



AGENDA OF THE CITY OF GREEN BAY/ TOWN OF SCOTT JOINT PLAN COMMISSION

**THURSDAY, FEBRUARY 3, 2022, 5:00 PM
TOWN OF SCOTT, TOWN HALL**

A. Zoom Meeting Instructions.

1. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

1. Members: Ed Dorff, Dale Herold, Jerry Hruska, Eric Rakers, and Ken Rovinski

C. Approval of the Agenda.

1. Approval of the agenda for the February 3, 2022, meeting of the Green Bay-Scott Joint Plan Commission

D. Approval of Minutes.

1. Approval of the minutes from the February 20, 2019, meeting of the Green Bay-Scott Joint Plan Commission

E. Regular Business.

1. Election of Officers – Chairperson and Vice-Chairperson
2. (CPA_JPC 22-01)
Consideration with possible action of a request to amend the City of Green Bay's Comprehensive Plan for property located in the 4000 Block of Champeau Road (Parcel No. 22-SC490) from commercial to light industry, submitted by Seth Lenss, ICS Properties, LLC, petitioner, on behalf of Joe Moore, agent for the property owners

F. Informational.

1. Joint Plan Commission background discussion

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this City of Green Bay/Town of Scott Joint Plan Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Joint Plan Commission – Green Bay/Town of Scott Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/82212463380?pwd=aDhObFI2UWdYTVNuSG56Rk5nSHo5Zz09>

Meeting ID: 822 1246 3380

Passcode: 457257

One tap mobile

+13017158592,,82212463380# US (Washington DC)

+13126266799,,82212463380# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 822 1246 3380

Find your local number: <https://us02web.zoom.us/j/82212463380?pwd=aDhObFI2UWdYTVNuSG56Rk5nSHo5Zz09>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

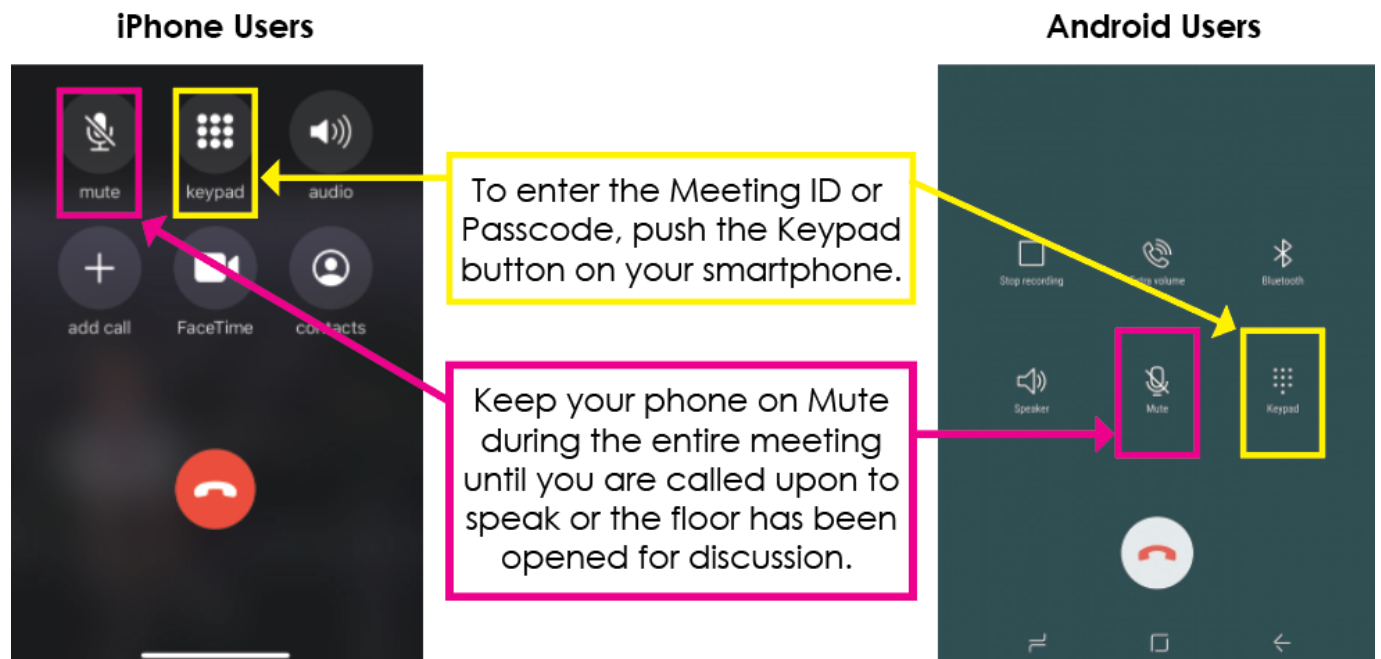
Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You'll receive another email confirming that you're registered for the meeting.
 - b. If you're using a phone, your registration will be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users--if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking will prevent your background noise from interfering with others' ability to listen to and participate in the meeting.
 - b. If you're using a telephone, please identify yourself with your phone number and state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



