

## TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

**DATE:** 2/17/15

**TIME:** 7:01 p.m.

**PRESENT:** Bob Boncher, Dawn Goodman, Dianne Jacobs\*, Jack Salewski

**ABSENT:** Gary Jonet (on vacation), John Metzler (unexpected injury), Mike Gilson (on vacation).

**Others Present:** 14: Town Chairman Lee Dechamps; Town Clerk Debbie Mercier, Mark Sauer of Mead & Hunt; Dustin Wolff of Mead & Hunt; Dan Deterville, Terry Deterville, Helen Conard, Ron Abts, Pete Mathu, Steve Heim, Jon Jadin, Terri Jacobs, Albert Jacobs, Jason Miller (sp?). See attached sign in sheet.

*\*Please note that in the absence of John Metzler, Dianne Jacobs ran the meeting.*

**APPROVAL OF LAST MEETING'S MINUTES:** Dianne Jacobs opened the meeting and noted that the meeting notice was properly posted in 3 places. The December 2 & 16th, 2014 Minutes were reviewed. Bob Boncher made a motion to accept both the minutes as presented. Jack Salewski seconded the motion. All approved.

**(7:01 to 7: 07 pm) ISSUE #1: A Zoning Amendment Request & CSM concerning property owned by Helen Conard and Theresa Deterville, Etal, to facilitate breaking off a part of GB-86-1, located at 5260 CTH K.**

The Planning Commission reviewed the CSM. The Planning Commission questioned Helen, Terry, Dan and Albert as to what they were planning to do and why they were splitting off the parcel. They explained it was to complete settling the estate of the former owner, their relative, Mrs. Conard. Dan and Terry Deterville will become owners of the parcel when it is finalized. It will be a 3-acre parcel, and will be rezoned from A-1 Agriculture to E-R Estate Residential. The parcel in question was identified as GB-86-1.

**MOTION MADE BY:** Jack Salewski made a motion to approve and recommend to the Town of Green Bay, the CSM for parcel GB-86-1 and the rezoning amendment to change the parcel from A-1 Agriculture to E-R Estate Residential. **MOTION 2NDED BY** Bob Boncher. **AYES:** 4 **NAYS:** none. **ABSTAIN:** none. **MOTION CARRIED.**

The Planning Commission confirmed this with Town Clerk Debbie Mercier to add it to the March 10, 2015 Town Board's agenda. A Public Hearing was scheduled for 3/10/15 at 6:50 pm.

**(7:10 to 9:05 pm) ISSUE #2 Commencement of the Comprehensive Plan Update: Comprehensive Plan Work Group Meeting 1 with Mead and Hunt representatives.**

Mead and Hunt representatives, Dustin Wolff, AICP and Mark Sauer, who were hired by the Town to facilitate the State of Wisconsin mandated update of the Town's Comprehensive Plan, came to the meeting to meet the Planning Commission and Board of Appeals members who will be taking part in the process. They gave an introduction of the project. They distributed the project schedule, which will include monthly meetings through August 2015. The meetings will take place during the Planning Commission regular meetings, on the 3<sup>rd</sup> Tuesday of each month, from 7pm to 9pm. It was decided that any other Planning Commission matters, such as zoning amendments or conditional use permits, would be addressed earlier from 6:30 pm to 7 pm on those days, as needed. It was noted that on the April 21, 2015 meeting, the Mead & Hunt representatives will not be in attendance. The Planning Commission will meet alone on that date to discuss the updates, progress, and any issues on the plan.

Then they distributed the first 2 chapters of materials to be discussed for the evening. They started by reviewing "Chapter 1, Issues and Opportunities", with special attention directed to "Map 1: Jurisdictional Boundaries", and "Map 2: Regional Influences/Context". Then they reviewed "Chapter 2, Land Use", with special attention directed to "Map 3: Existing Land Use", and "Map 4: Future Land Use".

Those present gave opinions on the topics, the Mead & Hunt representatives took notes and said they would adjust the materials accordingly to reflect any issues and changes necessary.

Mead & Hunt representatives then gathered contact information from all the Planning and Appeals members in order to send the next round of materials to be covered for the March meeting.

**(9:06 to 9:14 pm) ISSUE #3 Revision/clarification of the DATCP reviewed items of the Town of Green Bay's Farmland Preservation Ordinance**

Dawn Goodman explained that Town Clerk Debbie Mercier had received a letter from DATCP concerning their review of the Town's Farmland Preservation Ordinance to determine its compliance with Chapter 91, listing 23 items to be considered for further revision and/or clarification. Due to the amount of material to be addressed and the time it would take, the Planning Commission members decided to allow Planning Commission secretary Dawn Goodman and Dianne Jacobs to work on it and come back to the March meeting with the details. Town Clerk Debbie Mercier will review the material and assist if needed also.

**Other Business:** There was no other business to cover at this meeting.

**Date & Time of Next Planning Commission Meeting were set:** Tuesday March 17, 2015 at 6:30pm.

**Motion to Adjourn Made by:** Bob Boncher. Jack Salewski seconded. **AYES 4 NAYS:** None. **Motion Carried.**

**Time of Adjournment:** 9:15 p.m.

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**Planning Commission Chairperson**

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**Planning Commission Secretary**