



AGENDA OF THE GREEN BAY PLAN COMMISSION

**MONDAY, JULY 8, 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

B. Approval of the Agenda.

- I. Approval of the agenda for the July 8, 2019, meeting of the Green Bay Plan Commission.

C. Approval of Minutes.

- I. Approval of the minutes from the June 24, 2019, special workshop meeting of the Green Bay Plan Commission.

D. Regular Business.

- I. (ZP 19-13) Consideration with possible action on the request to amend a Conditional Use Permit (CUP) for the emergency shelter use at 411 St. John Street, submitted by Alexia Wood, St. John the Evangelist Homeless Shelter (Ald. R. Scannell, District 7).
2. (ZP 19-14) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) to allow for a detached garage to exceed both the height and area limitation in Chapter 13-615, Green Bay Zoning Code at 2709 Nicolet Drive, submitted by Michael & Mary Brod, property owners (Ald. B. Dorff, District 1).
3. (VR 19-02) Consideration with possible action on the request for a variance from Sections 14-724 and 14-727 of the Subdivision and Platting Ordinance to allow for a land division for a flag-shaped lot and a lot without frontage on a public street at 2350-2390 East Mason Street, submitted by Aaron Ballast (Ald. A. Nicholson, District 3).

E. Informational.

- I. Director's Report.

2. Date of next meeting: Monday, August 12, 2019.

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, JUNE 24, 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: Randall Petrouske, Veronica Corpus-Dax, Jacob Miller, Sidney Bremer, Lisa Hanson, Timothy Gilbert and Jerry Wiezbiskie Excused:

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the June 24, 2019, meeting of the Green Bay Plan Commission.

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

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the June 10, 2019, meeting of the Green Bay Plan Commission.

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

D. INFORMATIONAL.

1. Discussion on draft revisions to Chapter 13-1700 Off-Street Parking, Drives, and Loading.

Discussion only. No action required.

2. Discussion on future revisions to Chapter 14, Subdivision & Platting Code.

Discussion only. No action required.

3. Director's Report.

Kevin Vonck presented the Director's report. No action required.

4. Date of next meeting: Monday, July 8, 2019.

E. ADJOURNMENT.

Moved by Lisa Hanson, seconded by Jerry Wiezbiskie to adjourn. Motion carried.

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



Report to the Green Bay Plan Commission

MEETING DATE

July 8, 2019

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # D.I.

(ZP 19-13) Consideration with possible action on the request to amend a Conditional Use Permit (CUP) for 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 allow the shelter facility to transfer its operation from the Green Bay Diocese to the St. John's Homeless Shelter, a 501(C)3 operation.

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: As part of the past CUP approval, the shelter has operated under the umbrella of the Green Bay Catholic Diocese and the CUP, as a condition of approval, links the use of the shelter to the Diocese. It is the hope of the St. John's Homeless Shelter to transition to an independent operator under a 501(C)3 operation.

As a result, the shelter has proposed the following language to amend the existing CUP:

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.

If the temporary emergency facility use at 411 St. John Street, known as the St. John Homeless Shelter, a 501(c)3 operation, is discontinued, dissolved, or if it no longer remains an ecumenical ministry, supported by local churches, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.

In addition, the shelter has also asked to amend the following conditions within the CUP:

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.

St. John the Evangelist Homeless Shelter staff will remain actively involved in the Downtown Neighborhood Association (where the shelter is physically located). Staff will meet as needed with any neighborhood associations to address concerns with individuals and patterns related to homelessness, offering resources to residents/businesses and engaging homeless adults in services.

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.

St. John the Evangelist Homeless Shelter will enter resident information into Wisconsin ServicePoint, the Homeless Management Information System.

ServicePoint is a system tracks all resident history and allows collaboration and continuation of services across service providers in the community. Further, it allows communities to track trends and data across homeless shelters. Information recorded extends beyond the three years of the current condition.

The shelter has a proven track record of improved service and programming and coordination with the Green Bay Police Department and is the last resort for many individuals seeking shelter in the Green Bay area. Therefore, the Planning staff recommends approval of the proposed amendments. 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.