MINUTES
GREEN BAY-SCOTT JOINT PLAN COMMISSION
Wednesday, February 20, 2019
Scott Town Hall
5:00 p.m.

MEMBERS PRESENT: Tim Gilbert, Eric Rakers, Jerry Hruska and Norman Strebel.

MEMBERS EXCUSED: Dale Herold, Gary Sikich

OTHERS PRESENT: Dave Cerny, Dave Buck, Jim Gallagher (Nicolet Memorial Park), Kevin Strebel (Lease Holder of Adjacent Property)

APPROVAL OF AGENDA:

A motion was made by N. Strebel and seconded by E. Rakers to approve the Agenda of February 20, 2019. Motion carried 4-0.

APPROVAL OF MINUTES:

Approval of the minutes from the May 16, 2018, Green Bay-Scott Joint Plan Commission meeting.

A motion was made by E. Rakers and seconded by N. Strebel to approve the minutes of the May 16, 2018, Green Bay-Scott Joint Plan Commission meeting. Motion carried 4-0.

COMMUNICATIONS:

Introduction – David Buck, City of Green Bay Planner. Buck introduced himself and gave his background.

NEW BUSINESS:

- 1. Discussion and action on the annual election of officers on the Joint Plan Commission per Exhibit C of the Boundary Agreement between the City of Green Bay and the Town of Scott - Chair, Vice-Chair, and Secretary.**

A motion was made by J. Hruska and seconded by N. Strebel to elect G. Sikich as Chair. Motion carried 4-0.

A motion was made by N. Strebel and seconded by J. Hruska to elect D. Herold as Vice-Chair. Motion carried 4-0.

Secretary position was discussed and it was determined to remain vacant.

- 2. Consideration and action on a request from the Town of Scott to change the zoning designation on parcel SC-194 from R-1 Single Family Residential to B-2 General Business and I Limited Industrial.**

D. Cerny explained that the Town of Scott purchased SC-194 (38.5 acres) in 2018 for the purpose of encouraging business development. The property contains an old farm house and

several outbuildings with the majority of the property being an agricultural field. The property has been zoned R-1 Residential since the Town's sanitary district was formed (37 years ago).

The Town of Scott's Comprehensive Plan recommends the property be developed with commercial frontage and industrial in the back. The requested rezoning matches the Comprehensive Plan.

Staff recommends rezoning SC-194 from R-1 Single Family Residential to B-2 General Business and I Limited Industrial, as illustrated.

E. Rakers inquired how the Town notifies neighbors and the process for rezoning. D. Cerny explained the Town of Scott Plan Commission will see the item on February 21, 2019 followed by a public meeting and then a public hearing before the Town Board. Neighbors within 300 plus feet will receive notification.

