



MINUTES OF THE GREEN BAY PLAN COMMISSION

**MONDAY, APRIL 9, 2018, 6:00 PM
CITY HALL, ROOM 310**

A. ROLL CALL.

I. Members: Timothy Gilbert - Chair, Sidney Bremer - Vice-Chair, Ald. Dave Nennig, Lisa Hanson, Jacob Miller, Randall Petrouske and Jerry Wiezbiskie

Dave Nennig, Jerry Wiezbiskie, Jacob Miller, Sidney Bremer, Timothy Gilbert, Randall Petrouske,
Excused: Lisa Hanson

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the April 9, 2018, meeting of the Green Bay Plan Commission.

Moved by Sidney Bremer, seconded by Randall Petrouske to approve the agenda.

Motion carried.

Yes- Dave Nennig, Jacob Miller, Jerry Wiezbiskie, Randall Petrouske, Sidney Bremer, Timothy Gilbert, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the March 26, 2018, Plan Commission Meeting.

Moved by Ald. Dave Nennig, seconded by Sidney Bremer to approve the minutes.

Motion carried.

Yes- Dave Nennig, Jacob Miller, Jerry Wiezbiskie, Randall Petrouske, Sidney Bremer, Timothy Gilbert, No- None, Abstain- None

D. NEW BUSINESS.

I. (SC 18-01) Consideration with possible action on the request to close the unimproved portion of Rothe Street to public traffic, submitted by Dennis Hecker, Property Owner.

Moved by Ald. Dave Nennig, seconded by Jerry Wiezbiskie to open the floor.

Motion carried.

Yes- Dave Nennig, Jacob Miller, Jerry Wiezbiskie, Randall Petrouske, Sidney Bremer, Timothy Gilbert, No- None, Abstain- None

Moved by Sidney Bremer, seconded by Jerry Wiezbiskie to return to regular order.

Motion carried.

Yes- Dave Nennig, Jacob Miller, Jerry Wiezbiskie, Randall Petrouske, Sidney Bremer, Timothy Gilbert, No- None, Abstain- None

Moved by Sidney Bremer, seconded by Jerry Wiezbiskie to approve the request, subject to the following conditions:

1. The developer will be required to acquire right-of-way to construct a city-approved cul-de-sac at the south end of existing Rothe Street before the City can release interest in the unimproved portion or an agreed upon alternative with the developer and the Department of Public Works.
2. The developer shall enter into an agreement with the City of Green Bay for use and maintenance of the closure area.
3. The developer will install a curb along the east edge of the proposed driveway and grade an 8 foot wide strip of property adjacent to the curb to accommodate a future trail the city will install.

Motion carried.

Yes- Dave Nennig, Jacob Miller, Jerry Wiezbiskie, Randall Petrouske, Sidney Bremer, Timothy Gilbert, No- None, Abstain- None

E. INFORMATIONAL.

I. (SV 18-01) Consideration with possible action on the request to vacate the unimproved portion of Rothe Street, submitted by Dennis Hecker, property owner.

Moved by Jerry Wiezbiskie, seconded by Ald. Dave Nennig to receive and place on file. Motion carried.

Yes- Dave Nennig, Jacob Miller, Jerry Wiezbiskie, Randall Petrouske, Sidney Bremer, Timothy Gilbert, No- None, Abstain- None

2. Civic Clerk Meeting Software Training Update

Moved by Jerry Wiezbiskie, seconded by Sidney Bremer to receive and place on file. Motion carried.
Yes- Dave Nennig, Jacob Miller, Jerry Wiezbiskie, Randall Petrouske, Sidney Bremer, Timothy Gilbert, No- None, Abstain- None

3. Director's Report.

Moved by Sidney Bremer, seconded by Jerry Wiezbiskie to receive and place on file. Motion carried.
Yes- Dave Nennig, Jacob Miller, Jerry Wiezbiskie, Randall Petrouske, Sidney Bremer, Timothy Gilbert, No- None, Abstain- None

F. NEXT MEETING DATE

I. Date of next meeting: April 23, 2018.

G. ADJOURNMENT

Moved by Ald. Dave Nennig, seconded by Jerry Wiezbiskie to adjourn.