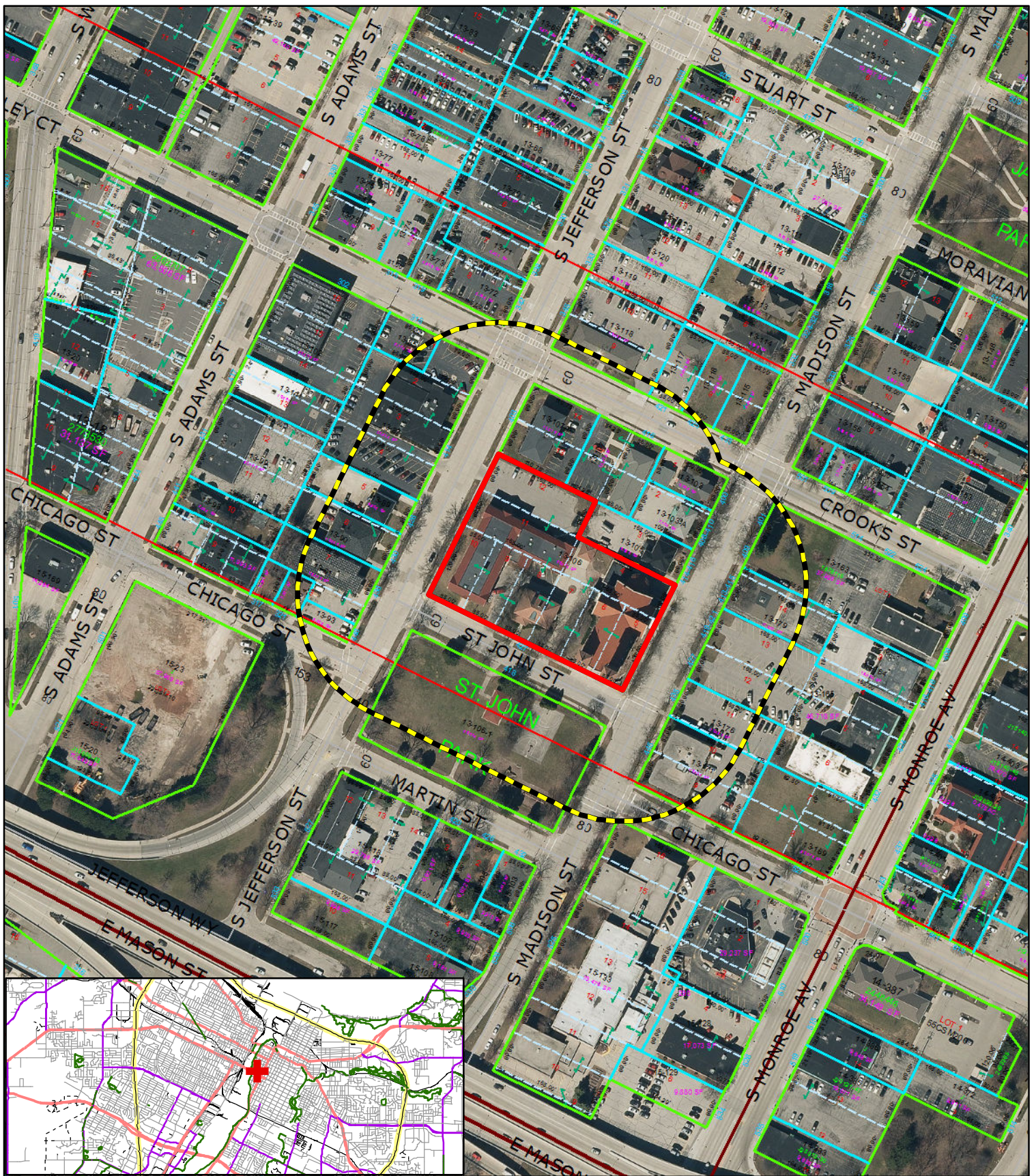
RECOMMENDATION

Approval of the request, subject to the amended language being added to the CUP.

FISCAL IMPACT

ATTACHMENTS

I. ZP 19-13 letter



Zoning Petition (ZP 19-13)
Proposed Conditional Use (CUP) Amendment
411 St. John Street

- Subject Area
- 200' Property Owner Notice



0 5,000 10,000
 Feet



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 PN



Report to the Green Bay Plan Commission

MEETING DATE

July 8, 2019

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # D.2.

(ZP 19-14) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) to allow for a detached garage to exceed both the height and area limitation in Chapter 13-615, Green Bay Zoning Code at 2709 Nicolet Drive, submitted by Michael & Mary Brod, property owners (Ald. B. Dorff, District I).

BACKGROUND

Primary Address: 2709 Nicolet Drive

Aldersperson/District: Ald. Barb Dorff/I

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

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

Surrounding Zoning and Land Uses:

North: RI-Low Density Residential Single-family residences

South: RI-Low Density Residential Single-family residences

East: RI-Low Density Residential Single-family residences

West: Bay of Green Bay

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

Analysis: The petitioners intend to construct a detached garage along Nicolet Drive. The proposed detached garage will be placed approximately 55 ft. from the Nicolet Drive right-of-way. The subject site is approximately 55,948 sq. ft. or 1.28 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 16 ft. to a proposed accessory structure height of approximately 18 ft. Height is measured from grade to the mid-point of the roof-line, not the overall height to the peak. In addition, the petitioner is also seeking an increase from the maximum side wall height of 10 ft. to a proposed accessory structure side wall height of approximately 12 ft.

