



# **AGENDA OF THE COMMON COUNCIL**

**TUESDAY, AUGUST 20, 2019, 6:00 PM  
COUNCIL CHAMBERS  
ROOM 203, CITY HALL**

**A. Roll Call.**

**B. Pledge of Allegiance.**

**C. Invocation.**

I. Oneida Nation Chairman, Tehassi Hill.

**D. Approval of Minutes.**

I. Approval of the minutes of the July 16, 2019 Common Council meeting.

**E. Approval of the Agenda.**

**F. Report by the Mayor.**

**G. Announcements.**

**H. Appointments.**

**I. New Appointments:**

Green Bay Housing Authority

Mary Borowitz, 1424 Admiral Court, #602, Green Bay, WI 54303

Term to expire: August 1, 2024

Traffic, Bicycle and Pedestrian

Stephanie Birmingham, 1900 Morrow St., #106, Green Bay, WI 54302

Term to expire: August 1, 2022

Weed Commissioner

Josh Brassfield, 519 S. Oneida Street, Green Bay, WI 54303

Term to expire: April 30, 2020

## 2. **Re-Appointments:**

### Traffic, Bicycle and Pedestrian

Brigid Riordan, 1145 Grignon St., Green Bay, WI 54301

Term to expire: March 1, 2022

Ray Smith, 2002 Elmwood Ct., Green Bay, WI 54303

Term to expire: March 1, 2022

### Transit Commission

Roger Kolb, 2320 Newberry Ave., Green Bay, WI 54302

Term to expire: February 1, 2022

Kevin Kuehn, 2158 Charles St., De Pere, WI 54115

Term to expire: April 1, 2022

### Zoning and Planning Board of Appeals

Jim Hutchison, 1140 Livingston St., Green Bay, WI 54311

Term to expire: May 1, 2022

Don Carlson, 2776 Canyon Bluff Rd., Green Bay, WI 54302

Term to expire: May 1, 2022

### Board of Review

Diane Midthun, 920 Meacham St., Green Bay, WI 54304

Term to expire: July 1, 2024

### Brown County Planning Commission

Paul Blindauer, 2431 Wandering Springs Cr., Green Bay, WI 54311

Term to expire: May, 1 2022

### Green Bay Planning Commission

Atty. Randall W. Petrouske, 306 N. Van Buren St., Green Bay, WI 54301

Term to expire: May 1, 2022

### City of Green Bay/Town of Scott Joint Plan Commission

Eric Rakers, 2775 Classic Dr., Green Bay, WI 54311

Term to expire: June 1, 2022

### Green Bay Area Room Tax Commission

Larry Vesely, 1715 East Sonata Dr., Green Bay, WI 54311

Term to expire: April 16, 2020

### Police and Fire Commission

Rev. Marian Boyle Rohloff, 1179 Reed St., Green Bay, WI 54303

Term to expire: May 1, 2024

## I. **Public Hearings.**



1. Resolution authorizing amended conditional-use at 411 St. John Street.
2. Resolution authorizing conditional-use approval at 2709 Nicolet Drive.

**J. Ordinances - Second Reading for Adoption.**

1. General Ordinance No. 17-19  
An ordinance creating Sections 33.03(4) and 33.05(10), Green Bay Municipal Code, relating to provisional licenses.

**K. Report of the Redevelopment Authority (August 13, 2019).**

1. To refer to staff to report back at the September meeting, the communication from July 16, 2019, of the Common Council by Ald. Brian Johnson, to consider forgiveness of Broadway loan made to Cup O' Joy.
2. To approve issuance of Request for Qualifications for an Operator(s) for the Shipyard at 100 W. Mason Street (Tax Parcel 2-78), subject to minor legal and technical clarifications.

The Council may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

**L. Report of the Park Committee (August 14, 2019).**

1. To approve a Collaboration Agreement with the Friends of the Bay Beach Wildlife Sanctuary Inc., (FOWLS).
2. To refer to staff to reach out to the schools to see if there are opportunities for indoor pickleball courts in the schools, to work with the pickleball group to see if they can increase their donation contribution to \$25,000 and to bring this back for consideration in the 2021 Bond Request.
3. To receive and place on file the request by Ald. Lefebvre that due to safety concerns brought to her attention, she is requesting that Bay Beach hire a security officer(s) during hours of operations with the cost coming from Bay Beach profits/account.
4. To approve a Revocable Private Transmission Facilities Permit with Brown County to install fiber optic cable through Joannes Park to East High School.
5. To approve accepting a 27.33 acre property donation of Parcels 21-379, 21-385, 21-386, 21-387 from the Baird Creek Preservation Foundation, located in the Baird Creek Greenway, contingent upon the successful purchase by the Foundation and that an Environmental review is done for the property before accepting the donation.
6. To approve a Revocable Permit with Green Bay Riverside Unit Owners Association, Inc. to allow the construction of a staircase adjacent to the Fox River Trail by Parcel 12-43-1.
7. To refer to staff to propose three alternative park locations where the Kiddie Karnival could be relocated to in 2020 and bring this back to the Park Committee for further discussion.

8. To refer to staff to work with Ald. Brunette to continue to study and update the report on the number of parks – City, County, School and Oneida owned – throughout the 12th District with the purpose of possibly locating property where the City can develop a new park.

**M. Report of the Finance Committee (August 13, 2019).**

1. To receive and place on file the request by the Finance Director to review and discuss 2018 year-end financial results and management communication for the City.
2. To receive and place on file a report on the Final Sale of the 2019 Refunding Bonds related to the 2009 Taxable General Obligation (Build America Bonds).
3. To approve the request by the Finance Director for the prepayment of two state trust fund loans with principal outstanding of \$955,368.77 using Debt Service fund balance.
4. To approve the purchase of Motorola radios for GBPD from Motorola Solutions through Baycom Enterprises for \$291,683.
5. To award a contract to Camera Corner Connecting Point for combining the Data Centers at City Hall and GBPD including upgrades to equipment and a 5 year maintenance and support agreement for \$438,021.77.
6. To proceed as directed in closed session regarding the update on liability and EPL insurance proposal for 2020.

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8. Informational: A special meeting of the Finance Committee will be held on Wednesday, August 21st at 3:00PM to discuss the City's 5-year Capital Improvement Plan.
7. To receive and place on file the Report of the Claims Committee.

The Council may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Council may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

**N. Report of the Improvement & Services Committee (August 14, 2019).**

1. To approve the request by David Weise to rescind the bulk waste removal charge of \$80 at 327 North Ashland Avenue.
2. To approve rescinding \$260.58 of the \$521.17 long grass charges from the request by Xia Moua relating to charges of \$301.73 at 619 Pine Terrace and \$219.44 at 617 Pine Terrace.
3. To approve the request by Melissa Gebert for permission to allow around-the-clock street parking adjacent to 326 12th Avenue for health care workers for her daughter.
4. To refer to the Law Department the request by Ald. Johnson on the authorization of the installation of crosswalk art at the intersection of Broadway and Hubbard Streets.

5. To refer to staff the request by Ald. Johnson for recommendations on how to alleviate chronic flooding on South Broadway/Clinton Street, South Maple Avenue, South Ashland Avenue, Shawano Avenue and Antoinette Street and to bring an update to the September 11, 2019 Improvement and Services Committee meeting on the progress for Storm Lift Stations 110 and 106 and to determine solutions to solve the flooding on Antoinette Street.
6. To direct staff to transition from concept to design on three dry ponds and increase the size of the storm sewer pipe in Main Street to determine effect on area flood levels from the request by Ald. Nicholson for status update on plans to address chronic flooding in the vicinity of Main and East Mason Streets.
7. To hold until the September 11, 2019 Improvement and Services Committee meeting the request by Ald. Nicholson to address surface water drainage issues at 1661-1663 Elkay Lane.
8. To refer to staff to develop and implement a solution to alleviate the ponding from the request by Ald. Nicholson to address pavement ponding issues at 2405 Hampton Avenue.
9. To refer to staff the request by Ald. Nicholson to address chronic flooding in the Schwartz Street/Edison Street area.
10. To refer to staff the request by Ald. Steuer to study and report out on the feasibility of utilizing the “even-odd” residential address overnight parking scenario, as is done in Milwaukee, in order to relieve the parking problems at residences with limited parking spaces.
11. To receive and place on file the request by Ald. Steuer to look at placing a street light on the east of Fellows Avenue just north of Shawano Avenue.
12. To approve the request by Department of Public Works to amend contract for LED Signal Replacement on connecting highways.
13. To approve the request by Department of Public Works to award 2020 Bridge Inspection Services to Collins Engineers, Inc. for \$31,707.72.
14. To approve the request by Bay Settlement Investments, LLC to defer special assessments for remainder of parent parcel 21-396 for five years or until sold or developed, whichever is the shortest time.
15. To approve the \$2 parking citation processing fee required by the new Passport Labs parking citation system which went live on Monday, July 22, 2019 and have staff provide a report on the citation rates from neighboring communities.
16. To approve the report of the Purchasing Manager to award a 1-year contract for snow plowing and snow removal for various Department of Public Works Parking Division and Green Bay Police Department parking lots to Express Excavation for the estimated amount of \$44,500 per year; this contract will include up to five 1-year renewal options by mutual agreement.

17. To approve the report of actions taken by Department of Public Works

A. Award of contracts

1. To approve to award contract PAVEMENT 5-19 N. WEBSTER AVENUE RECONSTRUCTION to the low responsive bidder, PTS Contractors, Inc., in the amount of \$1,045,016.

2. To approve to award contract PAVEMENT 6-19 SITKA STREET AND SUPERIOR ROAD RECONSTRUCTION to the low responsive bidder, Advance Construction, Inc., in the amount of \$2,524,722.45.

B. Granting of Licenses

I. Sidewalk Builder

- a. Anderson Basement Repair, Inc.
- b. Bryan Mc Ewen Concrete LLC
- c. CD Smith Construction

**O. Report of the Protection & Policy Committee (August 12, 2019).**

1. To approve a change of agent at The Woods Golf Operations, LLC at 530 Erie Rd.
2. Informational: To approve an application for an available "Class B" Combination license for Barney's LLC at 201 N. Washington St. with a licensed premises description as "1350 sq ft selling space (first floor), 220sq ft storage space (upstairs), subject to the approval of the proper authorities. (The Protection & Policy Committee took final action at the August 12, 2019 meeting).
3. Informational: To approve an application for "Class B" Combination license for Ramis River Run, LLC at 324 N. Roosevelt with a licensed premises description as "bar area, men's and women's bathrooms, storage, security room, basement, coolers (in basement), subject to the approval of the proper authorities. (Currently licensed as Karen's Pub, LLC). (The Protection & Policy Committee took final action at the August 12, 2019 meeting).
4. To approve an application for a "Class B" Combination license for The Braggin Bar, LLC at 219 N. Washington St. with a licensed premises as "Mexican restaurant, 2 floors plus basement area," subject to the approval of the proper authorities. (Previously licensed as El Presidente, LLC)
5. To approve a request by Richard Craniums at 840 S. Broadway to temporarily extend their licensed premises to the outside parking lot on Aug. 31 from noon to 10 p.m. for a fundraising event, subject to complaint.
6. To approve a request by Richard Craniums at 840 S. Broadway to temporarily extend their licensed premises to the outside parking lot on Sept. 5 from noon to 10 p.m. for a customer appreciation tailgate party, subject to complaint.

7. To approve a request by Brewski's On Broadway at 1100 S. Broadway to temporarily extend their licensed premises to the parking lot on September 21, September 28 and December 1, subject to complaint.
8. To approve an appeal by Dennis Bailey at 621 Challenger Dr. regarding his reinspection fee and reduce the fine to \$25.
9. To receive and place on file a request by Ald. Dorff, which reads: "I believe that steps must be taken to ensure that infra structure projects, including but not limited to those that the wheel tax will fund, must be chosen very carefully and be placed into a capital improvement plan. I am requesting that P and P develop policy with the help of DPW, legal and other appropriate staff. This policy must be developed so that the special interests and requests of individual alders do not subvert the process of choosing the projects that have been carefully researched by city staff as being appropriate for placement in a five year plan. Parameters for choosing streets to be repaired, reconstructed or resurfaced as well as other infra structure improvements should be clearly identified within this policy," which was referred to staff at a previous Protection & Policy Committee meeting.
10. To receive and place on file a request by Ald. Wery, which reads: "Request a legal opinion from the State Department of Justice Office regarding walking quorums, mayors that are legally a member of the City Council, and the practice of meeting individually with Council members regarding upcoming business that the City Council will be voting on," previously held at a Protection & Policy meeting until a response from DOJ was obtained.
11. To have staff provide alders a list of how to submit a communication and to what committee and commission communications maybe be submitted in regards to a request by Ald. Wery which reads: All requests to any city committee or commission, be it from an alderman, staff or the public, shall be placed immediately on the next agenda of said body. The request may be delayed from an agenda upon agreement of both submitter and body chairman.
12. To approve the procedure as presented by staff on a request by Ald. Galvin to the Protection & Policy committee to have a procedure for alders to be notified when petitions and communications are going to be addressed at the committee level, which was held at the June 10 & July 8 Protection & Policy meeting.
13. To approve General Ordinance No. 28-18, an ordinance to repeal and recreate Section 6.15 Green Bay Municipal Code, relating to special events, and amend it to include language that an event per application may include a series of events and amend the cancellation fee language to indicate that the assessment of a late fee be discretionary.
14. To adopt the General Records Schedule for Wisconsin Municipal and Related Records dated August 27, 2018, as recommended by staff.
15. To receive and place on file the Liquor Violation Report from the Police Department for August 12, 2019.
16. To receive and place on file the report from the Water Utility Department regarding the lead pipe removal project.

**P. Report of the Protection & Policy Committee Granting Operator Licenses.**

1. Report of the Protection & Policy Committee granting Operator Licenses

**Q. Report of the Plan Commission (August 12, 2019).**

1. To amend the City's Comprehensive Plan for the property located at 2607 Nicolet Drive from Commercial to Low Density Residential (Figure 22-6).
2. To amend the City's Comprehensive Plan for various parcels located in the Shipyard Neighborhood.
3. To rezone 2607 Nicolet Drive from General Commercial (C1) to Low Density Residential (R1).
4. To rezone various parcels located in the Shipyard Neighborhood.
5. To table the request for a Conditional Use Permit (CUP) to allow for a plant expansion to exceed the maximum height limitation within the General Industrial (GI) district at 1919 South Broadway.
6. To approve the repeal and recreate of Green Bay Municipal Code Chapter 13-1700 Off-Street Parking, Drives and Loading as proposed.

**R. Report of the Public Arts Commission (July 31, 2019).**

1. Informational: To hold annually the election of Chair and Vice Chair during the October meeting of the Green Bay Public Arts Commission.
2. Informational: To elect Kelli Strickland as Chair effective immediately.
3. To hold on creating a letter of support until Tony Whiting can provide more information about the project.
4. To approve \$1,000 for the Annual Grant Program application from LegendLyfe for a live musical - *Overcome*.
5. To receive and place on file the request by Ald. Chris Wery to create two options for an outdoor 9/11 memorial to present to the Parks Committee for consideration.
6. To approve 16 designs on two sided opaque vinyl for the Green Bay Metro Bus Shelter Art project.

**S. Report of the Traffic, Bicycle, and Pedestrian Commission (July 15, 2019).**

1. To receive and place on file the report by the Police Department of the 2019 2nd quarter serious injury and fatality crashes.
2. To refer to staff to study post development traffic counts of the Festival Foods and Kwik Trip area, more specifically the intersections of University Avenue & Danz Avenue, University Avenue & Peters Street, University Avenue & Clement Street, University Avenue/Sturgeon Bay Road & University Avenue, and University Avenue & University Avenue (a.k.a., Riviera Lane).

3. To remove the NO PARKING zone on the north side of Pine Street from Adams Street to a point 120 feet west of Madison Street.
4. To establish a NO PARKING zone on the north side of Pine Street from Adams Street to a point 50 feet east of Adams Street.
5. To establish a NO PARKING 15-MINUTE LOADING ONLY zone on the north side of Pine Street from a point 50 feet east of Adams Street to a point 160 feet east of Adams Street.
6. To establish a NO PARKING zone on the north side of Pine Street from a point 160 feet east of Adams Street to a point 120 feet west of Madison Street.

**T. Report of the Economic Development Authority (August 12, 2019).**

1. To approve the posting of a Request for Proposal (RFP) for the Community Development Investment (CDI) Grant Program.
2. Informational: To elect Pam Parish as Vice-Chair of the Economic Development Authority.

**U. Report of the Sustainability Commission (August 14, 2019).**

1. To fund the installation of electric vehicle chargers at Leicht Park, up to \$15,000, with Excess Stadium Tax Dollars allocated to Eland Electric.
2. To direct staff to look into the feasibility of installing two 15 kW arrays, using Excess Stadium Tax Dollars allocated to Eland Electric, on city building rooftops, and to earmark savings for maintenance, repair, other energy efficiency projects or clean energy generation (report in November).
3. To create a clean energy working group which will investigate and prioritize energy projects for the city, residents and businesses.
4. To postpone consideration of Alder Galvin's communication, "To investigate the feasibility of installing solar panels on the various closed landfills in our City," until the creation of the clean energy working group.
5. To hold Deb Hutchison's list of sustainable actions for neighborhood association newsletters until the next meeting.

**V. Report of the Personnel Committee (August 13, 2019).**

1. To approve request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
  - a. Truck Driver (Streets) - Public Works
  - b. Parking Enforcement Officer - Public Works
  - c. 4K Naturalist - Parks, Recreation & Forestry
2. To approve request to reclassify the Parks, Recreation & Forestry HVAC Specialist position from Pay Grade G of the City Pay Plan to Grade H.

3. Update and discussion on Green Bay Professional Police Association labor negotiations

The Common Council may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Common Council may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

4. Update and discussion on Green Bay Fire Fighters Local 141 labor negotiations

The Common Council may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Common Council may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

**W. Receive and Place on File.**

1. Municipal Court Report for July 2019.

**X. Resolutions.**

1. Resolution authorizing amended conditional-use at 411 St. John Street.
2. Resolution authorizing conditional-use approval at 2709 Nicolet Drive.
3. Resolution authorizing and providing for the sale and issuance of \$15,495,000 General Obligation Corporate Purpose Bonds, Series 2019B, and all related details.
4. Resolution authorizing and providing for the sale and issuance of \$2,540,000 General Obligation Promissory Notes, Series 2019C, and all related details.
5. Resolution drawing final orders to contractors for August 20, 2019.
6. Resolution authorizing 2019 transfer of \$20,632.48 from Contingency for expenses related to Oneida trust matter.
7. Resolution authorizing prepayment of two State Trust Fund Loans of \$955,368.77 using Debt Service Fund balance.

**Y. Ordinances - First Reading.**

1. General Ordinance No. 18-19  
An ordinance amending Section 29.208, Green Bay Municipal Code, relating to parking regulations.
2. Zoning Ordinance No. 07-19  
An Ordinance rezoning property located at 2607 Nicolet Drive from General Commercial (C1) to Low Density Residential (R1).
3. Miscellaneous Ordinance No. 02-19  
An Ordinance adopting an amendment to the Smart Growth 2022 Comprehensive Plan of the City of Green Bay pertaining to property located at 2607 Nicolet Drive.
4. General Ordinance No. 28-18  
An ordinance to repeal and recreate Section 6.15 Green Bay Municipal Code, relating to special events.



5. Zoning Ordinance No. 6-19  
An Ordinance rezoning various properties located in the Shipyard Investment Neighborhood.
6. Miscellaneous Ordinance No. 1-19  
An Ordinance adopting an amendment to the Smart Growth 2022 Comprehensive Plan of the City of Green Bay pertaining to the various properties located in the Shipyard Neighborhood.
7. General Ordinance No. 19-19  
An Ordinance to Repeal and Recreate Subchapter Chapter 13-1700 Green Bay Municipal Code, Off-Street Parking, Drives and Loading.

## **Z. Referral of Petitions & Communications.**

### **AA. Adjournment.**

- 1) SUPPLEMENTAL INFORMATION: The Video of this meeting, Agenda, Agenda Packet, and Minutes are available online at [www.greenbaywi.gov/Meetings](http://www.greenbaywi.gov/Meetings).
- 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 committee 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.

**RESOLUTION AUTHORIZING AMENDED  
CONDITIONAL-USE APPROVAL AT  
411 ST. JOHN STREET  
(ZP 19-13)**

**August 20, 2019**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That, pursuant to Zoning Petition 19-13 and the recommendation of the Plan Commission on July 8, 2019, the City of Green Bay does authorize an amendment to the conditional-use permit for the emergency shelter use in an Office/Residential (OR) District located on the following described property at 411 St. John Street:

PLAT OF ASTOR LOTS 4-5-6-7- 8-9-10-11 & 12 BLK 22  
(Tax Parcel No. 13-106)

Said conditional-use permit shall be granted subject to the following conditions:

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, 2023. 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.

~~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. *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.*

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, other documented safety concerns and inadequate facilities.

d. The St. John the Evangelist Homeless Shelter staff shall provide reports to the Protection & Policy 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, Downtown Neighborhood Association and the Astor Neighborhood Association to address any concerns of neighbors.~~

e. **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.**

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.

~~h. St. John the Evangelist Homeless Shelter staff shall maintain a history of residence for the previous three years.~~

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

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.

Adopted \_\_\_\_\_

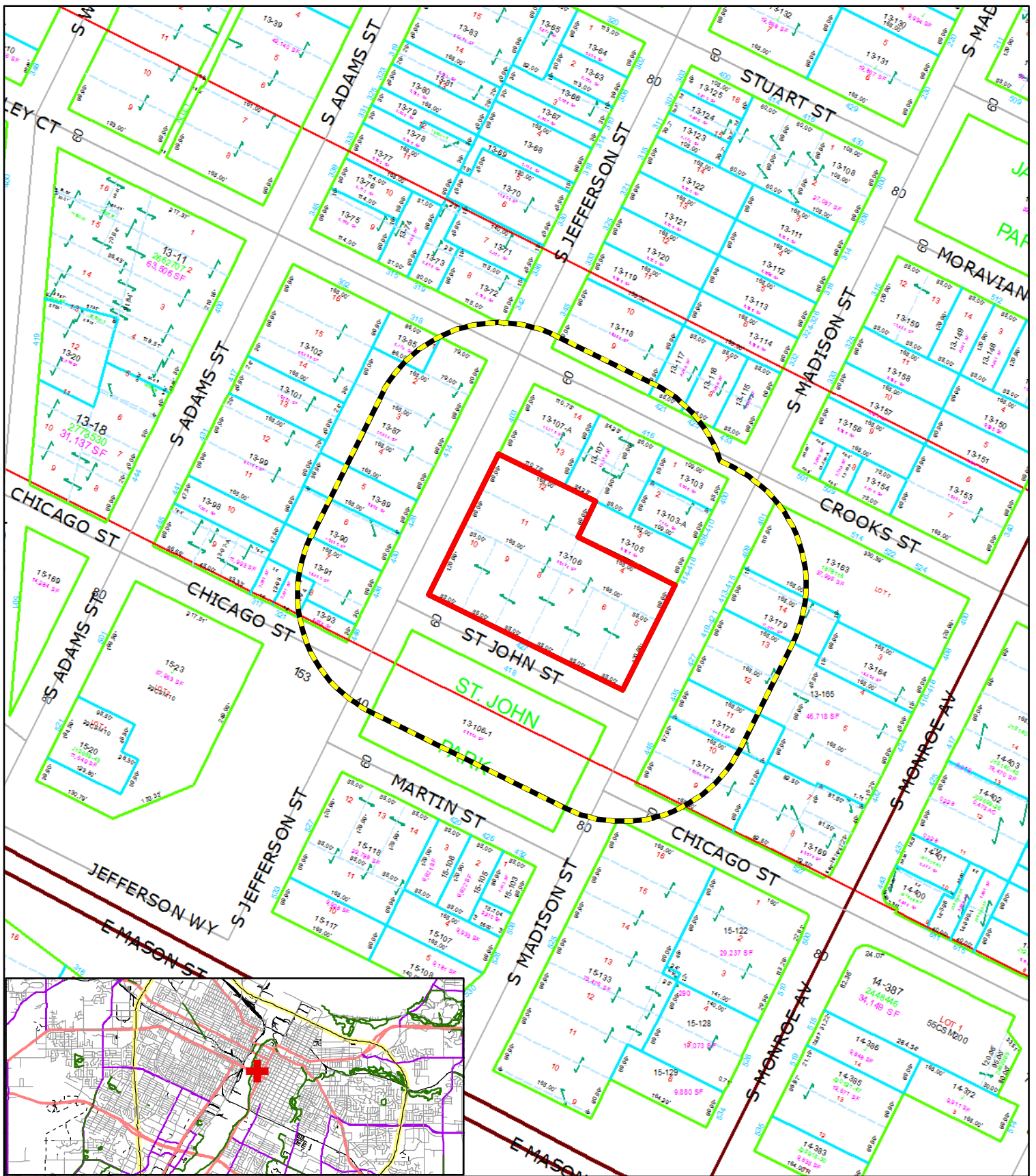
Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

PN

Attachment – Map



**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

**RESOLUTION AUTHORIZING CONDITIONAL-USE  
APPROVAL AT 2709 NICOLET DRIVE  
(ZP 19-14)**

**August 20, 2019**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That, pursuant to Zoning Petition 19-14 and the recommendation of the Plan Commission on July 8, 2019, the City of Green Bay does authorize a conditional-use permit to exceed both the height and area limitation in Chapter 13-615, Green Bay Zoning Code on the following described property at 2709 Nicolet Drive:

LOT 1 & OUTLOT 1 OF 7 CSM 439 (Tax Parcel No. 22-167)

Said conditional-use permit shall be granted 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.

Adopted \_\_\_\_\_

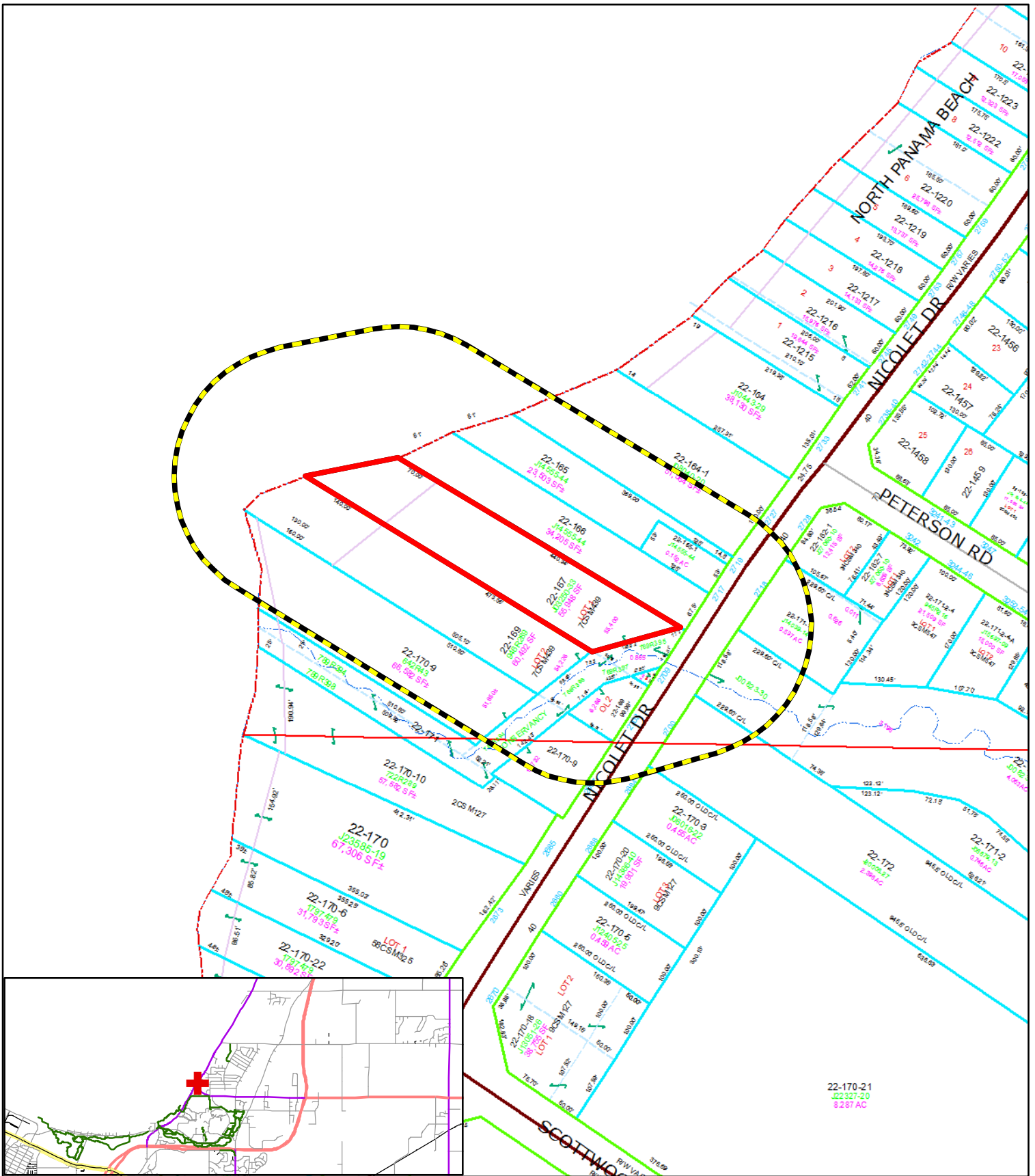
Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

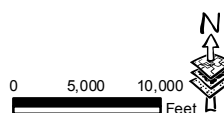
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Attachment – Map



**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





Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # J.I.**

General Ordinance No. 17-19

An ordinance creating Sections 33.03(4) and 33.05(10), Green Bay Municipal Code, relating to provisional licenses.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. DRAFT GO 17-19 Creating Section 33.03(4) and 33.05(10) Provisional Retail Licenses



**GENERAL ORDINANCE NO. 17-19**

**AN ORDINANCE  
CREATING SECTIONS 33.03(4) AND 33.05(10),  
GREEN BAY MUNICIPAL CODE,  
RELATING TO PROVISIONAL RETAIL LICENSES**

**THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** Section 33.03(4), Green Bay Municipal Code, is hereby created to read:

(4) *Provisional Licenses.* In an effort to allow applicants an opportunity to conduct business before a regular license may be granted but after all other requirements for licensing have been met, the City has identified limited circumstances under which a provisional license may be granted. The City Clerk shall only issue a provisional retail license (hereinafter, "Provisional License") to an applicant who has submitted a regular Class "A", Class "B", "Class A", "Class B", or "Class C" retail license (hereinafter, "Regular License") application for the same type of activity, in order to permit the applicant to engage in the activity while approval of the Regular License application is pending and in accordance with the requirements herein.

