



MINUTES OF THE GREEN BAY PLAN COMMISSION

**MONDAY, JANUARY 7, 2019, 6:00 PM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. ROLL CALL.

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

Members present: Timothy Gilbert, Jerry Wiezbiskie, Randall Petrouske, Lisa Hanson, Veronica Corpus-Dax, Jacob Miller, Excused: Sidney Bremer

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the January 7, 2019, meeting of the Green Bay Plan Commission.

Moved by Jerry Wiezbiskie, seconded by Lisa Hanson to approve the agenda. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the November 26, 2018, meeting of the Green Bay Plan Commission.

Moved by Jerry Wiezbiskie, seconded by Ald. Veronica Corpus-Dax to approve the minutes. Motion carried.

Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

D. REGULAR BUSINESS.

1. (SV 18-04) Consideration with possible action on the request to vacate a public service way and alley located near the corner of N. Adams Street and Pine Street, submitted by 304 N Adams Green Bay, LLC (Ald. R. Scannell, District 7).

Moved by Jerry Wiezbiskie, seconded by Randall Petrouske to approve the vacation of a public service way and deny the vacation of the alleyway located near the corner of N. Adams Street and Pine Street, subject to the following conditions:

A. Easements are retained for utilities and pedestrian way from Pine Street Ramp to Adams Street across the entire Public Service Way area.

B. Wisconsin Public Service shall be granted an easement for their existing utilities, OR the applicant can work with WPS to have said utilities moved at the owner's expense.

Motion carried.

Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

2. (ED 18-03) Consideration with possible action on the request to approve an easement discontinuance located near the corner of N. Adams Street and Pine Street, submitted by 304 N Adams Green Bay, LLC (Ald. R. Scannell, District 7).

Moved by Jerry Wiezbiskie, seconded by Lisa Hanson to deny an easement discontinuance located near the corner of N. Adams Street and Pine Street. Motion carried.

Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

3. (ED 18-02) Consideration with possible action on the request to approve an easement discontinuance at 321 Moon Valley Drive, submitted by Mau & Associates (Ald V. Corpus-Dax, District 2).

Moved by Randall Petrouske, seconded by Jerry Wiezbiskie to approve an easement discontinuance at 321 Moon Valley Drive, subject to the following conditions:

A. The Owners are notified that the City does not have any records if there are private sewer laterals within the requested area that may be affected by this Discontinuance Request.

B. Wisconsin Public Service has facilities in this area; an easement may be required for their facilities. Said easement will be determined at time of land division.

Motion carried.

Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

4. (SP 18-04) Consideration with possible action on the request to declare City property surplus at 1416 Velp Avenue, submitted by Hurkman Mechanical (Ald. R. Scannell, District 7).

Moved by Jerry Wiezbiskie, seconded by Lisa Hanson to declare City property surplus at 1416 Velp Avenue, subject to the following conditions:

A. Sale of the subject parcel shall be to the applicant, as negotiated by the City's Purchasing Office and the applicant.

B. Any proceeds from the sale of this property return to the Department of Public Works R/W Acquisition account.

Motion carried.

Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

5. (TA 18-05) Consideration with possible action on a request of Zoning & Planning Board of Appeals to review the number of variance requests regarding driveways for non-residential zoned properties and consideration for a possible amendment.

Moved by Jerry Wiezbiskie, seconded by Randall Petrouske that no changes to the ordinance with the Zoning Administrator monitoring the number of requests related to non-residential driveways. Motion carried.

Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

6. (ROW 18-02) Consideration with possible action on the request to approve a Plat of Right-of-Way for Erie Road, submitted by the Improvement & Services Committee (Ald. V. Corpus-Dax, District 2).

Moved by Randall Petrouske, seconded by Jerry Wiezbiskie to approve a Plat of Right-of-Way and amend the Official Map for Erie Road. Motion carried.

Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

E. INFORMATIONAL.

I. Director's Report.

K. Vonck presented the Director's Report. No action needed.

2. Date of next meeting: Monday, January 21, 2019.

F. ADJOURNMENT.

Moved by Lisa Hanson, seconded by Jerry Wiezbiskie to adjourn. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Timothy Gilbert, Veronica
Corpus-Dax, No- None, Abstain- None

VERBATIM MINUTES

- Tim Gilbert, Chair?
- Present.
- Sid Bremer, Vice Chair, has been excused I believe. Alder, Veronica Corpus-Dax?
- Present.
- Commissioner Lisa Hanson?
- Present.
- Commissioner Jacob Miller?
- Present.
- Commissioner Randall Petrouske?
- Present.
- And Commissioner Jerry Wiezbiskie?
- Present.
- Thank you.
- Next item, approval of the agenda for the January 7th, 2019 meeting.
- Motion approved.
- Second.
- That will be motioned by Commissioner Wizbiskie, second by Commissioner Hanson. To approve, all in favor say, "Aye."
- [Commission] Aye.
- Opposed? The agenda is approved. Next item, approval of the minutes from the November 26th, 2018, meeting
- Motion approved.
- Second.

- We have a motion to approve by Commissioner Wiezbiskie, second by Alder Veronica Corpus-Dax. All those in favor say, "Aye."

- [All] Aye.

- Opposed?

- Then it's approved. Regular business, item one. Consideration with possible action on the request to vacate a public service way and alley located near the corner of North Adams Street and Pine Street, submitted by 304 North Adams Green Bay, LLC.

- Thank you. This proposal goes along with the next agenda item which is an easement discontinuance. I was at this site looking at the Hotel Northland here. So this is North Adams, Northland Avenue, and then Pine Street. The original request that came was to vacate and to discontinue all easements in both the service way, which is highlighted here, and then the alleyway, which is here. After some discussion with some of our utility providers, we are going to recommend that this service way area can be vacated. The intent is to have this be part of the facilities with the Hotel Northland. So they are looking to be able to extend their liquor license. To do that, there needs to not be public right-of-way and the in between. So once this is vacated this will get split off and joined to the parcels. They can combine if they would like to or they can leave them separated then they will be able to extend their liquor license to that parcel. With that, we would be requesting to retain the easement for the entire width of the area for pedestrian way, and also for all existing public utilities. And there is another condition on the next slide that does have that WPS came in late with an addition for an easement on there as well. Concerning the alley way, we are recommending not vacating this. This still has a lot of public utilities we want direct access to as well as private utilities, and it has access to our Pine Street ramp, which we are not intending to get rid of anytime soon. So to maintain access would be important for that. Also, it provides fire access into the Pine Street Ramp. So this data plan also surveyed additionally where the lines are. So these lines would all be retained as public right away. Every thing that is in the public service way would be retained via easement. So with that, we are recommending approval with these conditions. This one as I noted was added today, was a late addition from WPS. And then we are recommending denial for the alley vacation.

- And the petitioner is aware and okay with this?

- Yep, we discussed it with them this morning. As long as they can combine the lots, they don't really want the rest of it.

- Okay, thank you.

- So there is not really a use for the alley way, like there is the other parcel?

- I'm sorry?

- On the North side.

- This one?

- Yep, there is a purpose for that that they need to combine so that they can have one liquor license, but the alley way there isn't a purpose for that the way there is for that.

- No, I think it would just be to expand the lot boundaries just to get more area. The public alley is used quite a bit. The service way, you know those were kind of old school to have the service way versus the alley way. Anything that's in there can be held by the city via easement, but to give up access to the public alley would just cause off access to this part of the ramp, so we don't want to do that.

