



AGENDA OF THE GREEN BAY PLAN COMMISSION

**MONDAY, OCTOBER 8, 2018, 6:00 PM
CITY HALL, ROOM 604**

A. Roll Call.

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

B. Approval of the Agenda.

1. Approval of the agenda for the October 8, 2018, meeting of the Green Bay Plan Commission.

C. Approval of Minutes.

1. Approval of the minutes from the September 24, 2018, meeting of the Green Bay Plan Commission.

D. Regular Business.

1. (ZP 18-32) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) to permit the redevelopment of a motor freight operation in a Business Park (BP) District at 1634-1710 Cofrin Drive, submitted by Fisher & Associates, LLC, on behalf of Contract Transport Services (CTS), property owner (Ald. K. Lefebvre, District 6).
2. (ZP 18-33) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) for the height of a detached accessory garage in a Low Density Residential (RI) District at 2574 West Point Road, submitted by James R. Walker, property owner (Ald. J. Brunette, District 12).
3. (ZP 18-34) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) to extend the emergency shelter use at 411 St. John Street, submitted by Alexia Wood, St. John the Evangelist Homeless Shelter (Ald. R. Scannell, District 7).

E. Informational.

1. Director's Report.
2. Date of next meeting: Monday, October 22, 2018.

F. 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 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.



MINUTES OF THE GREEN BAY PLAN COMMISSION

**MONDAY, SEPTEMBER 24, 2018, 6:00 PM
CITY HALL, ROOM 604**

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, Sidney Bremer, Veronica Corpus-Dax, Jacob Miller, Lisa Hanson, and Jerry Wiezbiskie, Excused: Randall Petrouske

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the September 24, 2018, meeting of the Green Bay Plan Commission.

Moved by Sidney Bremer, seconded by Ald. Veronica Corpus-Dax to approve the September 24, 2018, agenda of the Green Bay Plan Commission. Motion carried. Voice vote.

Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None.

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the August 27, 2018, meeting of the Green Bay Plan Commission Meeting.

Moved by Jerry Wiezbiskie, seconded by Lisa Hanson to approve the minutes from the August 27, 2018, meeting of the Green Bay Plan Commission. Motion carried. Voice vote.

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

D. REGULAR BUSINESS.

I. (ZP 18-30) Consideration and possible action on the request for a zone change of a portion of the property located at 2405 West Mason Street (Frontage Road) from the Business Park (BP) District to the General Commercial (C-1) District. Submitted by GB Real Estate Investments, LLC, on behalf of the property owner (Ald. J. Vander Leest, District 11).

Moved by Lisa Hanson, seconded by Sidney Bremer to open the floor for discussion. Motion carried. Voice vote.

Yes- Jacob Miller, Lisa Hanson, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Sidney Bremer, seconded by Lisa Hanson to close the floor for discussion. Motion carried. Voice vote.

Yes- Jacob Miller, Lisa Hanson, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Ald. Veronica Corpus-Dax, seconded by Lisa Hanson to approve the request to rezone a portion of property located at 2045 West Mason Street (Frontage Road) from Business Park (BP) District to General Commercial (C1) District. Motion carried.

Yes- Jacob Miller, Lisa Hanson, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

2. (ZP 18-31) Consideration with possible action the request to authorize a Conditional Use Permit (CUP) for an expanded shelter facility use in an Office/Residential (OR) District located at 1120 University Avenue, submitted by the Karen Michaels, Golden House, Family Violence Center, Inc (Ald. R. Scannell, District 7).

Moved by Sidney Bremer, seconded by Jerry Wiezbiskie to open the floor for discussion. Motion carried. Voice vote.

Yes- None, No- None, Abstain- None

Moved by Sidney Bremer, seconded by Jerry Wiezbiskie to close the floor for discussion. Motion carried. Voice vote.

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

Moved by Sidney Bremer, seconded by Jerry Wiezbiskie to approve the request to authorize a Conditional Use Permit (CUP) for an expanded shelter facility use in an Office/Residential (OR) District located at 1120 University Avenue, subject to:

a. A Conditional Use Permit (CUP) being authorized for the existing emergency shelter at 1120 University Avenue, subject to a capacity of 28 units with no expansion of the use without Plan Commission review and approval.

b. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit, including standard site plan review and approval.

Motion carried.

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

3. (SP 18-03) Consideration with possible action on the request to declare City property (parcel 21-1491) surplus near 1826 North Irwin Avenue, submitted by Brett Lange, Bay Beach Recycling LLC (Ald. K. Lefebvre, District 6).

Moved by Lisa Hanson, seconded by Ald. Veronica Corpus-Dax to approve the request to declare City property (parcel 21-1491) surplus near 1826 North Irwin Avenue, subject to the following conditions:

a. The City of Green Bay maintains access rights along Radisson Street and N. Irwin Avenue.

b. The subject parcel shall be attached to Parcel Number 21-1490.

c. The purchasing property owner shall pay all costs associated with attaching said Surplus Property.

Motion carried.

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

E. INFORMATIONAL.

I. Director's Report.

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

2. Date of next meeting: October 8, 2018.

F. ADJOURNMENT.

Moved by Lisa Hanson, seconded by Ald. Veronica Corpus-Dax to adjourn. Motion carried. Voice vote.

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



Report to the Green Bay Plan Commission

MEETING DATE

October 8, 2018

PREPARED BY

David Buck, Staff

AGENDA ITEM # D.1.

(ZP 18-32) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) to permit the redevelopment of a motor freight operation in a Business Park (BP) District at 1634-1710 Cofrin Drive, submitted by Fisher & Associates, LLC, on behalf of Contract Transport Services (CTS), property owner (Ald. K. Lefebvre, District 6).

BACKGROUND

Primary Address: 1634-1710 Cofrin Drive

Aldersperson/District: Ald. Kathy Lefebvre / District 6

Reason for Request: To permit the expansion and redevelopment of the current motor freight operation on the subject property.

Subject Parcel Zoning and Land Use: The property is zoned Business Park (BP) District. The west half of the subject area is currently developed and contains a Conditional Use Permit for motor freight terminal use.

Surrounding Zoning and Land Uses:

North (across Cofrin): Business Park (BP) - Manufacturing / Industrial

South: Low-Density Residential (R-1) - Single Family Homes & a Multiple Family Apt.

East: Business Park (BP) - Service and Transportation Services

West: Business Park (BP) - Transportation Services

Comprehensive Plan: The 2022 Smart Growth Plan designates both sides of Cofrin Drive for light industrial land uses and designates the properties adjacent the subject property to the south (fronting Eastman Ave) as residential. While Ch. 66.1001 Wis. Stats. does not specifically require Conditional Uses to meet consistency requirements, the proposed Conditional Use Permit for motor freight use is consistent with the land-use recommendation of the Comprehensive Plan.

Analysis: The request for the Conditional Use Permit (CUP) is to allow the expansion and redevelopment of the current motor freight operation at 1634 Cofrin Drive to also include the adjacent parcel to the east at 1710 Cofrin Drive, both of which are in common ownership. Contract Transport Services (CTS), the current motor freight business (corporate office, dispatch, trailer storage, and truck/trailer maintenance) is currently completely located on the western 4.5 acre parcel at 1634 Cofrin Drive. CTS is in the position to expand and completely redevelop their business on both their existing site and the additional 4.5 acres property adjacent to the east. Preliminary redevelopment plans are attached in the agenda packet and include the construction of a new approximately 30,000 sq. ft. three-story office / one-story service building, a compressed natural gas equipment area, employee/visitor parking, truck/trailer storage, a scale, stormwater

maintenance facility and a compressed natural gas fueling station. A majority of the functions on the property will be screened with an eight ft. high privacy fence, with the exclusion of the office building component and small parking lot. A new CUP is needed as the operation is significantly changing as well as expanding onto new property. Additionally, full site plan review compliant with all regulations of the Municipal Code is required.

Motor freight operation use has been in operation at this location for approximately 20 years and the area is part of an established industrial area with businesses on the north, west and east of similar use and intensity. Infrastructure is sized and developed to facilitate this type of use and no public improvements will be necessary to accommodate it. The only potential concern with the expansion/redevelopment would be possible noise impact on the rear yards of the lower-density residential uses to the south located on Eastman Avenue. Potential noise is addressed primarily through the installation of the solid fencing and 25 ft. transitional yard setback, which must include 90 percent opaque screen element and one tree and five shrubs for every 50 linear ft. To place greater emphasis on noise reduction, staff recommends that vegetation within the southern buffer area be primarily evergreen species that retains foliage throughout the year.