E. Rakers asked why a single parcel on Algoma would remain residential. D. Cerny explained the owner was not interested in rezoning at this time as it may affect future sales of the home and property. D. Buck stated that the Commission could recommend it be included in the zone change and it would be up to the Town Board to decide if it should be included.

A motion was made by E. Rakers and seconded by N. Strebel to approve the zone change as recommended. Motion carried 4-0.

3. Discussion and Action on a 12-Lot Preliminary Plat of Subdivision for parcel SC-194.

D. Cerny presented the request is to divide parcel SC-194 and create a new road for access as depicted on the preliminary plat. The plat includes an Outlot with stormwater pond for the development.

D. Cerny explained the history of the planning in the area and stated staff recommends approval of the 12-lot Preliminary Plat.

T. Gilbert asked about wetlands in area and D. Cerny explained. E. Rakers inquired about easements and D. Cerny explained they will be needed and some language regarding them is included in the proposed restrictive covenants. Additional discussion regarding road configuration and adjacent land uses took place.

A motion was made by N. Strebel and seconded by J. Hruska to approve the preliminary plat as presented. Motion carried 4-0.

4. Discussion and Action on draft restrictive covenants for the Town of Scott's Planned Business Park development (parcel SC-194).

D. Cerny went over the draft restrictive covenants and explained they will be applied to the proposed 12 parcels platted from SC-194. The covenants specify some architectural controls; like masonry facades, and limited signage. Staff recommends approval of the restrictive covenants.

A motion was made by N. Strebel and seconded by E. Rakers to recommend approval of the restrictive covenants as submitted. Motion carried 4-0.

INFORMATIONAL:

1. Discussion on meeting material distribution. Consensus was to continue mailing hard copies of the materials but also to send electronically.
2. 2019 meeting schedule – JPC determined it will continue to meet on the 3rd Wednesday of each month at 5 p.m., as needed.

ADJOURNMENT:

A motion was made by E. Rakers and seconded by N. Strebel to adjourn the meeting. Motion carried 4-0.

Meeting adjourned at 5:58 p.m.



Report to the
City of Green Bay/Town of Scott
Joint Plan Commission

MEETING DATE

February 3, 2022

PREPARED BY

David Buck, Staff

AGENDA ITEM # E.2

(CPA_JPC 22-01)

Consideration with possible action of a request to amend the City of Green Bay's Comprehensive Plan for property located in the 4000 Block of Champeau Road (Parcel No. 22-SC490) from commercial to light industry, submitted by Seth Lens, ICS Properties, LLC, petitioner, on behalf of Joe Moore, agent for the property owners

BACKGROUND

Primary Address: 4000 Block Champeau Road (Parcel No. 22-SC490)

City Alderperson/District: Ald. B. Dorff, District I

Reason for Request: The proposed comprehensive plan amendment would allow for the future rezoning of the property for light manufacturing uses. Petitioners overall goal is to develop self-service storage/warehousing use.

Surrounding Zoning and Land Uses:

SUBJECT: Planned Unit Development (PUD)-Mixed Use - Undeveloped

NORTH: Planned Unit Development (PUD)-Mixed Use - Medical Center

SOUTH: A-1 Agriculture & B-1 Community Business - Wholesale Commercial & Agriculture, Commercial

EAST: Planned Unit Development (PUD)-Mixed Use - Single-Family Residential

WEST: B-2 General Business - Hwy 54/57

Comprehensive Plan: The Green Bay Smart Growth Comprehensive Plan recommends commercial land-use for the subject property as well as all adjoining lands.

Analysis: The subject 10.8 acre parcel is located at the 4000 Block of Champeau Road adjacent on the east side of northbound State Trunk Highway 54/57. A watercourse runs along the north end of the property. Lands located within the City of Green Bay to the north and northeast is the University Heights Commerce Center currently developed with a medical center. Lands located within the Town of Scott to the south include Tillman Wholesale and Nursery along the highway, a sign company, multi-tenant commercial and residential homes along the southwest corner of Maloney Road and Champeau Road.