Motion carried.

Yes- Dave Nennig, Jacob Miller, Jerry Wiezbiskie, Randall Petrouske, Sidney Bremer, Timothy Gilbert, No- None, Abstain- None

VERBATIM MINUTES

- Welcome to the Monday, April 19, 2018 meeting of the Green Bay Plan Commission. First item, roll call. Tim Gilbert, chair. Sid Bremer, Vice Chair.

- Present.

- Ald. Dave Nennig.

- Here.

- Lisa Hanson.

- Asked to be excused.
- Excused?
- Yes.
- Jacob Miller.
- Here.
- Randall Petrouske.
- Here.
- Jerry Wiezbiskie.
- Here.
- Approval of the agenda.
- [Woman] I move to approve the agenda.
- Second.
- We have a motion and a second to approve the agenda. All in favor, signify by saying aye.
- [Group] Aye.
- All opposed. Agenda approved. Approval of the minutes.
- Motion to approve.
- Second.
- We have a motion and a second to approve the minutes. Any further discussion on that? All in favor, say aye.
- [Group] Aye.
- All those opposed. Minutes are approved. New business. Consideration with palpable action on the request to close the unimproved portion of Rothe Street to public traffic, submitted by Dennis Hecker, property owner.
- Thank you. The area that's on the east side, which is by the new Vestoods Development, which was in this portion of the University Avenue corridor. Rothe Street right now is approved to level out this section of the roadway. The rest of this is still right of way, but is unimproved portion. This is the JDS site that's vetted for the live, and this is Mr. Hecker's new multi family development that was approved a couple months ago at my commission. So we're looking at now, there was originally a request to vacate that portion of the street, so the unimproved portion would be completely vacated, which would put half of the property towards Mr. Hecker's property, the other half to the JBS site. After discussions with the property owners and then also the other departments who are involved, we decided that street closure would probably be best. The reason for that is that this right now is public access till about here, and then the Bear Creek Trailway is down here, so there is eventually going to be production of a trail somewhere in this area here, from, there's kind of like a goat's path that goes down to the actual paved trail that's down

here, but right now a lot of people do still use it or they park under, walk down to that portion of the right of way, and they use that, so the Parks Department would like to retain some portion of that to be able to have connection to the trail. Along with that, the Department of Public Works had some issues with the grading that was there, how the connection would be for the apartment complex, so they are proposing to do a private drive through that closure area. So it would be close to public traffic at the end of the improvement area. This would have the private drive into the development, and then also a knoll for the sidewalk that would connect eventually to a trail system out here. So we have been in discussion with the property owner, as well as parks, about how that would work out. Basically they just need a condition for the grading, which I've handed out to you. I got that late, so it's not in your staff report. So that the grading can be appropriated at the time that the road is developed. Also, assure that the city would be the entity that would pay for the installation of that sidewalk or trail, however that gets proposed. Through discussion, we did have the initial condition one, that the developer would be required to require additional right of ways to construct a full grade cul de sac for a turnaround point, so that would have to be in this area here somewhere. As you can see, there is additional right of way space right now, so the right of way goes straight through. He would either have to acquire it from the city and build it back, build it forward somehow even though he does not own parts of these properties. He also does not bow to the JDS site. So he's in discussion with the Department of Public Works now, which he could probably detail a little bit further, but Seth would be comfortable with the recommendation to change condition one to not be the installation of a cul de sac, that they would just have to come up with some sort of an agreement with the Department of Public Works for a turnaround for their equipment. A cul de sac might be overkill on this, considering that the road has functioned like this for a number of years, and that there would not be any additional development going that way because of Bear Creek. So that would be up to you guys to decide if you want to go the cul de sac route and go with DPW's recommendation or if you just wanted to say that DPW and the petitioner would need to have some sort of agreement for a turnaround location. Condition two would still be upheld, basically saying that maintenance is going to be agreed upon ahead of time of closure and that the third condition would then be from our Parks Department, which you have in front of you about the requirements for the grading. So with all of that in mind, we are recommending approval of the request, either with the conditions as they stand with the addition of the parks one, or if you would like to change condition number one, you could have discussion with the developer about that. Yes.