Staff supports the CUP request as it will allow a longstanding community business to grow and remain competitive. It will be an aesthetic and functional improvement to the site and area, will increase tax base and continue development of this industrial business area.

Ald. K. Lefebvre, Kennedy Park Neighborhood Association and surrounding property owners (within 400 ft.) have been notified of the request. As of the drafting of this report, staff has not received any objections.

RECOMMENDATION

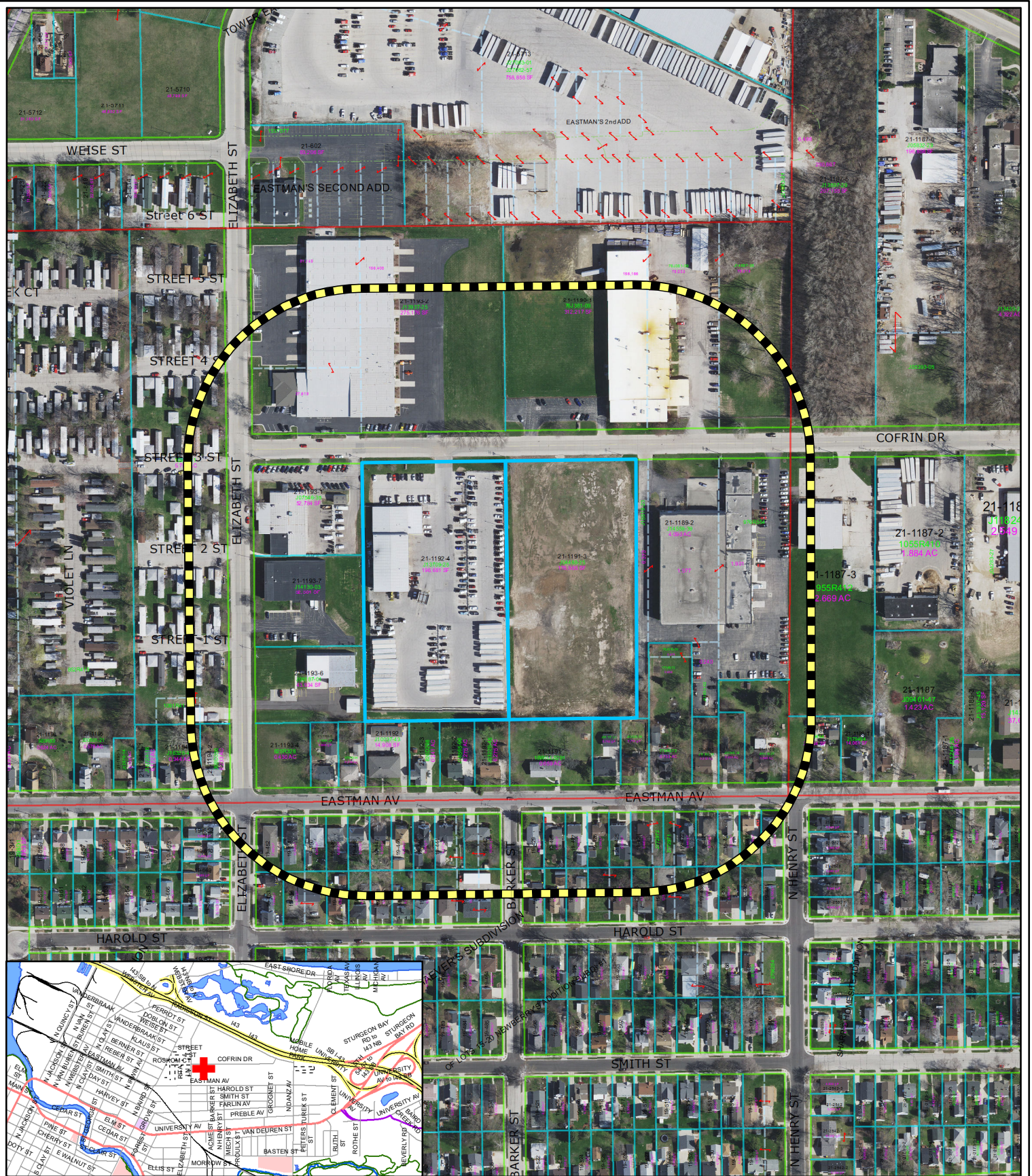
Approval of the request to authorize a CUP to permit the development of a motor freight operation in a Business Park (BP) District at 1634-1710 Cofrin Drive, subject to the following conditions:

- a. Compliance with all regulations of the Green Bay Municipal Code.
- b. Consolidate two separate parcel into a single lot.
- c. Vegetation within the southern buffer area be primarily evergreen.

FISCAL IMPACT

ATTACHMENTS

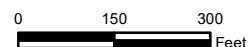
1. ZP 18-32 1634-1710 Cofrin_CUP Location Map
2. ZP 18-32 Site Plan pgs 1&5



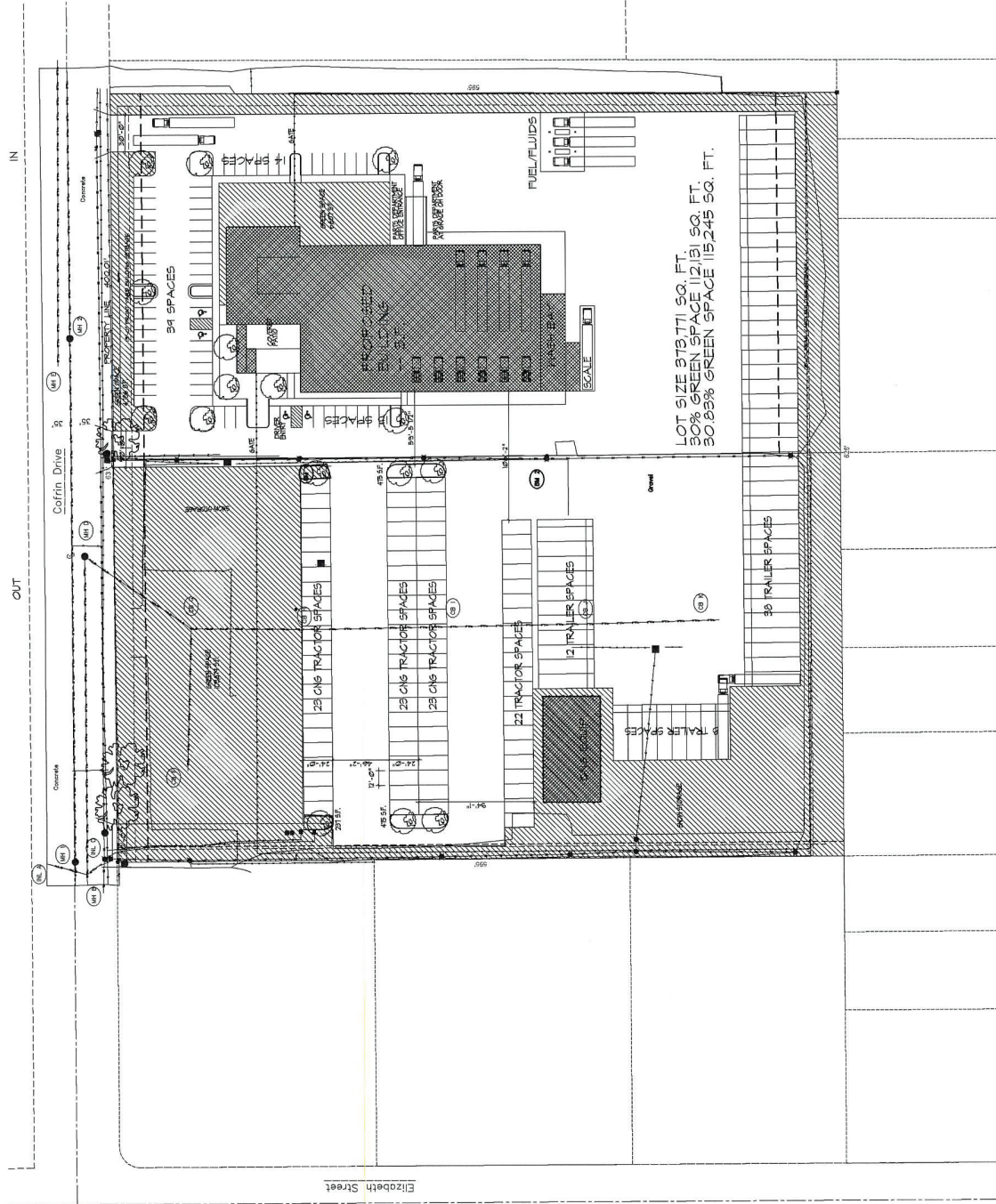
- Subject Property
- 400' Notice Area

Zoning Petition (ZP 18-32)
Request to Authorize a Conditional
Use Permit (CUP) for Motor Freight Operation
In Business Park (BP) District at 1634-1710
Cofrin Drive.