City and Town staff have evaluated the request and collectively believe the Comprehensive Plan land-use change from commercial to light industrial may create a detriment for the surrounding neighborhood as a "spot" land use change is not consistent with surrounding land uses and existing or future zoning. We would like to stress that the Joint Plan Commission should not simply consider just the proposed warehousing use but all the uses allowed in the district. The University Heights Commerce Center Light Manufacturing zoning permits much more intense land-uses than the Mixed-Use zoning and changing categories for this parcel isolates a light industrial use that is not consistent with the envisioned future development in this area of the University Heights Commerce Center. The proposed amendment is not consistent and does not provide a

transition to existing and proposed uses.

The roadway network (Algoma to Maloney then Champeau) is not designed for higher volume or heavy truck traffic, which could be part of the various light manufacturing land-uses allowed. Additionally, the subject property is large enough to support a plethora of commercial or residential activities and has extremely high visibility with substantial highway frontage and staff feels that manufacturing/warehousing uses are not the highest and best uses of the property.

The notification for Comprehensive Plan Amendment requests within the joint planning area is being followed for this request and a Class I notice has been published in the Green Bay Press Gazette.

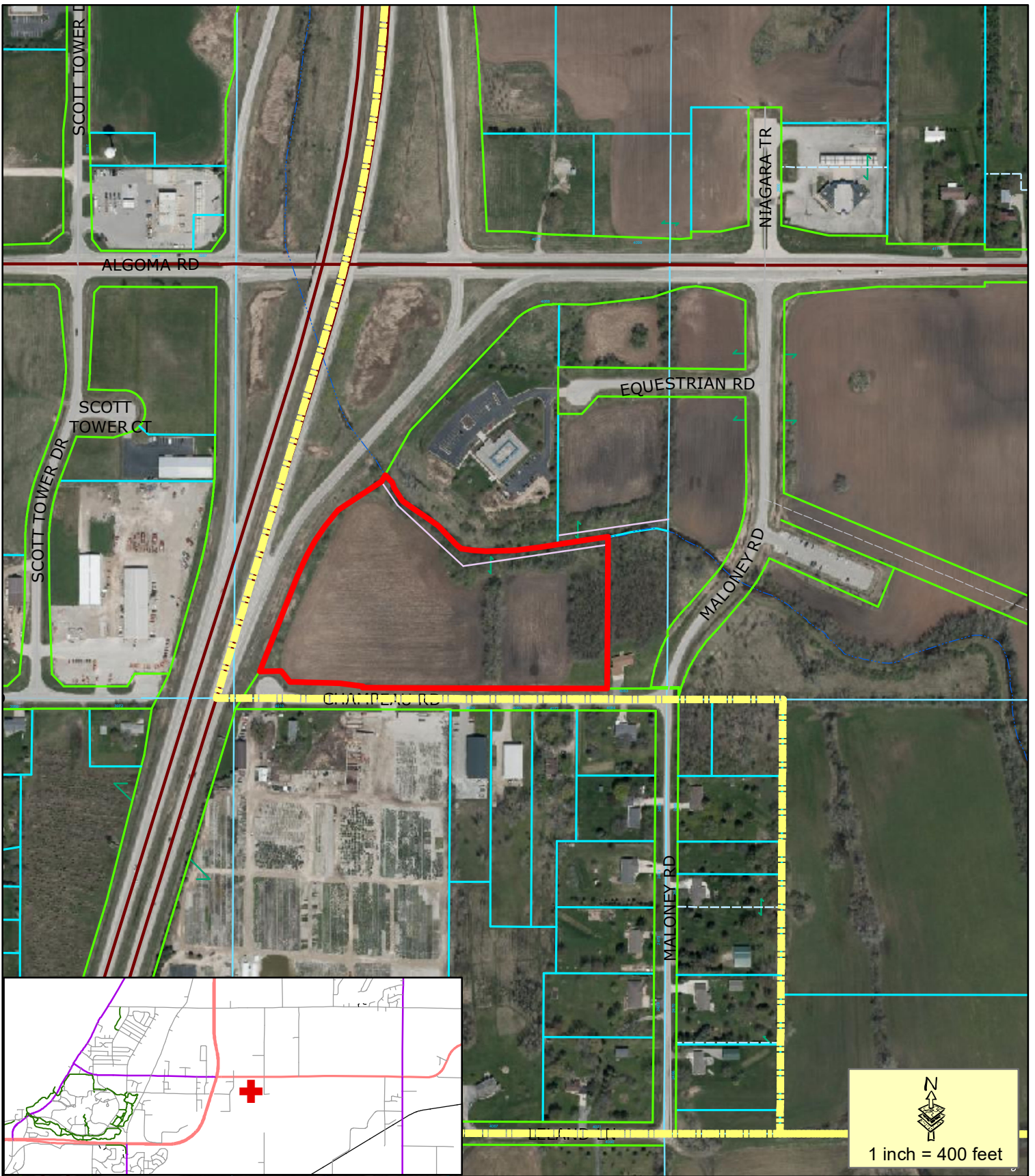
RECOMMENDATION


Denial of the request.

FISCAL IMPACT

ATTACHMENTS

1. CPA_JPC 22-01 Loc Map
2. CPA_JPC 22-01 Class I Public Notification
3. CPA_JPC 22-01 Application



 Subject Property

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by DB

CPA_JPC 22-01
Proposed Comprehensive
Land-Use Plan Amendment
at 4000 Block Champeau Rd