(a) *Qualification for Provisional License.* In accordance with § 125.185, Wis. Stats., Provisional Licenses are available to an applicant who has met all of the following criteria:

1. The applicant has applied for a Regular License;
2. The applicant has submitted an application for a Provisional License which authorizes only the type of activity allowed by the type of Regular License applied for;
3. The applicant meets all licensing requirements set forth in this section; and
4. One (1) of the following conditions exists:
  - a. The Protection and Policy Committee has approved the applicant's Regular License application, but final approval of that application by the Common Council remains pending;
  - b. The applicant has applied for a new Regular License, following the sale of an existing business that held a City-issued Regular License of the same type, in order to maintain the continuity of said business while approval of the new application is pending. The applicant must provide the Clerk with proof of control and/or occupancy of the premises at which the Provisional License will be issued before the Clerk will issue the Provisional License;
  - c. The applicant held a City-issued Regular License of the same type during the expiring licensing year and did not timely submit a renewal application as a result of excusable neglect on the part of the applicant;or

- d. An administrative error caused by the City resulted in a delay in the application.

(b) *Applications.* Provisional Licenses are available to an applicant for the same type of Regular License provided all of the following conditions are met:

1. The applicant has filed a complete Regular License application form, as otherwise described in this section, for the same type of activity for which the Provisional License is sought;
2. The applicant has paid the fees associated with the type of Regular License applied for, as well as the Provisional License fee;
3. The applicant qualifies for the type of Regular License applied for, in accordance with § 125.04, Wis. Stats.;
4. The applicant has not held another Provisional License of the type applied for within the current license year;
5. The applicant has obtained all necessary approvals for the Regular License from the Green Bay Police Department;
6. The applicant has obtained all necessary approvals for the Regular License from the City of Green Bay Inspection Division, as required by Green Bay Municipal Code Section 33.04(3); and
7. For “Class B” license applications, the City’s quota under § 125.51(4), Wis. Stat., does not prohibit the City from issuing a “Class B” license as follows:
  - a. In accordance with § 125.185(5), Wis. Stats., Provisional Licenses are not available for reserve licenses.
  - b. Issuance of the “Class B” Regular Licenses will not exceed the number of available licenses under the City’s quota. In the event more Regular License applications are received than there are licenses available under the City’s quota, no Provisional Licenses will be issued for any such applications.

(c) *Expiration.* The Provisional License expires sixty (60) days after it is issued, or upon approval or denial of the applicant’s Regular License application, whichever occurs sooner. The Provisional License may not be renewed.

(d) *Revocation.* The City Clerk shall revoke the Provisional License at any time if he or she discovers that the Provisional License holder made a false statement on the application.

**SECTION 2.** Section 33.05(10), Green Bay Municipal Code, is hereby created to read:

(10) Provisional Retail License ..... \$15.00.

**SECTION 3.** All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

**SECTION 4.** Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this \_\_\_\_\_ of \_\_\_\_\_ 2019.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

LJM

7/16/2019



Report to the  
Redevelopment Authority  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # K.I.**

To refer to staff to report back at the September meeting, the communication from July 16, 2019, of the Common Council by Ald. Brian Johnson, to consider forgiveness of Broadway loan made to Cup O' Joy.

**BACKGROUND**

**RECOMMENDATION**

Refer to staff to come back at the September meeting.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. RDA Ald Johnson 7-16-19



PETITIONS AND COMMUNICATIONS FORM  
COMMON COUNCIL  
CITY OF GREEN BAY

Date of Council Meeting: 07-16-19

Request of Alderperson Brian Johnson

Refer to: RDA

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

To consider forgiveness of Broadway  
loan made to Cup O'Joy.



Report to the  
Redevelopment Authority  
of the City of Green Bay

## MEETING DATE

August 20, 2019

## PREPARED BY

Kevin J. Vonck, CED Director

## AGENDA ITEM # K.2.

To approve issuance of Request for Qualifications for an Operator(s) for the Shipyard at 100 W. Mason Street (Tax Parcel 2-78), subject to minor legal and technical clarifications.

The Council may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

## BACKGROUND

In June 2018, the RDA and City approved Development Agreement 18-02: The Shipyard, which involves remediating brownfields, repurposing vacant and underused structures, and enhancing a residential neighborhood on the near west side of the City. The catalyst for development involves the construction of a signature public recreation and entertainment facility at 100 W. Mason Street (Parcel 2-78).

In July 2019, the RDA and City approved a Preliminary Concept Plan(s) for the Shipyard, and discussed options for operating and managing the facility.

Staff is seeking approval to hire an Operator (which may be either a single entity or collaboration of firms) to enter into a Management Agreement(s) to operate and manage the Shipyard as a public facility, which shall be open to users, service providers, and attendees on a non-discriminatory basis.

The RFQ (attached) provides additional information on the scope of the work involved, requirements for submission of a proposal, and the anticipated process for moving forward.

## RECOMMENDATION

Approve issuance of Request for Qualifications for an Operator(s) for the Shipyard at 100 W. Mason Street (Tax Parcel 2-78), subject to minor legal and technical clarifications.

## FISCAL IMPACT

To be determined as part of the Management Agreement(s).

## ATTACHMENTS

- I. 8.1 - Shipyard - Management Agreement - RFQ - 190808 - RDA



City of Green Bay  
Department of Community and Economic Development

# Request for Qualifications The Shipyard: Management Agreement



GREEN BAY SHIPYARD

AERIAL PERSPECTIVE

Redevelopment Authority of the City of Green Bay  
*Released 13 August 2019*



## PROJECT



### GREEN BAY SHIPYARD

CONCEPT PLAN

The City of Green Bay (“City”) and the Redevelopment Authority of Green Bay (“RDA”) seek to complete a major redevelopment project known as The Shipyard, which involves remediating brownfields, repurposing vacant and underused structures, and enhancing a residential neighborhood on the near west side of the City. The catalyst for development involves the construction of a signature outdoor public recreation and entertainment facility at 100 W. Mason Street (Tax Parcel 2-78), along with related public improvements.

The Shipyard is an attraction that will draw people, year round, to the waterfront for events and daily activities. It is a combination of well-designed spaces (like a **beer garden**) that facilitate social interaction. A **great lawn** will be used for concerts, festivals, large-screen viewing, runs and walks, markets, and other special events. Recreational amenities including an **urban beach**, playground, splash pad, and dog park encourage healthy outdoor activity and provide the neighborhood with access to the waterfront. The **container park** provides a place for food, beverage, and retail entrepreneurs to start and grow a business (and provide employment opportunities), without having to invest in significant amounts of capital.

The Department of Community and Economic Development works to link and leverage our natural, built, human, and social assets in order to generate valuable products, services, and experiences within the City. The City supports development projects like the Shipyard that make our community more:

1. safe; projects that remove blighted and neglected properties with high complaint and/or police call volumes and remediate environmental contamination and/or enhance the physical landscape
2. productive; projects that rehabilitate and/or build new structures with high-performance designs, systems, and finishes and generate property taxes greater than the cost of providing infrastructure
3. accessible; projects that rehabilitate and/or build new structures for individuals of all ages and abilities and are located in places easy to reach on foot, bicycle, or transit
4. innovative; projects that expand our range of (residential, commercial, and industrial) real estate products and create and/or enhance unique public spaces, amenities, and art





**GREEN BAY SHIPYARD**

**BEER GARDEN PERSPECTIVE**



**GREEN BAY SHIPYARD**

**GREAT LAWN PERSPECTIVE**





**GREEN BAY SHIPYARD**

**URBAN BEACH PERSPECTIVE**



**GREEN BAY SHIPYARD**

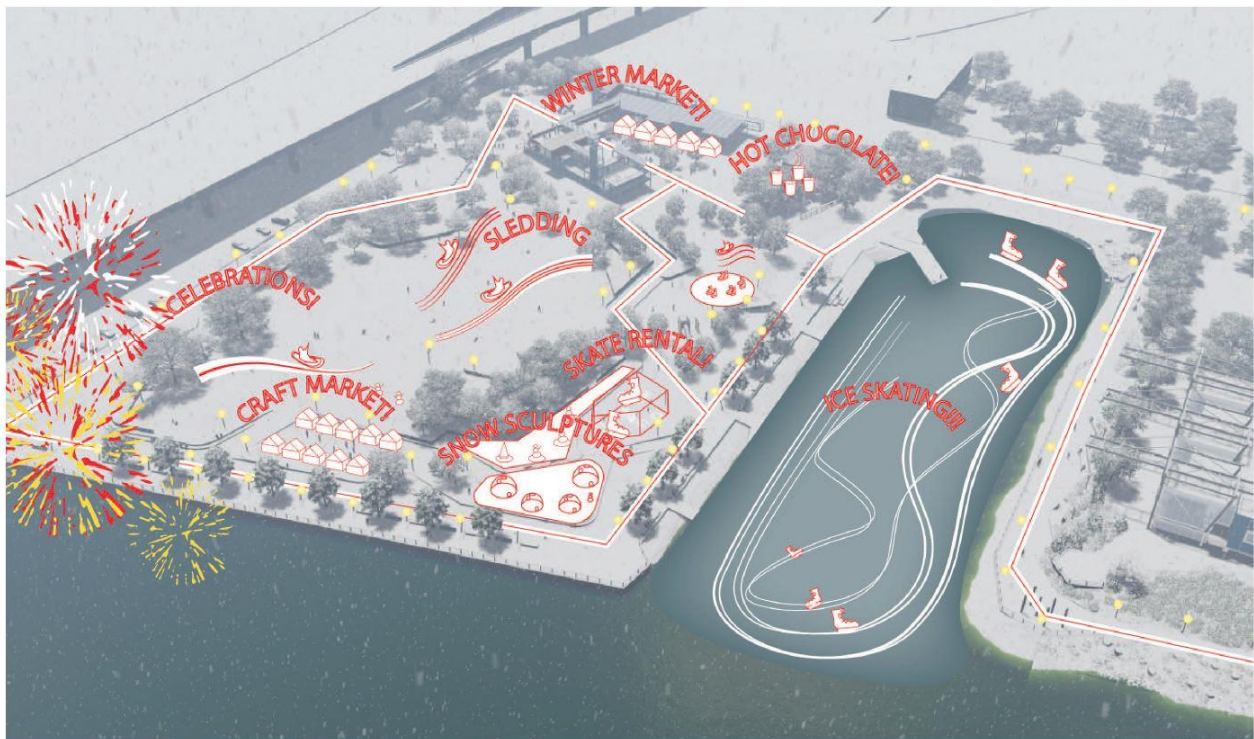
**CONTAINER PARK PERSPECTIVE**





**GREEN BAY SHIPYARD**

**WINTER ICE SKATING PERSPECTIVE**



**GREEN BAY SHIPYARD**

**WINTER PROGRAM**

## REQUEST

The RDA is seeking approval to hire an Operator (which may be either a single entity or collaboration of firms) to enter into a Management Agreement(s) to operate and manage the Shipyard as a public facility, which shall be open to users, service providers, and attendees on a non-discriminatory basis.

- A. Facility Management. Operating and maintaining a great lawn, urban beach, playground, splash pad, dog park; a multi-modal public path along the entire waterfront boundaries of the slip, composed of a combination of concrete, pavers, asphalt, crushed limestone, wood or engineered decking, and/or similar hard surfaces; and a floating dock for transient boaters and an accessible kayak launch.
- B. Parking Management. Operating and maintaining approximately two hundred and sixty (260) surface parking spaces, including approximately one hundred and twenty (120) spaces within S. Broadway and 613 S. Broadway (Tax Parcels 2-107 and 2-109) and the Mason Street right-of-way between S. Broadway and the Fox River; approximately twenty (20) spaces within 525 S. Broadway and 531 S. Broadway (Tax Parcels 2-76 and 2-77); and approximately one hundred and twenty (120) spaces within 401 S. Broadway, S. Broadway, 505 S. Broadway, 511-513 S. Broadway, 515 S. Broadway, and 517 S. Broadway (Tax Parcels 3-568, 3-568-1, 2-946, 2-949-A, 2-70, and 2-71).
- C. Program Management. Developing and operating concerts, festivals, large-screen viewing, runs and walks, public speeches, political rallies, worship services, or similar events of public assembly; markets, trade shows, expositions, or similar events of a commercial nature; parties, weddings, receptions, or similar special events of a private nature; and any incidental activities related the aforementioned uses.
- D. Container Park Management. Operating and maintaining approximately twenty-four (24) permanent and/or seasonal structures (e.g. shipping containers) for food, beverage, retail, and recreation; recruiting and retaining businesses; collaborating on programming on technical assistance.

## REQUIREMENTS

Each Proposal shall include the following items placed in this order:

- A. A statement describing the scope of the work the Operator seeks to undertake. It should clearly express what aspects of management – the facility, parking, program, and/or container park –the Operator seeks to pursue. It should identify any modification to, or expansion of, the general scope of work outlined in this RFQ. *Preference will be given to Operators who can manage more than one aspect.*
- B. A statement proposing general terms and conditions from which an Agreement will be drafted, including term length and financial structure. *Preference will be given to Operators that offer the greatest value.*
- C. A statement that provides general information about the proposed Operator, including the scope and nature of services the Operator routinely provides, as well as the professional and technical qualifications of key personnel who will be involved. *Preference will be given to Operators with experience and expertise in facility, program, and/or retail space management.*
- D. A statement, with specific examples, that describes past performance on this type of work, including experience with working with regulatory agencies on permitting and approvals. *Preference will be given to Operators with past experience and good working relationships.*

## PROCESS

This is a high-priority project for the RDA and City, and thus is reflected in an aggressive schedule:

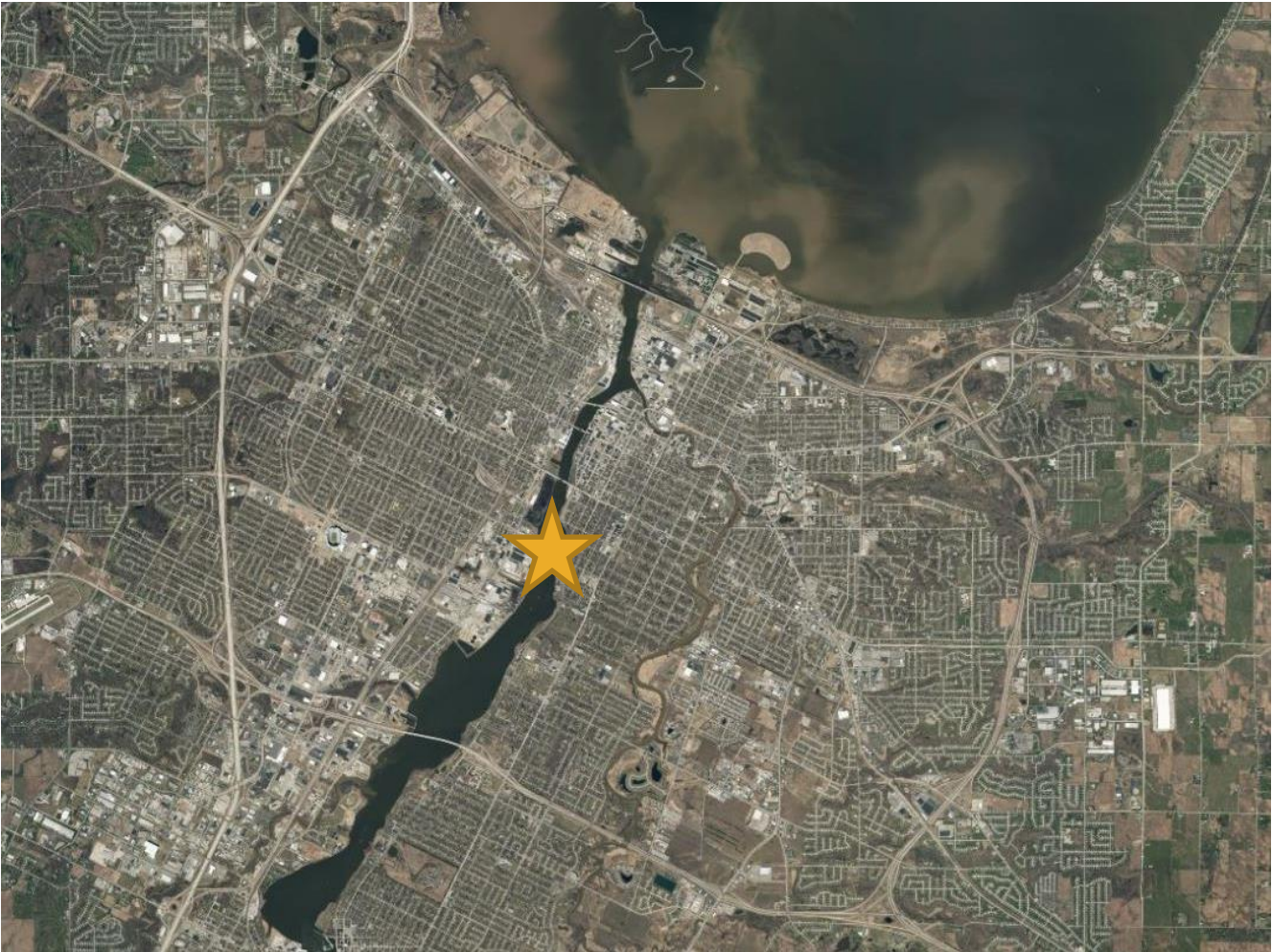
|                      |                                                                                                                                                     |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Tuesday 13 August    | RDA releases Request for Qualifications                                                                                                             |
| Tuesday 3 September  | Operators submit questions via e-mail ( <a href="mailto:kevinvo@greenbaywi.gov">kevinvo@greenbaywi.gov</a> ) to RDA by 11:59 p.m. CDT               |
| Tuesday 10 September | RDA posts answers to questions as Addendum to RFQ on City website                                                                                   |
| Tuesday 24 September | Operators submit Qualification Proposals via e-mail ( <a href="mailto:kevinvo@greenbaywi.gov">kevinvo@greenbaywi.gov</a> ) to RDA by 11:59 p.m. CDT |
| Tuesday 8 October    | RDA selects Operator                                                                                                                                |
| following            | RDA and Operator negotiate and execute final contract                                                                                               |

## DISCLAIMER

This RFQ prepared by the RDA does not purport to be all-inclusive or to contain all of the information a prospective private developer may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFQ. The RDA reserves the right to revise any part of this RFQ by issuing an Addendum at any time prior to the submittal deadline. The RDA reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this request if any such action is determined to be in the best interest of the RDA and/or City. All materials submitted in response to this RFQ become the property of the RDA. The RDA will not be responsible for costs associated with preparing a Proposal. By submitting a Proposal, each Operator agrees to be bound in this respect and waives all claims regarding such costs and fees.



PROJECT LOCATION





Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # L.I.**

To approve a Collaboration Agreement with the Friends of the Bay Beach Wildlife Sanctuary Inc., (FOWLS).

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Donations Collaboration Agreement FINAL 7.25.19
2. Park Committee Packet Amended 08142019

## COLLABORATION AGREEMENT

This Collaboration Agreement ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2019 by and between the City of Green Bay, a Wisconsin municipal corporation ("City"), and Friends of the Bay Beach Wildlife Sanctuary Inc., ("FOWLS"), a Wisconsin 501(c)(3) charitable organization.

### RECITALS

- A. The City is the Owner of certain buildings and property located at the 1660 E Shore Dr, Green Bay, WI 54302 and generally known as the "Bay Beach Wildlife Sanctuary" (hereafter "Wildlife Sanctuary"). The Wildlife Sanctuary is a 600 acre urban wildlife refuge featuring live animal exhibits, educational displays, miles of hiking/skiing trails and various wildlife viewing opportunities. It is the largest park in the Green Bay Park system and home to the second largest wildlife rehabilitation program in Wisconsin.
- B. FOWLS is a Wisconsin 501(c)(3) charitable organization dedicated to preserving, promoting, and enhancing the Wildlife Sanctuary.
- C. FOWLS serves the Wildlife Sanctuary both through its main organization and its subcommittees, such as the Guild.
- D. The City and FOWLS have a shared mission and have determined that clear collaboration is necessary in order to maximize efficiencies and avoid duplicating work.
- E. FOWLS has proposed to collect, accept, record, report, disburse, administer, and otherwise manage all donations received by the City, and all donations and/or revenue generated by the FOWLS and any of the FOWLS subcommittees for the purpose of supporting the mission of the Wildlife Sanctuary.
- F. The City is agreeable to allowing FOWLS to administer and manager all donations received by the City for the purpose of supporting the mission of the Wildlife Sanctuary provided certain reporting standards are met.
- G. The City and FOWLS wish to establish the terms upon which FOWLS shall be permitted to administer and manage the donations received by the City for the purpose of supporting the mission of the Wildlife Sanctuary.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

### I. OBLIGATIONS OF THE PARTIES

- A. Management of Funds. FOWLS will collect, accept, record, report, disburse, administer, and otherwise manage all donations received by the City, and all donations and/or revenue generated by the FOWLS and any of the FOWLS subcommittees for the purpose of supporting the mission of the Wildlife Sanctuary. In the event the City receives any



donations intended for FOWLS, any of the FOWLS subcommittees, or to support the Wildlife Sanctuary, the City will forward all such donations to the FOWLS upon receipt.

B. Reporting. The FOWLS will provide to the City quarterly reports within 30 days from quarter end, identifying all of the following information:

1. All donations received, including the total amount of the donation, to whom the donation was written out to or otherwise directed, the address where the donation was submitted, and whether the donations were earmarked for any particular purpose by the donor whether verbally or in writing, provided however, that donations to the Oak Learning Center Capital Campaign are subject to pre-existing confidentiality requirements and are therefore excluded from this provision;
2. All revenues received, including the total amount of the revenue generated, date, source, marketed use of revenue (if any), event (if any), and whether any reportable donations were received as part of the revenue;
3. All expenditures made by FOWLS and/or any of the FOWLS subcommittees in support of the Wildlife Sanctuary, provided however, that expenditures on behalf of the Oak Learning Center Capital Campaign are subject to pre-existing confidentiality requirements and are therefore excluded from this provision;

FOWLS will maintain all financial records according to generally accepted accounting principles. Records will be retained in accordance with Internal Revenue requirements and for records regarding all City revenues, all applicable City records retention schedules. FOWLS will make all records regarding City revenues available to the City, and all records will be produced as otherwise required by law.

- C. Disbursements. Disbursements of funds by the FOWLS which were received by or directed to the City will be restricted to the maintenance and operation of City programs at the Wildlife Sanctuary, and/or support and implementation of City approved projects.
- D. Accountability. The City's Parks Director shall act as the principal contact for the FOWLS. The City Parks Director and the FOWLS President will meet regularly to discuss the successes and/or any concerns regarding this collaboration, use of donations, donor information and planned projects for the Wildlife Sanctuary, and the progress toward meeting Wildlife Sanctuary goals. The City and FOWLS are committed to open communication with each other in order to carry out the mission of the Wildlife Sanctuary.

## II. TERMINATION

- A. Termination. This Agreement will terminate automatically in the event FOWLS fails to perform or observe any covenant of this agreement, and this failure remains unremedied fifteen (15) days after notice in writing. This Agreement may be terminated for any reason or no reason upon thirty (30) days' written notice by either the City or FOWLS of its intent to terminate the agreement. In the event this Agreement is terminated, the City and FOWLS will comply with any termination conditions imposed by donors for use of the funds. Funds

directed to the City will be returned to the City by FOWLS, or shall be applied to appropriate expenditures before the termination notice period expires.

### III. MISCELLANEOUS

- A. Incorporation of Proceedings and Recitals. All motions adopted, approvals granted, and minutes documenting such motions and approvals, along with all of the Recitals set forth above, shall be incorporated into this Agreement by reference, or upon consent by amendment if necessary if not referenced or attached at the time of execution of this Agreement.
- B. Notices. All notices, demands, certificates or other communications under this Agreement shall be given in writing and shall be considered given upon receipt if hand delivered to the party or person intended, or one (1) business day after deposit with a nationally recognized over-night commercial courier service, air bill pre-paid, or forty-eight (48) hours after deposit in the United States mail postage prepaid, by certified mail, return receipt requested, addressed by name and address to the party or person intended as follows:

To the City:                      City of Green Bay  
                                         Attn: City Clerk  
                                         100 North Jefferson Street  
                                         Green Bay, WI 54301

To FOWLS:                      Friends of the Wildlife Sanctuary Inc.  
                                         Attention: FOWLS President  
                                         1660 East Shore Dr.  
                                         Green Bay, WI 54302

The foregoing addresses shall be presumed to be correct until notice of a different address is given according to this paragraph.

- C. Governing Law. The laws of the State of Wisconsin shall govern this Agreement.
- D. Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any of the provisions of this Agreement.
- E. Execution in Counterparts. This Agreement may be signed in any number of counterparts with the same effect as if the signature thereto and hereto were upon the same instrument.
- F. Severability. If any provision of this Agreement shall be determined to be unenforceable as applied in any particular case or in all cases because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained unenforceable to any extent whatever.
- G. Venue. The venue for any proceeding involving the negotiation, drafting, interpretation or enforcement of this Agreement shall be the circuit court for Brown County, Wisconsin, all other venues being inappropriate for any such proceeding.

- H. Signatures and Counterparts. Electronic, facsimile and photocopy signatures shall have the same effect as original signatures.
- I. Amendment. This agreement will be subject to review annually, and may be amended at any time only upon written agreement between the City and FOWLS.

[Signature page follows]





# **AGENDA OF THE PARKS COMMITTEE**

**WEDNESDAY, AUGUST 14, 2019, 5:00 PM**  
**CITY HALL, ROOM 207**  
**AMENDED**

- A. Roll Call.**
- B. Approval of the Agenda.**
- C. Approval of Minutes.**
- D. Regular Business.**
  - 1. Consideration with possible action on the approval of a Collaboration Agreement with the Friends of the Bay Beach Wildlife Sanctuary Inc., (FOWLS).
  - 2. Consideration with possible action on the request to install pickleball courts on the west side of Green Bay,
  - 3. Consideration with possible action on the request by Ald. Lefebvre that due to safety concerns brought to her attention, she is requesting that Bay Beach hire a security officer(s) during hours of operations with the cost coming from Bay Beach profits/account.
  - 4. Consideration with possible action on the approval of a Revocable Private Transmission Facilities Permit with Brown County to install fiber optic cable through Joannes Park to East High School.
  - 5. Consideration with possible action on accepting a possible 27.33 acre property donation of Parcels 21-379, 21-385, 21-386, 21-387 from the Baird Creek Preservation Foundation, located in the Baird Creek Greenway.
  - 6. Consideration with possible action on the approval of a Revocable Permit with Green Bay Riverside Unit Owners Association, Inc. to allow the construction of a staircase adjacent to the Fox River Trail on Parcel 12-43-1.
  - 7. Consideration with possible action on the request by Ald. Brunette to relocate the annual Kiddie Karnival effective 2020 to other City parks, possibly Colburn Park.