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



PRELIM DESIGN FOR CITY MEETING 9/12/18
REVISED SITE PLAN 9/4/18
NEW BUILDING OPTION 8/30/18
PRELIMINARY DESIGN 8/20/18
REVISED SITE PLAN 8/9/18





Report to the Green Bay Plan Commission

MEETING DATE

October 8, 2018

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # D.2.

(ZP 18-33) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) for the height of a detached accessory garage in a Low Density Residential (RI) District at 2574 West Point Road, submitted by James R. Walker, property owner (Ald. J. Brunette, District 12).

BACKGROUND

Primary Address: 2574 West Point Road

Aldersperson/District: Ald. Jesse Brunette / 12

Reason for Request: Obtain a permit to construct a garage that exceeds the height for an accessory structure.

Subject Parcel Zoning and Land Use: RI – Low Density Residential zoning, Single-family dwelling.

Surrounding Zoning and Land Uses:

North: PI-Public Institutional Southwest High School

South: RI-Low Density Residential Single-family residences

East: RI-Low Density Residential Single-family residences

West: RI-Low Density Residential Single-family residences

Comprehensive Plan: The 2022 Smart Growth Plan designates this area for Low Density Housing.

Analysis: The petitioners intend to construct a detached garage and accessory structure at 2574 West Point Road. The proposed detached garage will be placed approximately 80 ft. from the West Point Road right-of-way and setback 4.5 ft. from the interior lot line. The proposed garage is 25 ft. by 40 ft. or 1000 sq. ft. The subject site is approximately 18,874 sq. ft. or 0.43 acres.

Upon review of a preliminary site plan for the property, it was noted that the proposed garage exceeded the maximum height and the maximum side wall height of the accessory structure requirements found in the Zoning Code. Chapter 13-615, Table 6-4 requires that heights and area of detached accessory structures may be increased with a conditional use permit. The following is the specific increases the petitioner is requesting:

Maximum Height:

The petitioner is seeking an increase from the designated maximum accessory structure height of sixteen (16) ft. to a proposed accessory structure height of 17.5 ft. In addition, the petitioner is also seeking an increase from the maximum side wall height of ten (10) ft. to a proposed accessory structure side wall height of approximately 14 ft.

The proposed structure has a gable roof line and the exterior of the building will have a vinyl lap siding. Images of the proposed garage and the site layout are attached within this agenda packet. The existing residence is a two-story dwelling with a single-story attached garage located approximately 30 ft. from the West Point right-of-way.

The subject parcel is large enough that Planning staff believes the increased heights will not detract from the adjacent property owners or disrupt the perceived spatial density and character of the existing neighborhood as the placement of the structure is located a large distance from West Point Road.

Ald. J. Brunette, adjacent property owners and the MacArthur Heights Neighborhood Association were notified of the request. Staff received comments but no objections to the request as of the drafting of this report.

RECOMMENDATION

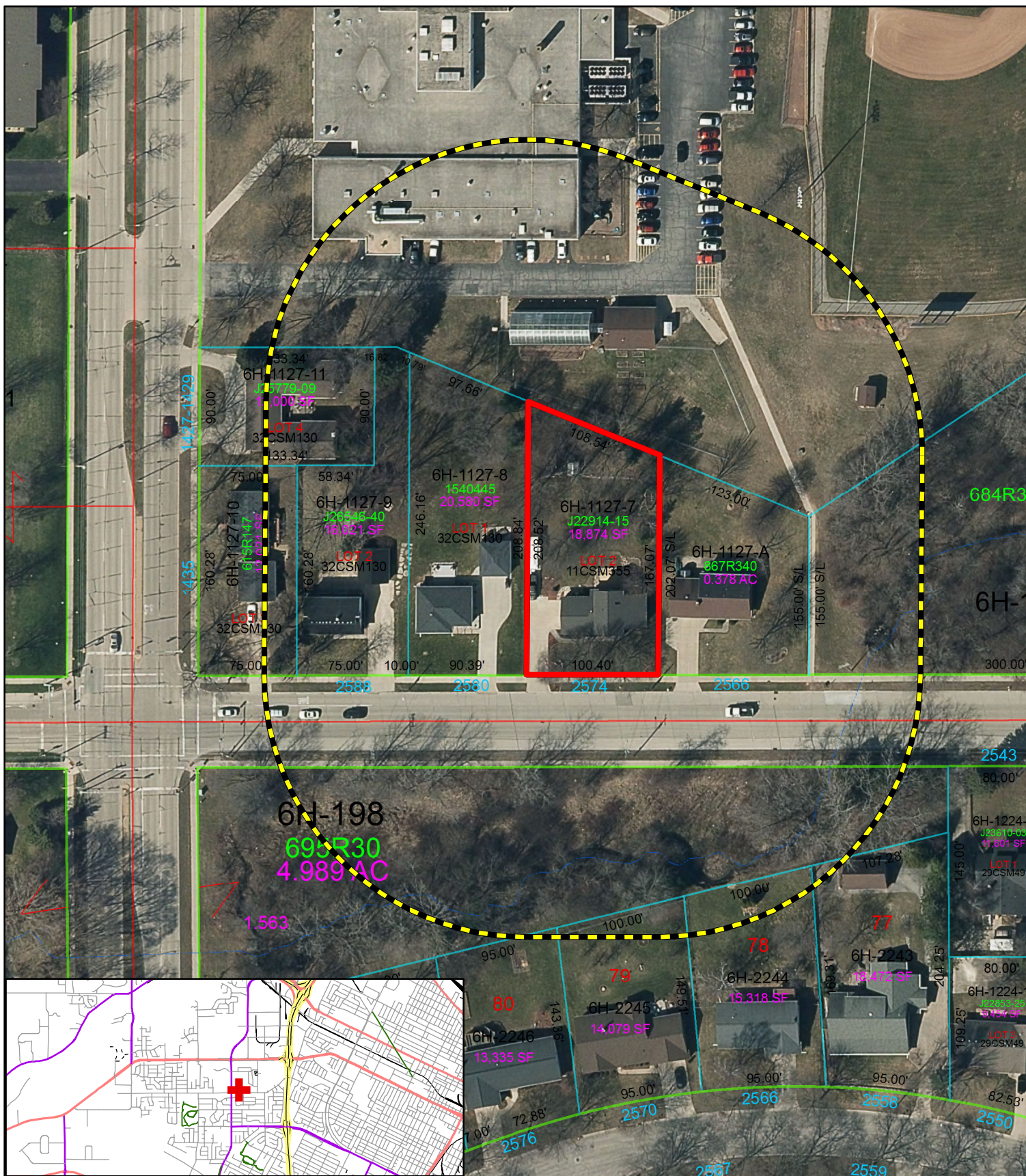
Approval of the request, subject to:

- a. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit, including standard site plan review and approval.
- b. Continuance of similar style of architecture, exterior construction material, and color of the structure.