The proposed structure has a gable roof line running east/west. Images of the proposed garage and the site layout are attached within this agenda. The existing principal dwelling is 2.5-stories in height and is located west of the site adjacent to the Bay.

Maximum Area:

The petitioner is also seeking an increase in the overall area of the detached accessory structure to 1,200 sq. ft. from the maximum 1,000 sq. ft. The existing principal structure is 2,491 sq. ft. based on the City Assessor's records.

The subject parcel is large enough that Planning staff believes the increased heights will not detract from the adjacent property owners or visibility to the Nicolet Drive right-of-way. Ald. B. Dorff, adjacent property owners and the Nicolet Drive Neighborhood Association were notified of the request. Staff received no inquiries as of the drafting of this report.

RECOMMENDATION

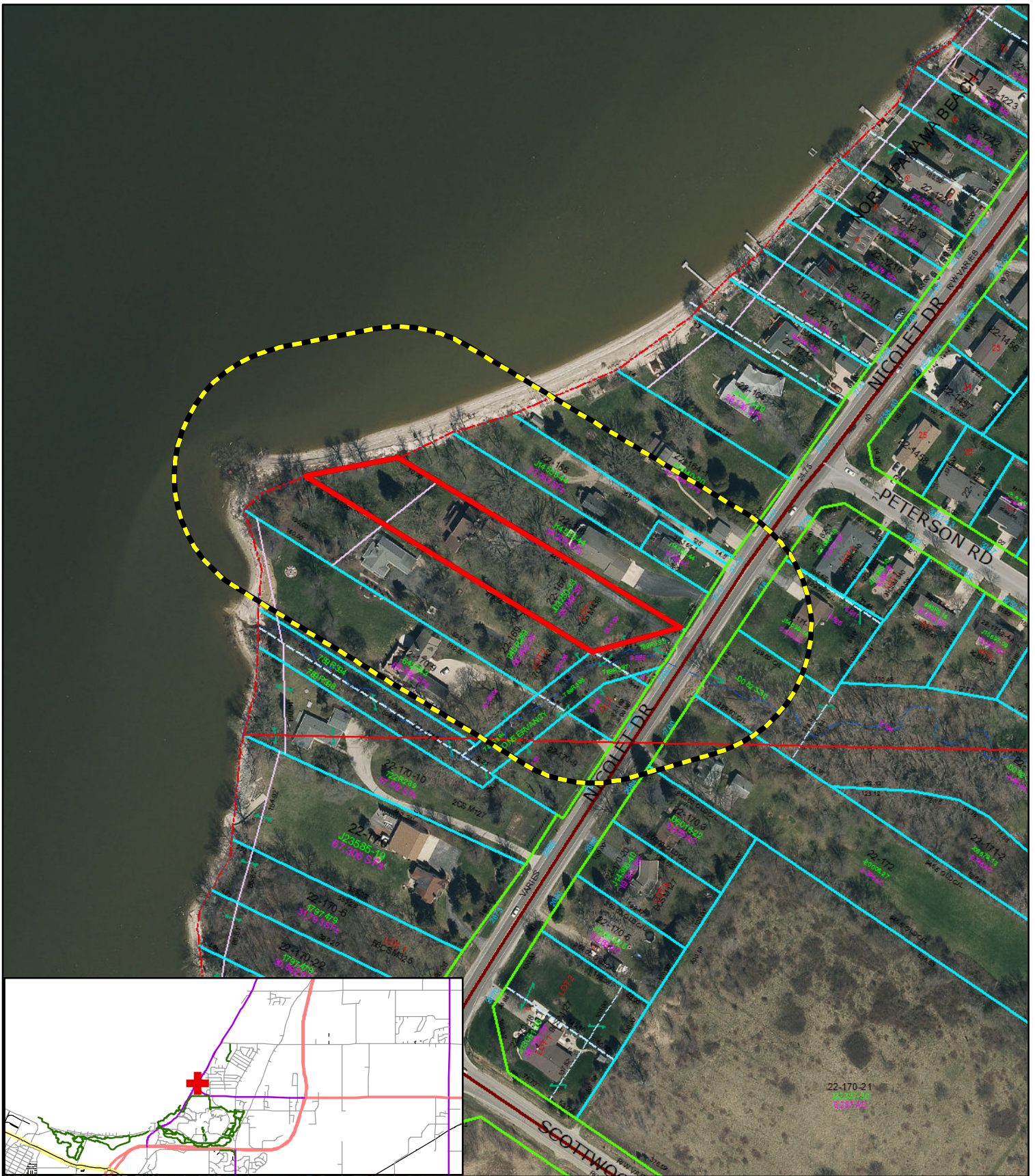
Approval of the request, subject to:

- 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

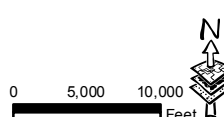
ATTACHMENTS

1. ZP 19-14 letter
2. Bldg Elev_Site Plan

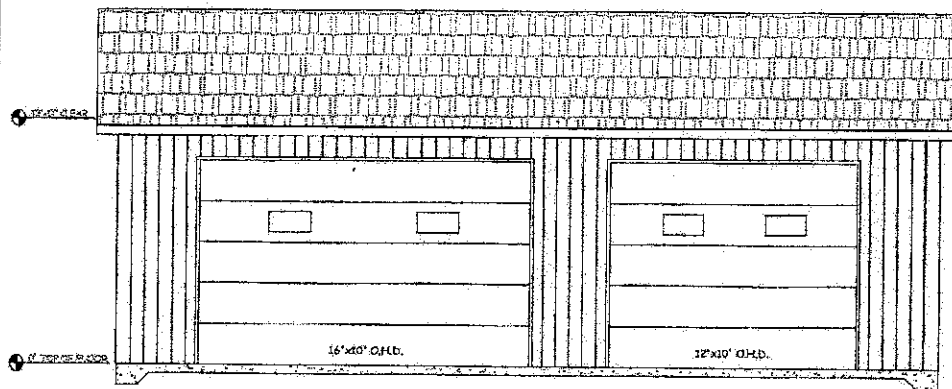


Zoning Petition (ZP 19-14)
Proposed Conditional Use (CUP)
2709 Nicolet Drive

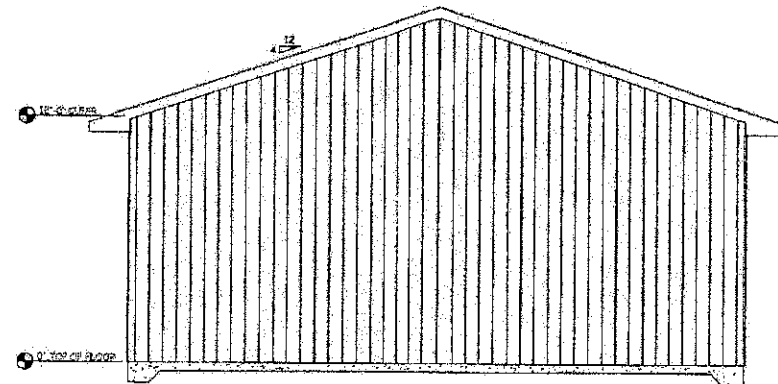
- Subject Area
- 200' Property Owner Notice



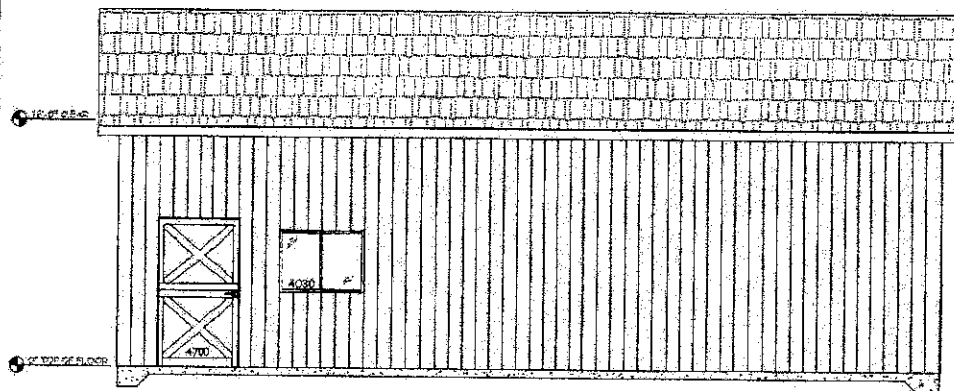
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 Map prepared by PN



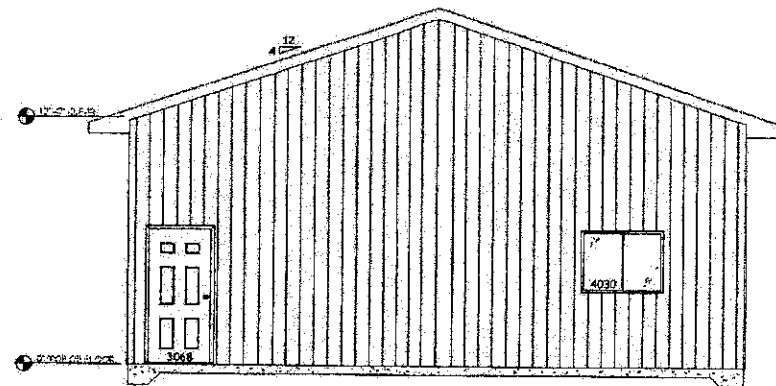
NORTH ELEVATION



EAST ELEVATION



SOUTH ELEVATION



WEST ELEVATION

ELEVATIONS
SCALE: 3/4" = 1'-0"