For Official Notice:

Public Notification
Proposed Amendment to the City of Green Bay
Smart Growth 2022 Comprehensive Plan
(CPA_JPC 22-01)

The Joint City of Green Bay – Town of Scott Plan Commission will hold a public meeting on **Thursday, February 3, 2022**, at 5:00 p.m. The meeting will be take place at the Town of Scott Town Hall, 2621 Jody Drive, New Franken, WI 54229 as well as conducted virtually through Zoom. If you wish to view or participate in the meeting, you may access it via the internet or telephone, using the access code below:

Join Zoom Meeting

<https://us02web.zoom.us/j/82212463380?pwd=aDhQbFI2UWdYTVNuSG56Rk5nSHo5Zz09>

Meeting ID: 822 1246 3380

Passcode: 457257

One tap mobile: +13126266799,,82212463380# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/82212463380?pwd=aDhQbFI2UWdYTVNuSG56Rk5nSHo5Zz09>

The hearing is regarding the following proposed amendment to the City of Green Bay Smart Growth 2022 Comprehensive Plan (CPA_JPC 22-01): A request to amend the City's Comprehensive Plan for property located in the 4000 Block of Champeau Road from a future commercial land use designation to the light industry designation, submitted by Seth Lenss, ICS Properties, LLC, petitioner, on behalf of Joe Moore, agent for the property owners.

The proposed comprehensive plan amendment would allow for the future rezoning of the property for self-service storage.

Public comments will be invited at the public hearing or can be sent in writing to:

City of Green Bay

Community and Economic Development

Attn: David Buck

100 N. Jefferson St., Rm. 608

Green Bay, WI 54301

For additional information, contact David Buck at david.buck@greenbaywi.gov or 920.448.3411.

ACCESSIBILITY: Any person wishing to attend who, because of a disability, requires special accommodation should contact Dave Cerny at 920.406.9380 at least 48 hours before the scheduled meeting time so that arrangements can be made.