FISCAL IMPACT

ATTACHMENTS

1. ZP 18-33 loc map
2. Site Plan Elevations



- Subject Area
- 200' Property Owner Notice

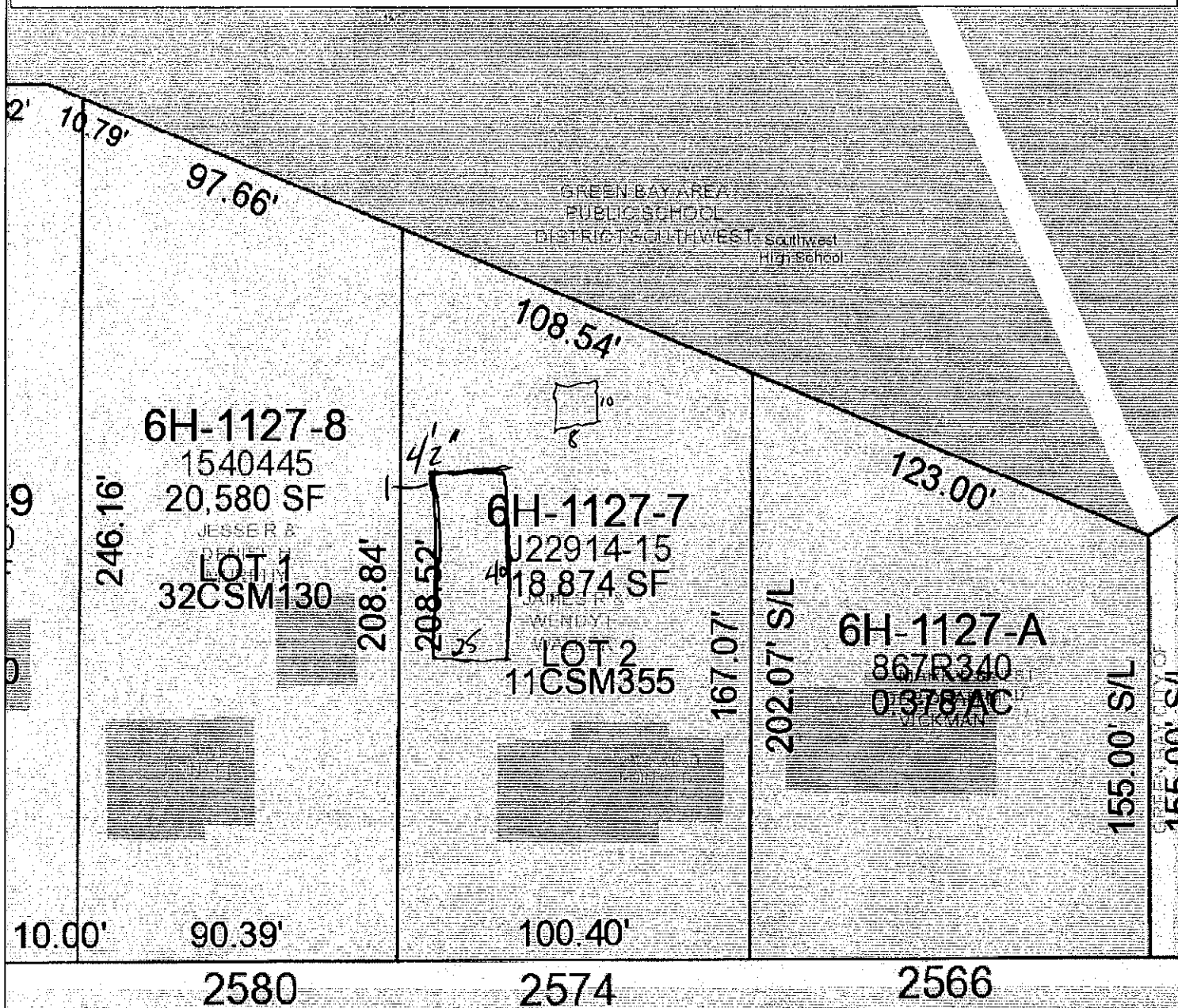


Zoning Petition (ZP18-33) Conditional Use Permit (CUP) 2574 West Point Road

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Map prepared by PN

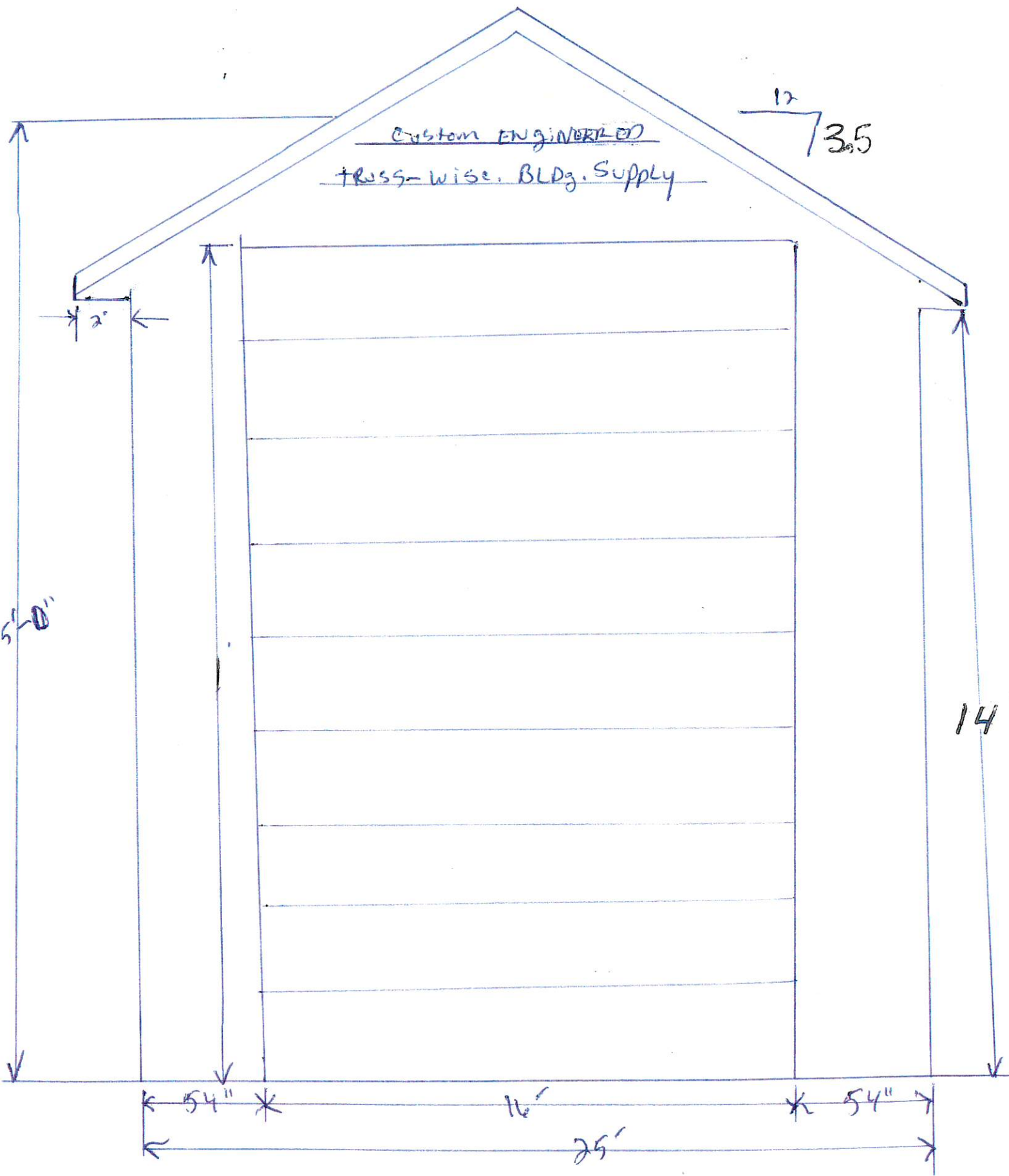
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A map key (legend) and other information about this map is available at: maps.gis.co.brown.wi.us
Geographic Information System (GIS) data provided by: Brown County Planning & Land Services Department
Brown County is not responsible for user-drawn graphics that may have been added to this GIS base map.
This map is intended for advisory purposes only. It is based on sources believed to be reliable, but Brown County distributes this information on an "As Is" basis. No warranties are implied. Boundaries shown on this map are general representations only and should not be used for legal documentation, boundary survey determinations, or other property boundary issues.