NOT FOR CONSTRUCTION

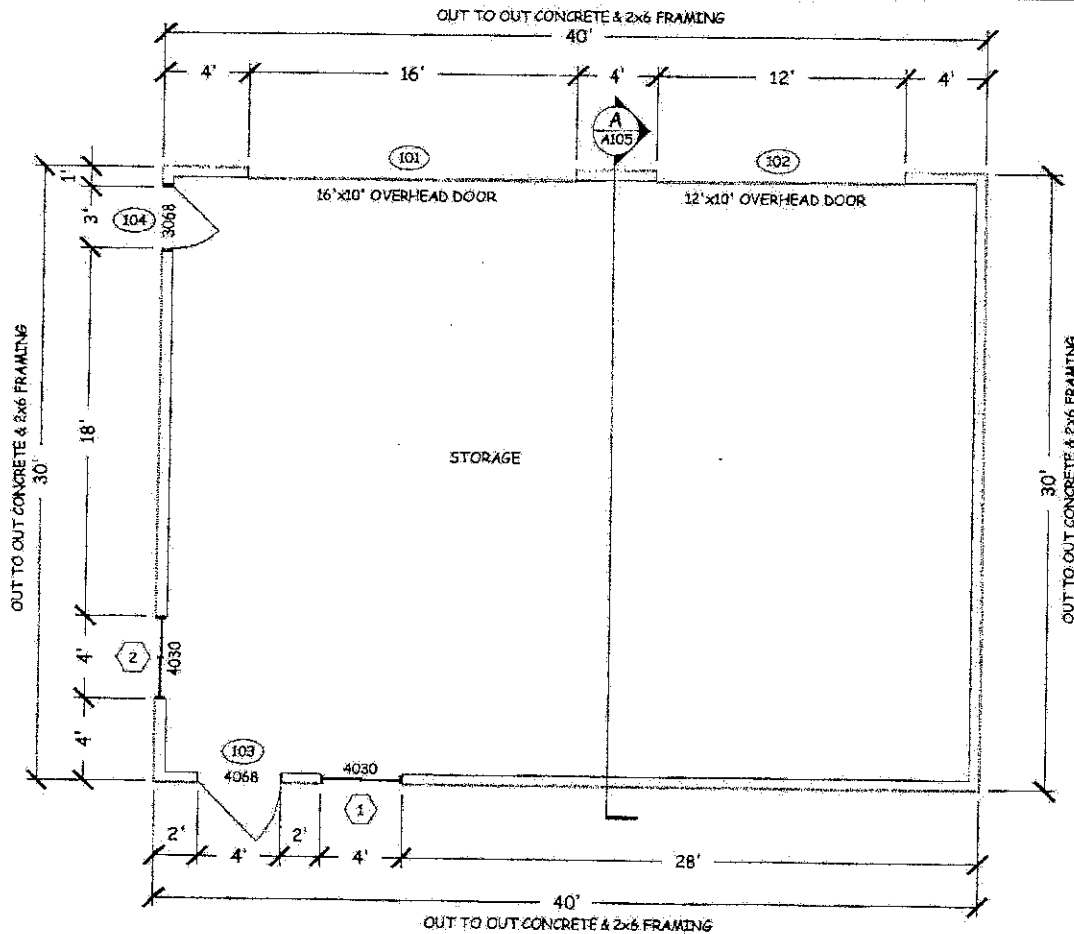
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PREPARED BY: ANNE A. SCHALLER
CHECKED BY: _____
SALESMAN: STEVE DIX
SCALE: AS NOTED
DATE: 07/01/09
REVISION: 11/01/09 BY A.S.

ALICE & MARY BROS.
2705 NICOLET DRIVE
GREEN BAY, WI 54311
(920) 330-5700
30'x40'x12' CLAR
STORAGE GARAGE
Full Studio Frame