8. Consideration with possible action on the request by Ald. Brunette to study and prepare a report on the number of parks - City, County, School and Oneida owned - throughout the 12th District with the purpose of possibly locating property where the City can develop a new park.

**E. Informational.**

1. Director's Report on updates and recent activities of the Parks, Recreation and Forestry Department.
2. The next Park Committee is scheduled for September 11, 2019.

**F. Adjournment.**

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT [www.greenbaywi.gov](http://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 Parks Committee 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.



Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 14, 2019

**PREPARED BY**

**AGENDA ITEM # D.I.**

Consideration with possible action on the approval of a Collaboration Agreement with the Friends of the Bay Beach Wildlife Sanctuary Inc., (FOWLS).

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Donations Collaboration Agreement FINAL 7.25.19

## COLLABORATION AGREEMENT

This Collaboration Agreement ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2019 by and between the City of Green Bay, a Wisconsin municipal corporation ("City"), and Friends of the Bay Beach Wildlife Sanctuary Inc., ("FOWLS"), a Wisconsin 501(c)(3) charitable organization.

### RECITALS

- A. The City is the Owner of certain buildings and property located at the 1660 E Shore Dr, Green Bay, WI 54302 and generally known as the "Bay Beach Wildlife Sanctuary" (hereafter "Wildlife Sanctuary"). The Wildlife Sanctuary is a 600 acre urban wildlife refuge featuring live animal exhibits, educational displays, miles of hiking/skiing trails and various wildlife viewing opportunities. It is the largest park in the Green Bay Park system and home to the second largest wildlife rehabilitation program in Wisconsin.
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- D. The City and FOWLS have a shared mission and have determined that clear collaboration is necessary in order to maximize efficiencies and avoid duplicating work.
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donations intended for FOWLS, any of the FOWLS subcommittees, or to support the Wildlife Sanctuary, the City will forward all such donations to the FOWLS upon receipt.

B. Reporting. The FOWLS will provide to the City quarterly reports within 30 days from quarter end, identifying all of the following information:

1. All donations received, including the total amount of the donation, to whom the donation was written out to or otherwise directed, the address where the donation was submitted, and whether the donations were earmarked for any particular purpose by the donor whether verbally or in writing, provided however, that donations to the Oak Learning Center Capital Campaign are subject to pre-existing confidentiality requirements and are therefore excluded from this provision;
2. All revenues received, including the total amount of the revenue generated, date, source, marketed use of revenue (if any), event (if any), and whether any reportable donations were received as part of the revenue;
3. All expenditures made by FOWLS and/or any of the FOWLS subcommittees in support of the Wildlife Sanctuary, provided however, that expenditures on behalf of the Oak Learning Center Capital Campaign are subject to pre-existing confidentiality requirements and are therefore excluded from this provision;

FOWLS will maintain all financial records according to generally accepted accounting principles. Records will be retained in accordance with Internal Revenue requirements and for records regarding all City revenues, all applicable City records retention schedules. FOWLS will make all records regarding City revenues available to the City, and all records will be produced as otherwise required by law.

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To the City:                      City of Green Bay  
                                         Attn: City Clerk  
                                         100 North Jefferson Street  
                                         Green Bay, WI 54301

To FOWLS:                      Friends of the Wildlife Sanctuary Inc.  
                                         Attention: FOWLS President  
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The foregoing addresses shall be presumed to be correct until notice of a different address is given according to this paragraph.

- C. Governing Law. The laws of the State of Wisconsin shall govern this Agreement.
- D. Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any of the provisions of this Agreement.
- E. Execution in Counterparts. This Agreement may be signed in any number of counterparts with the same effect as if the signature thereto and hereto were upon the same instrument.
- F. Severability. If any provision of this Agreement shall be determined to be unenforceable as applied in any particular case or in all cases because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained unenforceable to any extent whatever.
- G. Venue. The venue for any proceeding involving the negotiation, drafting, interpretation or enforcement of this Agreement shall be the circuit court for Brown County, Wisconsin, all other venues being inappropriate for any such proceeding.

- H. Signatures and Counterparts. Electronic, facsimile and photocopy signatures shall have the same effect as original signatures.
- I. Amendment. This agreement will be subject to review annually, and may be amended at any time only upon written agreement between the City and FOWLS.

[Signature page follows]



**IN WITNESS WHEREOF**, the parties to this Agreement have caused this instrument to be signed by duly authorized representatives of City and FOWLS as of the day and year first written above.

**THE CITY OF GREEN BAY**

By: \_\_\_\_\_  
Eric Genrich, Mayor

By: \_\_\_\_\_  
Kris A. Teske, Clerk

**FRIENDS OF THE BAY BEACH WILDLIFE  
SANCTUARY INC.**

By: \_\_\_\_\_  
Dan Spielmann, President

**ACKNOWLEDGMENT**

STATE OF WISCONSIN     )  
                                          ) SS  
COUNTY OF BROWN     )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 2019, Dan Spielmann, a member of Friends of the Bay Beach Wildlife Sanctuary Inc., a Wisconsin 501(c)(3) charitable organization, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
\*  
\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Wisconsin  
My Commission Expires \_\_\_\_\_



Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 14, 2019

**PREPARED BY**

**AGENDA ITEM # D.2.**

Consideration with possible action on the request to install pickleball courts on the west side of Green Bay,

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Murphy Park - Pickleball - merged document

DOUSMAN STREET

MILITARY AVENUE

REPLACE EXISTING TENNIS COURTS  
WITH DEDICATED PICKLEBALL FACILITY

PARKING - 38 STALLS

PLAYGROUND EQUIPMENT

1457 DOUSMAN STREET  
PARK SHELTER

HORSESHOES

BASKETBALL

VOLLEYBALL

WOODED PICNIC AREA

LITTLE LEAGUE  
SOFTBALL  
SBD1

LITTLE LEAGUE  
SOFTBALL  
SBD2

7' FENCE

LEGEND

- PARK SIGN
- FLAG POLE
- WATCH HOUSE
- STREET LIGHT
- POWER POLE
- STADIUM LIGHT
- PARK LIGHT
- STREET LIGHT
- FIRE HYDRANT
- DRINKING FOUNTAIN
- GAS ACCESS
- WATER ACCESS
- TELEPHONE ACCESS
- ELECTRICAL ACCESS
- DECIDUOUS TREE
- CONIFEROUS TREE
- SHRUB BED

AREA=13.82 ACRES



SCALE: 1"=120'-0"  
0 15' 30' 60' 120'

DATE DRAWN:  
JULY 1981  
LAST REVISION:  
MARCH 2009

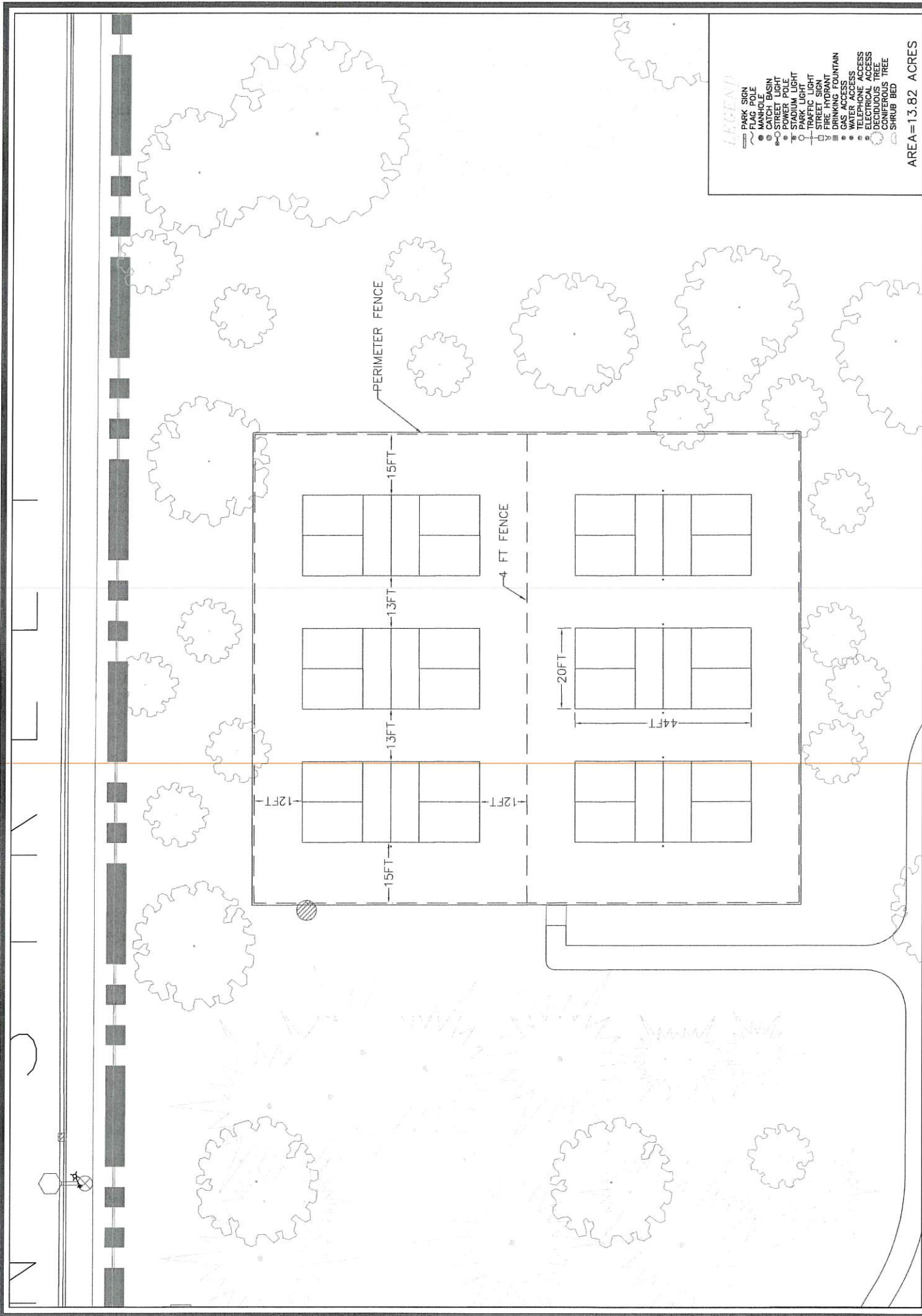
PAGE 1 OF 1

MUR

GREEN BAY PARKS, RECREATION,  
AND FORESTRY DEPARTMENT

MURPHY PARK  
PROPOSED PICKLEBALL





- LEGEND**
- PARK SIGN
  - FLAG POLE
  - MANHOLE
  - BENCH
  - STREET LIGHT
  - POWER POLE
  - STADIUM LIGHT
  - PARK LIGHT
  - DRINKING FOUNTAIN
  - GAS ACCESS
  - WATER ACCESS
  - ELECTRICAL ACCESS
  - DECIDUOUS TREE
  - CONIFEROUS TREE
  - SHRUB BED

AREA=13.82 ACRES



Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 14, 2019

**PREPARED BY**

**AGENDA ITEM # D.3.**

Consideration with possible action on the request by Ald. Lefebvre that due to safety concerns brought to her attention, she is requesting that Bay Beach hire a security officer(s) during hours of operations with the cost coming from Bay Beach profits/account.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Communication 3



PETITIONS AND COMMUNICATIONS FORM  
COMMON COUNCIL  
CITY OF GREEN BAY

Date of Council Meeting:

7/16/19

Request of Alderperson

Kathy Lefebvre

Refer to:

Park Board

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

Due to safety concerns brought to my attention, I am requesting that Bay Beach hire a security officer(s) during hours of operations, with the cost coming from Bay Beach profits/account.



Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 14, 2019

**PREPARED BY**

**AGENDA ITEM # D.4.**

Consideration with possible action on the approval of a Revocable Private Transmission Facilities Permit with Brown County to install fiber optic cable through Joannes Park to East High School.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Brown County PTFP 14th Amendment Joannes Park



**FOURTEENTH AMENDMENT TO**  
**REVOCABLE PRIVATE TRANSMISSION FACILITIES PERMIT**

Amendment is hereby made to the Private Transmission Facilities permit issued by the City of Green Bay, a Wisconsin Municipal Corporation (hereinafter CITY) to Brown County, Wisconsin, a Wisconsin Municipal Corporation (hereinafter COUNTY), dated October 30, 2008 and recorded in the office of the Register of Deeds for Brown County as Document Number 2391432 on October 30, 2008.

Legal description:

Lots 87 through 91, Plat of Navarino, Brown County, Wisconsin.  
Tax parcel number 12-152-A.

Return this document to:  
City Clerk - Green Bay  
100 N. Jefferson Street  
Green Bay, WI 54301

WHEREAS, CITY previously granted to COUNTY the above Private Transmission Facilities Permit for the purpose of installing Fiber Optic Communication Conduit within various CITY rights-of-way; and

WHEREAS, COUNTY desires that additional Fiber Optic Communication Conduit be installed within the East Walnut Street and Kurtz Street rights of way AND within Joanne's Park, in addition to those facilities previously installed and described in Document Number 2391432 and amendments thereto be included in the aforementioned Permit.

NOW, THEREFORE, IT IS HEREBY AGREED AND THE PERMIT IS HEREBY AMENDED TO INCLUDE THE FOLLOWING:

1. COUNTY is permitted to place and maintain Fiber Optic Communication Conduit in East Walnut Street and Kurtz Street rights of way AND within Joanne's Park at the location specified on the map attached hereto and incorporated by reference as Attachment A.
2. COUNTY agrees to obtain all permits required by the City, County of Brown, State of Wisconsin or other entity having jurisdiction.
3. The Hold Harmless Agreement set out in the initial Permit shall and hereby does extend to include any and all operations hereunder and said Hold Harmless Agreement is incorporated by reference.
4. Any and all other terms of the initial Permit not specifically amended herein shall remain in full force and effect and are incorporated hereunder.
5. COUNTY agrees to comply with all plans as accepted by the CITY dated \_\_\_\_\_.

BROWN COUNTY, WISCONSIN, A WISCONSIN MUNICIPAL CORPORATION

x \_\_\_\_\_  
Kevin Raye (date)

STATE OF WISCONSIN )  
 ) SS.  
BROWN COUNTY )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, the above named Kevin Raye to me known to be the person who executed the forgoing instrument and acknowledge the same.

x \_\_\_\_\_  
\_\_\_\_\_  
Print name of notary above  
Notary Public, \_\_\_\_\_ County, Wisconsin  
My Commission expires: \_\_\_\_\_

CITY OF GREEN BAY, A WISCONSIN MUNICIPAL CORPORATION

x \_\_\_\_\_  
James M. Brunette (date)  
Assistant Director of Public Works

x \_\_\_\_\_  
Daniel Ditscheit. (date)  
Director of Parks and Recreation

STATE OF WISCONSIN )  
 ) SS.  
BROWN COUNTY )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, the above named James M. Brunette – Assistant Director of Public Works and Daniel Ditscheit – Director of Parks and Recreation to me known to be the person who executed the forgoing instrument and acknowledge the same.

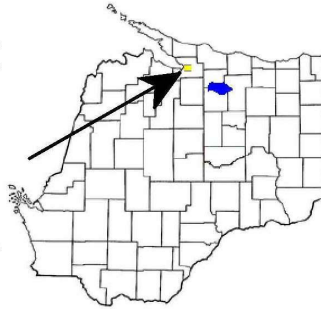
x \_\_\_\_\_  
\_\_\_\_\_  
Print name of notary above  
Notary Public, \_\_\_\_\_ County, Wisconsin  
My Commission expires: \_\_\_\_\_

Drafted By: Thomas H. Giese - R/W Specialist  
Project: Brown County Fiber to serve East High School

# EAST HIGH SCHOOL REDUNDANCY PROJECT 2284-D



**Project Location**  
City of Green Bay, WI



COORDINATE SYSTEM: Brown County, WI

## ACCEPTANCE OF PLANS

The City of Green Bay Department of Public Works and Department of Parks and Recreation hereby accepts these plans for construction, as being in general compliance with plans preparation requirements of the government. Responsibility for the completeness and accuracy of the plans and related design resides with the Engineer and Engineering Firm of Record.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
James M. Brunette –  
Assistant Director of Public Works

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Daniel Ditscheit –  
Director of Parks and Recreation



ALL UNDERGROUND UTILITY LOCATIONS SHOWN ARE APPROXIMATE. UTILITY INFORMATION WAS PROVIDED IN RESPONSE TO PLANNING LOCATE REQUESTS. CONSTRUCTION CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE LOCATION OF MUNICIPAL AND PRIVATE UTILITIES. ANY DAMAGE TO UTILITIES OR OTHER PROPERTY INCURRED SHALL BE AT THE EXPENSE OF THE CONTRACTOR. FACILITY PLACEMENT SUBJECT TO CHANGE UPON FIELD LOCATE COMPLETION.

RIGHTS-OF-WAY ARE DEPICTED BASED ON FIELD OBSERVATIONS AND THE LATEST STATE AND COUNTY RECORDS AVAILABLE.

## Legend

|                           |              |
|---------------------------|--------------|
| Utility Pole              | Power Pole   |
| Anchor                    | Standoff     |
| Aerial Fiber              | Culvert      |
| Overhead Guy              | Tree         |
| Expansion Loop            | Street Light |
| Splice                    | Water Valve  |
|                           | Fire Hydrant |
| Underground Fiber         |              |
| Handhole                  |              |
| Locate Station            |              |
| Telco                     |              |
| Cable TV                  |              |
| Electric                  |              |
| Gas                       |              |
| Water                     |              |
| Sanitary Sewer            |              |
| Storm Sewer               |              |
| Private Fiber Optic       |              |
| Utility Pole              |              |
| Filter Ped                |              |
| Traffic Control Box       |              |
| Telco Ped                 |              |
| Cable TV Ped              |              |
| Electric Ped              |              |
| Electric Transformer      |              |
| Catch Basin / Inlet       |              |
| Round Catch Basin / Inlet |              |
| Manhole                   |              |
| Handhole                  |              |

Typical Install Depth is 36"

## Table of Contents:

|                                  |  |
|----------------------------------|--|
| Cover Sheet                      |  |
| Overview Page                    |  |
| Erosion Control BMP (1 page)     |  |
| Placement Guidelines (2 pages)   |  |
| Construction Quantities (1 page) |  |
| Scaled 1:50 Sheets (5 pages)     |  |
| Interior Diagram (1 page)        |  |



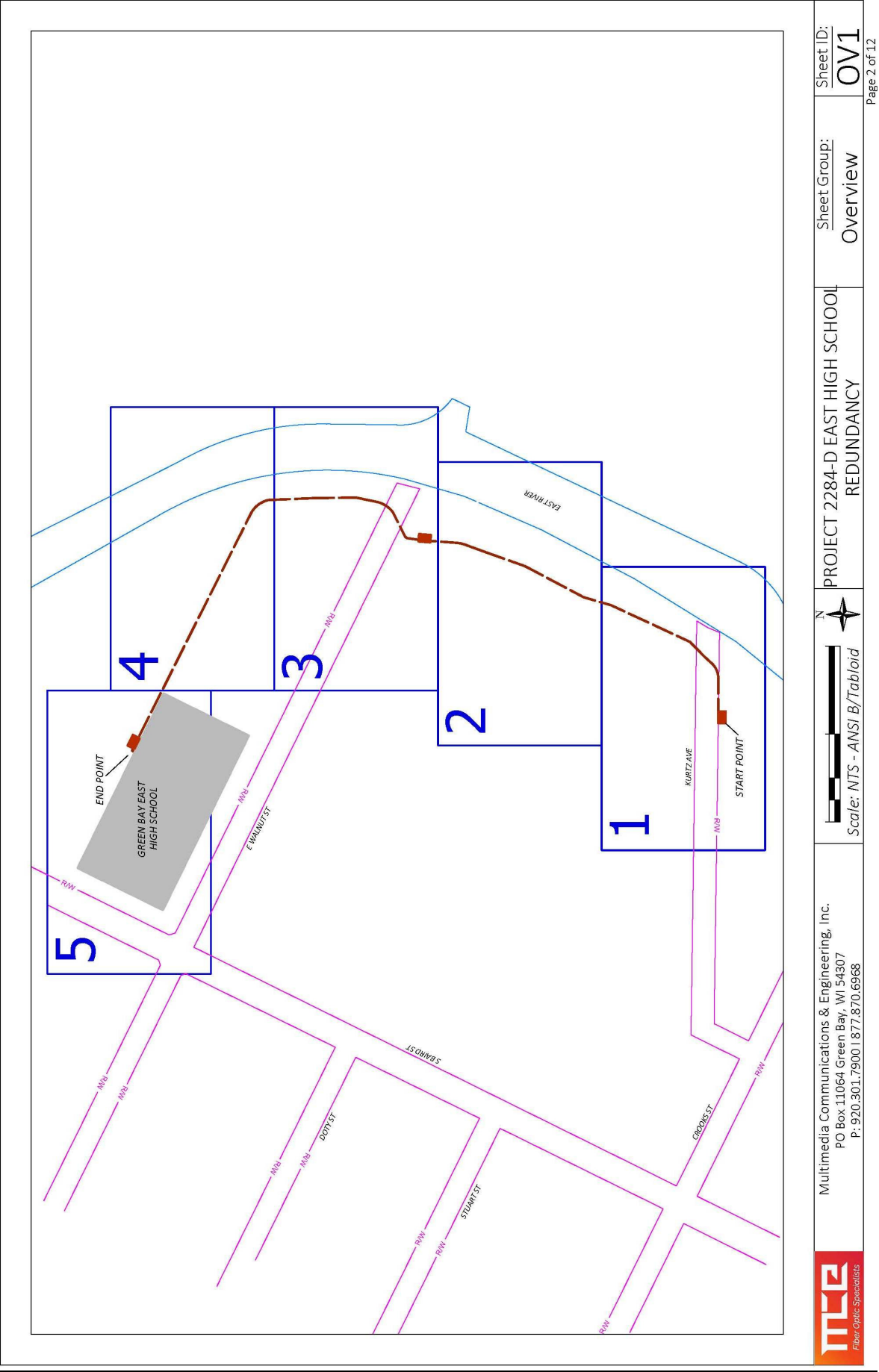
Multimedia Communications & Engineering, Inc.  
PO Box 11064 Green Bay, WI 54307  
P: 920.301.7900 F: 920.870.6968



PROJECT 2284-D EAST HIGH SCHOOL  
REDUNDANCY

Sheet Group:  
Cover Sheet

Sheet ID:  
CS1



EXCAVATIONS

Excavations shall not remain open in excess of 24 hours unless specific permission is obtained from the City Engineer. In all streets, alleys, sidewalks or other public ways, whether improved or unimproved, all excavated material shall be removed and the trench shall be backfilled with flow-able filled slurry mix.

At no time can spoils or other debris be stored or piled in the street gutter. Excavation stock piling must remain within the public right of way and cannot be placed on or impede any roadways, driveways, sidewalks, or fire hydrants. Any areas that have minimal public right of way available must stock pile the excavated material on a truck bed or trailer. No stock piling of excavated material will be allowed on private property.

Excavations are to remain outside of wetland areas. All excavations must have proper erosion control practices to prevent stock piled materials from entering wetland areas.

Excavations are to remain 75' from the high-water mark of and waterway. Any excavations must have proper erosion control practices to prevent stock piled materials from entering waterways.

EROSION CONTROL PLAN

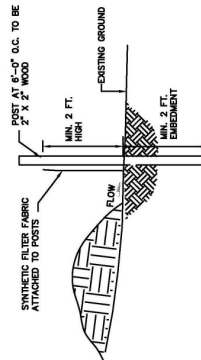
Any prolonged open excavations or standing debris piles will require erosion control practices such as sandbagging, placing hay bales, or silt fencing around the area.

The Contractor must employ the following good housekeeping practices that will prevent the ingress of any excavated materials into the Municipal storm water system:

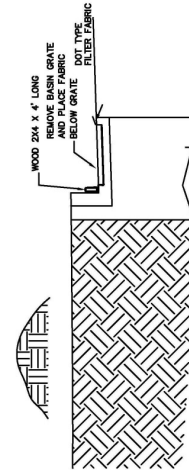
- 1) Cover Storm Sewer Inlet with DOT Filter Fabric (DOT Type FF, not felt or silt fence material) near areas where excavation and directional drilling operations occur. DOT Type C Inlet protection standards apply (2x4 across back of Inlet with DOT Filter Fabric over Inlet held in place by Inlet cover). Type D Inlet Protection including waddies (fiber filled filter socks) around drains to prevent debris from entering the storm sewer system are required at any low area inlets.
- 2) Place Silt Fence Barrier around excavation per below typical specification Diagram. Silt Fence to be inspected prior to excavation.
- 3) Place Sand Bag Barrier around Spoils to prevent runoff ingress into Storm Water Management System.
- 4) Protect graded restoration area using fibrous matting to prevent erosion into Storm Water Management System
- 5) Place temporary soil stabilization materials to prevent erosion into Storm Water Management System.

All erosion control measures shall be inspected on a weekly basis and/or after 1/2" or more of rainfall to ensure the effectiveness of the erosion control measures.

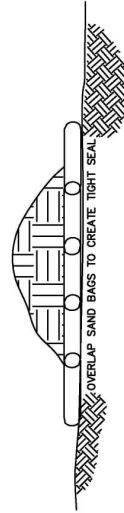
Silt Fence Erosion Control:



Storm Inlet / Catch Basin Erosion Control:



Sand Bag Barrier Erosion Control:



DEWATERING

Dewatering of pits, trenches, hanholes, or manholes must be done with the use of a sediment bag, a straw bale dewatering basin, or approved equivalent. All dewatering procedures must meet or exceed state standards. All Vacuum Excavation spoils are to be transported and disposed of offsite at an approved dumping station. Dewatering is expected to be negligible given the depth of installation and the nature of the directional boring operations for this project.

FRAC-OUT CONTINGENCY PLAN

Boring activities and bore path are to be continually monitored to observe potential frac-outs. Erosion control materials are to be accessible and onsite should a frac-out occur. Acceptable materials include silt fence, straw bales, and sand bags. As soon as a frac-out is discovered, erosion control must immediately be implemented around the frac-out material (bentonite-water mixture). A vacuum excavation machine is to be accessible on short notice to clean any frac-out material should it occur.

RESTORATION

The Contractor may be allowed to mechanically core through hard surface streets to locate existing utilities provided that the restoration of the core be performed per the specific requirements of the Municipality or Agency having jurisdiction. Core holes must be backfilled with a slurry mixture as specified by the DOT per permitting requirements. The original Concrete or Asphalt core can then be replaced using Plug and Epoxy method.

Potholing is not allowed in ADA compliant or non-compliant pedestrian ramps. Any hard surface excavations within any pedestrian ramp panels will result in the Contractor's replacement of the entire ADA Compliant panel, along with adjacent panels at the Contractor's expense.

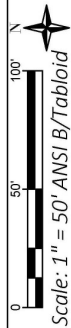
At no time can the Contractor perform any excavation that undermines the adjacent in-text surfaces, thereby making vertical mechanical compaction impossible and creating future potential for subsurface failure. This scenario will result in the replacement of the effected hard-surface to the permitting authority's specifications.

All disturbed lawns, vegetation, flowers, shrubbery, trees, landscaping, etc. must be replaced or restored to its previous condition or better. Lawn repair will require a minimum of 4" of black dirt and municipal approved grass blends are to be applied.

All areas of restoration using Black Dirt and Seed must be protected with biodegradable net-free fibrous matting. Placement of loose straw or other materials that can be easily blown away or otherwise eroded/removed from the restored area will not be permitted. Fibrous matting materials will must be included in the Contractor Cut Sheets and approved by the Owner for use prior to placement.