07/16/2018
Scale 1:480



Custom ENGINEERED
TRUSS-WISE. BLDG. Supply

12 / 35

5'0"

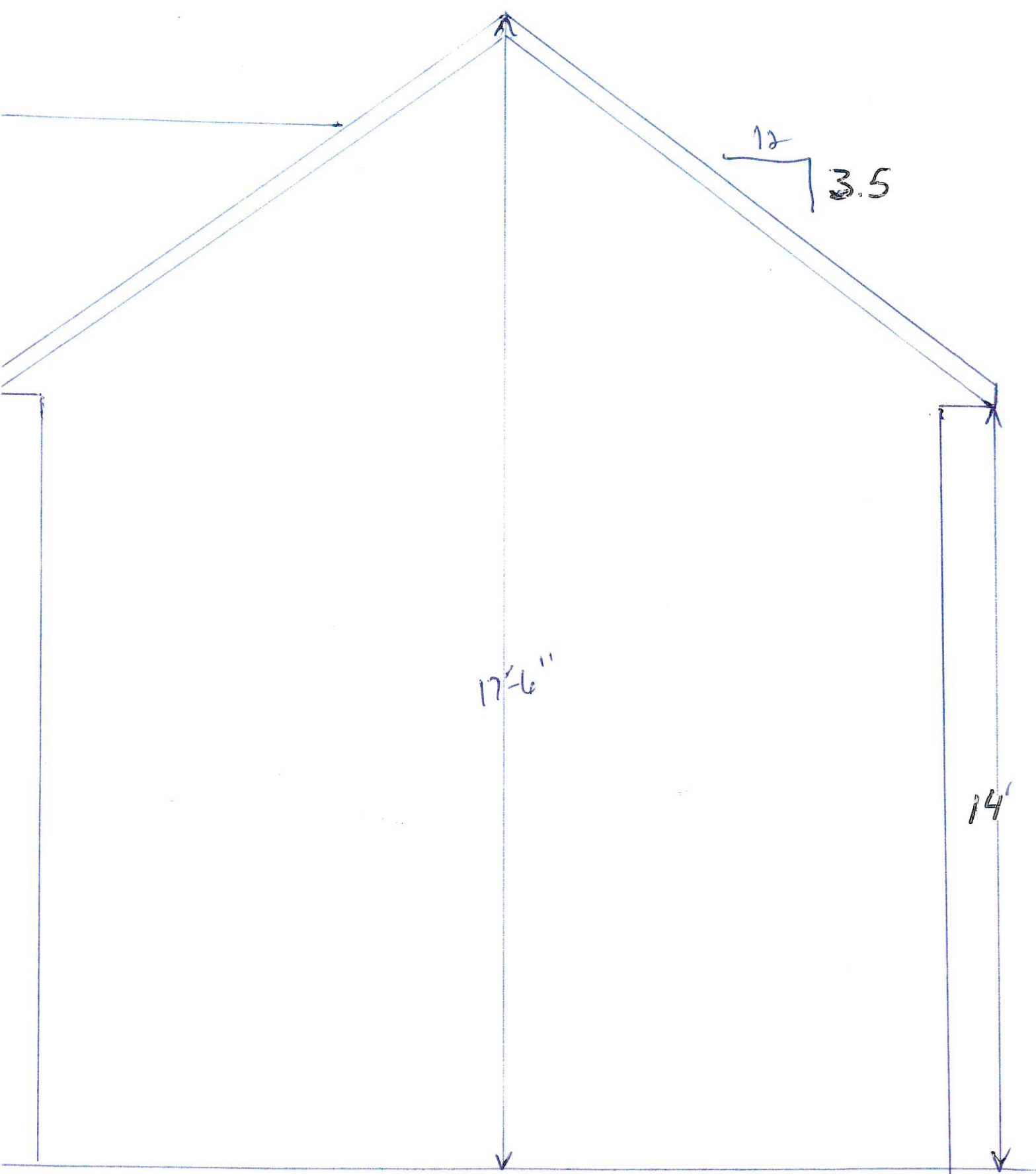
14'

54"

16'

54"

25'



17'-6"

12
3.5

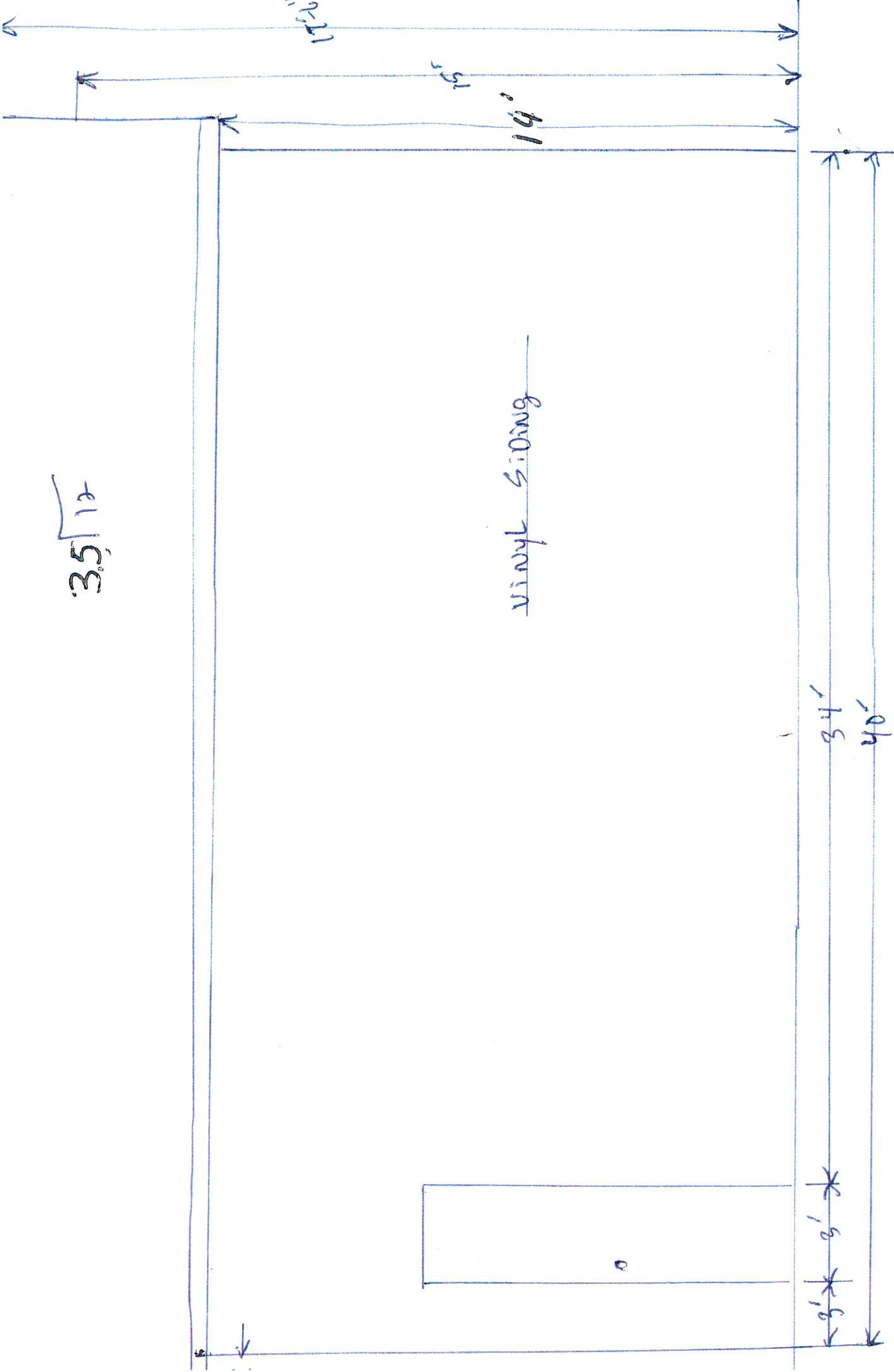
14'

25'

"NORTH ELEVATION"

2574 WEST POINT RD.

35' 12"



vinyl siding

"EAST ELEVATION"

"2574 WESTPOINT RD."

35' 12"