Valley Building Systems
2500 TOWER DRIVE
KAUKAUNA, WI 54130
(920) 766-0271





FLOOR PLAN
SCALE: 1/8\"/>

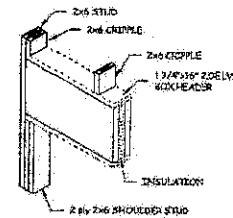


DOOR SCHEDULE

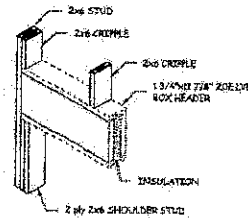
DOOR SCHEDULE											
NO.	DESCRIPTION	MODEL	R.O. WIDTH (CL.)	HEIGHT	TYPE COMMENTS	FINISHES	LOC. SET	CLAS.	HEADER	SHOULDER STUD	2x6 STUD
101	16'x10' OVERHEAD DOOR	24-0"	10'-0"	10'-0"	10'x10'x10' (10'x10')	Insulated	Yes	Yes	DETAIL A (1 3/4" x 12 1/2" CL. R.O.)	2	2
102	16'x10' OVERHEAD DOOR	24-0"	10'-0"	10'-0"	10'x10'x10' (10'x10')	Insulated	Yes	Yes	DETAIL B (1 3/4" x 12 1/2" CL. R.O.)	2	2
103	16'x10' OVERHEAD DOOR	24-0"	10'-0"	10'-0"	10'x10'x10' (10'x10')	Insulated	Yes	Yes	DETAIL C (1 3/4" x 12 1/2" CL. R.O.)	2	2
104	16'x10' OVERHEAD DOOR	24-0"	10'-0"	10'-0"	10'x10'x10' (10'x10')	Insulated	Yes	Yes	DETAIL D (1 3/4" x 12 1/2" CL. R.O.)	2	2
105	16'x10' OVERHEAD DOOR	24-0"	10'-0"	10'-0"	10'x10'x10' (10'x10')	Insulated	Yes	Yes	DETAIL E (1 3/4" x 12 1/2" CL. R.O.)	2	2
106	16'x10' OVERHEAD DOOR	24-0"	10'-0"	10'-0"	10'x10'x10' (10'x10')	Insulated	Yes	Yes	DETAIL F (1 3/4" x 12 1/2" CL. R.O.)	2	2
107	16'x10' OVERHEAD DOOR	24-0"	10'-0"	10'-0"	10'x10'x10' (10'x10')	Insulated	Yes	Yes	DETAIL G (1 3/4" x 12 1/2" CL. R.O.)	2	2
108	16'x10' OVERHEAD DOOR	24-0"	10'-0"	10'-0"	10'x10'x10' (10'x10')	Insulated	Yes	Yes	DETAIL H (1 3/4" x 12 1/2" CL. R.O.)	2	2
109	16'x10' OVERHEAD DOOR	24-0"	10'-0"	10'-0"	10'x10'x10' (10'x10')	Insulated	Yes	Yes	DETAIL I (1 3/4" x 12 1/2" CL. R.O.)	2	2
110	16'x10' OVERHEAD DOOR	24-0"	10'-0"	10'-0"	10'x10'x10' (10'x10')	Insulated	Yes	Yes	DETAIL J (1 3/4" x 12 1/2" CL. R.O.)	2	2

WINDOW SCHEDULE

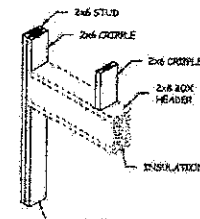
NO.	DESCRIPTION	MODEL	ROUGH WIDTH	ROUGH HEIGHT	COMMENTS	HEAD HEIGHT	HEADER	SHOULDER STUD	2x6 STUD
103	16'x10' OVERHEAD DOOR	24-0"	10'-0"	10'-0"	10'x10'x10' (10'x10')	Insulated	Yes	Yes	DETAIL A (1 3/4\"/>



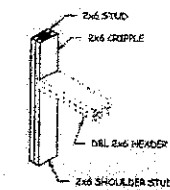
HEADER DETAIL A
SCALE: 3/4\"/>



HEADER DETAIL B
SCALE: 3/4\"/>



HEADER DETAIL C
SCALE: 3/4\"/>



HEADER DETAIL D
SCALE: 3/4\"/>

NOT FOR CONSTRUCTION

Valley Building Systems

2500 TOWER DRIVE
KAUKAUNA, WI 54130
(920) 766-0271

MADE & BUILT BY:
2500 TOWER DRIVE
KAUKAUNA, WI 54130
(920) 766-0271

PREPARED BY: ANDREA SCHALLER
CHECKED BY: STEVE DALL
SALES MAN: STEVE DALL
SCALE: AS NOTED
DATE: 9/10/09
REVISION: 1/1/09 BY AS

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Elevation Exhibit

Lot 1 and Outlot 1 of Volume 7, Certified Survey Map, Page 439, Map No. 1845, Doc. #918259, Brown County Records, located in part of Government Lot 1 of Section 23, T24N-R21E, City of Green Bay, Brown County, Wisconsin.

Waters of Green Bay

Top of Bank

SURVEYOR'S CERTIFICATE

I, Larry D. Blatchford, Professional Land Surveyor, S-1541, do hereby certify that the above described property was surveyed and mapped in accordance with AE-7 of the Wisconsin Administrative Code and is correct to the best of my knowledge and belief.