Publication Date: January 28, 2022



REQUEST FOR CITY ACTION PLAN COMMISSION

Department of Community and Economic Development
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3400 - phone
(920) 448-3426 - fax

Petitioner(s): ICS Properties LLC / Seth Lens Date: 10-7-21
Email: sethlens@gmail.com Phone Number: 920-660-6925
Address: 1833 Morrow St City: Green Bay State: WI Zip Code: 54302
Property Owner: Joe Moore, Owners agent Phone Number: 920-328-7885
Parcel Numbers (required): 22-SC490
Location of Property: University Heights

Attach maps and legal descriptions (required) and submit to the Dept. of Community and Economic Development, Room 608, City Hall

To: Honorable Mayor and Common Council, c/o City Clerk

I, ICS Properties LLC / Seth Lens, respectfully request that the City of Green Bay take the following action:

Attach Zoning Petition Form with first three items.

- Rezone Property (\$300.00 Review Fee)
- Conditional Use and CUP Amendment, including Single Lot Duplexes (\$300.00 Review Fee)
- PUD and PUD Amendments (\$350.00 Review Fee)
- Approve Preliminary City/Extraterritorial Subdivision Plat (\$150.00 plus \$35.00 per Lot/Outlot Review Fee)
- Approve Preliminary City/Extraterritorial Certified Survey Map (\$150.00 Review Fee)
- Approve Final City/Extraterritorial Subdivision Plat (\$100.00 Review Fee)
- Grant a City/Extraterritorial Subdivision/CSM Variance (\$150.00 Review Fee)
- Grant a Postponement of Development Fees (\$100.00 Review Fee) [Review by I&S and/or Park Committees]
- Development District Map Amendment (\$200.00 Administration Fee)
- Official Map Amendment (\$200.00 Administration Fee)
- Plat of Right-of-Way (\$200.00 Administration Fee)
- Discontinue a Public Utility Easement (\$200.00 Administration Fee)
- Street Name Change (\$200.00 Administration Fee)
- Declare City Property "City Surplus" (\$200.00 Administration Fee)
- Vacate a Street/Alley/Pedestrian Way (\$200.00 Administration Fee)
- Other (\$200.00 Administration Fee): Amendment to the City's Comprehensive Plan

Petitioner Signature(s): [Signature] 10-7-21
Review Fee: \$200 Receipt No.: 2789328-0025 Zoning Petition No.: CPA 21-03