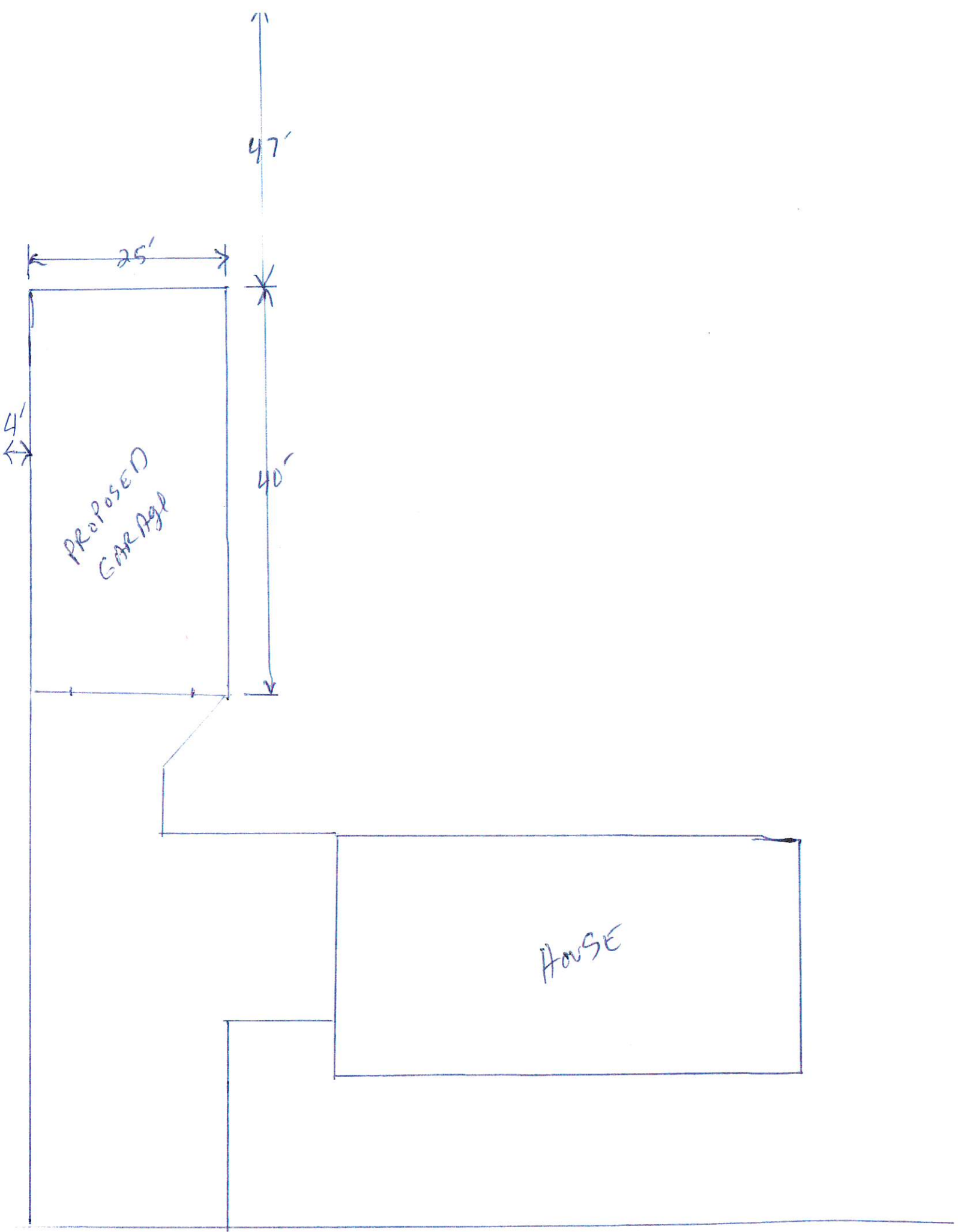
Vinyl Siding

14'

15'

40'

"WEST ELEVATION" 25 74 WEST POINT RD.





Report to the Green Bay Plan Commission

MEETING DATE

October 8, 2018

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # D.3.

(ZP 18-34) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) to extend the emergency shelter use at 411 St. John Street, submitted by Alexia Wood, St. John the Evangelist Homeless Shelter (Ald. R. Scannell, District 7).

BACKGROUND

Primary Address: 411 St. John Street

Aldersperson/District: Ald. Randy Scannell / 7

Reason for Request: To reauthorize a temporary emergency shelter facility.

Subject Parcel Zoning and Land Use: OR – Office/Residential, church

Surrounding Zoning and Land Uses: The subject property has been occupied as the St. John's Homeless Shelter dating back to the mid-2000s. St. John's Church is east of the site and St. John's Park is south of the site. Other commercial uses are located north of the site.

North: OR- Office Residential Office uses

South: PI - Public/Institutional St. John Park

East: OR- Office Residential Office uses

West: OR- Office Residential Office uses/Higher Density Residential

Comprehensive Plan: The 2022 Smart Growth Plan designates this area as Downtown land uses.

Consistency Analysis: The proposed use of the subject property is compatible with and is not contradictory to the applicable recommended policy and the future land use map.

Analysis: The existing site has been the past location of the Churches Offering Temporary Shelter (COTS) program and more recently under the direction of the St. John the Evangelist Homeless Shelter. Previously the CUP was renewed in 2012 under Zoning Petition 12-36. As part of the past CUP approval, the shelter has completed building remodeling to the existing facility including additional bathroom facilities to meet the capacity of the building to house its guests. As part of the remodeling, an amended CUP was received in 2013 (ZP 13-03) to increase the capacity of the shelter from 64 to 84 guests. This is considered the maximum capacity based on the structure and the limits of the shelter staff's to serve the current homeless population. A 3-year extension was granted in 2015 under ZP 15-15.

The current site was most recently granted a temporary limited emergency shelter during this past summer to house residents under their previous CUP approval (ZP 18-19). The temporary shelter would only

operate within the gym portion of the building and its operation would be very similar to the original COTS program. The full building would not be utilized and the second floor of the structure would not be used to house guests. The request was approved by the Common Council on Tuesday, July 17, 2018, with the following conditions:

- a. A maximum 30 bed/cots temporary emergency homeless shelter located in the former St. John's School gym only located at 411 St. John Street (Tax Parcel No. 13-106) through October 2018. Hours of operation are limited to 9 p.m. to 6:30 a.m. and no residences occupancy shall be permitted on the second floor of the structure. If the temporary emergency facility use at 411 St. John Street is discontinued, the operation is dissolved, or if the Green Bay Catholic Diocese of Green Bay no longer manages the facility, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.
- b. At the discretion of the Common Council, Plan Commission, or the Planning Director a review may be required by the Plan Commission and Common Council to ensure compliance with this conditional use permit and identify any areas of concerns with the temporary emergency homeless shelter including but not limited to: Police calls and other documented safety concerns. Inadequate facilities.
- c. Sex offenders required to register under §301.45, Wis. Stats., are prohibited from any stay at the facility.
- d. A mandatory background check for all shelter residents is required.
- e. St. John the Evangelist Homeless Shelter staff shall maintain a history of residence during the extent of this CUP.
- f. A site plan is submitted and approved in compliance with Chapter 13-1700 Green Bay Zoning Code.
- g. Approved building plans shall be made available to staff and available on site.

The current proposal would have the shelter run its typical shelter from November 1 to April 30 with a scaled back summer program, like the one previously approved above from April 30 to November 1 under ZP 18-19, in essence a year round shelter facility. A copy of the updated operational plan has been submitted and is attached within this agenda packet.

Staff has developed a series of conditions to address this request. The shelter has consistently completed CUP extensions and it is the opinion of staff that shelter operation has become more organized and professional over the years. A link to the homeless shelter web is located at:
<https://www.stjohnhomelessshelter.org>.

The shelter has a proven track record of improved service and programming and coordination with the Green Bay Police Department; however, Calls For Service (CFS) remain high compared to other shelter uses within the city, see attached list within this agenda packet. Staff would encourage the shelter to continue to make efforts to reduce homelessness and reduce the number of CFS calls.

As the shelter appears to begin to grow with the addition of a summer shelter program, staff suggests St. John's Shelter partner with other shelters, programs and community members to help reduce homelessness in the City of Green Bay. Staff and the Mayor's office will be providing information to the shelter's director regarding Federal resources to prevent and end homelessness:
https://www.usich.gov/resources/uploads/asset_library/Home-Together-Federal-Strategic-Plan-to-Prevent-and-End-Homelessness.pdf and <https://www.policeforum.org/assets/PoliceResponseToHomelessness.pdf>.

The Planning staff recommends permitting the continuation of the use for an additional three year period with conditions.

Ald. R. Scannell, Navarino and the Astor Neighborhood Associations, Howe Elementary and affected and adjacent property owners within 200 ft. of the subject area have been noticed of the request. Staff has not received any comments or inquiries as of the drafting of this report.

