

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 4-16-19

TIME: 6:01 p.m.

PRESENT: Dawn Goodman, Gary Jonet, John Metzler, Jason Miller; Brad DeChamps, Dylan Mercier, Mike Gilson.

OTHERS PRESENT: Steven Bieda, Surveyor for Mau & Associates, on behalf of the Keith Kaufman CSM; Les Van Horn, Surveyor for Van Horn & Van Horn, on behalf of the Brunner CSM.

APPROVAL OF LAST MEETING'S MINUTES (7:01-7:03) : John Metzler opened the meeting and asked if the meeting notice was properly posted in 3 places. Dawn Goodman confirmed it was. The 3/19/19 meeting minutes were reviewed.

MOTION MADE BY: Dylan Mercier to accept the minutes as presented. **MOTION 2NDED BY:** Brad DeChamps **AYES: 7 MOTION CARRIED.**

ISSUE #1: CSM for Keith Kaufman for part of GB-349-1

The Surveyor presented the CSM for the PC's review. He stated it is a very standard CSM situation. He explained the map now shows a division of what was formerly 2 pre-existing lots: Lot 2, Volume 44, CSM Map Page 117, being part of Lot L in the recorded "Plat of Edgewater Beach", and part of Government Lot 2, Section 22, T25N-R22E, Town of Green Bay. He surveyed and divided and mapped "Lot 2", which will now consist of two lots: "Lot 1" & "Lot 2". The Parcel contains 27,00 square feet/ 0.64 acres. Each new lot contains 1,3950 square feet/0.32 acres. He noted there is a pre-existing garage on on the new "Lot 1". The owner plans to sell Lot 2 to someone interested. The surveyor noted parts of Lots 1 and 2 contain steep slopes unsuitable for building.

Zoning Administrator Gary Jonet stated he was satisfied with the CSM and stated it was pretty typical of what is in that area already.

Dylan Mercier questioned if there will be another garage on Lot 2. The surveyor said there might be something on that order or a storage style building.

MOTION MADE BY: Jason Miller to **Recommend** to the Town Board: **Approval of the CSM for Keith Kaufman for part of GB-349-1** **MOTION 2NDED BY:.** Dylan Mercier **AYES: 7 MOTION CARRIED.**

Note: A motion was made to move the Brunner CSM up on the agenda to Issue #2 so the matter could be dealt with sooner. (Jason Miller made the motion. Mike Gilson 2nded the motion. All approved).

ISSUE #2: CSM for Part of GB-267 (located at 6116 Algoma Rd, New Franken, WI), for Clyde and Donna Brunner. (7:07-7:11 pm).

The Surveyor presented the CSM for the PC's review. The CSM was Part of the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 24 North, Range 22 East, Town of Green Bay. The property was surveyed, divided and mapped. Lot 1 contains 332,175 square feet/7.626 acres.

The Surveyor explained that they are breaking off the farm & its buildings from the rest of the area.

Importantly: the CSM notes that that **Lot 1 contains an environmentally sensitive area (ESA)** as defined the Brown County Sewage Plan. The ESA includes navigable waterways, all I and within 75-feet of the ordinary high

water mark (OHWM) of navigable waterways with no flood study. **Development and land disturbing activities are restricted in the ESA unless amendments are approved by the Brown County Planning Commission and the WI DNR.**

Jason Miller asked if they are selling the parcel. The surveyor stated they are. He added that the sale was delayed because of the timing of the meetings with the Town. He stated as far as he knew the sale will still go through, in spite of the delay.

No one of the PC had any issues with the CSM.

MOTION MADE BY: Gary Jonet to **Recommend** to the Town Board: **Approval of the CSM for for Part of GB-267 for Clyde and Donna Brunner. MOTION 2NDED BY:** Jason Miller. **AYES: 7 MOTION CARRIED**

Note: The surveyor was told to appear before the Town Board at the Town’s regular Town Meeting 5/14/19 at 7pm. He agreed to do so

ISSUE #3: Start work on ordinance Establishing Driveway Standards (7:12-8:45 pm).

Dawn Goodman explained she had met with the Town of Scott Development Coordinator, Dave Cerny to obtain their information on their Driveway Ordinance and discuss the reasoning behind it. She stated Dave Cerny hoped the Town of Green Bay would use it and their Attorney (Town of Scott) had already reviewed and approved it for them. Dawn explained that she had then modified it for the Town of Green Bay and wanted the PC’s input on any items they thought should be eliminated/changed, since some parts of it are not appropriate because the Town does not have some of the items or situations mentioned in that ordinance. Dawn also presented the “Town of Athelstane Private Driveway Ordinance”, which Jason Miller had obtained from their website—he has a vacation home in that area.

The PC reviewed the information and discussed which parts would be appropriate and which would not. Because there were so many changes, the group manually cut and pasted together the information and asked Dawn Goodman to re-construct a newly typed version of an ordinance for them to review for the May PC meeting. Dawn Goodman agreed to do so. **The matter was continued to the May PC meeting.**

ISSUE #4: Begin Update of the Farmland Preservation Information for DATCP

The PC decided this matter was too complex to go into in the time remaining for this current PC Meeting. Dawn Goodman stated that from the information she had read, the PC will need help from the County for the majority of the work. **The matter was tabled.**

Old Business: None at this time.

Any Other Business as authorized by law. None at this time.

Date & Time of Next Planning Commission Meeting were set: Tuesday May 21, 2019 at 7 pm.

Motion to Adjourn Made by: Jason Miller. Gary Jonet **2nded.** **AYES: 7 NAYS: 0. Motion Carried.**
Adjournment time: 8:48 pm.

Planning Commission Chairperson

Planning Commission Secretary