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P: 920.301.7900 1.877.870.6968

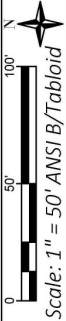


PROJECT 2284-D EAST HIGH SCHOOL  
REDUNDANCY

Sheet Group:  
Erosion Control

Sheet ID:  
EC



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| SECTIONS 1 & 2 are only included in the Project Bidding Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Section 4 UNDERGROUND CONSTRUCTION GUIDELINES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| SECTION 3 AERIAL INSTALLATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | 4.01 Duct Placement Guidelines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 3.01 Aerial Placement Description<br>This project entails approximately 0' feet of Strand and Lash, 0' feet of Un-lash and Re-lash aerial cable installation along 0 new poles and 0 existing poles. Placement will consist of a 1/4" steel strand messenger with dual lash of one or more cables. All route clearing/tree trimming will be the responsibility of the contractor. Tree trimming must abide by any municipal standards pertaining to the trimming or removal of free limbs within the right of way. In areas where contact between the cable and tree limbs or other structures cannot be avoided the contractor will be required to secure cable guard around the strand and cable bundle to protect it against long term damage.                    |  | All underground ducts must be placed a minimum of 36" below finished grade wherever possible. Instances where the duct must be placed at a shallower or drastically deeper depth must be brought to the attention of the Project Manager prior to installation. Below is a summary of minimum duct installation depth per scenario:<br><ul style="list-style-type: none"><li>- Terrace Area: 36"</li><li>- Driveway Crossing: 36"</li><li>- Road Crossing: 48"</li><li>- Bed of Waterway: 60"</li><li>- Railroad: 120"</li></ul> <ul style="list-style-type: none"><li>- *Permit requirements supersede the above minimum depths</li></ul> The Owner's Project Manager will be on site to coordinate actual placement. Routes will be marked with the use of paint and flags when necessary. The Contractor must not place duct along the route without first reviewing the individual areas with the Project Manager. This measure is designed to avoid instances where the new duct may encroach the restricted clearance zones of other utilities or extend outside the Right of Way. |  |
| 3.02 Published Standards<br>The Aerial installation will be performed on Wisconsin Public Services (WPS) owned Poles. All standards published by WPS well as the National Electric Safety Code (NESC) and the National Fire Protection Association Publication Chapter 70 (National Electric Code) must be followed by the Contractor.                                                                                                                                                                                                                                                                                                                                                                                                                               |  | All exposed duct ends must be covered with a temporary plug or adequately sealed with duct tape to prevent the ingress of dirt, water, and debris prior to the installation of the cable, locate wire, and mule tape.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 3.03 Pole Line Engineering<br>All attachment heights have been identified on the associated CAD Plans. All attachments must be made at the heights shown. Midspan tensions have been calculated to properly sag the cables in to the existing sag of communication and power conductors. The Contractor will be provided with Sag tables for each aerial span that will show the proper tension for each span. Expansion loops have been included in the aerial sections of the project. The Contractor will be required to install these expansion loops using snowshoe expansion loop brackets and pole mounts. 150' of cable must be stored in each expansion loop.                                                                                               |  | The Contractor is required to mark the location of the bore head with paint a minimum of every 5' with a depth in inches every 10' while directional drilling is underway. Once the directional drilling is complete and the duct is pulled back. The Contractor must ensure the marks are adequately painted and visible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 3.04 Aerial Hardware<br>The Contractor must provide all attachment hardware such as pole line hardware (3-bolt clamps etc.) bolts, nuts and washers for all poles, all 1/4" EHS aerial strand, anchors, guy guards, and riser guard materials for this project. All pole line hardware must be galvanized. Aerial Strand must be 1/4" Domestic Galvanized Steel rated at 6,000lbs max load strength.                                                                                                                                                                                                                                                                                                                                                                 |  | There will be a period of time when the duct is placed and before the installation of the locate wire is complete. During this time period, it is up to the contractor to protect potential damage to the duct to the fullest extent. This includes making sure the painted bore marks are fresh, flag the route if necessary, and periodically check on the installed duct to determine if any potential digging is obvious. This will be done on a best effort basis, since Digger's Hotline may not have notification setup yet for the newly installed duct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 3.05 Pole Bonding<br>The Contractor will be required to bond the new overhead guy strand to every pole equipped with a ground along the overhead guy route. The Contractor must use a copper bond clamp and #8 AWG bare solid copper conductor to complete each bond.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | 4.02 Handhole Placement Guidelines<br>The Contractor will be required to place new 36"x60"x36" pre-cast handholes (Quazite PG3660BH21 Extra Heavy Duty [ANSI Tier 22] 2 piece lid marked "Fiber Optics") new 30"x48"x36" pre-cast handholes (Quazite PG3048BH21 Extra Heavy Duty [ANSI Tier 22] 2 piece lid marked "Fiber Optics") new 24"x36"x36" pre-cast handholes (Quazite PG2436BH21 Extra Heavy Duty [ANSI Tier 22] 1 piece lid marked "Fiber Optics") along the route shown on the CAD plans. See the attached CAD drawings for placement location and size of the handholes. Manufacturer substitutions "or equals" will not be allowed for the handholes and lids.                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 3.06 Riser Poles<br>At the ground line of each riser pole, the Contractor must install a steel U-guard Adapter which will cover the exposed 2" ducts and connect to the bottom piece of riser guard. One Manufacturer of this U-guard Adapter is Electrical Materials Company - part number 52-28C. All risers must be guarded using a combination of 2.25" steel and PVC riser guard from the U-guard Adapter to an elevation within one foot of the attachment height. The first piece of Riser Guard must be galvanized steel 8 feet in length. Above the first piece of riser guard the Contractor can install PVC guard to the top of the riser. Riser quadrant drawings will be provided to the Contractor to identify the location of each riser on the pole. |  | The handholes must sit parallel with adjacent streets, buildings, or other structures and must be flush with all surrounding surfaces, and if installed on a slope or grade the handhole must follow the contour of the grade as much as possible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 3.07 Pole Anchors<br>The Contractor must install 6" x 66" screw anchors at all location shown on the associated CAD plans. These anchors must be installed a minimum of 3' from any power anchor point. No auxiliary attachments will be allowed. All downguys must be insulated using a ceramic insulator installed within 2 feet of the pole attachment point. All downguys must be protected with a 6-foot yellow guy marker.                                                                                                                                                                                                                                                                                                                                     |  | The installed handholes must sit atop a 12" bed of 3/4" washed, crushed stone for drainage - pea gravel or other stone smaller than 3/4" is not an acceptable base for drainage. All fill around the Handhole must be mechanically compacted in 12" layers to within 8" from the top to prevent settling.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Multimedia Communications & Engineering, Inc.<br>PO Box 11064 Green Bay, WI 54307<br>P: 920.301.7900 / 1.877.870.6988                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | PROJECT 2284-D EAST HIGH SCHOOL<br>REDUNDANCY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Sheet Group: Placement Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| mce<br>Fiber Optic Specialists                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | Sheet ID: P1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

**4.03 Locate Post/Station Placement Guidelines**

The Contractor will be required to install flush mount locate stations and above grade locate posts adjacent to handhole identified on the CAD Drawings. The Locate Post will be used to access the locate wires for future locating purposes.

Between the handhole and locate post the contractor must install a short length of 1'-1 1/4" corrugated innerduct. This will facilitate the installation of the locate wires into the station from the handhole.

At no time will a locate station be installed in a location where it impedes or can be damaged by the removal of the handhole lid.

**4.04 Fiber Optic Cable Installation Guidelines**

The Contractor can install the fiber optic cable by hand or with the use of pneumatic/hydraulic installation equipment. However the means of installation, the Contractor must take care to not exceed the cable's maximum pulling tension (typically 600lbs). When using a mechanical tugger the contractor must have the ability to monitor the pulling tensions to ensure the maximum is not exceeded at any time during the installation.

The Contractor must utilize multiple breakaway/swivel devices at all times while installing the fiber optic cables. The lead swivel must be used for the fiber optic cable(s) with a second swivel set 8' back from the first for the locate wire and mule tape.

The Contractor must employ steel pulling sleeves/guides at the duct entry point to protect the duct, cable, and any existing cables from damage during the installation process.

At each handhole the Contractor must store a minimum of 150 feet of cable slack (unless otherwise noted on the CAD Plans) neatly coiled and stored upright in the handhole and labeled at each end with a permanent label, identifying the Cable Owner and the Strand Count. Suitable labels for this purpose are Panduit #PST-HO.

Following cable, locate wire, and mule tape installation all occupied ducts must be plugged using a split plug appropriately sized to accommodate the cable diameter - do not use foam, putty, or tape to permanently plug any duct. All spare ducts must only contain mule tape for future installations and be sealed using properly sized duct plugs.

Following the cable placement, the contractor will be asked to dispose of any remaining cable reels. Reel disposal, if required, will be listed as a construction unit in Section 7 Construction Quantities.

**4.05 Locate Wire Installation Guidelines**

The Contractor will be required to install a #12 AWG UL Outdoor rated HDPE jacketed locate wire along all routes outside of the plowduct. As suitable product for this is Pro-Trace #H-DD-CCS-PE45 or equivalent.

Where the new locate wire enters the locate stations it must be secured to the device's insulating lugs via a crimp-on spade connector. The locate stations are equipped with multiple lugs. The outer lugs are for use with locate wires that run inside the plowduct in either direction from the locate post, while the center lug is used to route a #12 AWG copper ground wire through the base of the locate station to the ground rod located inside the adjacent handhole. The Contractor must tie the conductor to the ground rod using the attachment clamp, and to the locate post in the same fashion that is used for the locate wires.

Following the installation of the locate wires and ground wire into the flush mount locate station all wires must be labeled with either their direction of travel or labeled as the ground wire.

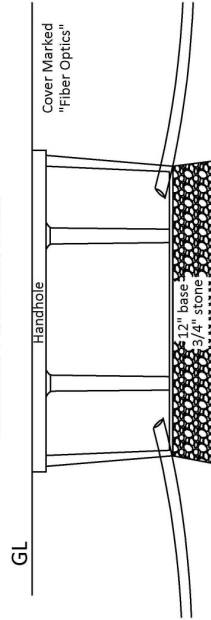
**4.06 Mule Tape Installation Guidelines**

The Contractor will be required to install a single 1,800 lb mule tape within the plowduct with the locate wire and fiber optic cable and within the spare duct for future use where applicable.

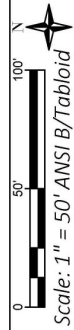
**4.07 Red Line Drawings and Installation Documentation**

The Contractor will be required to make notes on the Owner provided drawings indicating any adjustments in the route (Project Manager must approve adjusted route), the depth of installation, duct splice locations, and cable sequential numbers in and out of the handholes and at the termination point. All notes are to be made on the drawings (provided by the Engineer). A copy of the notes must then be provided to the Project Manager.

Handhole Placement Detail



Multimedia Communications & Engineering, Inc.  
PO Box 11064 Green Bay, WI 54307  
P: 920.301-7900/1.877.870.6968



PROJECT 2284-D EAST HIGH SCHOOL  
REDUNDANCY

Sheet Group:  
Placement Details

Sheet ID:  
P2



Project 2284-D East High School Redundancy Construction Quantities

Construction by Station Marker

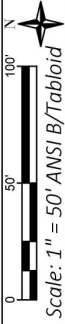
| Station | Construction Note                                                                                                                                                                                                  |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0+00    | Begin placement of new 2" HDPE duct<br>Remove existing 24"x36"x36" Handhole and replace with new 36"x60"x36" handhole<br>Begin placement of 96 FOC within new 2" HDPE duct<br>Coil 150' new 96 FOC inside handhole |
| 11+25   | Place new 30"x48"x36" handhole and flush mount locate station<br>Coil 150' new 96 FOC inside handhole                                                                                                              |
| 21+90   | Place new 30"x48"x36" handhole and flush mount locate station<br>Coil 150' new 96 FOC inside handhole                                                                                                              |
| 21+92   | Place new 2" dia galvanized steel riser into existing NEMA 3R box<br>Install new 96 FOC through riser and through interior EMT to termination point<br>coil 30' new 96 FOC at termination point                    |

Construction by Unit

| Quantity | Description                                                                            |
|----------|----------------------------------------------------------------------------------------|
| 2,192'   | Place new 2" HDPE duct from Kurtz to East High School                                  |
| 1        | Place new 36"x60"x36" handhole at station 0+00                                         |
| 2        | Place new 30"x48"x36" handholes and flush mount locate station at station 9+92 & 21+90 |
| 9'       | Install new 2" dia galvanized steel riser into existing NEMA 3R box                    |
| 110'     | Pull new 96 FOC through existing interior EMT to termination point                     |



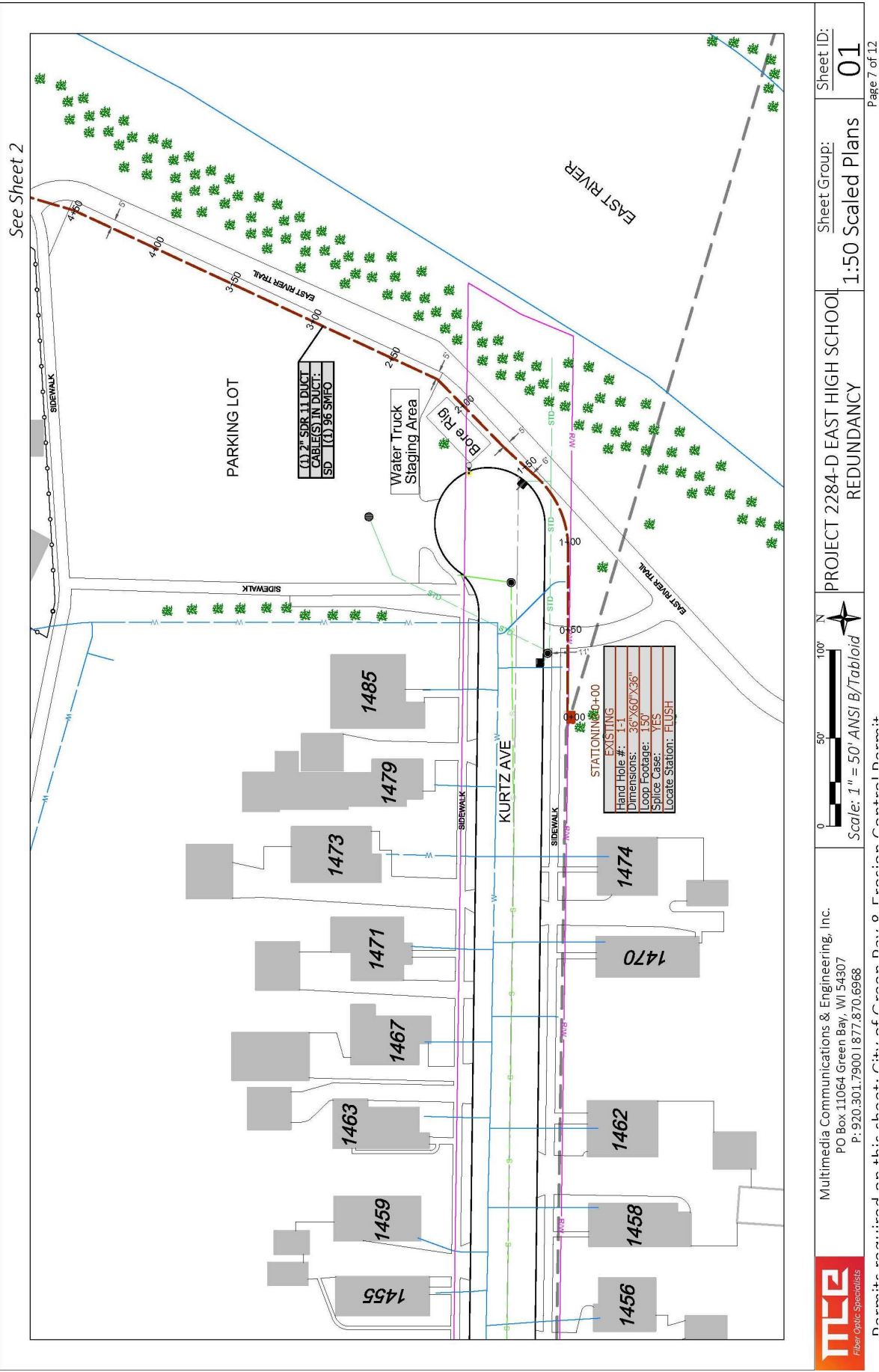
Multimedia Communications & Engineering, Inc.  
PO Box 11064 Green Bay, WI 54307  
P: 920.301.7900 | 877.870.6968

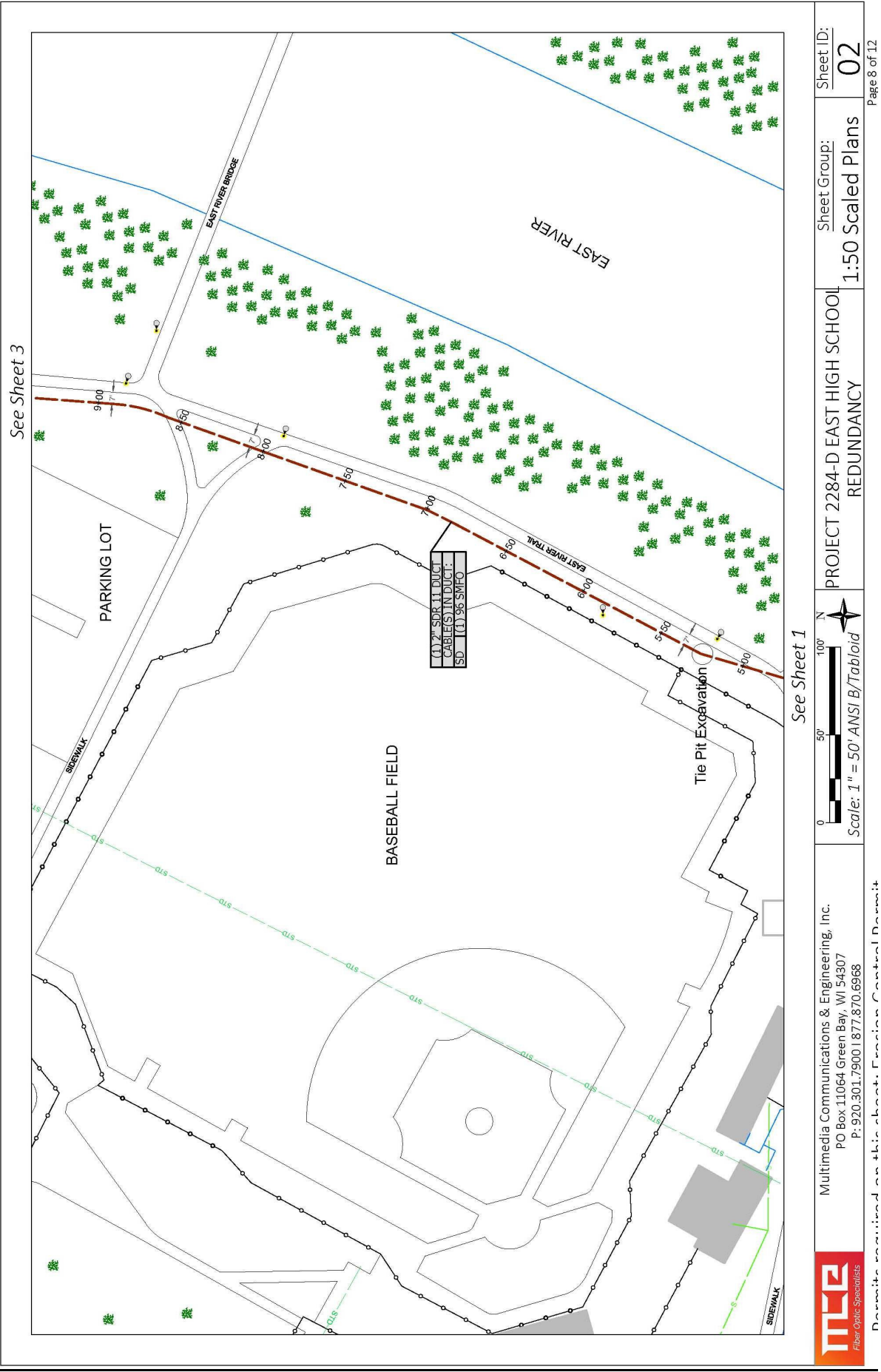


PROJECT 2284-D EAST HIGH SCHOOL  
REDUNDANCY

Sheet Group:  
Construction Quantities

Sheet ID:  
C1

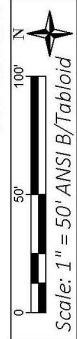




See Sheet 4



See Sheet 2



Multimedia Communications & Engineering, Inc.  
PO Box 11064 Green Bay, WI 54307  
P: 920.301.7900 | 877.870.6968

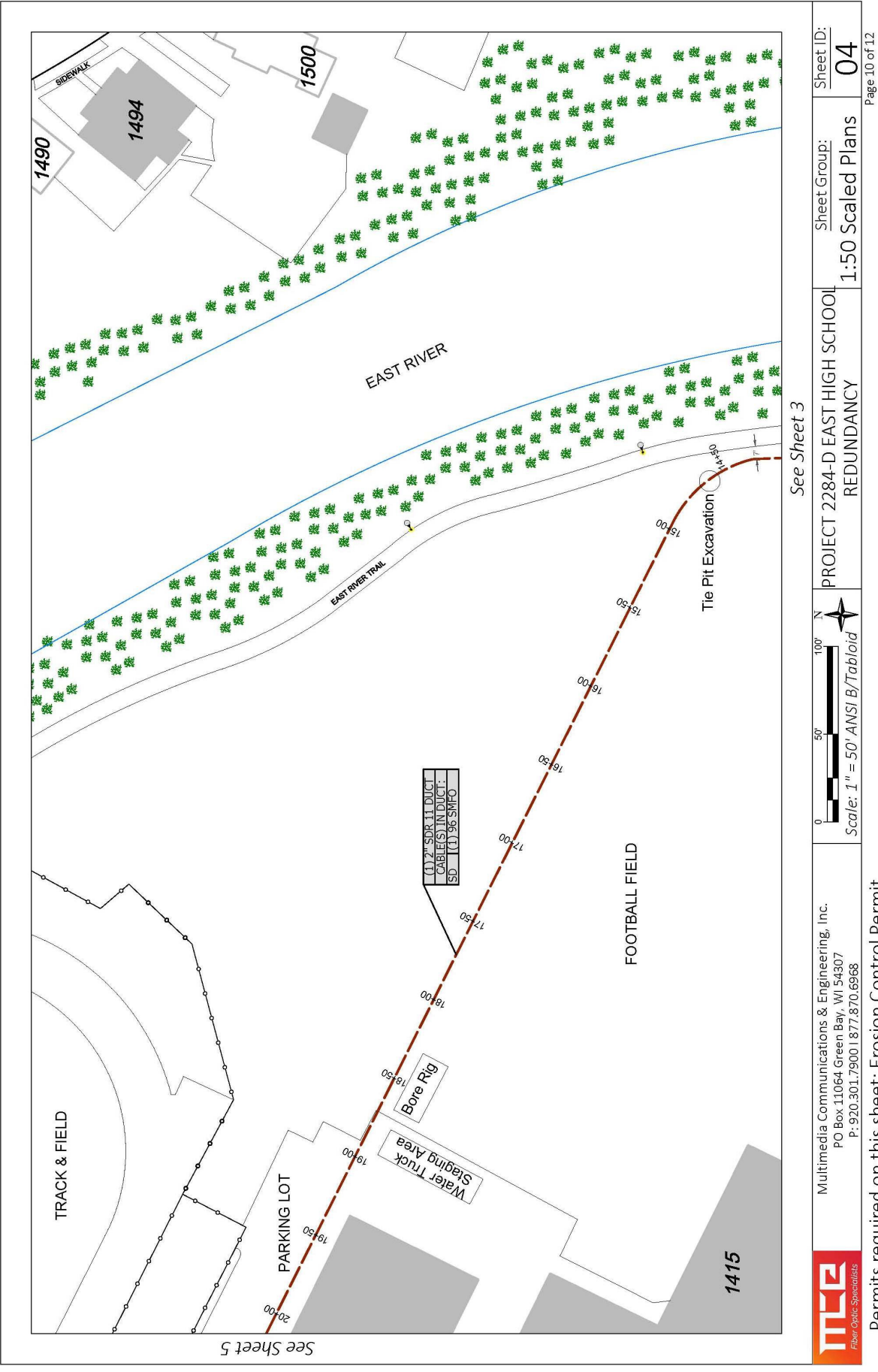


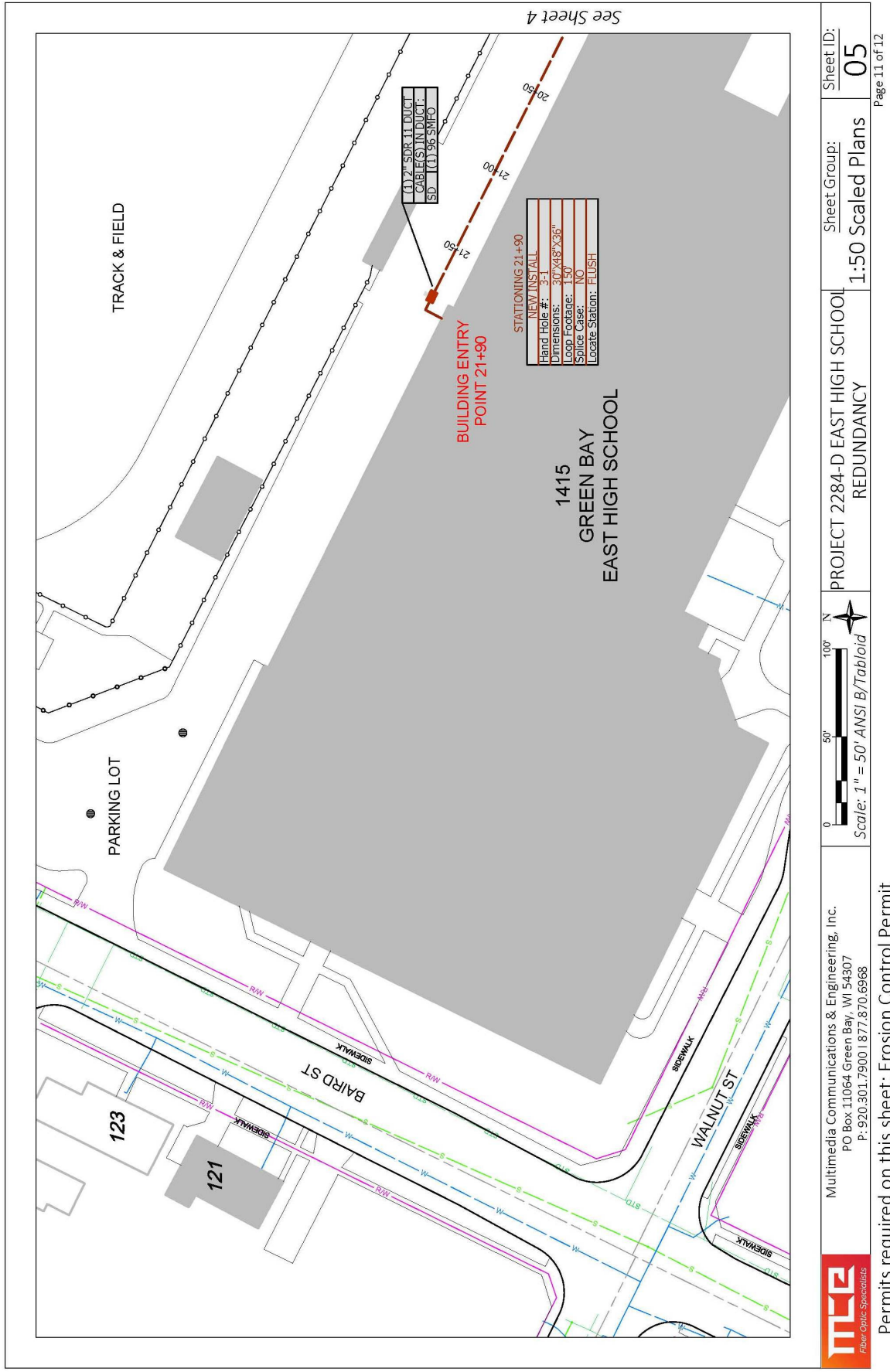
Permitted as shown on this sheet. Erection Control Permit