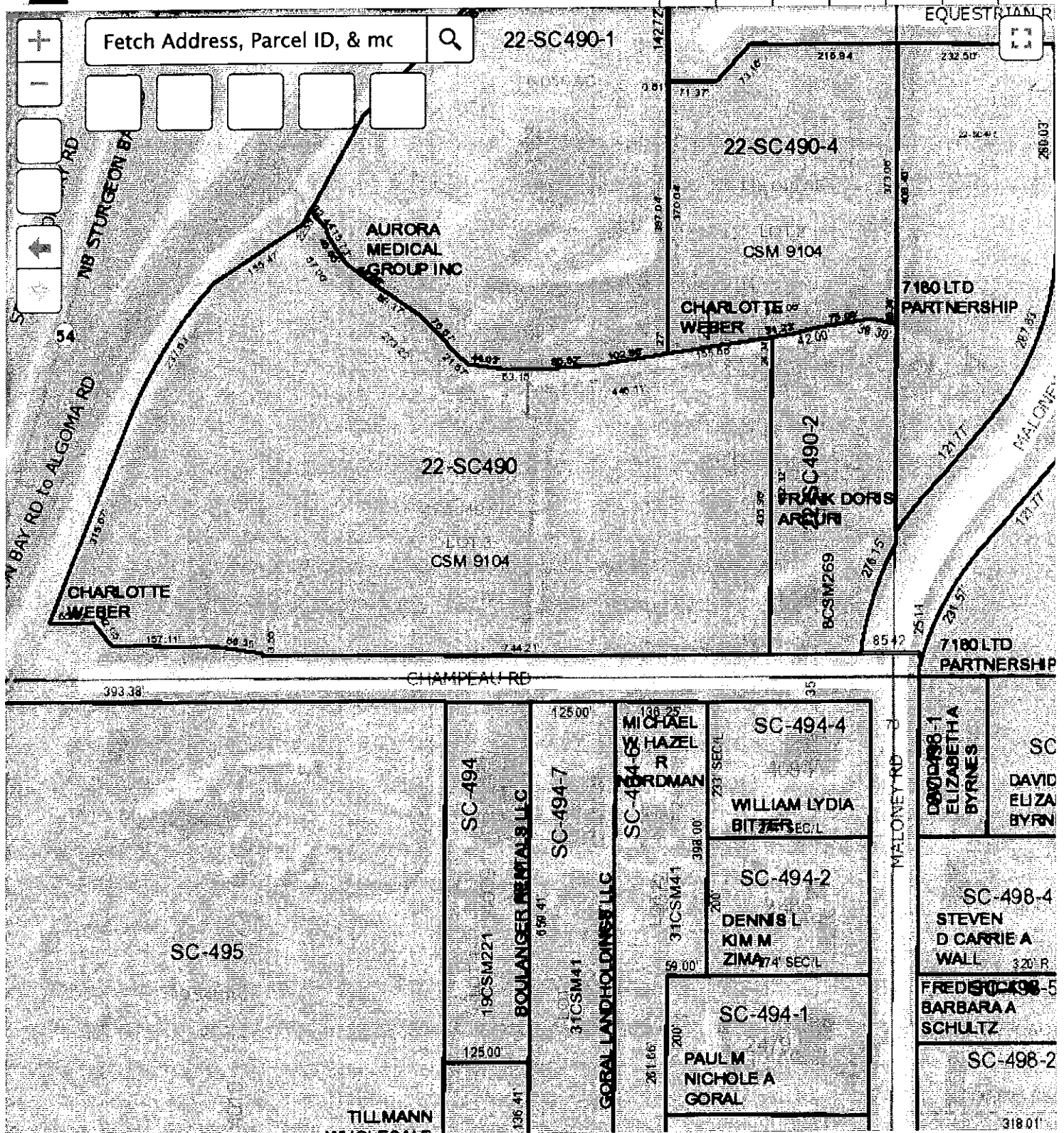
Briefly describe action desired, noting the property affected and all other pertinent information.

Attach maps and legal descriptions (required).