- Can we still ask questions at this point in time?

- You can ask me questions right now until you open the floor.

- Pardon me?

- You can ask me questions right now until you open the floor.

- Oh, okay. I was just curious. For the, where that's terminated, is there going to be adequate space provided for snow and things like that.

- I think that's why they want the full cul de sac, so that way there could be a turn of the equipment. But right now, they don't have that, and they seem to be making due, so I'm not sure if it's a snow storage or if it's the turnaround necessarily that the DPW's looking for. We didn't get any further information about that, but that doesn't mean that that can't also be worked out through an agreement because we'll already have an agreement with them with the closure to dictate any sort of easements that we need for the private drive and for the sidewalk area.

- Okay, thank you.

- Any further discussion?

- I guess I would move to suspend the rules to hear from interested parties and people.

- Second.

- We have a motion and a second to suspend the rules. All in favor?
- [Group] Aye.
- Do we have any interest or questions for the developer?
- No, I haven't. If I could ask Mr. Hecker, you've seen the conditions. What are your thoughts on that?
- I think a cul de sac would be. I think a cul de sac, using Steph's words, overkill. I don't know if there's enough room on the grading to do what they would like. The cul de sac would be at a heck of an angle and I don't know how much room is up there for a cul de sac. That is probably there isn't one right now or for the last 20 some years. Having got to talk with Jim at DPW today, his supervisor was going to get back to me. That hasn't happened yet, so we're still discussing it.
- Could we approve?
- [Woman] To doing the construction, whatever.
- I'm agreeable to talk about it.
- [Woman] Okay.
- Could we approve of the recommendations and if there's another option, have it come back to the commission before further action, or what would be?
- [Woman] You would be able to do that if you want to approve it as is and then if there's a change, but then that also just, if the cul de sac option doesn't work out, this kind of gets brought back through the whole process again. I think that time might be a concern for Mr. Hecker.
- Or we could approve it, whether you guys made.
- [Woman] You could say with the cul de sac or an agreeable option between the property owner.
- I like that.
- Yep, I agree.
- [Woman] Yeah, so whatever language you guys want.
- Time is of the essence. I've been burning up a lot of it.
- Any further discussion? Entertain a motion.
- I move to accept the recommendation of Steph, complete with the additional wording that Stephanie just provided.
- Second.
- Agreeable option.
- We need to close the floor.
- Oh, close the floor. I'll move that too.

- Do we have a second to close the floor?
- Second.
- With your motion to second to close the floor, all in favor?
- [Group] Aye.
- Okay. And now.
- I move approval of the recommendation from Steph, including the addition, or including an alternative.
- Second.
- We have a motion and a second to approve the request with Steph's recommendation with the revised first item and including the item number three, the agree. Any further discussion on that? Moving on. All those in favor of those recommendations.
- [Group] Aye.
- Opposed? The motion passes. Next is informational.
- [Woman] So for the first item on informational, this was to note that we did receive the vacation request additionally, and that's been rescinded, so since those are in the system, we have to let you know that has been withdrawn. So we just need to receive a place then a file.
- Okay.
- So do we have a motion to receive a place on file?
- So move.
- Second.
- We have a motion and a second to move a place on file, add under informational. All those in favor?
- [Group] Aye.
- Opposed? So moved. Item B, clerk meeting.
- So as you can see, there are a plethora of people here to try to help us run this meeting this day. The city just invested in some new software, which is called Civic Clerk, which is a parent, or I think it's a parent under the Civic Plus?
- [Man] Child.
- [Woman] Child, okay. So our new website is kind of linked with this new software. So with that, you'll have a meeting manager, where we will basically be doing our minutes and agendas all electronically at this point, so for you guys it doesn't change a lot. At the next meeting you will have tablets in front of you, and that's when you'll join our meeting, and that's also how you will vote on these items. So for things like the agenda, the minutes, we'll still just do voice votes like we usually do, but then when it comes to like a design review, you would be prompted to vote on your screens. That way, we know how each person is voting. So realistically it doesn't change a lot for you, except for the addition of some things like your agenda that you see. We usually don't do a roll call, we usually don't approve our agenda, so that's just going to be a formality to keep all the meetings within City Hall kind of running the same. So I did hand out