Sheet Group: PROJECT 2284-D EAST HIGH SCHOOL  
1:50 Scaled Plans  
Sheet ID: 03

Page 9 of 12



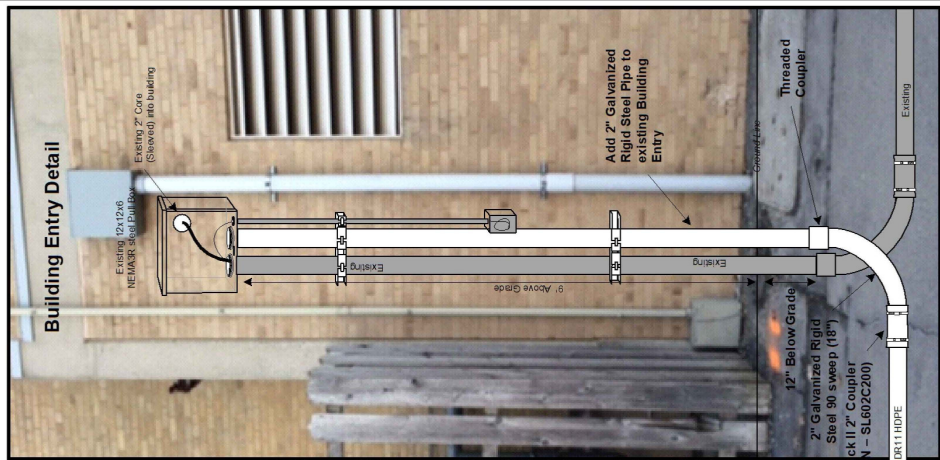




Multimedia Communications & Engineering, Inc.  
PO Box 11064 Green Bay, WI 54307  
P: 920.301.7900 | 877.870.6968

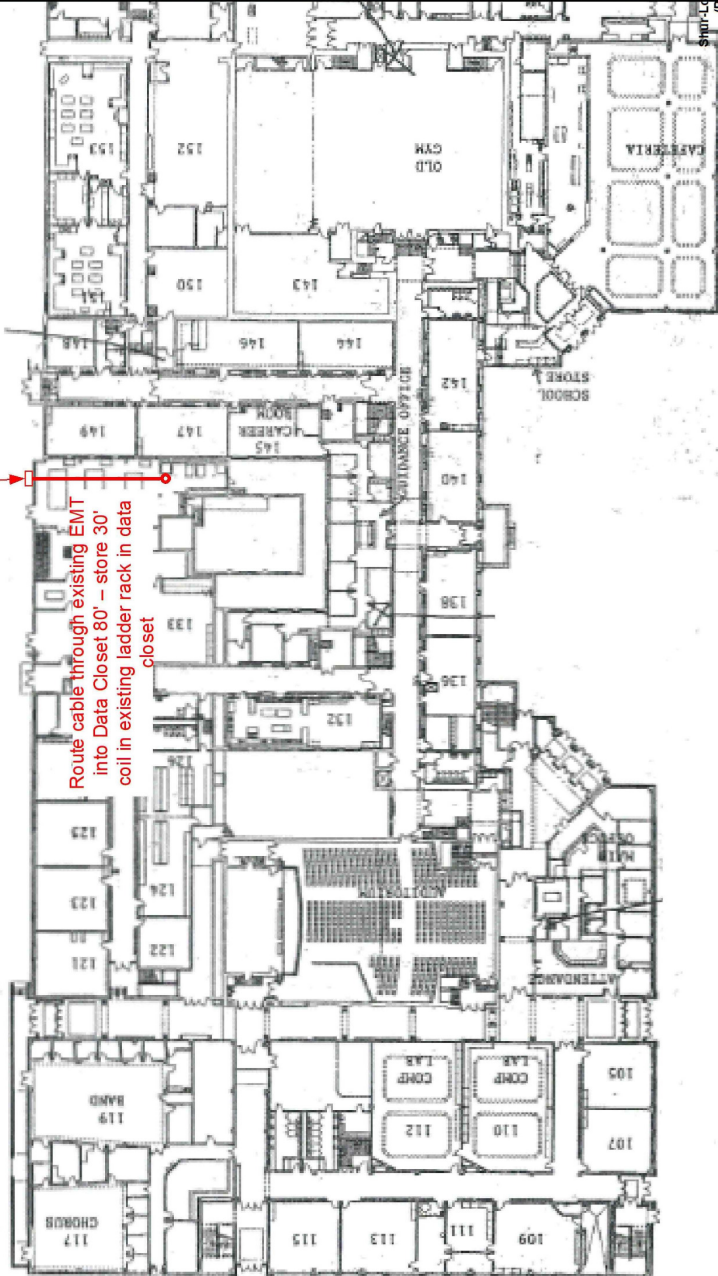
Permits required on this sheet: Erosion Control Permit





Building Entry Point – See Detail Drawing

Route cable through existing EMT into Data Closet 80' – store 30' coil in existing ladder rack in data closet



COMPOSITE FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"

|                                                                                                                  |                                                                                                                     |                                                                                                                    |                                               |                                  |                 |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------|-----------------|
| <br>Fiber Optic Specialists | Multimedia Communications & Engineering, Inc.<br>PO Box 11064 Green Bay, WI 54307<br>P: 920.301.7900   877.870.6968 | <br>Scale: NTS - ANSI B/Tabloid | PROJECT 2284-D EAST HIGH SCHOOL<br>REDUNDANCY | Sheet Group:<br>Interior Drawing | Sheet ID:<br>ID |
|                                                                                                                  |                                                                                                                     |                                                                                                                    |                                               | Page 12 of 12                    |                 |



Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 14, 2019

**PREPARED BY**

**AGENDA ITEM # D.5.**

Consideration with possible action on accepting a possible 27.33 acre property donation of Parcels 21-379, 21-385, 21-386, 21-387 from the Baird Creek Preservation Foundation, located in the Baird Creek Greenway.

**BACKGROUND**

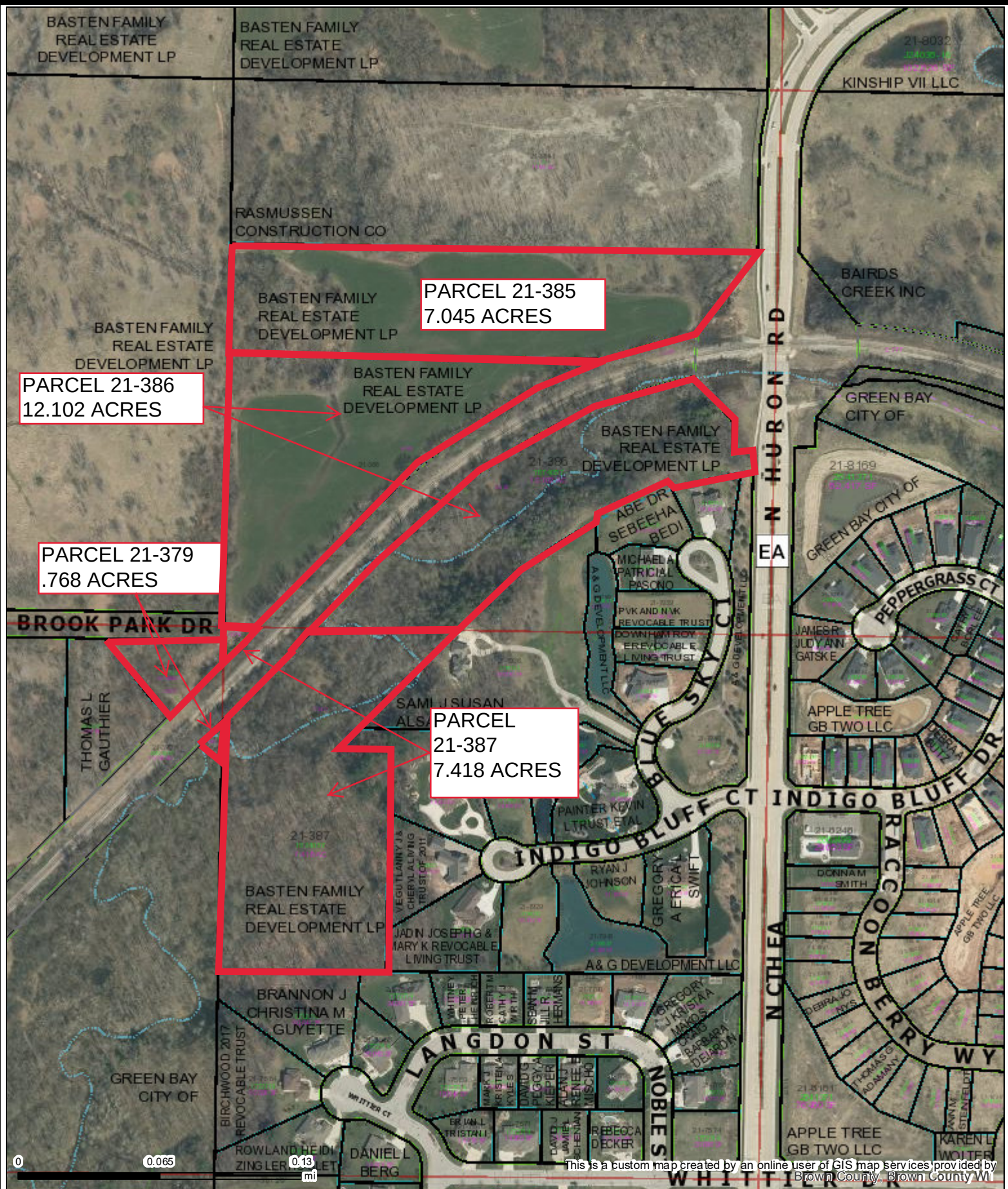
**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. BCPF BASENT PARCELS 8.13.19





## BCPF BASTEN PARCELS

Map printed on 8/13/2019

**1:3,600**  
**1 inch = 300 feet\***  
**1 inch = 0.0568 miles\***  
*\*original page size: 8.5"x11"*  
*Appropriate format depends on zoom level*

### Parcel ownership key

- Parcel Boundary
- Condominium
- Gap or Overlap

- Parcel line
- Right of Way line
- Meander line
- Lines between deeds or lots
- Historic Parcel Line
- Vacated Right of Way

✓ "hooks" indicate parcel ownership crosses a line

SC-190-2  
 2880257  
 0.814 AC  
 279.8'  
 3547

Parcel ID Number  
 Document Number  
 Area of parcel  
 Line Distance  
 Address

A complete key (legend) is available at:  
<https://tinyurl.com/BrownDogKey>



(920) 448-6480  
[maps.gis.co.brown.wi.us](http://maps.gis.co.brown.wi.us)





Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 14, 2019

**PREPARED BY**

**AGENDA ITEM # D.6.**

Consideration with possible action on the approval of a Revocable Permit with Green Bay Riverside Unit Owners Association, Inc. to allow the construction of a staircase adjacent to the Fox River Trail on Parcel 12-43-1.

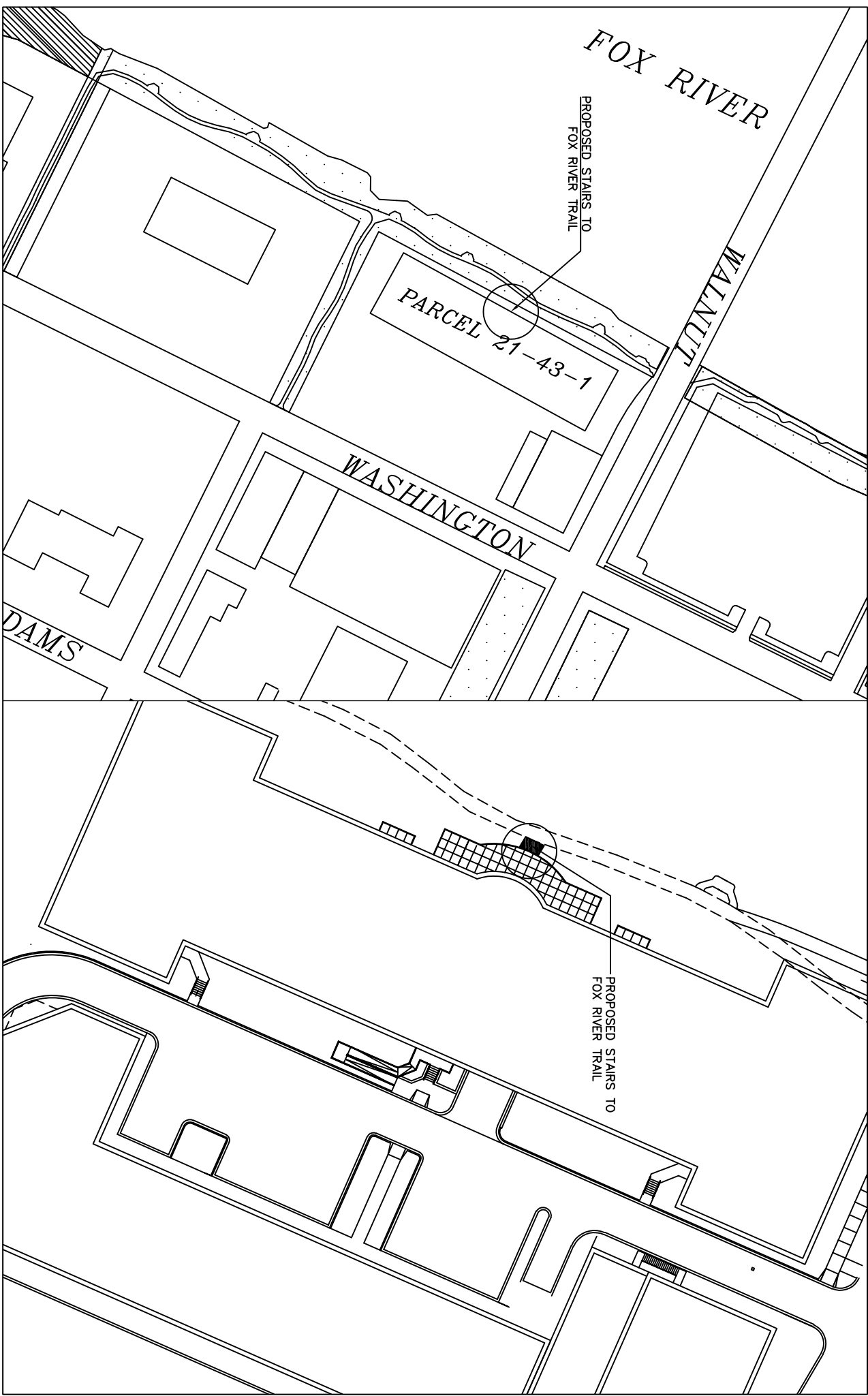
**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Fox River Trail Stairs
2. 118 S Washington St ROPCity lands



GREEN BAY PARKS, RECREATION,  
AND FORESTRY DEPARTMENT

FOX RIVER TRAIL  
STAIR EASEMENT



DATE DRAWN:  
MARCH 1999

PAGE 1 OF 1  
FOXSE199







Address: 118 S Washington Street  
Use: Stairs and Walkway

### HOLD HARMLESS AGREEMENT – USE OF CITY OWNED LANDS

THIS AGREEMENT is made in the City of Green Bay, Brown County, Wisconsin, by and between the CITY OF GREEN BAY, WISCONSIN, a municipal corporation ("CITY"), and GREEN BAY RIVERSIDE UNIT OWNERS ASSOCIATION, INC. ("APPLICANT").

WHEREAS, APPLICANT desires to place stairs and walkway "OBJECTS" on CITY owned lands at 118 S Washington Street for the purpose of access to the Fox River Trail; and

WHEREAS, the City of Green Bay has granted to APPLICANT permission to allow placement of OBJECTS on CITY owned lands subject to the provision of insurance, execution of a Hold Harmless Agreement and the City of Green Bay Department of Parks and Recreation approval as to the placement of OBJECTS for the purpose of access to the Fox River Trail on CITY owned lands.

NOW, THEREFORE, in consideration of the covenants and promises hereinafter set forth and other good and valuable consideration acknowledged by the parties herein, it is agreed as follows:

1. APPLICANT shall own the OBJECTS for the purpose of the access to the Fox River Trail.
2. CITY grants to APPLICANT, a Revocable Occupancy Permit ("ROP") with permission to access to the Fox River Trail as shown on attached Exhibit A. The final location of the OBJECTS shall be approved by the Department of Parks and Recreation Director, or his/her designee.

3. APPLICANT shall be responsible for all costs and expense related to the use of CITY owned lands used for the access to the Fox River Trail.

4. APPLICANT shall insure that the placement of the OBJECT(S) on CITY owned lands used for the access to the Fox River Trail does not unreasonably impair or impede the orderly and safe ingress, egress or smooth flow of pedestrian or maintenance vehicular traffic adjacent to CITY owned lands.

5. APPLICANT hereby agrees to indemnify, defend and hold harmless the CITY, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of APPLICANT or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on CITY, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the CITY, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the CITY, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

APPLICANT shall reimburse the CITY, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

In the event that APPLICANT employs other persons, firms, corporations or entities (sub-contractor) as part of the work covered by this Agreement, it shall be APPLICANT'S responsibility to require and confirm that each sub-contractor enters into an Indemnity

Agreement in favor of the CITY, its elected and appointed officials, officers, employees, agents, representatives and volunteers, which is identical to this Indemnity Agreement.

This indemnity provision shall survive the termination or expiration of this Agreement.

6. APPLICANT shall provide the City of Green Bay with a certificate of insurance on a form approved by the City of Green Bay showing that APPLICANT has adequate liability insurance as required by City of Green Bay. The certificate of insurance shall give evidence of liability insurance with bodily injury limits of at least \$1,000,000 per occurrence and \$1,000,000 aggregate, and the \$500,000 property damage each occurrence and \$500,000 aggregate. Such insurance shall name the City of Green Bay as additionally insured, and shall not be cancelled or reduced without 30 days prior written notice thereof to the City Clerk. Such notice shall suspend the ROP issued under the terms of this Agreement until a new certificate complying with this subsection has been filed with the City Clerk.” The insurance limits stated herein may be updated from time to time by the City of Green Bay Common Council without approval of the APPLICANT. Cancellation or reduction of insurance shall automatically terminate the ROP.

7. CITY or APPLICANT may terminate this Agreement for any reason upon written notice to the other party. Upon termination of this agreement for any reason, APPLICANT shall at their sole cost and expense, remove the OBJECT(S) and restore the lands to the satisfaction of the Department of Parks and Recreation Director or his/her designee.

SIGNATURES TO FOLLOW

IN WITNESS WHEREOF, the APPLICANT has executed this agreement this \_\_\_\_ day of \_\_\_\_\_ 20\_\_, and hereby agrees to become bound by all provisions hereof.

GREEN BAY RIVERSIDE UNIT OWNERS ASSOCIATION, INC.

Print or Type Applicant(s) name(s) above

X \_\_\_\_\_

Print or type name and title above

X \_\_\_\_\_

Erik Pless – President

Print or type name and title above

STATE OF WISCONSIN )  
 ) SS.  
 \_\_\_\_\_ COUNTY )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ the above named \_\_\_\_\_  
to me known to be the person who executed the forgoing instrument and acknowledge the same.

X \_\_\_\_\_

(Print or Type name of notary above)

Notary Public, \_\_\_\_\_ County, Wisconsin

My Commission Expires: \_\_\_\_\_

CITY OF GREEN BAY

X \_\_\_\_\_

Eric Genrich - Mayor

X \_\_\_\_\_

Kris A. Teske - Clerk

STATE OF WISCONSIN )  
 ) SS.  
 BROWN COUNTY )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ the above  
named Eric Genrich – Mayor and Kris A. Teske– Clerk, to me known to be the person who  
executed the forgoing instrument and acknowledge the same.

X \_\_\_\_\_

(Print or Type name of notary above)

Notary Public, Brown County, Wisconsin

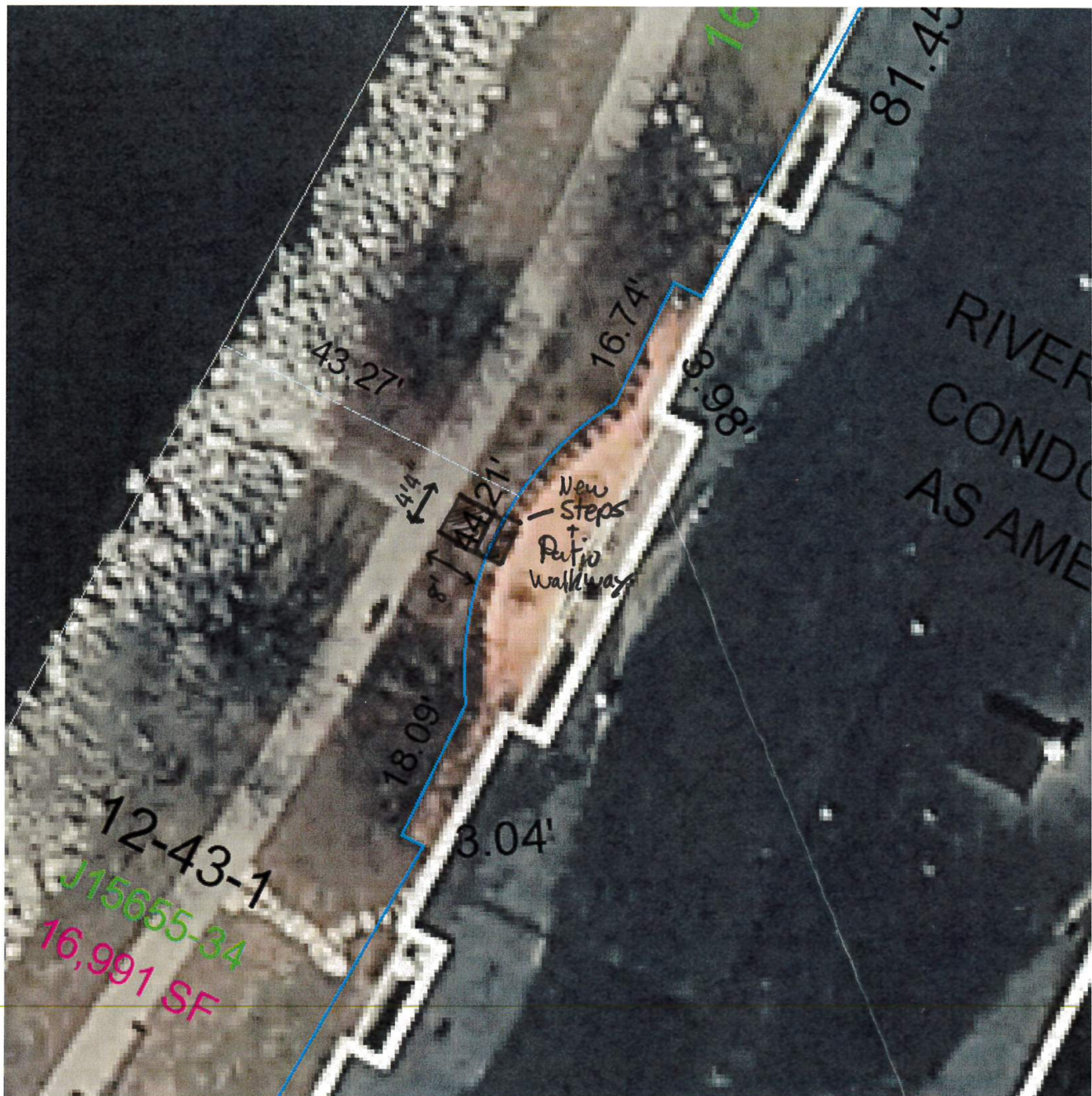
My Commission Expires: \_\_\_\_\_

This instrument drafted by:  
Thomas H. Giese - R/W Specialist

[illegible]



EXHIBIT A CONTINUED



4' 4" wide  
8' Long

Site Plan  
# 2462

Conditionally  
**APPROVED**  
BUILDING INSPECTION DIVISION  
GREEN BAY, WISCONSIN

*[Signature]*  
SEE CORRESPONDENCE





Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 14, 2019

**PREPARED BY**

**AGENDA ITEM # D.7.**

Consideration with possible action on the request by Ald. Brunette to relocate the annual Kiddie Karnival effective 2020 to other City parks, possibly Colburn Park.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Communication I



PETITIONS AND COMMUNICATIONS FORM  
COMMON COUNCIL  
CITY OF GREEN BAY

Date of Council Meeting: 7/16/2019

Request of Alderperson Jesse Brunette

Refer to: Parks

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

For Consideration with possible action to relocate  
the annual Kiddie Carnival effective 2020 to  
other City Parks, possibly Colburn Park.



Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 14, 2019

**PREPARED BY**

**AGENDA ITEM # D.8.**

Consideration with possible action on the request by Ald. Brunette to study and prepare a report on the number of parks - City, County, School and Oneida owned - throughout the 12th District with the purpose of possibly locating property where the City can develop a new park.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Communication 2
2. District 12 Map & List



PETITIONS AND COMMUNICATIONS FORM  
COMMON COUNCIL  
CITY OF GREEN BAY

Date of Council Meeting: 7/16/2019

Request of Alderperson Jesse Brunette

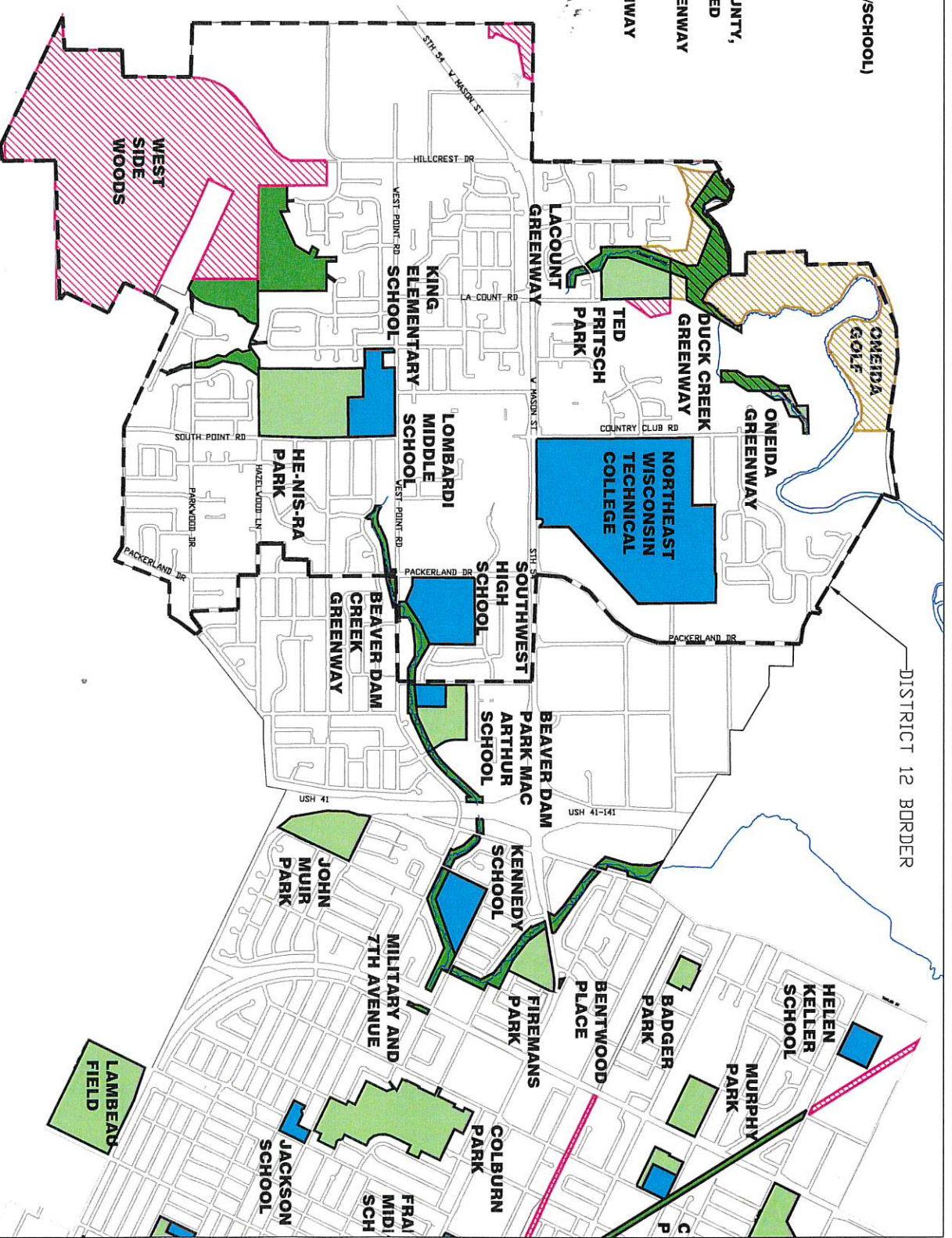
Refer to: Parks

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

To direct staff to study and prepare a  
Report on the number of parks - city, county, school,  
and Oneida-owned - throughout the 12th District with  
the purpose of possibly locating property where the  
City can develop a new park.