RECOMMENDATION

Approval of the request, subject to:

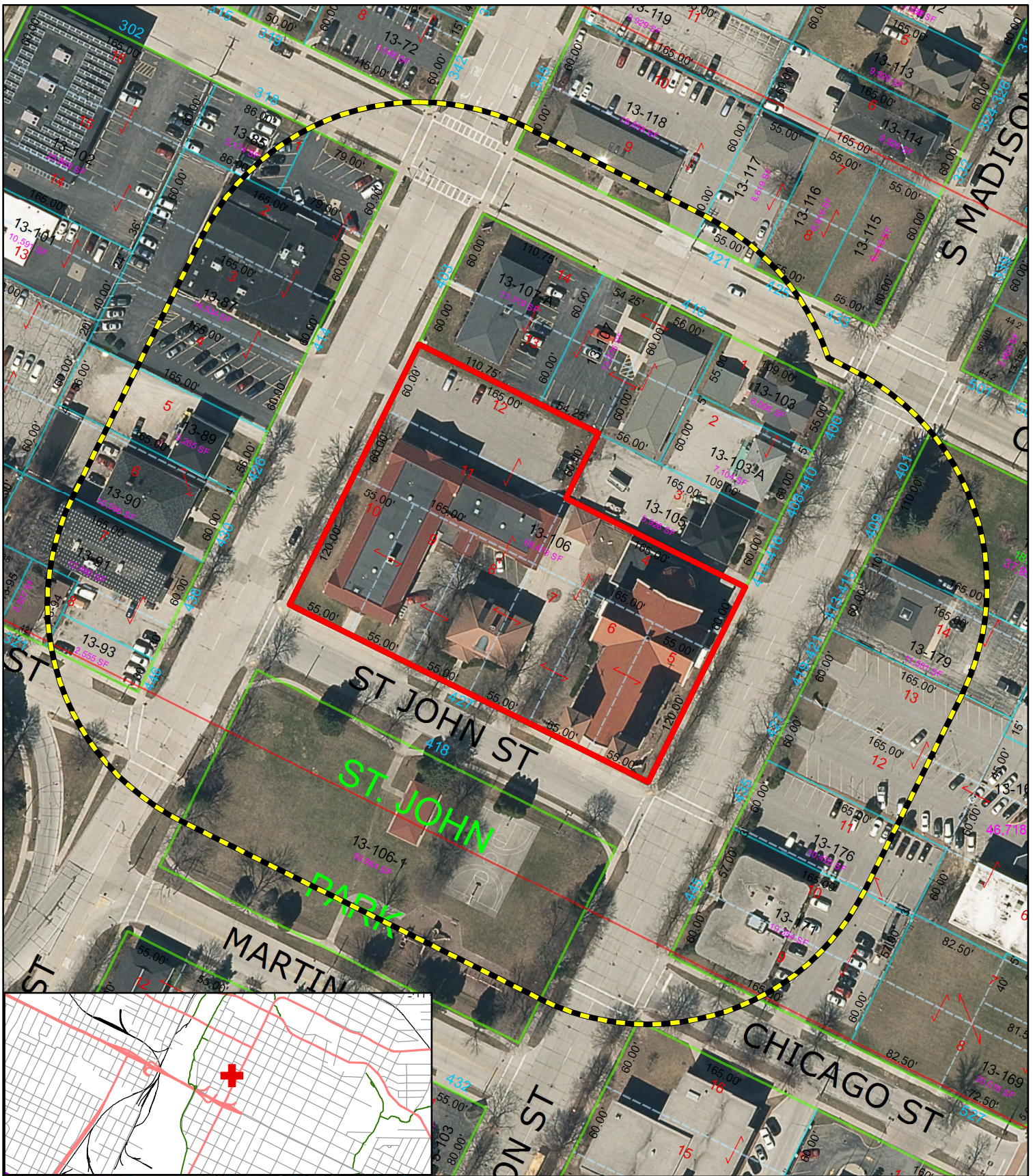
- a. A maximum 84-bed temporary emergency homeless shelter located in the former St. John's School, 411 St. John Street (Tax Parcel No. 13-106) to November 1, 2021. The facility is to be operated for a typical season from November 1 to April 30 with a scaled back summer program from April 30 to November 1. Any modification of the use will require Plan Commission and Common Council approval.
- b. If the temporary emergency facility use at 411 St. John Street is discontinued, the operation is dissolved, or if the Green Bay Catholic Diocese of Green Bay no longer manages the facility, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.
- c. At the discretion of the Common Council, Plan Commission, or the Planning Director a review may be required by the Plan Commission and Common Council to ensure compliance with this conditional use permit and identify any areas of concerns with the temporary emergency homeless shelter including but not limited to: Police calls and other documented safety concerns. Inadequate facilities.
- d. The St. John the Evangelist Homeless Shelter staff shall provide reports to the Protection & Welfare Committee detailing those served by the facility as requested by the Committee.
- e. The St. John the Evangelist Homeless Shelter staff shall meet as necessary with the Navarino Neighborhood Association and the Astor Neighborhood Association to address any concerns of neighbors.
- f. Sex offenders required to register under §301.45, Wis. Stats., are prohibited from any stay at the facility.
- g. A mandatory background check for all shelter residents is required. A list of residents and their home community and/or County shall be provided upon request of the City of Green Bay.
- h. St. John the Evangelist Homeless Shelter staff shall maintain a history of residents for the previous three years who have stayed at the shelter.
- i. An operational plan shall be approved by the Community Police and Case Management of the Brown County Human Services Department and implemented by the St. John Homeless Shelter staff for the opening of the temporary emergency homeless shelter facility located at 411 St. John Street.
- j. Conformance with the submitted operating plan for the St. John the Evangelist Homeless Shelter.

FISCAL IMPACT

ATTACHMENTS

1. ZPI8-34 loc map
2. SJEHS Operational Plan 2018

3. CFS 2015-2018



Subject Area



200' Property Owner Notice



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Map prepared by PN

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Zoning Petition (ZP 18-34)
Proposed Conditional Use Permit (CUP) -
411 St. John Street

St John the Evangelist Homeless Shelter

Operational Plan (Revised)

Mission:

St. John the Evangelist Homeless Shelter, in living the Gospel mandate to care for the poor and vulnerable, believes that all human beings have the right to the basic needs of food, clothing, shelter and medical care. Our mission is to:

- Provide a nightly temporary shelter program to meet the needs of the most vulnerable homeless population.
- Ensure safety and harm reduction.
- Provide services and assistance in a way that respects everyone as a Child of God, attempts to connect with them where they are at on their journey in life, and is offered in the context of furtherance of human dignity.
- Facilitate participation in services which will bring greater fulfillment to the lives of our guests, including main-stream shelter and housing programs, mental health and substance abuse services, health care and other appropriate social services.
- Advocate in partnership for the needs of our homeless guests.

Target Population:

- Individuals who do not qualify for main-stream shelter services because of criminal histories or other issues.
- Individuals with active alcohol/drug abuse issues.
- Individuals with chronic mental health issues.
- Individuals with co-occurring disorders.
- Individuals with a history of frequently cycling between the street and shelter.

Eligibility:

- Single adults 18 years and older. Families will be referred to the Crisis Center.
- The individual has no other housing option available to them at that time.
- The individual conducts himself/herself in a peaceful and respectful manner.
- The individual is not a registered sex offender.
- The individual provides complete intake information.
- The individual can provide complete self-care when presenting for shelter each night.
- The individual agrees to a background check, law enforcement and Department of Corrections notification of presence at the shelter, release of information for Brown County Health & Human Services, New Community Shelter and Outreach Health Care and signs the forms.
- The staff will consult with appropriate agencies such as law enforcement and Brown County Health & Human Services if there are any safety concerns.

Intake:

- The “St John the Evangelist Homeless Shelter Intake Packet” will be completed on admission. This includes, but is not limited to:
 - Brown County Homeless and Housing Coalition Common Intake Information Form
 - Release(s) of Information Form
 - Adult Hold Harmless/Indemnity Agreement
 - Grievance and/or Appeal Procedure.
 - TB Risk Assessment Form
 - Shelter Rules
 - Emergency Fire Procedure
- A background check is completed to identify any concerns and plan for safety.
- A copy of the individual’s ID is placed in the file. If the individual has no ID, a picture will be taken and placed in the file. Individuals without a government issued identification card will then be assisted in getting one.

Extreme Weather Plan:

- The shelter will remain open during times when the weather, with wind-chill, falls below -40 degrees. In the event of subzero weather that does not meet these criteria, The Micah Center will extend their hours to provide service as necessary.

Emergency Overflow Plan:

- In the event that the shelter population approaches 84 individuals, offsite overflow accommodations will be made with local churches and nonprofits to provide overflow sleeping space from 9pm-7am. A staff member from St. John’s will supervise this sleeping area and appropriate transportation will be provided if necessary.