this little cheat sheet. It's mostly for chair purposes, but also just to let you guys know what we'll be expecting, that we'll be doing this with every meeting, and that also to be sure that when we're doing new business, like Sid had said, we're going to do this with staff recommendation, with these amendments, so that we have that all captured with our minutes. But beyond that, it should run pretty much the same for you guys. They will be sending out an email letting you know that there's some training videos that you can watch, but mostly it's just, you'll be logging into the Civic Clerk system, you'll be doing your votes on your own, and then from there, that's pretty much it. You are able to use your own devices. They don't work all that well on cell phones, but if you had a laptop that you wanted to bring with you, you could do that. If not, we will have tablets available for all of your meetings.

- One of the things that will be important is that when vote, everything up into the system, all the, you know, agenda items, the supplemental materials, the reports, the maps, all those types of things, those get put together in the electronic packet. Those will get sent to you, but you'll get a notification from Civic Clerk. So normally you get these from Jessie. Jessie would be sending these out, but now it will be actually Civic Clerk sending these to you, and Civic Clerk will say, send you a new message that says your, you know, plan commission member, your packet is now available, click here, and it will take you to the packet. So I think it's just important as we get going just to make sure that it doesn't go in your spam or it doesn't go in your bulk mail folder. Just you want to make that that's on your safe sender because that's how you'll be getting notified with that. Even if you don't get a notification, generally after we send these out on Friday, anytime over the weekend, you can just log in to Civic Clerk and the stuff will be there. You don't have to follow that specific link. As a planning commission member, you'll have access to all the plan commission agendas and minutes. The nice thing about this system is it's building an archive for us, so if you want to go through and go find out, basically starting today, and then six months from now you want to go back and see what we talked about or go back to this meeting, you'll also have access to that now, so you don't have to keep a big stack of papers and files and everything's very searchable, so it will be easy to do that. It will be a repository, you know, for you and for us to go back in.

- So we will no longer be receiving paper in the mail?

- That is correct.

- Will we be able to print this off or will we not need to?

- It's up to you, and I think you can. What we had planned to do is at every meeting, we will still provide printed copies of agendas. I think, in terms of, for the being able for public, and I think that's why we talked about just with our staff, our department, to provide some agendas so the public can follow along, and then if somebody wants to like jot some notes down, they can. Otherwise, as far as the meeting packet items, you can either print them out at home, you can either, like Stephanie said, bring your own device, and if you want to look at them, like I'll follow along on my laptop here, or on the tablets, you'll also be able to pull them up on your tablet as you go along. Basically just having your device or your laptop here.

- So it will be electronic?

- It will be electronic, so you can pull it up as you go along here, and just okay, like I'm looking at, you know the maps and the packet right here. If you want to print something off at home because you wrote on it, you want to bring it in, you can do that, but you'll have access to all that right here, you know for your own device.

- Don't forget a packet to change that. Sometimes we will need a packet.

- That is correct.

- [Woman] Something else with that, we are just trying to go paperless with this, so we're not doing sign in sheets anymore. So when they come in, they don't have to come sign in with staff. Basically as you go through an item, you'd want to open up the floor, ask any interested parties to come stand at the podium.