- Thank you. Any further discussion? No? Your chair would entertain a motion?
- Motion approved as presented.
- Second.
- We have a motion by Commissioner Wiezbiskie, second by Commissioner Petrouske to approve the recommendation. Any further discussion? There are none. I would ask that you cast your vote.
- Unanimously approved.
- Thank you. It was unanimously approved. Next item, item two. Consideration with possible action on the request to approve an easement discontinuance located near the corner of North Adams Street and Pine Street, submitted by 304 North Adams Green Bay, LLC.
- Thank you. Same exact application. Same request. We are recommending denial. We would like to retain all easements that are in the area and then create additional ones to go along with that. So, nothing needs to be released as far as easements are concerned.
- Thank you.
- Motion approved.
- Second.
- We have a motion to approve the denial by Commissioner Wiezbiskie and second by Commissioner Hanson. Any further discussion? If there are none, I would ask that you cast your vote.
- So, it is a yes to deny?
- Correct
- Unanimously approved.
- Thank you.
- Item 3. Consideration with possible action on the request to approve an easement discontinuance at 321 Moon Valley Drive, submitted by Mau & Associates.
- Thank you. This is on the East Side. This is 43 out here. Almost all of this has been subdivided out except for some parcels that are closer to the highway. This is one of those. There is an existing home here. They have submitted for a three-lot CSM. All these will be new residential homes. The lot division will basically look like this. Think I have them on the next slide that they're proposing. When it was originally plotted, there was a utility easement that ran through North south of the property. It is not used, that anyone can find. We don't see any utilities. There has not been an altered survey down low. That would be done through a CSM. So with that they're just looking to release that easement so that they can do a division without it impacting any of the future property owners having to do that release of the easement at that time. So with that there are two conditions. One, was in your original staff report. Again, another late add, added late by WPS. Both of them basically saying there might not be, or there may be utilities. You need to figure that out on your own, basically. So those were the conditions we have as part of this discontinuance. Otherwise, we are recommending approval.

- Okay, any further discussion?

- Moved to approve as proposed.

- Second.

- We have a motion by Commissioner Petrouske, a second by Commissioner Wiezbiskie to approve. Any discussion? If there are none, I would ask you to cast your vote.

- Unanimously approved.

- Thank you. Item four. Consideration with possible action on the request to declare city property surplus at 1416 Velp Avenue, submitted by Hurkman Mechanical.

- Thank you. So for this one, this one was also received by our Redevelopment Authority. They already own this parcel here. They are willing to give up that lot for I believe it was \$15,000 with the contingency that the Plan Commission City Council release the assessor of this property. So the parcel that we're looking at is right here. So these kind of go hand in hand, but this one is already owned. This is city owned. Hurkman Mechanical is what you see basically back here. They're looking to do a large scale expansion, so they have a couple of options for properties that are up here and they're looking to do other purchases. But basically, they would need the whole of this to do the expansion opportunity. So with the declaration of surplus, they would be able to negotiate the price with our assessors and purchasing offices, and then be able to combine with the RDA lot, so that way they have a little bit more surface area to work with, with that expansion area. So, it is contingent on a couple of different private deals going through. But either way this property would be eligible for surplus cause it is developable as it sits now. So to do this surplus, even if it doesn't get picked up by Hurkman somebody else will be able to pick it up cause of it is a developable lot. So with that we are recommending approval with the following conditions. We would like it to be a direct sale to the applicant so that way other property owners are not able to pickup this property before the applicant has the opportunity to do so. So that can be worked out with the purchasing office. And then because this was picked up with Right-of-Way Acquisition funds for Velp Avenue, those funds will then need to go back into that fund once this is acquired through that process.

- Thank you.

- Motion approved.

- Second.

- We have a motion to approve by Commissioner Wiezbiskie, second by Commissioner Hanson. Any further discussion? If there is none, I would ask that you cast your vote.

- Unanimously approved.

- Thank you. Item five. Consideration with possible action on a request of Zoning and Planning Board of Appeals to review the number of variance requests regarding driveways for non-residential zoned properties and consideration for a possible amendment.