# LEGEND

- EXISTING SCHOOL (PARK/SCHOOL)
- EXISTING PARK
- EXISTING GREENWAY
- EXISTING GREENWAY COUNTY, SCHOOL OR TRIBAL OWNED
- DESIGNATED PARK / GREENWAY
- PROPOSED PARK / GREENWAY



GREEN BAY PARKS, RECREATION,  
AND FORESTRY DEPARTMENT

PARKS AND GREENWAYS  
CITY OF GREEN BAY - PARKS, RECREATION AND OPEN SPACE PLAN 2014-19 (PROPOSED & EXISTING)



SCALE: 1" = 4800 FT  
MARCH 2014  
LAST REVISION:

DATE DRAWN:  
MARCH 2014  
LAST REVISION:

PAGE 1 OF 1  
OrpMap

| City of Green Bay - District 12 - Existing Parks          |                   |                             |
|-----------------------------------------------------------|-------------------|-----------------------------|
| Park (Acreage)                                            | Owner             | Park Amenities              |
| He-Nis-Ra<br>(55 Acres)                                   | City of Green Bay | Picnic Area                 |
|                                                           |                   | Nature/Walking Trails       |
|                                                           |                   | Open Shelter - No Restrooms |
|                                                           |                   | Cross Country Skiing        |
|                                                           |                   | Playground                  |
| Ted Fritsch<br>(21 Acres)                                 | City of Green Bay | Softball/Little League      |
|                                                           |                   | Basketball Court            |
|                                                           |                   | Soccer Field                |
|                                                           |                   | Tennis Courts               |
|                                                           |                   | Picnic Area                 |
|                                                           |                   | Nature/Walking Trails       |
|                                                           |                   | Shelter w/ Restrooms        |
|                                                           |                   | Cross Country Skiing        |
|                                                           |                   | Ice Skating                 |
|                                                           |                   | Playground                  |
|                                                           |                   | Playground Program          |
| Beaver Dam Creek Greenway<br>(52 Acres)                   | City of Green Bay | Natural Area                |
| Oneida Greenway<br>(5 Acres)                              | Tribal            | Natural Area                |
| Duck Creek Greenway<br>(26 Acres)                         | Tribal            | Natural Area                |
| Lacount Greenway<br>(10 Acres)                            | Tribal            | Natural Area                |
| King Elementary & Lombardi<br>Middle School<br>(27 Acres) | School            | Ball Fields - Practice      |
|                                                           |                   | Basketball Court            |
|                                                           |                   | Soccer Field                |
|                                                           |                   | Picnic Area                 |
|                                                           |                   | Nature/Walking Trails       |
|                                                           |                   | Cross Country Skiing        |
|                                                           |                   | Playground                  |
|                                                           |                   | Playground Program          |
| Southwest High School<br>(33 Acres)                       | School            | Running Track               |
|                                                           |                   | Baseball Fields             |
|                                                           |                   | Tennis Courts               |
|                                                           |                   | Soccer Field                |
|                                                           |                   | Football Field              |
|                                                           |                   | Track                       |
|                                                           |                   | Shelter w/ Restroom         |
|                                                           |                   | Pools/Aquatic Centers       |





Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 14, 2019

**PREPARED BY**

**AGENDA ITEM # E.I.**

Director's Report on updates and recent activities of the Parks, Recreation and Forestry Department.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Director's Report Updated 08142019

**PARKS, RECREATION, & FORESTRY COMMITTEE**  
**DIRECTOR'S REPORT**  
**WEDNESDAY, August 14, 2019**

**PARK DIVISION**

- Lots of special events have kept us busy downtown.
- We have several projects in the on-deck circle waiting for the week or two grace period between baseball/softball and football and fall sports. We will be installing a play-ground at East River Van Beaver, a gaga ball at Fritsch Park, the Big Blue Chair at Navarino, drainage tile installation at the Finger Road Complex, drainage tile and reseeding to the outfield of the #1 diamond at Beaver Dam Park, drain pipe installation at Colburn Park, and with the above projects we also have the delivery and spreading process of more than 1000 cubic yards of Playground Engineered Wood Fiber.
- Ride repairs have been ongoing at Bay Beach. It is a lot of work to keep them running on a daily basis.

**FORESTRY DIVISION**

- Storm Cleanup from the weekend of July 19/20 continues. There were over 400 calls or reports of downed, broken, split, etc. trees. This was one of the largest storm clean up events our Forestry crews have dealt with. Due to the storm, over 100 additional stumps to grind will be added to our workload. We anticipate resuming normal operations the week of 26 Aug.
- Tree Pruning operations are suspended until storm cleanup is completed.
- Emerald Ash Bore treatments for the season is nearly complete, approximately 2200 of the 2400 targeted ash have been treated.

**DESIGN & DEVELOPMENT DIVISION**

- **Bay Beach Amusement Park – Stormwater Management Plan**
  - The consultant has begun the engineering.
  - The survey and wetland delineation is complete.
- **City Hall Elevator Renovations**
  - Work is scheduled to begin September 26<sup>th</sup>.
- **Colburn Pool**

- Renovation work is scheduled to begin August 19<sup>th</sup>.
- **East River Optimist Site Improvements**
  - The contractor is scheduled to remobilize mid-August to complete the contract work.
  - The donor group has encountered poor soil conditions and is re-engineering the footing design.
- **Ken Euers Restoration**
  - Approximately 70% of the tree removal has been completed.
- **Red Smith Shelter**
  - Work continues on the shelter and walk.

## **RECREATION DIVISION**

- The 5th Annual FIT In the Parks series is underway and wraps up on August 22. Classes include: Boot Camp, Yoga, HIIT, Zumba, Tai Chi, etc. This year, we have 16 different classes at parks throughout the city. Some new locations this year include: John Muir and McAuliffe Parks.
- FIT Families is currently underway at Nicole School Park. This class is family-focused where participants of any age can participate in obstacle courses, boot-camp style classes and dance/movement classes.
- Registration will open this week for the 2019-2020 Youth Dance Program. Classes this year will range from Tap/Ballet to Hip Hop and Jazz. We have classes for anyone ages 3-18 years old.
- The Summer Playground Program is going very well. The Kiddie Karnival & Parade were held at Leicht Park on August 6. Upcoming special events include the following:
  - August 12-Aquatics Day
  - August 13-Bay Beach Day
  - August 14-Bowling Day
  - August 15-Park Picnics
  - August 16-Last Day of the Summer Playground Program.
- The last day for Wading Pools will be Sunday, August 18th.
- Adult Football Leagues begin on Thursday, August 22 & Wednesday, August 28.
- Geezer Pickleball Tournament will be held at Edison Park on Tuesday, August 13th.
- Recreation staff are working on field permits for Cross Country, Football, Soccer, Tennis etc....

- Adult Softball Leagues are in post season. We are offering Men's Slow-pitch, Co-Ed Slow-pitch and Men's Modified softball leagues which are held at various sites. There are 49 teams registered.
- The Glow Zumba event was held Thursday, August 1 at Leicht Park from 8:30-10:00 p.m. Glow bracelets and necklaces were given out to participants. There were 100 participants.
- The 6th annual LEGO event took place at the Bay Beach Pavilion on July 27 and 28. Members of KLUG (Kenosha LEGO Users Group) FOXLUG (Fox Valley LEGO Users Group) displayed large LEGO creations. Contests were held for different age groups for a timed LEGO build based on an amusement park theme, highest DUPLO Tower, and an open category. There was also face painting by Mischief & Magic. We had 2,200 participants attend the event and 100 participate in the contests.
- The Green Bay Park and Recreation Department is offering Coding Classes for youth ages 6-8 and 9 & up at City Hall, Room 403. Backyard Hackers offers a variety of code-based classes sure to stimulate your child's mind!
- Going Big in the Bay Skateboarding Event will take place Saturday, August 10 at Joannes Skatepark. The event will run from 12 p.m. - 5 p.m. There will be skateboarding, a DJ, and food.
- We are currently taking registrations for the following programs: Fall Softball Leagues and Table Tennis.

## **AQUATICS**

- The outdoor pool season is underway. We are open Monday-Thursday 12-7 p.m. and Friday-Sunday 12-6 p.m. The season runs until August 22.
- Session 4 of outdoor swim lessons began August 8. This is the final session of the summer.
- The final GB Freebie took place on August 5. This is a free evening of swim for any Green Bay resident.
- Lifeguards participated in their final mandatory in-service training on August 2. This in-service was a fun and highly competitive Lifeguard Competition. Guards participated in a swimming relay, rescue tube tow, ring buoy toss and the always popular, obstacle course. This high energy in-service not only tests the skills of our guards but also promotes team work. This is always a fun morning and a great way to end our in-service season.

## **BAY BEACH**

- Training for all staff is an ongoing process.
- Seasonal staffing interviews are winding down as we are nearly full. Interviews will continue as more positions become available. We will hold a few more interviews for the end of the season.
- We have been working with a few big companies on having their picnics here and getting their events set up.
- Saturday 8/3 was another big record breaking day. Last week was also the biggest week we have had.
- Budget planning for next year has begun.
- Starting end of the year reviews for seasonal as they are starting to leave for college.

## **METRO BOAT LAUNCH**

- With the new fishing season we are seeing heavy usage.

## **TRIANGLE SPORTS AREA**

- Disc Golf Course is up and seeing good use on our nicer days.

## **WILDLIFE SANCTUARY**

- WLS staff is working with Design and Development staff designing a new garden at the Resch Wing behind the Observation Building.
- The lookout deck at the coyote yard is being prepared so that a group of young scouts can put new deck boards on it as an eagle badge project.
- WLS just received emergency backup lighting for all three buildings and are in the planning stage of how to get the units installed.
- The New walk-in freezer was installed for animal care food.
- 213 kids have attended WLS Summer Camps, most camps have been full.
- Thursday Talon Talks programs have been going well with lots of new visitors to the Sanctuary.
- Walk for Wildlife is scheduled for Sept. 14 at the WLS. It is a fundraiser for R-Paws,

which enhances our ability to meet the ever increasing demand of our animal care division. It is one of our biggest fundraising events.

- Busy rehab after the storms—over 3,000 admits for 2019 so far.
- We are acclimating our new white tailed deer fawn “Honey” for the exhibit for the fall and acclimating our new ambassador opossums.
- The WLS volunteer appreciation picnic was held on Aug. 8th at 6 pm at the WLS.
- Animal care staff is ready to release 3 otters back to the wild that were brought from southwest Wisconsin.
- The nursery remodel is complete and is being utilized. Park staff completed this work.





Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 14, 2019

**PREPARED BY**

**AGENDA ITEM # E.2.**

The next Park Committee is scheduled for September 11, 2019.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # L.2.**

To refer to staff to reach out to the schools to see if there are opportunities for indoor pickleball courts in the schools, to work with the pickleball group to see if they can increase their donation contribution to \$25,000 and to bring this back for consideration in the 2021 Bond Request.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Murphy Park - Pickleball - merged document

DOUSMAN STREET

MILITARY AVENUE

REPLACE EXISTING TENNIS COURTS  
WITH DEDICATED PICKLEBALL FACILITY

PARKING - 38 STALLS

PLAYGROUND EQUIPMENT

1457 DOUSMAN STREET  
PARK SHELTER

HORSESHOES

BASKETBALL

VOLLEYBALL

WOODED PICNIC AREA

LITTLE LEAGUE  
SOFTBALL  
SBD1

LITTLE LEAGUE  
SOFTBALL  
SBD2

7' FENCE

- LEGEND**
- PARK SIGN
  - ~ FLAG POLE
  - WATCHMAN
  - STREET LIGHT
  - POWER POLE
  - STADIUM LIGHT
  - PARK LIGHT
  - STREET LIGHT
  - STREET SIGN
  - FIRE HYDRANT
  - DRINKING FOUNTAIN
  - GAS ACCESS
  - WATER ACCESS
  - TELEPHONE ACCESS
  - ELECTRICAL ACCESS
  - DECIDUOUS TREE
  - CONIFEROUS TREE
  - SHRUB BED

AREA=13.82 ACRES



SCALE: 1"=120'-0"  
0 15' 30' 60' 120'

DATE DRAWN:  
JULY 1981  
LAST REVISION:  
MARCH 2009

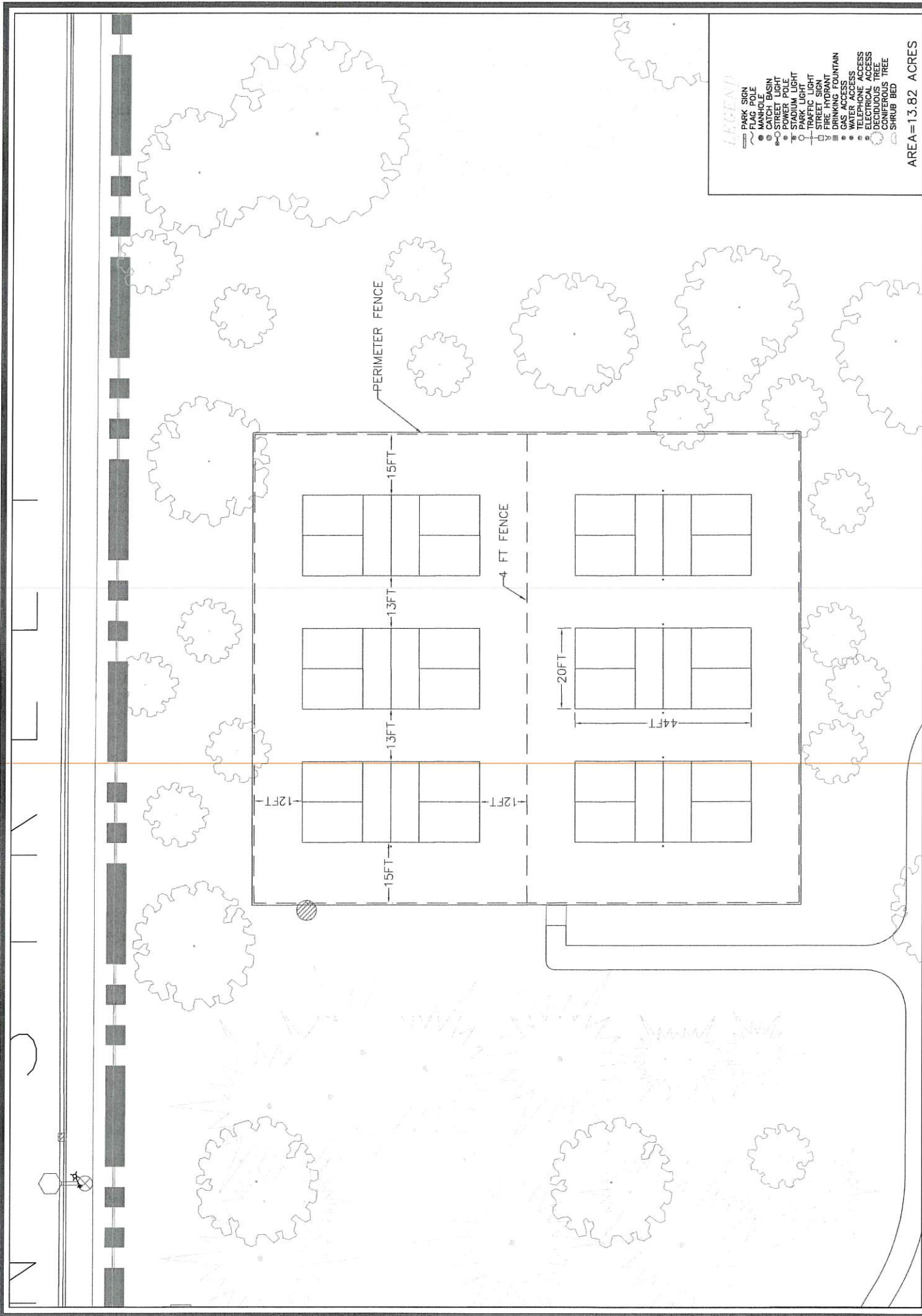
**MURPHY PARK**  
PROPOSED PICKLEBALL

GREEN BAY PARKS, RECREATION,  
AND FORESTRY DEPARTMENT



PAGE 1 OF 1

MUR



- LEGEND**
- PARK SIGN
  - FLAG POLE
  - MANHOLE
  - BENCH
  - STREET LIGHT
  - POWER POLE
  - STADIUM LIGHT
  - PARK LIGHT
  - DRINKING FOUNTAIN
  - GAS ACCESS
  - WATER ACCESS
  - ELECTRICAL ACCESS
  - DECIDUOUS TREE
  - CONIFEROUS TREE
  - SHRUB BED

AREA=13.82 ACRES



Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # L.3.**

To receive and place on file the request by Ald. Lefebvre that due to safety concerns brought to her attention, she is requesting that Bay Beach hire a security officer(s) during hours of operations with the cost coming from Bay Beach profits/account.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Communication 3



PETITIONS AND COMMUNICATIONS FORM  
COMMON COUNCIL  
CITY OF GREEN BAY

Date of Council Meeting:

7/16/19

Request of Alderperson

Kathy Lefebvre

Refer to:

Park Board

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

Due to safety concerns brought to my attention, I am requesting that Bay Beach hire a security officer(s) during hours of operations, with the cost coming from Bay Beach profits/account.





Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # L.4.**

To approve a Revocable Private Transmission Facilities Permit with Brown County to install fiber optic cable through Joannes Park to East High School.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Brown County PTFP 14th Amendment Joannes Park

**FOURTEENTH AMENDMENT TO**  
**REVOCABLE PRIVATE TRANSMISSION FACILITIES PERMIT**

Amendment is hereby made to the Private Transmission Facilities permit issued by the City of Green Bay, a Wisconsin Municipal Corporation (hereinafter CITY) to Brown County, Wisconsin, a Wisconsin Municipal Corporation (hereinafter COUNTY), dated October 30, 2008 and recorded in the office of the Register of Deeds for Brown County as Document Number 2391432 on October 30, 2008.

Legal description:

Lots 87 through 91, Plat of Navarino, Brown County,  
Wisconsin.  
Tax parcel number 12-152-A.

Return this document to:  
City Clerk - Green Bay  
100 N. Jefferson Street  
Green Bay, WI 54301

WHEREAS, CITY previously granted to COUNTY the above Private Transmission Facilities Permit for the purpose of installing Fiber Optic Communication Conduit within various CITY rights-of-way; and

WHEREAS, COUNTY desires that additional Fiber Optic Communication Conduit be installed within the East Walnut Street and Kurtz Street rights of way AND within Joanne's Park, in addition to those facilities previously installed and described in Document Number 2391432 and amendments thereto be included in the aforementioned Permit.

NOW, THEREFORE, IT IS HEREBY AGREED AND THE PERMIT IS HEREBY AMENDED TO INCLUDE THE FOLLOWING:

1. COUNTY is permitted to place and maintain Fiber Optic Communication Conduit in East Walnut Street and Kurtz Street rights of way AND within Joanne's Park at the location specified on the map attached hereto and incorporated by reference as Attachment A.
2. COUNTY agrees to obtain all permits required by the City, County of Brown, State of Wisconsin or other entity having jurisdiction.
3. The Hold Harmless Agreement set out in the initial Permit shall and hereby does extend to include any and all operations hereunder and said Hold Harmless Agreement is incorporated by reference.
4. Any and all other terms of the initial Permit not specifically amended herein shall remain in full force and effect and are incorporated hereunder.
5. COUNTY agrees to comply with all plans as accepted by the CITY dated \_\_\_\_\_.

BROWN COUNTY, WISCONSIN, A WISCONSIN MUNICIPAL CORPORATION

X \_\_\_\_\_  
Kevin Raye (date)

STATE OF WISCONSIN )  
 ) SS.  
BROWN COUNTY )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, the above named Kevin Raye to me known to be the person who executed the forgoing instrument and acknowledge the same.

X \_\_\_\_\_  
\_\_\_\_\_  
Print name of notary above  
Notary Public, \_\_\_\_\_ County, Wisconsin  
My Commission expires: \_\_\_\_\_

CITY OF GREEN BAY, A WISCONSIN MUNICIPAL CORPORATION

X \_\_\_\_\_  
James M. Brunette (date)  
Assistant Director of Public Works

X \_\_\_\_\_  
Daniel Ditscheit. (date)  
Director of Parks and Recreation

STATE OF WISCONSIN )  
 ) SS.  
BROWN COUNTY )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, the above named James M. Brunette – Assistant Director of Public Works and Daniel Ditscheit – Director of Parks and Recreation to me known to be the person who executed the forgoing instrument and acknowledge the same.

X \_\_\_\_\_  
\_\_\_\_\_  
Print name of notary above  
Notary Public, \_\_\_\_\_ County, Wisconsin  
My Commission expires: \_\_\_\_\_

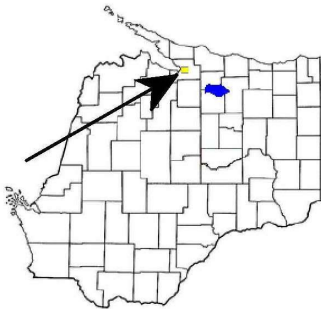
Drafted By: Thomas H. Giese - R/W Specialist  
Project: Brown County Fiber to serve East High School

# EAST HIGH SCHOOL REDUNDANCY PROJECT 2284-D



### Project Location

City of Green Bay, WI



COORDINATE SYSTEM: Brown County, WI

## ACCEPTANCE OF PLANS

The City of Green Bay Department of Public Works and Department of Parks and Recreation hereby accepts these plans for construction, as being in general compliance with plans preparation requirements of the government. Responsibility for the completeness and accuracy of the plans and related design resides with the Engineer and Engineering Firm of Record.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
James M. Brunette –  
Assistant Director of Public Works

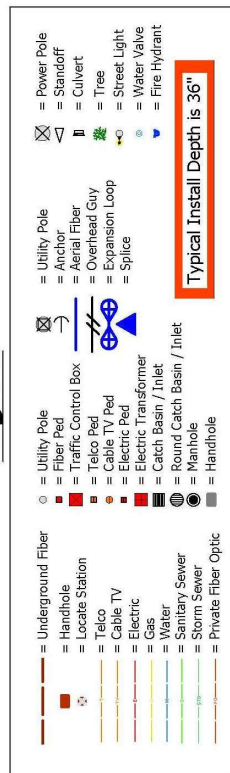
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Daniel Ditscheit –  
Director of Parks and Recreation

CALL DIGGERS HOTLINE 3 DAYS BEFORE DIGGING:  
AT 811 OR (800) 242-8511  
EMERGENCY ONLY: (262) 432-7910

ALL UNDERGROUND UTILITY LOCATIONS SHOWN ARE APPROXIMATE. UTILITY INFORMATION WAS PROVIDED IN RESPONSE TO PLANNING LOCATE REQUESTS. CONSTRUCTION CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE LOCATION OF MUNICIPAL AND PRIVATE UTILITIES, COMPLETE REPAIR OF ANY AND ALL DAMAGES & RESTORATION INCURRED SHALL BE AT THE EXPENSE OF THE CONTRACTOR. FACILITY PLACEMENT SUBJECT TO CHANGE UPON FIELD LOCATE COMPLETION.

RIGHTS-OF-WAY ARE DEPICTED BASED ON FIELD OBSERVATIONS AND THE LATEST STATE AND COUNTY RECORDS AVAILABLE.

## Legend



## Table of Contents:

|                                  |  |
|----------------------------------|--|
| Cover Sheet                      |  |
| Overview Page                    |  |
| Erosion Control BMP (1 page)     |  |
| Placement Guidelines (2 pages)   |  |
| Construction Quantities (1 page) |  |
| Scaled 1:50 Sheets (5 pages)     |  |
| Interior Diagram (1 page)        |  |



**MCE**  
Fiber Optic Specialists

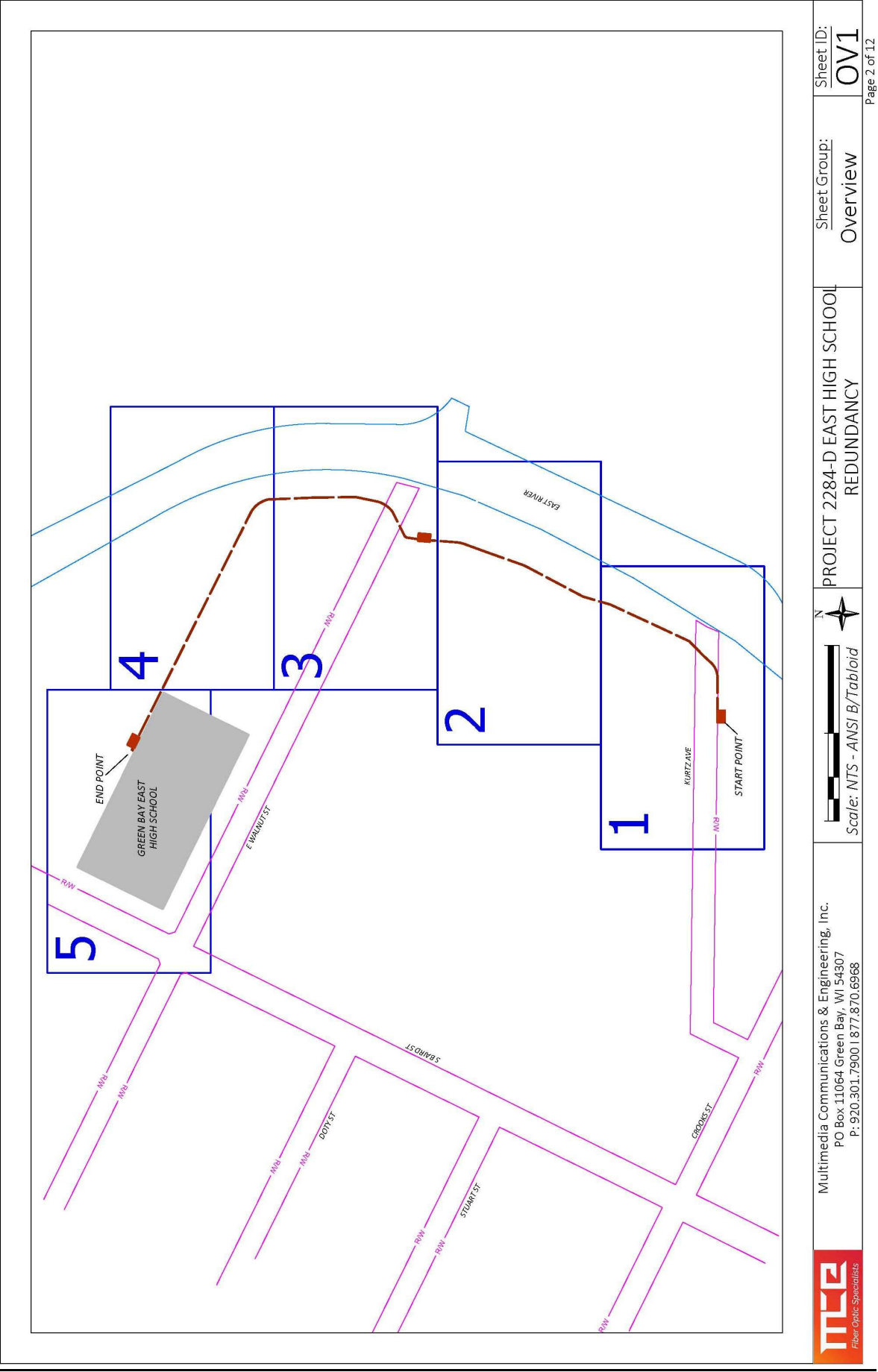
Multimedia Communications & Engineering, Inc.  
PO Box 11064 Green Bay, WI 54307  
P: 920.301.7900 | 877.870.6968

Scale: NTS - ANSI B/Tabloid

## PROJECT 2284-D EAST HIGH SCHOOL REDUNDANCY

Sheet Group:  
Cover Sheet

Sheet ID:  
CS1



EXCAVATIONS

Excavations shall not remain open in excess of 24 hours unless specific permission is obtained from the City Engineer. In all streets, alleys, sidewalks or other public ways, whether improved or unimproved, all excavated material shall be removed and the trench shall be backfilled with flow-able filled slurry mix.

At no time can spoils or other debris be stored or piled in the street gutter. Excavation stock piling must remain within the public right of way and cannot be placed on or impede any roadways, driveways, sidewalks, or fire hydrants. Any areas that have minimal public right of way available must stock pile the excavated material on a truck bed or trailer. No stock piling of excavated material will be allowed on private property.

Excavations are to remain outside of wetland areas. All excavations must have proper erosion control practices to prevent stock piled materials from entering wetland areas.

Excavations are to remain 75' from the high-water mark of and waterway. Any excavations must have proper erosion control practices to prevent stock piled materials from entering waterways.

EROSION CONTROL PLAN

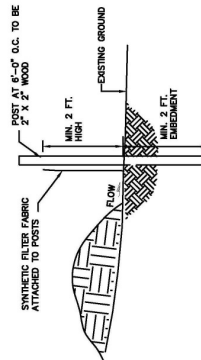
Any prolonged open excavations or standing debris piles will require erosion control practices such as sandbagging, placing hay bales, or silt fencing around the area.