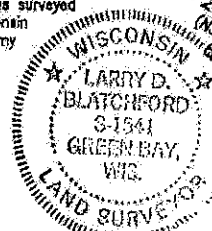
Larry D. Blatchford S-1541
August 27, 2014

Area to be removed:

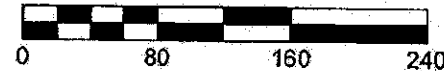
Part of Lot 1 of Volume 7, Certified Survey Map, Page 439, Map No. 1845, Doc. #918259, Brown County Records, located in part of Government Lot 1, Section 23, T24N-R21E, City of Green Bay, Brown County, Wisconsin, more fully described as follows:

Beginning at the Northeast corner of Lot 1, Volume 7-CSM-Page 439, Brown County Records; thence S76°19'56"W, 139.30 feet along the Southeast line of said Lot 1; thence N56°20'42"W, 374.25 feet along the Southwest line of said Lot 1; thence N53°37'52"E, 84.26 feet; thence S85°33'37"E, 41.52 feet; thence S56°45'52"E, 403.87 feet along the North line of said Lot 1 to the point of beginning.

Area contains 40.284 square feet / 0.92 acres more or less.



North



Legend

- 1.32" (o.d.) x 18" iron pipe with cap weighing 1.88 lbs/lin ft set
- 1" iron pipe found
- ⊙ Brown County monument
- ⊙ sanitary sewer manhole
- ▨ Removal Area
- ▨ Removal Area from Floodplain

Bearings referenced to the North line of Lot 1, 7-CSM-439, Brown County Records, assumed to be S56°45'52"E

Northeast corner Section 23, T24N-R21E (find 1.5" IP)

Scale: 1" = 80'

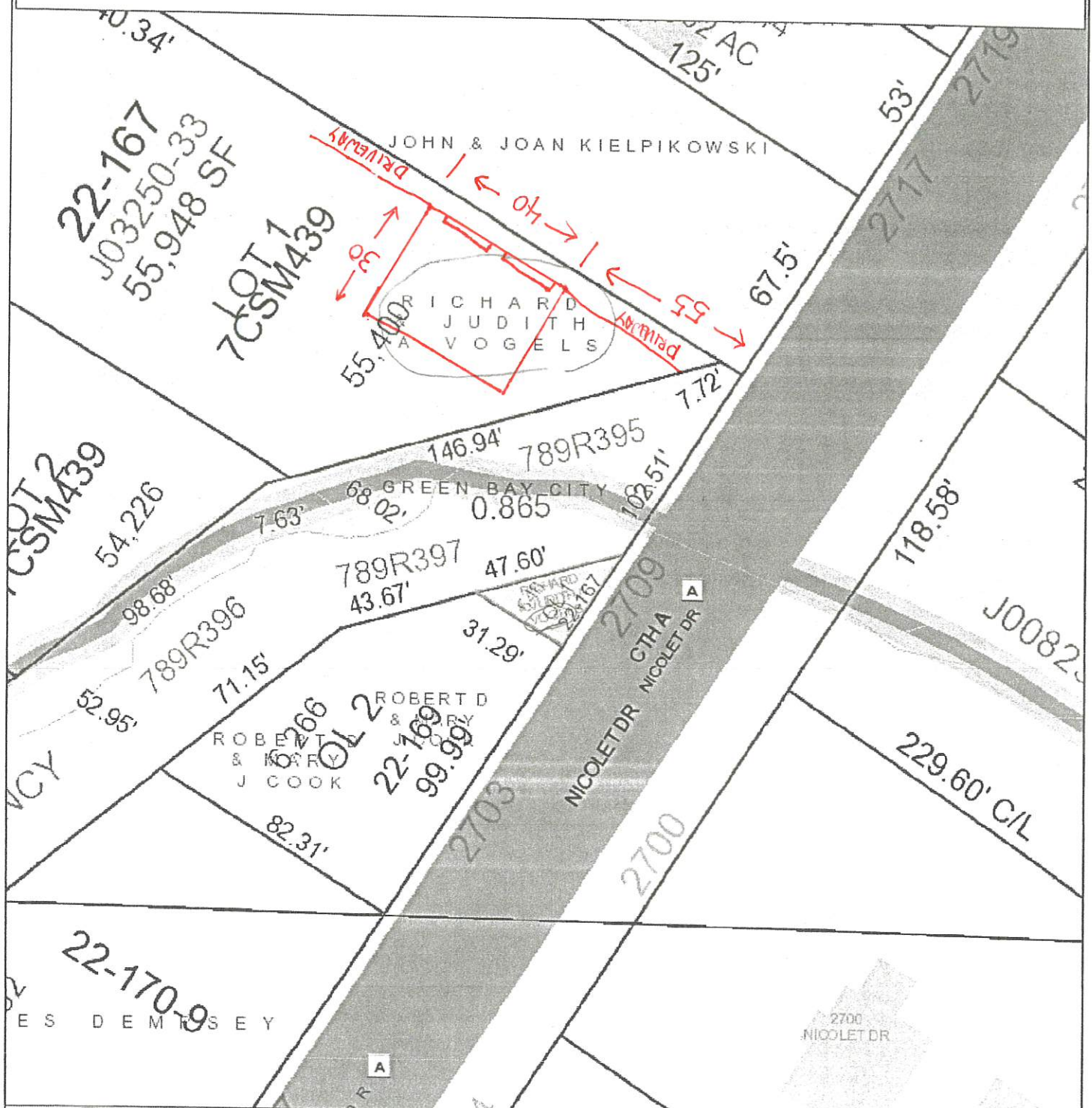
Sheet One of One
Project No.: V-13114
Drawing No.: L-8949

Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9570 Fax: 920-434-9572

Client: Richard Vogels
Tax Parcel: Z2-167
Dated By: MPA
File: V-13114REV. Exhibit 082214

According to FIRM Map No. 55009C0191F dated August 18, 2008 the flood elevation for the Removal Area is 588

<Title>



Map provided by the Brown County Planning & Land Services Department - Land Information Office (LIO)

A map key (legend) and other information about this map is available at: maps.gis.co.brown.wi.us

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.

12/23/2014
Scale 1:480



Report to the Green Bay Plan Commission

MEETING DATE

July 8, 2019

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # D.3.

(VR 19-02) Consideration with possible action on the request for a variance from Sections 14-724 and 14-727 of the Subdivision and Platting Ordinance to allow for a land division for a flag-shaped lot and a lot without frontage on a public street at 2350-2390 East Mason Street, submitted by Aaron Ballast (Ald. A. Nicholson, District 3).

BACKGROUND

Aldersperson/District: Ald. Andy Nicholson/District 3

Reason for Request: To divide existing lot to accommodate division of existing businesses.

Comprehensive Plan: The 2022 Smart Growth Comprehensive Plan recommends Commercial uses for this area.

Analysis: The Plan Commission and City Council have the authority to approve variations to the specific requirements of the Subdivision and Platting Ordinance. See the code language below:

14-215. Modifications of Regulations: When the Plan Commission and Common Council find that extraordinary hardship or injustice will result from strict compliance with this ordinance, the terms may vary to the extent deemed necessary and proper to grant relief, provided that the modification meets the following standards:

- a. The modification is due to physical features of the site or its location.
- b. The modification is the least deviation from this ordinance, which will mitigate the hardship.
- c. The modification is not detrimental to the public interest and is in keeping with the general spirit and intent of this ordinance.
- d. Modifications may also be granted for a complete community or neighborhood unit that provides adequate public spaces and improvement for the circulation, recreation, light, air, and service needs when fully developed and populated.
- e. The requirement of filing and recording the plat or survey shall not be waived.
- f. Any modification, thus granted, shall be entered in the minutes of the Council, along with the reasons, which, in the opinion of the Council, justified the modification.

The existing parcel is zoned Planned Unit Development (PUD) to accommodate the East Town Mall and is 5.788 acres. A Certified Survey Map has been submitted (see attached). Proposed Lot 1 does not meet the standards for frontage and is proposed as a flag-shaped lot (Section 14-724). This is an existing issue from the parent parcel. As the parcels were created for East Town Mall by the original developer, they were created at flags to offer access to Mason Street. As parcels have been divided and adjusted, many flag-shaped lots exist.

Similarly, Proposed Lot 2 does not have any public street frontage (Section 14-727). Again, this is an existing condition and common with surrounding parcels for East Town Mall. While it would be ideal to have all of this development on one parcel with condominium lots for ownership, the City cannot dictate this. Access

to this lot can be accomplished through an ingress/egress easement. The applicant has proposed a 36 ft. easement across Proposed Lot 1. This easement area is an extension of the existing roadway so the site will function that same as it does today.

Staff believes this proposed CSM will meet the intent of the code, is the least deviation from the ordinance and will not be detrimental to public interest. A condition for access to Proposed Lot 2 has been added.

RECOMMENDATION

Approval of the request, subject to the following conditions:

1. Approval of CSM 19-08 is required for this Variance Request to be valid.
2. A 36 ft. ingress/egress easement over the existing roadway area over Proposed Lot 1 shall be recorded as part of CSM 19-08 or through separate document or this variance request is considered void.

FISCAL IMPACT

ATTACHMENTS

None