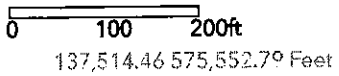
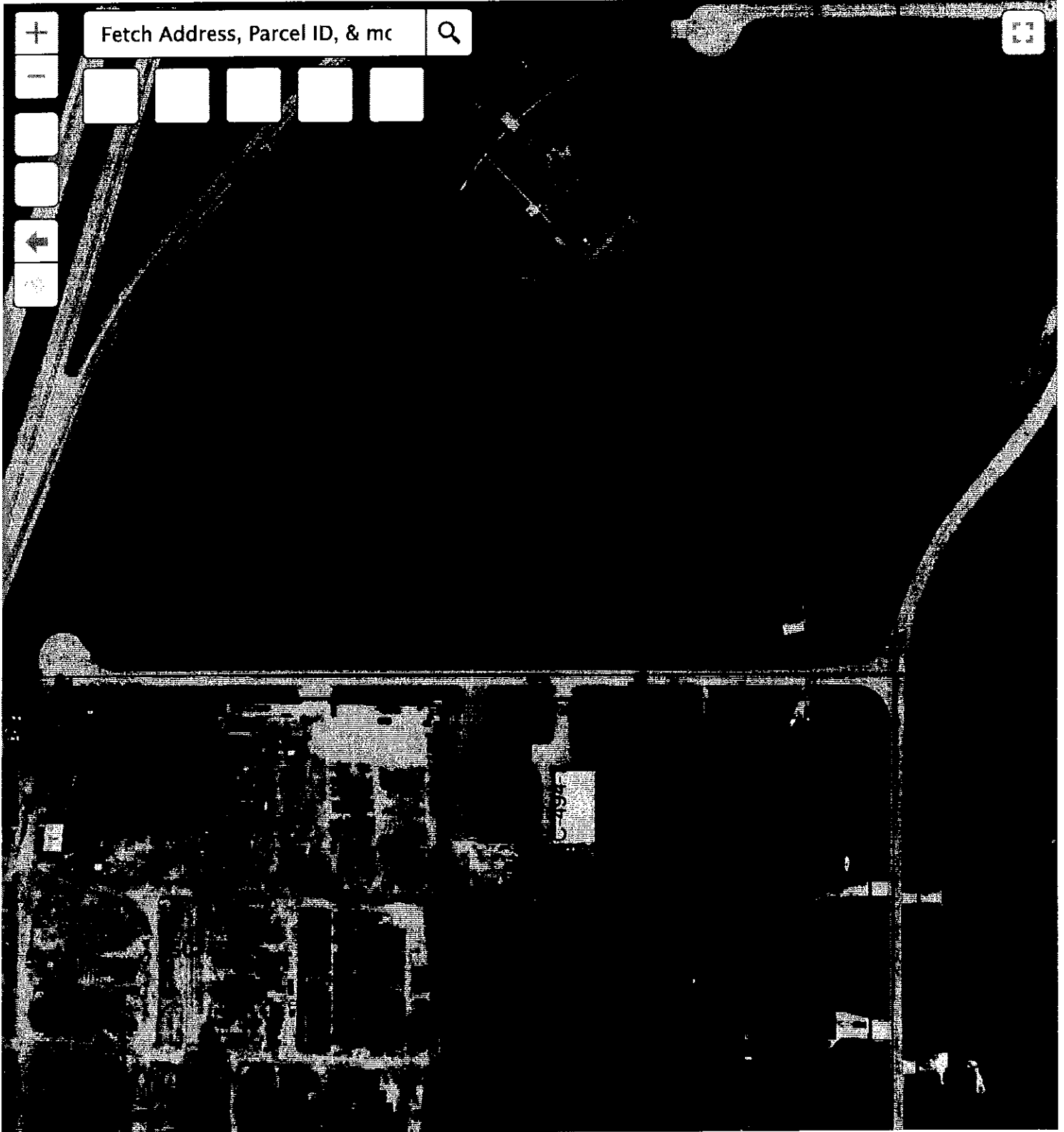
Request for an amendment to the City's Comprehensive Plan from the current commercial land use category to a light industrial land use.

Please contact the Dept. of Community and Economic Development, Room 608, City Hall, (920) 448-3400, if you have any questions.

Rec'd 10/12/21



0 100 200ft
 137,095.71 575,169.46 Feet





Fetch Address, Parcel ID, & mc

45.65' 5.73' 44.85' 87.00' 89.37' 44.03' 470,149.5' SC49 LOT 3 CSM 910

AURORA MEDICAL GROUP INC

AURORA MEDICAL GROUP INC

Land: ~~320~~00
 Improvements: \$0
 Total: \$20700
 Est. fair market value: \$
 Tax year: 2021. For previous tax years
[view full report here.](#)
 Gross tax: \$547.64
 Net tax: \$509.71

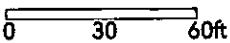
Legal description
 LOT 3 OF CSM 9104 IN 2874062 BNG
 PRT OF NE1/4 SW1/4 SEC 19 T24N R22E

School district
 GREEN BAY AREA PUBLIC SCHOOL
 DISTRICT

Parcel creation date: 20190923*
 Historical date: 01000101*

**Note: A date of "01000101" indicates*

Zoom to



134,938.62 574,991.33 Feet