Policies/Expectations:

1. Everyone entering the program must provide complete intake information and complete required documents.
2. No swearing or using obscene gestures.
3. Possession of alcohol and/or controlled substances without a prescription is prohibited.
4. Prescription medications must be checked in upon admittance and will be returned at checkout.
5. The use of non-prescription drugs or alcohol is prohibited on St. John’s property and will result in the denial of access to shelter on that evening.
6. Any contraband, including pocket knives, box cutters, scissors, etc., must be checked in upon admittance.
7. Law enforcement will be informed of who is residing in shelter.
8. Admittance will be denied to individuals that are registered sex offenders.
9. All guests are expected to respect the neighborhood and its residents. Any guest reported to be cutting through yards, urinating in public, hiding alcohol or other

- property in bushes, entering buildings uninvited, etc. may lose the privilege of staying at St. John's Homeless Shelter for the remainder of the season.
10. Supervised smoke breaks will occur no more than hourly, from 6:30 p.m. until 9:00 a.m.
 - a. Propping open doors or smoking inside the facility will not be tolerated.
 - b. Smoking area is to be kept clean of butts and debris.
 11. Anyone choosing to leave the facility after being checked in for the night will not be allowed back in until the following evening.
 12. Be respectful of staff, volunteers, and other guests.
 13. Intimate displays of affection between guests are not permitted.
 14. Everyone is responsible for helping to maintain a clean environment. Guests will be assigned chore responsibilities during their stay.
 15. No guests are allowed in the kitchen area.
 16. Staff and case managers are to be informed of any change in work schedule, participation in classes and/or meetings, appointments, etc. that may affect when the guest will arrive and/or need to leave shelter. Verification may be required.
 17. All guests are required to meet with case management staff. The goal of these meetings will be to address needs for healthcare, mental health and/or AODA services, as well as, to establish stable housing (mainstream shelter, supportive housing, rental housing, etc.) as soon as possible.
 18. Rule violations may result in denial of shelter at St. John's for limited periods or the remainder of the season. Exceptions may be made for return only if guest is willing to work on adjusted goals with Case Managers on a regular basis.

Services and Programming:

- The shelter is open 5pm – 9am, 7 days a week, beginning November 1st. As a seasonal shelter, it closes each season on April 30th. [A scaled back, safe sleeping program is offered April 30th-October 31st. This program provides only access to safe sleeping.]
- The shelter provides a safe place to sleep and a high level of supervision.
- The shelter provides light meals, beverages, and snacks.
- There is an intentional focus on engagement with individuals and the development of a trusting relationship.
- Staff is trained to deal with safety concerns, issues around drugs and/or alcohol, and they possess conflict/crisis resolution skills.
- The Green Bay Police Department is a welcome partner presence on site at the shelter, as they desire.
- Security/Support staff are on site during all hours of operation.
- Shower facilities, clothing, and personal hygiene products are available to all individuals.
- Programming currently includes:
 - Identifying and obtaining basic resources.
 - Case Management meetings and individualized planning.
 - On site mental health and substance abuse assessment and referral by Brown County Human Services one morning a week.

- On-site mental health counseling (MORE- Mental Health Outreach Resource Expansion through Foundations services).
 - On-site medical services one morning a week.
 - On-site tuberculosis surveillance.
 - On-site weekly Veterans services
- The shelter also operates a year-round, comprehensive daytime resource center, the Micah Center. This facility provides a compassionate drop-in component with rigorous programming to assist individuals in taking steps towards self-sufficiency. Programs include:
 - Computer Lab
 - Education Lab with on-site tutors
 - Daily workshops
 - AA and Recovery Meetings
 - Doctor's office with on-site medical services
 - On site mental health treatment and counseling
 - On site Veterans services

Case Management Model:

- Engage and develop trusting, working relationships
- In partnership with individuals, assess their strengths and needs and develop a plan to address them.
- Advocate for individuals and facilitate referrals to community agencies for interim shelter, housing, mental health and substance abuse services, health care, and basic needs.
- Follow up with agencies regarding services.

Internal Documentation/Record Keeping:

- All individuals checking in for the night will sign-in. The information on the nightly log includes:
 - Legal Name and Date of Birth
 - Arrival and departure times
 - Medication check in
- The information on the Nightly Log will be faxed to the Green Bay Police Department daily.
- All pertinent information will be routinely entered in to WI Service Point.
- Incident reports are to be completed on any atypical occurrence and are reviewed by the Program Director and Security Advisor.
- Police Contact forms must be completed on all police contacts. Forms will be reviewed by the Program Director.

Staffing:

- A minimum of three trained staff persons are regularly assigned.

- Volunteers will provide support for food services, clothing and personal care product acquisition, assistance with bedding and showers. In addition, volunteers are encouraged to interact with guests.
- Staff and volunteers must meet established criteria and guidelines.

Critical Partnerships:

Brown County Homeless & Housing Coalition

- St. John's will remain active as a member of the Coalition, serving on various projects and subcommittees to address the root issues of poverty and homelessness
- St. John's will collaborate with other shelters and service providers on a coordinated assessment and intake form

Brown County Health & Human Services:

- St. John's will provide a list of the individuals staying at the Homeless Shelter to Brown County Human Services.
- Weekly, an Outreach worker will provide on-site services.

Green Bay Police Department:

- A daily list of the individuals who spent the night will be faxed to the Green Bay Police Department.
- Green Bay Police Department will provide an on-site visible presence. Historically, Community Police Officers and Mental Health Officers have stopped in on-site multiple times a week.
- Green Bay Police Department will provide support to St John staff in unusual situations such as persons known to be sleeping outside or who are a danger to themselves or others.
- Green Bay Police Department will provide advice and input on Safety Plans.

Crisis Center

- The Crisis Center will provide afterhours and weekend access to emergency County services.
- The Crisis Center will provide the Access point for individuals needing Diversion or Mental Health Center Services.
- The Crisis Center will be the resource for emergency counseling/ intervention when an individual is expressing suicidal ideation/intention.
- The Crisis Center will provide referrals for families afterhours.

MORE Program

- St. John's provides referrals to the MORE Program which offers on-site mental health counseling and treatment services.
- St. John's will notify the MORE therapist immediately of someone needing crisis evaluation or those needing a referral for treatment options.

- The MORE therapist will provide weekly counseling sessions to individuals as well as group therapy options at both the shelter and the Micah Center.

Outreach Healthcare

- St John's will provide a list of the individuals staying at the homeless shelter to Outreach Healthcare.
- St John's staff will notify Outreach Healthcare immediately of individuals with a high-risk TB assessment. Outreach Healthcare will facilitate a timely and appropriate assessment of the individual.
- Outreach Healthcare will provide routine TB surveillance, health care services and medical case management to the individuals at the homeless shelter weekly.
- Outreach Healthcare will facilitate necessary medications, diagnostic procedures and specialty referrals.

Neighborhood

- St Johns will facilitate open communication with any concerned individuals in the neighborhood and will address any issues in a timely manner.
- The Executive Director will be available to the chair of the Neighborhood Association to discuss any concerns and to share shelter outcomes.

Probation and Parole

- St John's conducts a background check to identify anyone currently on probation and parole.
- Problematic behavior, improvement in behavior, verification and follow-through of required classes are reported to the individual's agent.
- If an individual on probation presents to St. John's smelling of alcohol, appearing to be intoxicated or displaying significant behavior change that may indicate use of illegal substances, it is assumed they are in violation of probation or parole. Their agent will be notified immediately. A second incident would result in notifying the agent again as well as a call to the Green Bay Police Department.
- Department of Community Corrections provides staff with annual training on probation and parole guidelines, preferred communication and a list of agents.

Veteran Affairs and Center for Veteran Issues

- St. John's will provide a list of veterans to the Center for Veteran Issues and to Veteran Affairs.
- The veterans-specific programs will provide an on-site presence to assist with helping homeless veterans find employment and secure housing.

Landlords

- St. John's works actively with area landlords to promote and advocate on behalf of the Rapid Rehousing program.
- St. John's assists with security deposit and initial rent payments for qualifying individuals transitioning into their own apartments. St. John's provides home visits and ongoing case management, while mediating issues that may arise with

the landlords, to assist individuals in transitioning into independent living.

Taskforces and Committees

- St. John's staff are active members of various committees addressing the systemic issues of homelessness. These committees include the Basic Needs Coalition (chaired by the Green Bay Police Department), JOSHUA, Brown County Jail Ministry, etc.
- St. John's serves on the WI Balance of State Board of Directors.

This document is not intended to be all inclusive and modifications will be made on an on-going basis as appropriate.

CFS by Location & Season

	2015-2016	2016-2017	2017-2018
NEW Shelter	63	73	68
St John Shelter	162	142	146
St Johns Park	7	12	5
BC Library	98	85	57
Micah Center	22	28	38
Total	352	340	314

GERP Reports by Year & Location

	2017	2018*
NEW Shelter	13	18
ST John	35	27

CFS By Year & Location

	2017	2018*
NEW Shelter	124	98
ST John	143	129

***YTD through 09-30-18**

GERP Reports by Location & Season

	2015-2016	2016-2017	2017-2018
NEW Shelter	11	6	7
St John Shelter	50	33	34
St Johns Park	0	0	3
BC Library	24	9	7
Micah Center	3	1	2
Total	88	49	53