

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 9/16/25

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; Tony Nguen; Kathy Thekan

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 8/19/25 meeting minutes were reviewed.

MOTION MADE by Brad Dechamps to accept the 8/19/25 minutes **MOTION 2NDED BY:** Kyle Alsteen
AYES: 7. MOTION CARRIED.

2, (7:03-7:38 pm) Tony (Tuan) Nguyen representing the Divine Mercy Pilgrimage House for the following 2 items:

- A. **REZONING Request #214-M, on Parcel GB-39**, located at 6028 County Hwy K, New Franken, WI 54229, for **a Community Business requesting to rezone to Estate Residential.**

There was discussion regarding the restrictions of the Overlay District. There was also discussion regarding Parking standards and lighting. It was noted that "Off Street Parking" gives the details in this regard. Zoning Administrator, Jason Miller also mentioned Sign requirements.

MOTION MADE by Dylan Mercier to recommend to the Town Board to **ACCEPT** the Rezone Request from Community Business to Estate Residential.* **MOTION 2NDED BY:** Kyle Alsteen
AYES: 7. MOTION CARRIED.

A Public Hearing was set for Tuesday, October 14, 2025 at 6:40 pm.

(see the wording below):

**We, your Planning Commission to whom was referred Petition No. 214-M,
recommend that:*

*The Town of Green Bay Town Board **ACCEPT** the Zoning Amendment request, #214-M, of Tony (Tuan) Nguyen, representing Divine Mercy Pilgrimage House (aka Divine Mercy Association of Fountain Valley CA; also shown on Brown County WI Land Records as VN SISTERS SUPPORT ASSOCIATION)*

*to **REZONE GB# 39 from B-1 Community Business to E-R Estate Residential (purpose: to operate a Religious Retreat).***

Property Location:

Located at 6028 County Rd K, Town of Green Bay, New Franken, WI 54229

Legal Description:

1.197 AC M/L PRT OF NE FRAC 1/4 NW1/4 SEC 2 T24N R22E AS DESC IN 1039 R 492 EX HWY & PRT IN 2373364

B. CONDITIONAL USE PERMIT #215-M, on Parcel GB-39, to have a Religious Retreat at 6028 County Hwy K, New Franken, WI, 54229.

There was discussion about rooms for people to stay at the facility. Kathy Thekan stated they will hold off on rooms because a plan needs to be made by an Architect in order to remodel and utilize the adjoining building. It was noted there is no heat, etc., which would make the building appropriate for dwelling at this time. Kathy also discussed a possible privacy fence between them and the apartment building nextdoor. It was suggested that this may have to wait until there is time to do a survey to see where property lines are. Zoning Administrator, Jason Miller, stated the requirements for that can be found in Chapter 11. He also reviewed the plans Kathy had submitted to him for putting siding on the building, which entail 3 sides of vinyl and stone on the front. There was also discussion about the parking lot. Original plans included a blacktop lot. This was changed because of the requirements it would involve.

MOTION MADE by Brad Dechamps to recommend to the Town Board to **ACCEPT** the Conditional Use Request for a Religious Retreat at 6028 County Hwy K, New Franken, WI, 54229.*

MOTION 2NDED BY: Kyle Alsteen **AYES:** 7. **MOTION CARRIED.**

A Public Hearing was set for Tuesday, October 14, 2025 at 6:45 pm.

(see the wording below):

**We, your Planning Commission, to whom was referred Petition No. 215-M*

in the matter of: A request for a Conditional Use Permit by Lan Nguyen, representing Divine Mercy

Pilgrimage House, located at 6028 Cnty Hwy K, New Franken WI 54229 (aka: Divine Mercy

Association of Fountain Valley CA)

for a Religious Retreat

*do hereby Recommend to the Town of Green Bay Town Board: to **ACCEPT this Conditional Use Permit.***

3. Old business

- A. (7:39-7:56) Continued updates to the “Town of Green Bay Code of Ordinances Book” to reflect necessary corrections and amendments.
 - 1). Fees. A fee in the Champion Area Overlay District Ordinance (see **F. Preliminary Approval Process 2. Notice, Fee and Public Access Filing Requirement.**) needs to be corrected or removed.(six hundred or \$720).
 - 2) Words and/or terminology requiring correction and/or amendment.
 - a. **”Religious Institutions”** (as defined on page 91 in Chapter 11 of the Town of Green Bay Zoning Ordinance) needs to be added to Chapter 11 in Definitions (**Section III Definitions, B. Words Defined**).
 - b. **Building, Temporary** (as defined on page 9 in Chapter 11 of the Town of Green Bay Zoning Ordinance) needs correction. It references further definitions that are not correct (#70 and #71).
- B. Continued discussion and review of the Champion Overlay District. “**The Overlay Model-Zoning District (Section _____ Champion Area Overlay District**” is being reviewed for accuracy and updating. Town Clerk, Debbie Mercier will do initial review and make changes and submit to the Planning Commission to review for their October 21 Meeting.
- C. (7:57-9 pm) Continued Discussion on Development of Regulations on Shipping Containers. There was discussion regarding how many known Shipping Containers are in the Town. It was noted that they are not permanent. Discussion about if a permanent shipping container is found,, then the Town would take action. The

Planning Commission researched surrounding communities treatment of Shipping Containers. They seemed to be referred to most often as “Accessory Buildings”.

The Town of Red River allows Accessory Uses and Structures only in their Industrial District. They had the following wording which might work for our Town’s purposes: :

F. Such items as, but not limited to, boats, truck bodies, Manufactured Homes Mobile Homes, buses, railroad cars, shipping containers, trucks, motor vehicles, and trailers, shall not be used as Accessory Buildings in any district, except the I-1 Industrial District.

(a) Shipping Containers are allowed for the storage of Fireworks, per ATF Regulations, in the LE district only.

G. 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 time not to exceed one (1) year from the date of the start of construction.

Zoning Administrator, Jason Miller, would like to see this added to Chapter 11, Section **III Definitions. B. Words Defined. 1. Accessory Building or Use.** (see page 7) Then put in #1 and #17 (Building Accessory).

There was further discussion about doing a Moratorium on Shipping Containers for 6 months.

There was also discussion about amending our Definition to say a Shipping Container is NOT allowed.

4. Review any correspondence received regarding future agenda items. Zoning Administrator, Jason Miller stated the may be a CSM for a Rezoning for the Delcores.
5. Set Next Meeting Date (October 21, 2025) if a meeting is necessary.
6. Adjourn
7. **Meeting Date** (October 21, 2025) meeting is necessary.
8. **MOTION MADE** by Jason Miller to Adjourn. **MOTION 2NDED BY:** John Metzler. **AYES:7 MOTION CARRIED.** **Time of Adjournment: 9:07 pm.**

Planning Commission Chairperson

Planning Commission Secretary