The Contractor must employ the following good housekeeping practices that will prevent the ingress of any excavated materials into the Municipal storm water system:

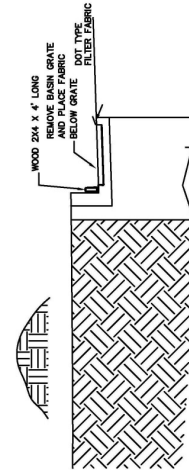
- 1) Cover Storm Sewer Inlet with DOT Filter Fabric (DOT Type FF, not felt or silt fence material) near areas where excavation and directional drilling operations occur. DOT Type C Inlet protection standards apply (2x4 across back of Inlet with DOT Filter Fabric over Inlet held in place by Inlet cover). Type D Inlet Protection including waddies (fiber filled filter socks) around drains to prevent debris from entering the storm sewer system are required at any low area inlets.
- 2) Place Silt Fence Barrier around excavation per below typical specification Diagram. Silt Fence to be inspected prior to excavation.
- 3) Place Sand Bag Barrier around Spoils to prevent runoff ingress into Storm Water Management System.
- 4) Protect graded restoration area using fibrous matting to prevent erosion into Storm Water Management System
- 5) Place temporary soil stabilization materials to prevent erosion into Storm Water Management System.

All erosion control measures shall be inspected on a weekly basis and/or after 1/2" or more of rainfall to ensure the effectiveness of the erosion control measures.

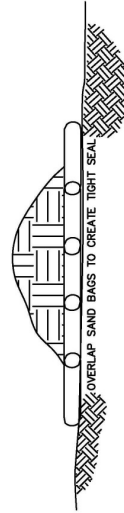
Silt Fence Erosion Control:



Storm Inlet / Catch Basin Erosion Control:



Sand Bag Barrier Erosion Control:



DEWATERING

Dewatering of pits, trenches, hanholes, or manholes must be done with the use of a sediment bag, a straw bale dewatering basin, or approved equivalent. All dewatering procedures must meet or exceed state standards. All Vacuum Excavation spoils are to be transported and disposed of offsite at an approved dumping station. Dewatering is expected to be negligible given the depth of installation and the nature of the directional boring operations for this project.

FRAC-OUT CONTINGENCY PLAN

Boring activities and bore path are to be continually monitored to observe potential frac-outs. Erosion control materials are to be accessible and onsite should a frac-out occur. Acceptable materials include silt fence, straw bales, and sand bags. As soon as a frac-out is discovered, erosion control must immediately be implemented around the frac-out material (bentonite-water mixture). A vacuum excavation machine is to be accessible on short notice to clean any frac-out material should it occur.

RESTORATION

The Contractor may be allowed to mechanically core through hard surface streets to locate existing utilities provided that the restoration of the core be performed per the specific requirements of the Municipality or Agency having jurisdiction. Core holes must be backfilled with a slurry mixture as specified by the DOT per permitting requirements. The original Concrete or Asphalt core can then be replaced using Plug and Epoxy method.

Potholing is not allowed in ADA compliant or non-compliant pedestrian ramps. Any hard surface excavations within any pedestrian ramp panels will result in the Contractor's replacement of the entire ADA Compliant panel, along with adjacent panels at the Contractor's expense.

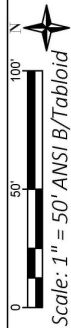
At no time can the Contractor perform any excavation that undermines the adjacent in-text surfaces, thereby making vertical mechanical compaction impossible and creating future potential for subsurface failure. This scenario will result in the replacement of the effected hard-surface to the permitting authority's specifications.

All disturbed lawns, vegetation, flowers, shrubbery, trees, landscaping, etc. must be replaced or restored to its previous condition or better. Lawn repair will require a minimum of 4" of black dirt and municipal approved grass blends are to be applied.

All areas of restoration using Black Dirt and Seed must be protected with biodegradable net-free fibrous matting. Placement of loose straw or other materials that can be easily blown away or otherwise eroded/removed from the restored area will not be permitted. Fibrous matting materials will must be included in the Contractor Cut Sheets and approved by the Owner for use prior to placement.



Multimedia Communications & Engineering, Inc.  
PO Box 11064 Green Bay, WI 54307  
P: 920.301.7900 1.877.870.6968

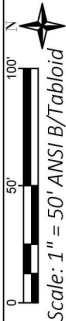


PROJECT 2284-D EAST HIGH SCHOOL  
REDUNDANCY

Sheet Group:  
Erosion Control

Sheet ID:  
EC



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| SECTIONS 1 & 2 are only included in the Project Bidding Documents                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Section 4 UNDERGROUND CONSTRUCTION GUIDELINES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| SECTION 3 AERIAL INSTALLATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | 4.01 Duct Placement Guidelines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 3.01. Aerial Placement Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | This project entails placement of Single 2" SDR-11 HDPE. The Contractor is responsible to provide all duct, handholes, locate posts, locate wire, and pull rope as part of their installation responsibilities. The HDPE Duct part number referenced in Section 8 - Contractor Provided Materials references a duct that includes a mule tape for cable installation. The Contractor will be required to provide all mule tape necessary for cable installations whether it be included with the duct at the time of purchase or provided and installed separately. All ducts will be placed on the routes identified in the attached Drawing. All ducts must maintain a minimum horizontal clearance zone of 18" when paralleling other underground utilities with the exception of water and sewer (storm and sanitary) mains where parallel runs must maintain 60" horizontal clearance. |  |
| All route clearing/tree trimming will be the responsibility of the contractor. Tree trimming must abide by any municipal standards pertaining to the trimming or removal of tree limbs within the right of way. In areas where contact between the cable and tree limbs or other structures cannot be avoided the contractor will be required to secure cable guard around the strand and cable bundle to protect it against long term damage.                                                               |  | All underground ducts must be placed a minimum of 36" below finished grade wherever possible. Instances where the duct must be placed at a shallower or drastically deeper depth must be brought to the attention of the Project Manager prior to installation. Below is a summary of minimum duct installation depth per scenario:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 3.02 Published Standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | - Terrace Area: 36"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| The Aerial installation will be performed on Wisconsin Public Services (WPS) owned Poles. All standards published by WPS well as the National Electric Safety Code (NESC) and the National Fire Protection Association Publication Chapter 70 (National Electric Code) must be followed by the Contractor.                                                                                                                                                                                                   |  | - Driveway Crossing: 36"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 3.03 Pole Line Engineering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | - Road Crossing: 48"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| All attachment heights have been identified on the associated CAD Plans. All attachments must be made at the heights shown.                                                                                                                                                                                                                                                                                                                                                                                  |  | - Bed of Waterway: 60"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Midspan tensions have been calculated to properly sag the cables in to the existing sag of communication and power conductors. The Contractor will be provided with Sag tables for each aerial span that will show the proper tension for each span. Expansion loops have been included in the aerial sections of the project. The Contractor will be required to install these expansion loops using snowshoe expansion loop brackets and pole mounts. 150' of cable must be stored in each expansion loop. |  | - Railroad: 120"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 3.04 Aerial Hardware                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | - *Permit requirements supersede the above minimum depths                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| The Contractor must provide all attachment hardware such as pole line hardware (3-bolt clamps etc.) bolts, nuts and washers for all poles, all 1/4 EHS aerial strand, anchors, guy guards, and riser guard materials for this project. All pole line hardware must be galvanized. Aerial Strand must be 1/4 Domestic Galvanized Steel rated at 6,000lbs max load strength.                                                                                                                                   |  | The Owner's Project Manager will be on site to coordinate actual placement. Routes will be marked with the use of paint and flags when necessary. The Contractor must not place duct along the route without first reviewing the individual areas with the Project Manager. This measure is designed to avoid instances where the new duct may encroach the restricted clearance zones of other utilities or extend outside the Right of Way.                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 3.05 Pole Bonding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | All exposed duct ends must be covered with a temporary plug or adequately sealed with duct tape to prevent the ingress of dirt, water, and debris prior to the installation of the cable, locate wire, and mule tape.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| The Contractor will be required to bond the new overhead guy strand to every pole equipped with a ground along the overhead guy route. The Contractor must use a copper bond clamp and #8 AWG bare solid copper conductor to complete each bond.                                                                                                                                                                                                                                                             |  | The Contractor is required to mark the location of the bore head with paint a minimum of every 5' with a depth in inches every 10' while directional drilling is underway. Once the directional drilling is complete and the duct is pulled back. The Contractor must ensure the marks are adequately painted and visible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 3.06 Riser Poles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | There will be a period of time when the duct is placed and before the installation of the locate wire is complete. During this time period, it is up to the contractor to protect potential damage to the duct to the fullest extent. This includes making sure the painted bore marks are fresh, flag the route if necessary, and periodically check on the installed duct to determine if any potential digging is obvious. This will be done on a best effort basis, since Digger's Hotline may not have notification setup yet for the newly installed duct.                                                                                                                                                                                                                                                                                                                            |  |
| At the ground line of each riser pole, the Contractor must install a steel U-guard Adapter which will cover the exposed 27' ducts and connect to the bottom piece of riser guard. One Manufacturer of this U-guard Adapter is Electrical Materials Company - part number 52-28C.                                                                                                                                                                                                                             |  | 4.02 Handhole Placement Guidelines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| All risers must be guarded using a combination of 2.25" steel and PVC riser guard from the U-guard Adapter to an elevation within one foot of the attachment height. The first piece of Riser Guard must be galvanized steel 8 feet in length. Above the first piece of riser guard the Contractor can install PVC guard to the top of the riser.                                                                                                                                                            |  | The Contractor will be required to place new 36"x60"x36" pre-cast handholes (Quazite PG3660BH21 Extra Heavy Duty [ANSI Tier 22] 2 piece lid marked "Fiber Optics") new 30"x48"x36" pre-cast handholes (Quazite PG3048BH21 Extra Heavy Duty [ANSI Tier 22] 2 piece lid marked "Fiber Optics") new 24"x36"x36" pre-cast handholes (Quazite PG2436BH21 Extra Heavy Duty [ANSI Tier 22] 1 piece lid marked "Fiber Optics") along the route shown on the CAD plans. See the attached CAD drawings for placement location and size of the handholes. Manufacturer substitutions "or equals" will not be allowed for the handholes and lids.                                                                                                                                                                                                                                                       |  |
| Riser quadrant drawings will be provided to the Contractor to identify the location of each riser on the pole.                                                                                                                                                                                                                                                                                                                                                                                               |  | The handholes must sit parallel with adjacent streets, buildings, or other structures and must be flush with all surrounding surfaces, and if installed on a slope or grade the handhole must follow the contour of the grade as much as possible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 3.07 Pole Anchors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | The installed handholes must sit atop a 12" bed of 3/4" washed, crushed stone for drainage - pea gravel or other stone smaller than 3/4" is not an acceptable base for drainage. All fill around the Handhole must be mechanically compacted in 12" layers to within 8" from the top to prevent settling.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| The Contractor must install 6" x 66" screw anchors at all location shown on the associated CAD plans. These anchors must be installed a minimum of 3' from any power anchor point. No auxiliary attachments will be allowed. All downguys must be insulated using a ceramic insulator installed within 2 feet of the pole attachment point. All downguys must be protected with a 6-foot yellow guy marker.                                                                                                  |  | Inside each new handhole the Contractor will be required to install a single 5' long by 1/2" diameter copper clad ground rod. The ground rod must not protrude more than 3" above the surface of the crushed stone bed. After ground rod installation, the Contractor must equip the top with a conductor clamp that will allow the Contractor to tie a #12 AWG UL TYPE USE 2/RHH/RHW-2 Outdoor rated PVC jacketed stranded copper locate wire to the end.                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Multimedia Communications & Engineering, Inc.<br>PO Box 11064 Green Bay, WI 54307<br>P: 920.301.7900   877.870.6988                                                                                                                                                                                                                                                                                                                                                                                          |  | PROJECT 2284-D EAST HIGH SCHOOL<br>REDUNDANCY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Sheet Group: Placement Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| mce<br>Fiber Optic Specialists                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | Sheet ID: P1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Page 4 of 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

**4.03 Locate Post/Station Placement Guidelines**

The Contractor will be required to install flush mount locate stations and above grade locate posts adjacent to handhole identified on the CAD Drawings. The Locate Post will be used to access the locate wires for future locating purposes.

Between the handhole and locate post the contractor must install a short length of 1'-1 1/4" corrugated innerduct. This will facilitate the installation of the locate wires into the station from the handhole.

At no time will a locate station be installed in a location where it impedes or can be damaged by the removal of the handhole lid.

**4.04 Fiber Optic Cable Installation Guidelines**

The Contractor can install the fiber optic cable by hand or with the use of pneumatic/hydraulic installation equipment. However the means of installation, the Contractor must take care to not exceed the cable's maximum pulling tension (typically 600lbs). When using a mechanical tugger the contractor must have the ability to monitor the pulling tensions to ensure the maximum is not exceeded at any time during the installation.

The Contractor must utilize multiple breakaway/swivel devices at all times while installing the fiber optic cables. The lead swivel must be used for the fiber optic cable(s) with a second swivel set 8' back from the first for the locate wire and mule tape.

The Contractor must employ steel pulling sleeves/guides at the duct entry point to protect the duct, cable, and any existing cables from damage during the installation process.

At each handhole the Contractor must store a minimum of 150 feet of cable slack (unless otherwise noted on the CAD Plans) neatly coiled and stored upright in the handhole and labeled at each end with a permanent label, identifying the Cable Owner and the Strand Count. Suitable labels for this purpose are Panduit #PST-HO.

Following cable, locate wire, and mule tape installation all occupied ducts must be plugged using a split plug appropriately sized to accommodate the cable diameter - do not use foam, putty, or tape to permanently plug any duct. All spare ducts must only contain mule tape for future installations and be sealed using properly sized duct plugs.

Following the cable placement, the contractor will be asked to dispose of any remaining cable reels. Reel disposal, if required, will be listed as a construction unit in Section 7 Construction Quantities.

**4.05 Locate Wire Installation Guidelines**

The Contractor will be required to install a #12 AWG UL Outdoor rated HDPE jacketed locate wire along all routes outside of the plowduct. As suitable product for this is Pro-Trace #H-DD-CCS-PE45 or equivalent.

Where the new locate wire enters the locate stations it must be secured to the device's insulating lugs via a crimp-on spade connector. The locate stations are equipped with multiple lugs. The outer lugs are for use with locate wires that run inside the plowduct in either direction from the locate post, while the center lug is used to route a #12 AWG copper ground wire through the base of the locate station to the ground rod located inside the adjacent handhole. The Contractor must tie the conductor to the ground rod using the attachment clamp, and to the locate post in the same fashion that is used for the locate wires.

Following the installation of the locate wires and ground wire into the flush mount locate station all wires must be labeled with either their direction of travel or labeled as the ground wire.

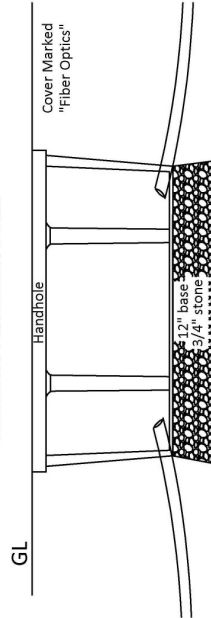
**4.06 Mule Tape Installation Guidelines**

The Contractor will be required to install a single 1,800 lb mule tape within the plowduct with the locate wire and fiber optic cable and within the spare duct for future use where applicable.

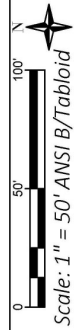
**4.07 Red Line Drawings and Installation Documentation**

The Contractor will be required to make notes on the Owner provided drawings indicating any adjustments in the route (Project Manager must approve adjusted route), the depth of installation, duct splice locations, and cable sequential numbers in and out of the handholes and at the termination point. All notes are to be made on the drawings (provided by the Engineer). A copy of the notes must then be provided to the Project Manager.

Handhole Placement Detail



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PO Box 11064 Green Bay, WI 54307  
P: 920.301-7900/1.877.870.6968



PROJECT 2284-D EAST HIGH SCHOOL  
REDUNDANCY

Sheet Group:  
Placement Details

Sheet ID:  
P2

Project 2284-D East High School Redundancy Construction Quantities

Construction by Station Marker

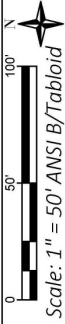
| Station | Construction Note                                                                                                                                                                                                  |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0+00    | Begin placement of new 2" HDPE duct<br>Remove existing 24"x36"x36" Handhole and replace with new 36"x60"x36" handhole<br>Begin placement of 96 FOC within new 2" HDPE duct<br>Coil 150' new 96 FOC inside handhole |
| 11+25   | Place new 30"x48"x36" handhole and flush mount locate station<br>Coil 150' new 96 FOC inside handhole                                                                                                              |
| 21+90   | Place new 30"x48"x36" handhole and flush mount locate station<br>Coil 150' new 96 FOC inside handhole                                                                                                              |
| 21+92   | Place new 2" dia galvanized steel riser into existing NEMA 3R box<br>Install new 96 FOC through riser and through interior EMT to termination point<br>coil 30' new 96 FOC at termination point                    |

Construction by Unit

| Quantity | Description                                                                            |
|----------|----------------------------------------------------------------------------------------|
| 2,192'   | Place new 2" HDPE duct from Kurtz to East High School                                  |
| 1        | Place new 36"x60"x36" handhole at station 0+00                                         |
| 2        | Place new 30"x48"x36" handholes and flush mount locate station at station 9+92 & 21+90 |
| 9'       | Install new 2" dia galvanized steel riser into existing NEMA 3R box                    |
| 110'     | Pull new 96 FOC through existing interior EMT to termination point                     |



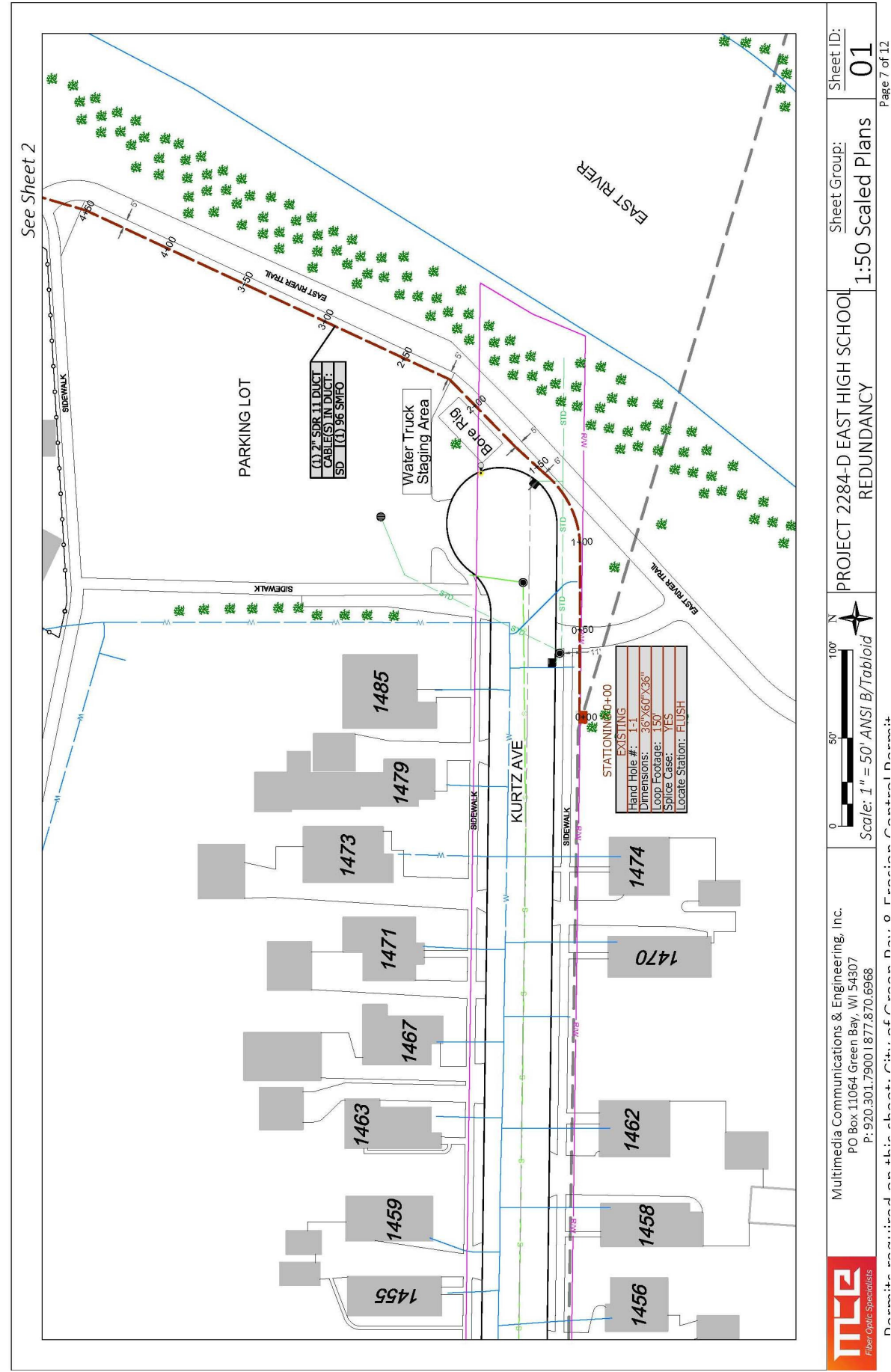
Multimedia Communications & Engineering, Inc.  
PO Box 11064 Green Bay, WI 54307  
P: 920.301.7900 | 877.870.6968



PROJECT 2284-D EAST HIGH SCHOOL  
REDUNDANCY

Sheet Group:  
Construction Quantities

Sheet ID:  
C1







See Sheet 4



See Sheet 2



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P: 920.301.7900 | 877.870.6968

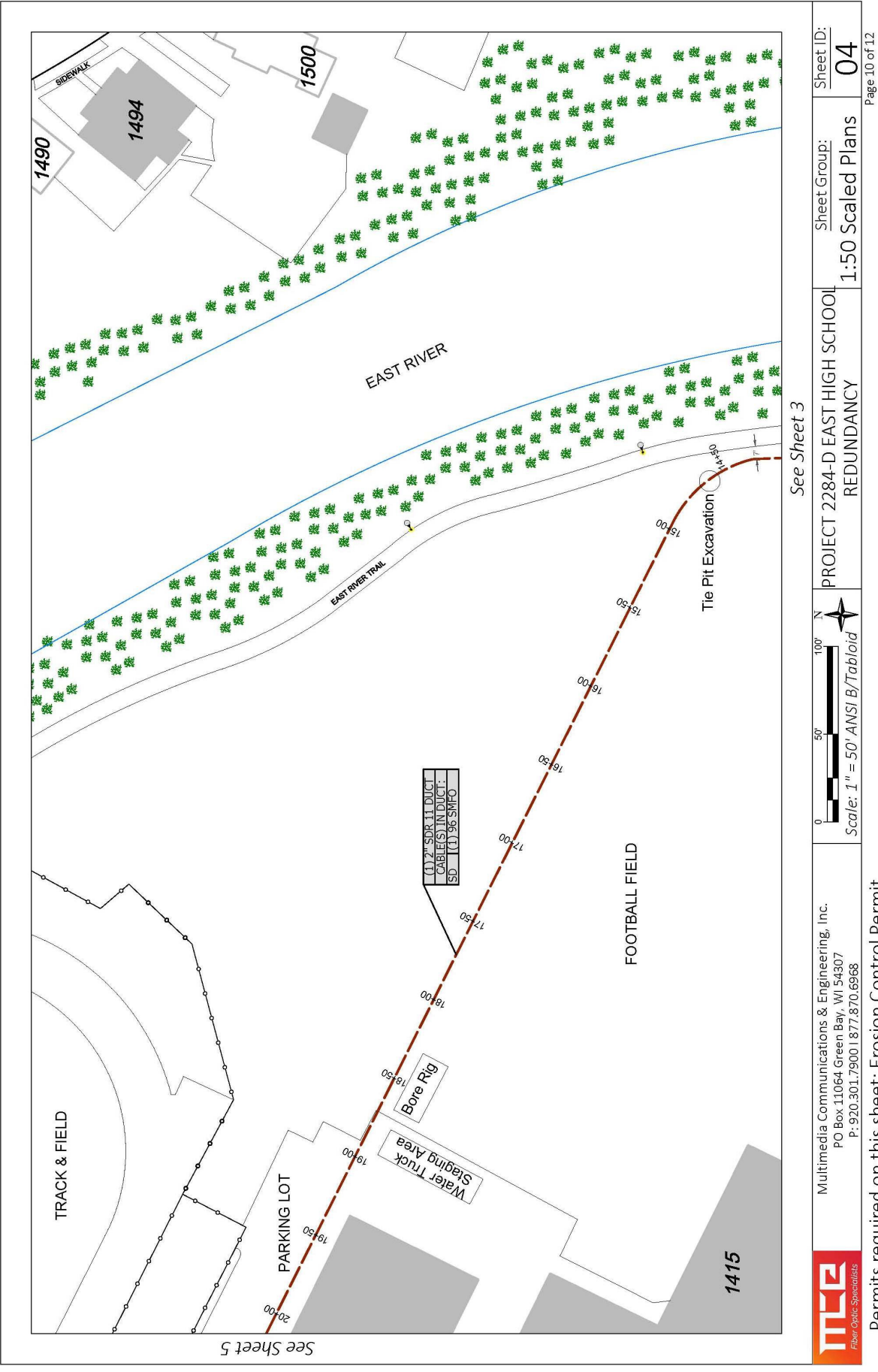


Permitted as shown on this sheet. Erection Control Permit

Sheet Group: PROJECT 2284-D EAST HIGH SCHOOL  
1:50 Scaled Plans  
Sheet ID: 03

Page 9 of 12





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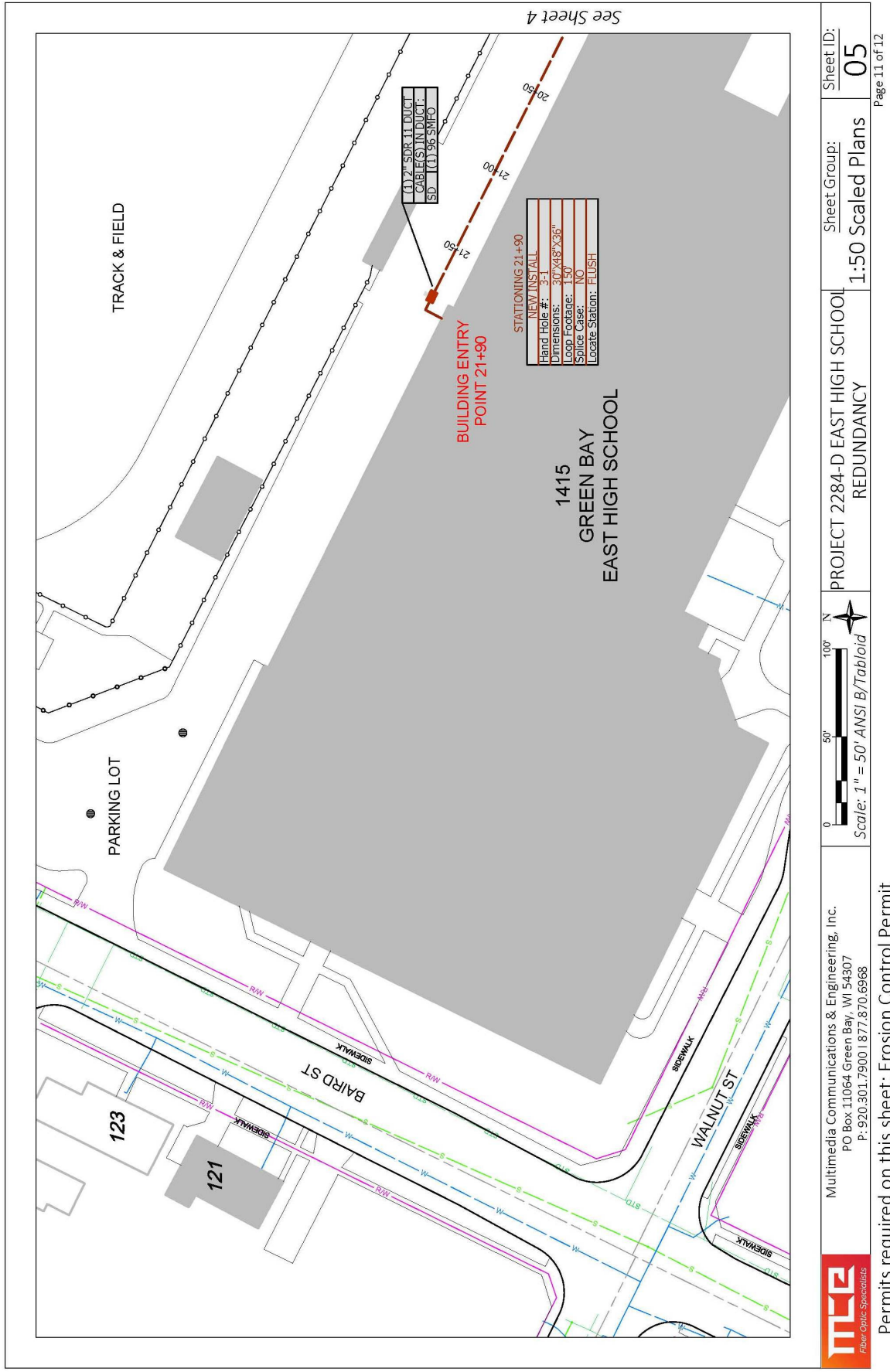
PROJECT 2284-D EAST HIGH SCHOOL  
REDUNDANCY