- Thank you, Mr. Chair. This is a request from the Board of Appeals to review the number of variance requests that they see for non-residential driveways. I am staffed with the Board of Appeals, and they had asked me to look into this issue on their behalf. As a matter of fact, they were seeing a lot of these requests come through. The board reviews variance requests related to the Zoning code and the dimensional issue. So on occasion they do see variance requests for non-residential driveways and see for residential ones as well. Their main concern was non-residential. So non-residential driveways are addressed in 13-1706. I don't think this table

came through too well on the staff report, but we'll briefly go through it. So this right here is non-residential drives. Basically, domestic autos, the maximum amount of the property line is 20 feet, flares up to 30 feet at the curb line. Semi-trailers for more intense commercial and industrial areas, they go to 25 and 35. So this is an example of a variance request report saw in 2014 that they approved. This is over a field. Again, the maximum opening at the property line here, should be no greater than-- Well, it could be 25 for semi-trucks here and 35. So this is the case where they had a variance for 35 across the property line and 45 at the curb. And looking at the number of requests that they saw over a six year period-- The report typed has five years, it is actually six years. It's all of 2013 through 2018. They saw nine non-residential driveways. Of those nine, eight were more of a commercial nature. One of them happened to be industrial-- They tend to see a variety of variance requests. Typically, on average we see about 14 non-residential types. So that's for other types that aren't related to driveways, just general non-residential type variance requests. Looking at that, the staff kind of felt there wasn't an excessive number. Roughly like 1.5 per year. Really, the Board of Appeals is kind of the last chance for many people, and they tend to review issues based on hardships. So there wasn't really a desire to change the ordinance at this point. Again, basically there wasn't enough requests. So our recommendation today is to simply, no change to the ordinance but as a zoning administrator we can monitor those future requests that come in, report back to the board and to the plan commission when we need to.

- Thank you. Any discussion? You don't have anybody here to speak?

- I don't believe so.

- Okay.

- I shared this information with the board already as well.

- Okay.

- Motion approved.

- Second.

- We have a motion to approve the recommendation by Commissioner Wiezbiskie, second by Commissioner Petrouske. Any further discussion? If there are none, I would ask that you cast your vote.

- Unanimously approved.

- Thank you.

- Item five. Woops, item six, sorry. Consideration with possible action on the request to approve a Plat of Right-of-Way for Erie Road, submitted by the Improvement and Services Committee.

- Thank you. This one we saw the northern portion of this project be referred to us in Fall of 2017 which we approved. We are looking at Erie Road which is right here. We originally didn't base it all the way down to Padi Wood Lane. Now we are looking Padi Wood, all the way down to South City limits. These are for temporary and permanent easements. There is no official map amendment required for this project so its just for the construction portion of the project and Tom Giese from Public Works is here, if you have any questions.

- We have a petition as well.

- Oh, that's not on this. We can amend on the fly if you guys would like.

- What was that?

- We have to amend the official map as well.
- I'm good with that. Any discussion?
- So I guess my motion would be to approve the request as submitted and to include an amendment to the map for Right-of-Way as well.
- The official map.
- The official map.
- Second.
- Okay, we have a motion by Commissioner Petrouske, second by Commissioner Wiezbiskie to approve the recommendation, and also to amend the official city map to reflect this change. Any further discussion? If there are none, I would ask that you cast your vote.
- Unanimously approved.
- Thank you. Next item on the agenda is Director's Report.
- Alright, it's been a long time since I've come to council in May. Back on December 4th, where they dealt with Plan Commission items of November 26th. Just four items on there. That's approving drainage easement discontinuance at 1208 Wolverine Court. Vacating the right-of-way north of Deckner Avenue, subdivision variance for 1717 Morrow, and approving subdivision variance on Burns Avenue. All of that was approved. That's it.
- Thank you. Short and sweet.
- Short and sweet. Yeah, had a light month with everything.
- Okay, the date of the next meeting is Monday, January 21st, 2019.
- Move to adjourn.
- Second.
- We have a motion by Commissioner Hanson, and a second by Commissioner Wiezbiskie to adjourn. All who is in favor say, "aye."
- [All] Aye!
- Opposed?
- We are adjourned.