

MINUTES
GREEN BAY PLAN COMMISSION
Monday, January 21, 2013
City Hall, Room 604
6:00 p.m.

MEMBERS PRESENT: M. Conard–Chair, L. Queoff–Vice-Chair, S. Bremer, T. Gilbert, T. Duckett, and J. Wiezbiskie

MEMBERS EXCUSED: J. Reck

OTHERS PRESENT: B. Lockery, N. Sparacio, D. Lindstrom, and Ald. Boyce

APPROVAL OF MINUTES:

Approval of the minutes from the January 7, 2013, Plan Commission meeting

A motion was made by J. Wiezbiskie and seconded by T. Gilbert to approve the minutes from the January 7, 2013, Plan Commission meeting. Motion carried.

COMMUNICATIONS:

None

OLD BUSINESS:

None

NEW BUSINESS:

1. (ED 12-02) Discussion and action on the request to discontinue a 15-foot public walkway easement to make way for the Schreiber Foods development on the former mall property submitted by the Public Works Department (Ald. Boyce, District 7)

D. Lindstrom gave the staff report and recommendation. There is a 15-foot public walkway easement. A sidewalk existed at one time but was demolished with the mall. The only reviewing agency that commented when contacted by the City was Time Warner Cable. The situation is that Time Warner services the mall property and construction trailers. There was no legal agreement between Time Warner Cable, the City, and now Schreiber to deal with that. As a result, City staff recommends amending the original request to discontinue the easement and replace it with a new 15-foot walkway easement. The 15-foot walkway easement will not be enough to clear up the Time Warner issue. Having the 15-foot walkway and public utility easement would service the needs of the City, as well as Time Warner Cable. The recommendation is to discontinue the existing easement with the condition to approve a new public walkway and public utility easement to serve the existing City and Time Warner Cable facilities.

S. Bremer asked if the proposed easement was straight north to south. D. Lindstrom said that was correct.

L. Queoff asked if the City will be responsible for clearing snow, etc. D. Lindstrom responded that details about maintenance would be discussed during easement negotiations.

A motion was made by T. Gilbert and seconded by S. Bremer to approve the request subject to the creation and recording of a new public walkway and public utility easement to serve the existing City of Green Bay and Time Warner Cable facilities. Motion carried.

INFORMATIONAL:

2. (PP 12-07) Present draft Request for Qualifications for Downtown Master Plan Update

N. Sparacio presented the draft Request for Proposals (RFP) for an update to the Downtown Master Plan. This project is in the very early stages, and staff would like to get the input of key stakeholders even before releasing the RFP for consultant responses. N. Sparacio explained the history of downtown planning, the goals and objectives for the current project, and anticipated components of the planning process. This project will be founded on public participation, and a citizen or stakeholder steering committee will play an important role. He explained some of the anticipated challenges with the process. Staff will work to involve a broad cross-section of the community, both geographically and demographically.

L. Queoff asked if Brown County would be contacted so City staff can learn the County's needs and future plans for their properties such as the library downtown. J. Wiezbiskie asked if the boundaries of the Downtown Plan would include the parks and neighborhoods. Staff will address these items as the project moves forward.

N. Sparacio provided the Commissioners copies of a Request for Proposals for the Downtown Green Bay Master Plan Update.

Ald. Boyce stated he is against the Asian Town concept and wonders how it fits into the Downtown Master Plan. N. Sparacio stated that he has not looked at this concept as part of developing the Request for Proposals.

Ald. Boyce is worried that an area would be labeled "Asian Town" and would act as almost a separate municipality. He envisions store fronts decorated in a certain style which would define the area; there would be no need for a sign to label it as a separate district. He is concerned with investors identifying the area as a business district of its own.

M. Conard asked staff which department or City employee should continue this discussion with Ald. Boyce since the Plan Commission was not asked to discuss nor was the Planning Department asked to research this concept. B. Lockery said the discussion originated in the Mayor's Office but reiterated that the Planning Department was not asked to research this concept.

Ald. Boyce has requested to be kept in the loop regarding the concept plan for Asian Town.

N. Sparacio stated that no action is requested at this time – the item is informational. He would like to come back at a future Plan Commission meeting to seek approval of the RFP after they have had a chance to review it. He also asked that the Plan Commission consider appointing a liaison to the project to participate as a member of the steering committee.

3. (PP 12-02) Present draft Project Plan for the University Avenue Corridor Redevelopment Plan

D. Lindstrom provided the Commissioners with draft copies of the University Avenue Corridor Redevelopment Plan. This project is also in the very early stages, and staff would like feedback from the Plan Commission regarding the scope of the project. D. Lindstrom explained the opportunity for a project of this nature along University Avenue, citing current investment and reinvestments into the corridor. Similar to other planning efforts in the City, the project will be participation-based calling on the local expertise of residents, businesses owners, neighborhood groups, and elected and appointed officials. D. Lindstrom assured the project team will continue to establish a steering committee that best represents the corridor. The project team applied for a grant to help fund the project through competition. Grant awards will be announced in May this year.

M. Conard asked if the Commissioners would be provided with a step-by-step update on the project even if their involvement is not required in some of the steps of the process. D. Lindstrom said the Commissioners would be included in all updates on each of the projects.

OTHER:

Director's Update on Council Actions

B. Lockery said the City Council adopted the items from the Plan Commission's report from last meeting's actions.

SUBMITTED PETITIONS: (for informational purposes only)

(ZP 13-01) Request to rezone 2001 to 2035 Manitowoc Road (Tax Parcels 21-1358-3, 21-1358-4, 21-1358, and the southern portion of 21-1361-3) from General Commercial (C1) to Varied Density Residential (R3) and a request for a Conditional Use Permit (CUP) for a single-family use within a Varied Density Residential (R3) District submitted by Adam Koch, property owner (Ald. Nicholson, District 3)

(ZP 13-02) Request to authorize a Conditional Use Permit (CUP) to operate a minor auto repair in a General Industrial (GI) District located at 710 Vanderbraak Street submitted by Arlene A. DeGuzman, property owner (Ald. Moore, District 6)

A motion was made by L. Queoff and seconded by T. Gilbert to adjourn. Motion carried.

Meeting adjourned at 7:00 p.m.