It's kind of a first come, first serve. Ask them to state their name, their address, that it's on public record, and we can enter it in the system that way, so we're trying to just get rid of the paper for our meetings.

- Does the Civic Clerk software have an editing function for making notes on the Civic Clerk when we get the agenda?

- [Woman] Yes, you can take your own notes and it's all logged within your own account, so you all have your own individual accounts, and you can take notes, and they're private to only you.

- Okay, what I'm asking is how do you take the notes?

- [Woman] Yep, there will be a tab on there, and once you watch the training videos, you'll see, and it's pretty easy to use.

- Okay, so we're going to be getting a training video as well?

- [Woman] Yes.

- Thank you.

- Now will the tablets remain here?

- [Woman] Yes.

- They remain here?

- [Woman] Yep, every meeting room will have its own set of tablets.

- Okay.

- Say that you bring your own device, you can do that. Otherwise, there will be something here available all the time so you don't have to worry about it.

- Okay.

- [Woman] Oh, the other thing that we don't usually do is for all informational items now, we need to receive and place them all on file, so everything that you see under informational, you'll need to make a motion for that, including this.

- Such as this discussion?

- [Woman] Yes.

- Don't forget your password.

- We won't have that.

- And we can't reset that, right? I think.

- Probably not.

- Not quickly.

- Not quickly, let's put it that way. We can, but we won't be able to do it at the meeting.

- Anything further on this?
- [Woman] Do we have a motion?
- Yes.
- Where do we get this password? Did I miss something?
- For the tablets next weekend, I'm assuming we'll have to come up with our own password.
- Okay, well if you send the agenda to us electronically and I can receive that and put it on my iPad, do I need a password to get into my own or into that material, or?
- Yeah, when will they be getting their information?
- [Woman] Their passwords? I believe next meeting date, when we have the tablets available for everyone.
- Then how would they get their packet ahead of time?
- [Man] Probably need to send something out on Friday when we send the packet.
- [Woman] Maybe for the next meeting, we'll still email the PDF stuff. Otherwise I can print the packet.
- With our password, though.
- I think one of the keys here is that we will be going through your, to your tablets, so if you bring your own, you have to somehow sign in to the system.
- [Woman] Yes. Everybody will have their own individual login, so say when we're doing this, and Paul's login is himself right now, not like the planning department, so.
- So for relevant information, it sounds better to me to provide information to review it and everything, to put it on my iPad. When I come here, I'd be better off using the tablet?
- [Woman] It's all web based. It's all web based, so you just go to a website and log in, so you can log in on your iPad.
- Okay.
- Chair would entertain a motion to receive final and to move the discussions.
- Make a motion to see the space on file.
- Do we have a second?
- Second.
- We have a motion and a second to receive this place on file, training update. Any further discussion? Here and done, all those in favor say aye.
- [Group] Aye.
- Opposed? Update received. Item C, Director's Report.

- Alright, in our last council meeting, no ordinances for third reading, but the items in the report were all approved, and those will go through the cycle for their ordinances, and that was the vending immunity for 123 Oakland, starting the process to rezone the properties on East Mason, that's for the Goben project, issuing Committee C and D for Maple, that's the pickle house project, and then granting a variance for and contend, that is the US Venture property, in terms of creating a flame shaped lot. So all those went through.

- Okay, thank you. Chair.

- Can we receive in place?

- You may, yes.

- I so move.

- We have a motion to receive a place on file, do we have a second?

- Second.

- We have a motion and a second to receive a place on file. Any further discussion? All those in favor, say aye.

- [Group] Aye.

- Opposed? Next meeting date, April 23rd, 2018. We will vote for motion meeting on that. We would have to obtain a motion to adjourn.

- Move to adjourn.

- Second.

- We have a motion and a second to adjourn. All those in favor, say aye.

- [Group] Aye.

- Opposed? Meeting's adjourned.

- Barb, aren't you glad you got to come to such an exciting meeting?

- [Woman] It was really exciting.