to re-word with new changes – Off premise signs not allowed – approved 3/11/25

Pg 67, Section XV, PRD, F. Preliminary Approval, 1.

Pg 67, 1 PRD - remove fee

Pg 103, g remove fee – see Town of Green Bay fee schedule for applicable fee

Pg 104, h remove fee – see Town of Green Bay fee schedule for applicable fee

Pg 110, Section XXII Administration and Enforcement, E. Building Permit, 3.

Pg 114, Section XXII Administration and Enforcement, K. Fees

Pg 114, k remove fee – added comment regarding fee schedule

Pg 119, Added Champion Area Overlay District Ordinance – which was Adopted March 19, 2019

Pg 100, Delete “Section XX. Earth Excavations” from Chapter 11 – approved August 11, 2022

Please note, the page numbers in the above appendix will not reflect the page numbers in the new book. The Master Copies of the Ordinances are on file in the records of the Town Hall.

MOTION MADE by Jason Miller to **ACCEPT** the new Appendix B and that it should be passed on to the Town Board for review at the November 11, 2025 meeting. **MOTION 2NDED BY:** Brad Dechamps
AYES: 7. MOTION CARRIED.

B. (7:59-8:01 pm) Continued discussion and review of the Champion Overlay District. "**The Overlay Model-Zoning District (Section _____ Champion Area Overlay District")**.

Town Clerk, Debbie Mercier stated she **changed the Section number to Section XXV**

C.(8:02-8:05 pm) Continued Discussion on Development of Regulations on Shipping Containers.

Town Clerk Debbie Mercier directed the Planning Commission to Town of Green Bay Zoning Ordinance, Chapter 11, Section III Definitions B. Words Defined. Accessory Buildings"

1. **Accessory Building or Use.** A building or use which is:

- a. Conducted or located on the same zoning lot as the principal building or use served, except as may be specifically provided elsewhere in this ordinance;
- b. Clearly incidental to, subordinate in purpose to, and serves the principal use; and
- c. Either in the same ownership as the principal use or is clearly operated and maintained solely for the comfort, convenience, necessity, or benefit of the occupants, employees, customers, or visitors of or to the principal use.
- d. "Accessory use" for purposes of the farmland preservation ordinance means any of the following land uses on a farm:
 1. A building, structure, or improvement that is an integral part of, or is incidental to an agricultural use.
 2. An activity or business operation that is an integral part of, or incidental to, an agricultural use.
 3. A farm residence, including normal residential appurtenances.
 4. A business, activity, or enterprise, whether or not associated with an agricultural use, which meets all of the following requirements:
 - a) It is conducted on a farm by an owner or operator of that farm.
 - b) It requires no buildings, structures, or improvements other than those described in par. 1 or 3.
 - c) It employs no more than 4 full-time employees annually.
 - d) It does not impair or limit the current or future agricultural use of the farm or other protected farmland.
- e. Permitted Accessory Buildings shall not be erected prior to the erection of the Principal Building to which they are accessory, except that utility trailers or truck bodies may be permitted by the Zoning Administrator as a temporary use at a construction site for a period not to exceed one (1) year from the date of the start of construction.
- f. The following shall not be used as Accessory Buildings in any district, except the I-1 General Industrial District: Includes, but not limited to, boats, truck bodies, Manufactured Homes Mobile Homes, buses, railroad cars, shipping containers, trucks, motor vehicles, and trailers.
 - (a) Shipping Containers are allowed for the storage of Fireworks, per ATF Regulations, in the B-1 Community Business district only.

And also to this change in the Definitions area:

17. Building Accessory. A subordinate building or portion of a principal building, the use of which is incidental and customary to that of the principal building, where an accessory building shall comply in all respects with the requirements of this ordinance applicable to the principal building.

- a. Permitted Accessory Buildings shall not be erected prior to the erection of the Principal Building to which they are accessory, except that utility trailers or truck bodies may be permitted by the Zoning Administrator as a temporary use at a construction site for a period not to exceed one (1) year from the date of the start of construction.
- b. The following shall not be used as Accessory Buildings in any district, except the I-1 General Industrial District: Includes, but not limited to, boats, truck bodies, Manufactured Homes Mobile Homes, buses, railroad cars, shipping containers, trucks, motor vehicles, and trailers.
 - 1) Shipping Containers are allowed for the storage of Fireworks, per ATF Regulations, in the B-1 Community Business district only.

4. Review any correspondence received regarding future agenda items. Zoning Administrator, Jason Miller stated the may be a couple CSMs but he has not received all of the information for them yet.
5. Set Next Meeting Date (November 18, 2025) if a meeting is necessary.
6. Adjourn **MOTION MADE** by Dylan Mercier to Adjourn. **MOTION 2NDED BY:** Kyle Alsteen. **AYES:7**
MOTION CARRIED. **Time of Adjournment: 8:12 pm.**

Planning Commission Chairperson

Planning Commission Secretary