Sheet Group:  
1:50 Scaled Plans

Sheet ID:  
04

Permits required on this sheet. Erosion Control Permit

Page 10 of 12



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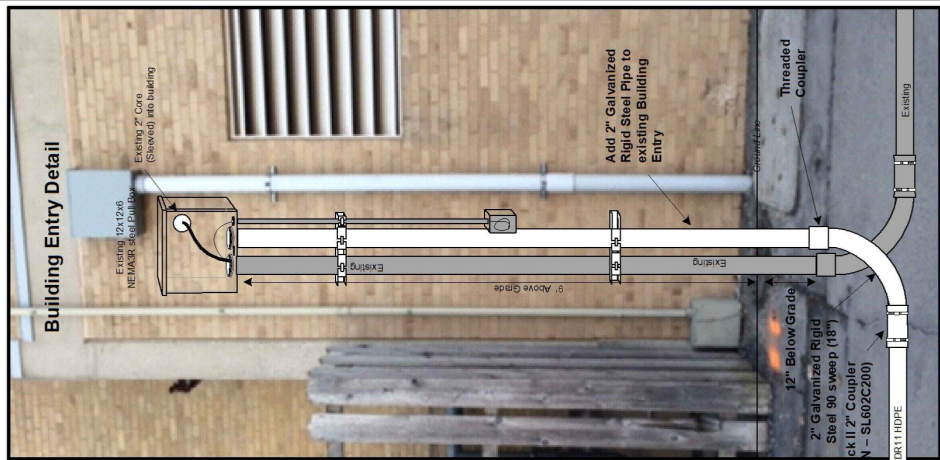
Permits required on this sheet: Erosion Control Permit

PROJECT 2284-D EAST HIGH SCHOOL  
REDUNDANCY

Sheet Group: 1:50 Scaled Plans

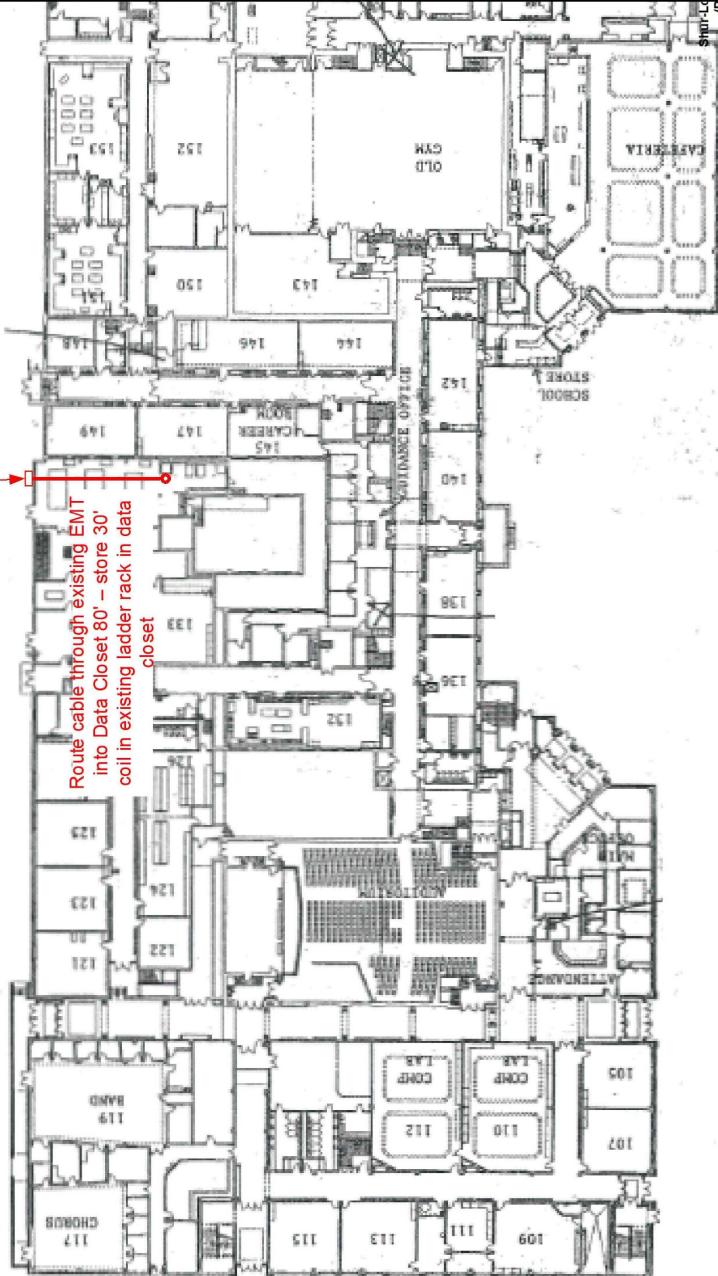
Sheet ID: 05

Page 11 of 12



Building Entry Point - See Detail Drawing

Route cable through existing EMT into Data Closet 80' - store 30' coil in existing ladder rack in data closet



COMPOSITE FIRST FLOOR PLAN  
Scale: NTS - ANSI B/Tabloid

|                                                                                       |                                                                                                                     |                                                                                                                    |                                 |                                  |                 |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------|-----------------|
|  | Multimedia Communications & Engineering, Inc.<br>PO Box 11064 Green Bay, WI 54307<br>P: 920.301.7900   877.870.6968 | <br>Scale: NTS - ANSI B/Tabloid | PROJECT 2284-D EAST HIGH SCHOOL | Sheet Group:<br>Interior Drawing | Sheet ID:<br>ID |
|                                                                                       |                                                                                                                     |                                                                                                                    | REDUNDANCY                      | Page 12 of 12                    |                 |



Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # L.5.**

To approve accepting a 27.33 acre property donation of Parcels 21-379, 21-385, 21-386, 21-387 from the Baird Creek Preservation Foundation, located in the Baird Creek Greenway, contingent upon the successful purchase by the Foundation and that an Environmental review is done for the property before accepting the donation.

**BACKGROUND**

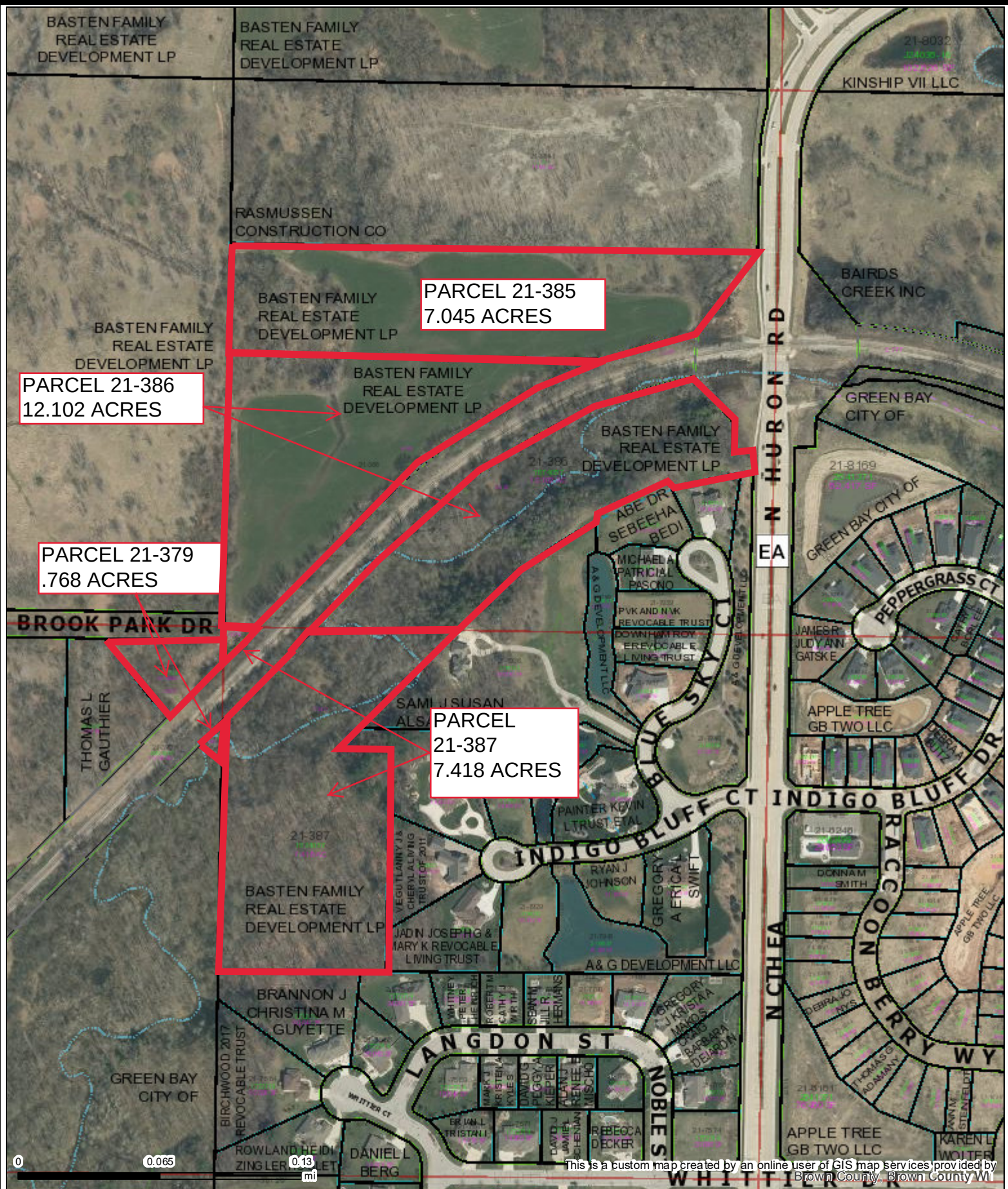
**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. BCPF BASENT PARCELS 8.13.19





## BCPF BASTEN PARCELS

Map printed on 8/13/2019

**1:3,600**  
**1 inch = 300 feet\***  
**1 inch = 0.0568 miles\***  
*\*original page size: 8.5"x11"*  
*Appropriate format depends on zoom level*

### Parcel ownership key

- Parcel Boundary
- Condominium
- Gap or Overlap

- Parcel line
- Right of Way line
- Meander line
- Lines between deeds or lots
- Historic Parcel Line
- Vacated Right of Way

✓ "hooks" indicate parcel ownership crosses a line

SC-190-2  
 2880257  
 0.814 AC  
 279.8'  
 3547

Parcel ID Number  
 Document Number  
 Area of parcel  
 Line Distance  
 Address

A complete key (legend) is available at:  
<https://tinyurl.com/BrownDogKey>



(920) 448-6480  
[maps.gis.co.brown.wi.us](http://maps.gis.co.brown.wi.us)





Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # L.6.**

To approve a Revocable Permit with Green Bay Riverside Unit Owners Association, Inc. to allow the construction of a staircase adjacent to the Fox River Trail by Parcel 12-43-1.

**BACKGROUND**

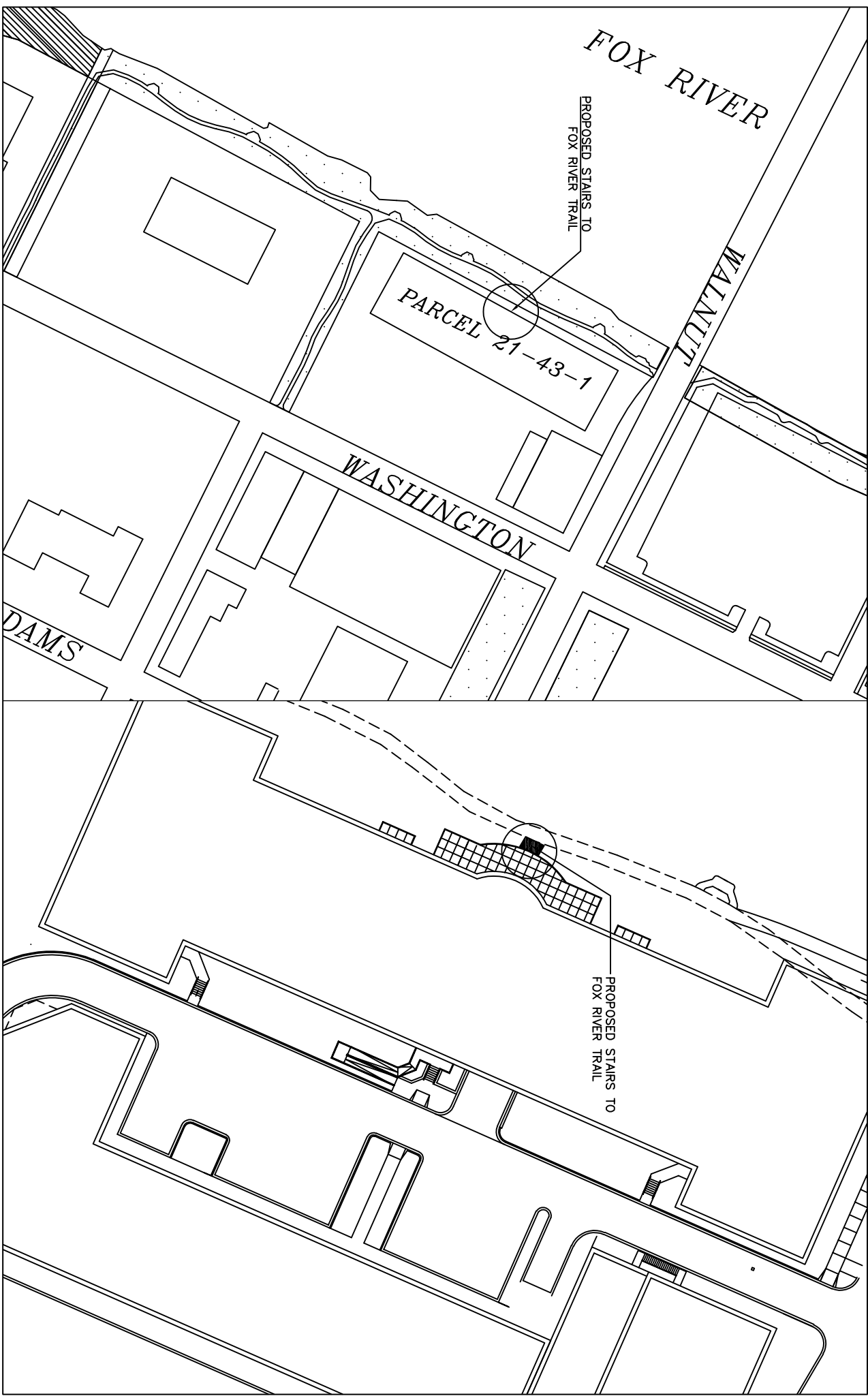
**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Fox River Trail Stairs
2. 118 S Washington St ROPCity lands





GREEN BAY PARKS, RECREATION,  
AND FORESTRY DEPARTMENT

FOX RIVER TRAIL  
STAIR EASEMENT



DATE DRAWN:  
MARCH 1999

PAGE 1 OF 1  
FOXSE199

**APPLICATION FOR REVOCABLE PERMIT  
FOR USE OF CITY OWNED LANDS  
CITY OF GREEN BAY, WISCONSIN**

|          |                         |
|----------|-------------------------|
| <b>1</b> | <u><b>APPLICANT</b></u> |
|----------|-------------------------|

APPLICANT NAME: Green Bay Riverside Unit Owners Association, Inc.

ADDRESS: 118 S Washington Street

CITY: Green Bay

STATE: Wisconsin

ZIP CODE: 54301

CONTACT PERSON: Erik Pless – President

CONTACT EMAIL: [epless@eversonlaw.com](mailto:epless@eversonlaw.com)

Return to:  
City of Green Bay - Clerk  
100 N. Jefferson Street  
Green Bay, WI 54301-5026

## 2 INSTRUCTIONS:

1. Complete and submit this application along with additional information required to:

Department of Public Works, Room 300  
100 N. Jefferson Street  
Green Bay, WI 54301-5026

Additional information required:

- a. Complete page 2 of this application if applicable
- b. Execute Hold Harmless Agreement.
- c. Provide Insurance Certificate Naming the City of Green Bay as Additionally Insured.

2. Obtain all other permits and approvals prior to commencing construction.

**3** | LEGAL DESCRIPTION:

Outlot 1, Brown County Certified Survey Map Number 3814 as recorded in Volume 22 of Certified Survey Maps, page 122 as Document Number 1199401, (being part of Lots 18 and 19 Plat of Navarino, and part of Lots 1 and 2, Block 1, Plat of Astor), City of Green Bay, Brown County Wisconsin. Excepting that part described in Brown County Document Numbers 1664932 and 2214664.

Part of tax parcel number 12-43-1.

#### 4 | APPROVALS:

Plans Reviewed by: \_\_\_\_\_

Print or type name: Thomas H Giese Date \_\_\_\_\_  
For the Department of Public Works.

Insurance Approved by: \_\_\_\_\_

Print or type name: Nate Froemming Date \_\_\_\_\_

Indemnification and Hold Harmless Agreement Executed:

By Applicant: \_\_\_\_\_  
Date \_\_\_\_\_

By City of Green Bay: \_\_\_\_\_  
Date

Approved by the Department of Public Works:

Steven M. Grenier – Director of Public Works

Date Permit Issued: \_\_\_\_\_

5

SIGNATURE:

I have read the attached Hold Harmless Agreement for the use of City of Green Bay owned lands, and hereby agree to comply with all provisions set forth in the Ordinance.

X

---

Erik Pless – President \_\_\_\_\_ Date \_\_\_\_\_

Print or type name above.

State of Wisconsin )  
 )ss.

Brown County )

On the above date, this instrument was acknowledged before me by the person named above.

X \_\_\_\_\_  
Date \_\_\_\_\_

Print or type name Notary Public, Brown County, Wisconsin  
My Commission Expires:

**THIS PERMIT IS REVOCABLE**



Address: 118 S Washington Street  
Use: Stairs and Walkway

### HOLD HARMLESS AGREEMENT – USE OF CITY OWNED LANDS

THIS AGREEMENT is made in the City of Green Bay, Brown County, Wisconsin, by and between the CITY OF GREEN BAY, WISCONSIN, a municipal corporation ("CITY"), and GREEN BAY RIVERSIDE UNIT OWNERS ASSOCIATION, INC. ("APPLICANT").

WHEREAS, APPLICANT desires to place stairs and walkway "OBJECTS" on CITY owned lands at 118 S Washington Street for the purpose of access to the Fox River Trail; and

WHEREAS, the City of Green Bay has granted to APPLICANT permission to allow placement of OBJECTS on CITY owned lands subject to the provision of insurance, execution of a Hold Harmless Agreement and the City of Green Bay Department of Parks and Recreation approval as to the placement of OBJECTS for the purpose of access to the Fox River Trail on CITY owned lands.

NOW, THEREFORE, in consideration of the covenants and promises hereinafter set forth and other good and valuable consideration acknowledged by the parties herein, it is agreed as follows:

1. APPLICANT shall own the OBJECTS for the purpose of the access to the Fox River Trail.
2. CITY grants to APPLICANT, a Revocable Occupancy Permit ("ROP") with permission to access to the Fox River Trail as shown on attached Exhibit A. The final location of the OBJECTS shall be approved by the Department of Parks and Recreation Director, or his/her designee.

3. APPLICANT shall be responsible for all costs and expense related to the use of CITY owned lands used for the access to the Fox River Trail.

4. APPLICANT shall insure that the placement of the OBJECT(S) on CITY owned lands used for the access to the Fox River Trail does not unreasonably impair or impede the orderly and safe ingress, egress or smooth flow of pedestrian or maintenance vehicular traffic adjacent to CITY owned lands.

5. APPLICANT hereby agrees to indemnify, defend and hold harmless the CITY, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of APPLICANT or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on CITY, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the CITY, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the CITY, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

APPLICANT shall reimburse the CITY, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

In the event that APPLICANT employs other persons, firms, corporations or entities (sub-contractor) as part of the work covered by this Agreement, it shall be APPLICANT'S responsibility to require and confirm that each sub-contractor enters into an Indemnity

Agreement in favor of the CITY, its elected and appointed officials, officers, employees, agents, representatives and volunteers, which is identical to this Indemnity Agreement.

This indemnity provision shall survive the termination or expiration of this Agreement.

6. APPLICANT shall provide the City of Green Bay with a certificate of insurance on a form approved by the City of Green Bay showing that APPLICANT has adequate liability insurance as required by City of Green Bay. The certificate of insurance shall give evidence of liability insurance with bodily injury limits of at least \$1,000,000 per occurrence and \$1,000,000 aggregate, and the \$500,000 property damage each occurrence and \$500,000 aggregate. Such insurance shall name the City of Green Bay as additionally insured, and shall not be cancelled or reduced without 30 days prior written notice thereof to the City Clerk. Such notice shall suspend the ROP issued under the terms of this Agreement until a new certificate complying with this subsection has been filed with the City Clerk.” The insurance limits stated herein may be updated from time to time by the City of Green Bay Common Council without approval of the APPLICANT. Cancellation or reduction of insurance shall automatically terminate the ROP.

7. CITY or APPLICANT may terminate this Agreement for any reason upon written notice to the other party. Upon termination of this agreement for any reason, APPLICANT shall at their sole cost and expense, remove the OBJECT(S) and restore the lands to the satisfaction of the Department of Parks and Recreation Director or his/her designee.

SIGNATURES TO FOLLOW

IN WITNESS WHEREOF, the APPLICANT has executed this agreement this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and hereby agrees to become bound by all provisions hereof.

GREEN BAY RIVERSIDE UNIT OWNERS ASSOCIATION, INC.

Print or Type Applicant(s) name(s) above

X \_\_\_\_\_

Print or type name and title above

X \_\_\_\_\_

Erik Pless – President

Print or type name and title above

STATE OF WISCONSIN )  
 ) SS.  
 \_\_\_\_\_ COUNTY )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the above named \_\_\_\_\_  
to me known to be the person who executed the forgoing instrument and acknowledge the same.

X \_\_\_\_\_

(Print or Type name of notary above)

Notary Public, \_\_\_\_\_ County, Wisconsin

My Commission Expires: \_\_\_\_\_

CITY OF GREEN BAY

X \_\_\_\_\_

Eric Genrich - Mayor

X \_\_\_\_\_

Kris A. Teske - Clerk

STATE OF WISCONSIN )  
 ) SS.  
 BROWN COUNTY )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the above  
named Eric Genrich – Mayor and Kris A. Teske– Clerk, to me known to be the person who  
executed the forgoing instrument and acknowledge the same.

X \_\_\_\_\_

(Print or Type name of notary above)

Notary Public, Brown County, Wisconsin

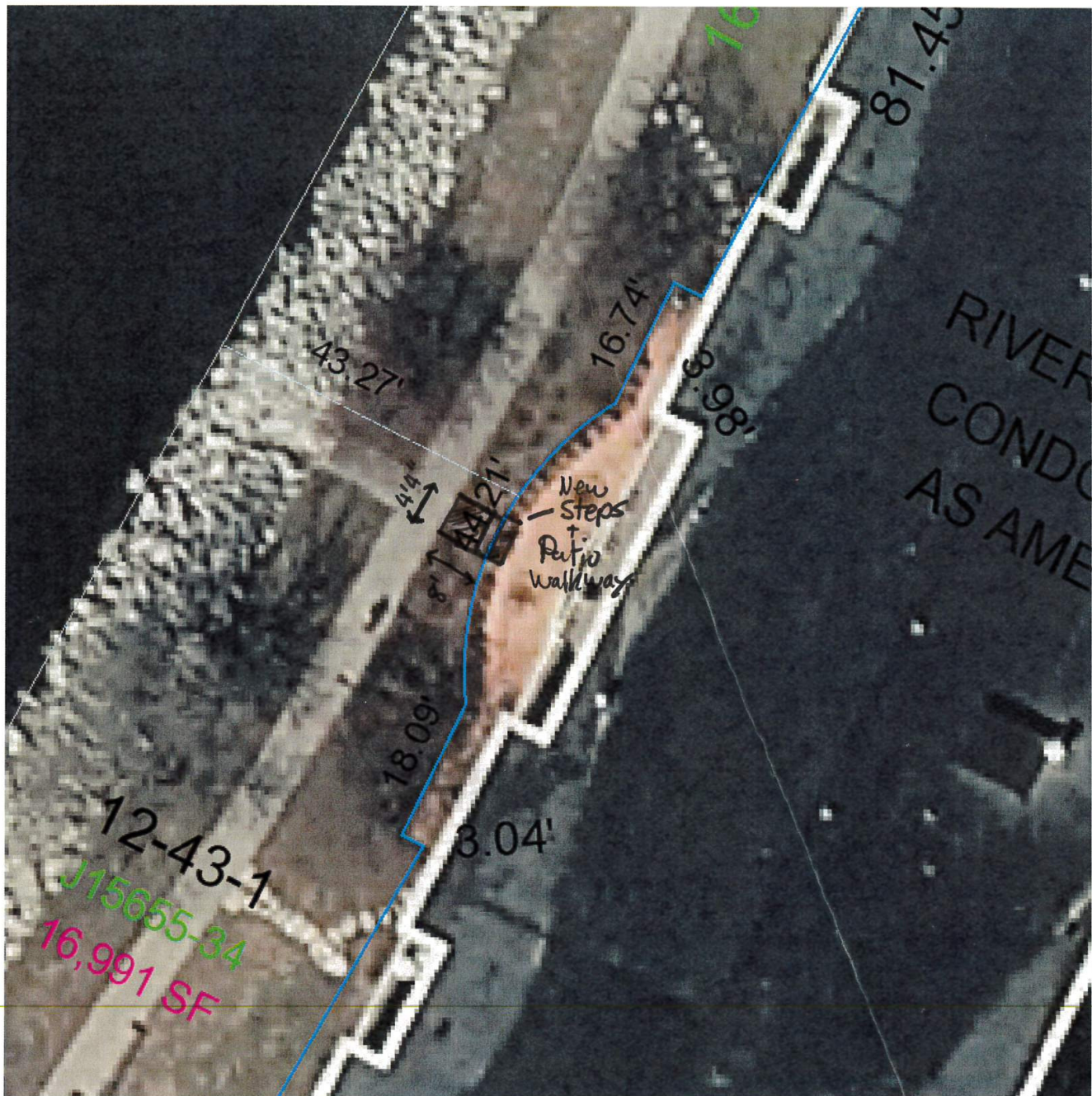
My Commission Expires: \_\_\_\_\_

This instrument drafted by:  
Thomas H. Giese - R/W Specialist



[illegible]

EXHIBIT A CONTINUED



4' 4" wide  
8' Long

Site Plan  
# 2462

Conditionally  
**APPROVED**  
BUILDING INSPECTION DIVISION  
GREEN BAY, WISCONSIN

*[Signature]*  
SEE CORRESPONDENCE



Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # L.7.**

To refer to staff to propose three alternative park locations where the Kiddie Karnival could be relocated to in 2020 and bring this back to the Park Committee for further discussion.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Communication I





PETITIONS AND COMMUNICATIONS FORM  
COMMON COUNCIL  
CITY OF GREEN BAY

Date of Council Meeting: 7/16/2019

Request of Alderperson Jesse Brunette

Refer to: Parks

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

For Consideration with possible action to relocate  
the annual Kiddie Carnival effective 2020 to  
other City Parks, possibly Colburn Park.



Report to the  
Parks Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # L.8.**

To refer to staff to work with Ald. Brunette to continue to study and update the report on the number of parks – City, County, School and Oneida owned – throughout the 12th District with the purpose of possibly locating property where the City can develop a new park.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Communication 2
2. District 12 Map & List



PETITIONS AND COMMUNICATIONS FORM  
COMMON COUNCIL  
CITY OF GREEN BAY

Date of Council Meeting: 7/16/2019

Request of Alderperson Jesse Brunette

Refer to: Parks

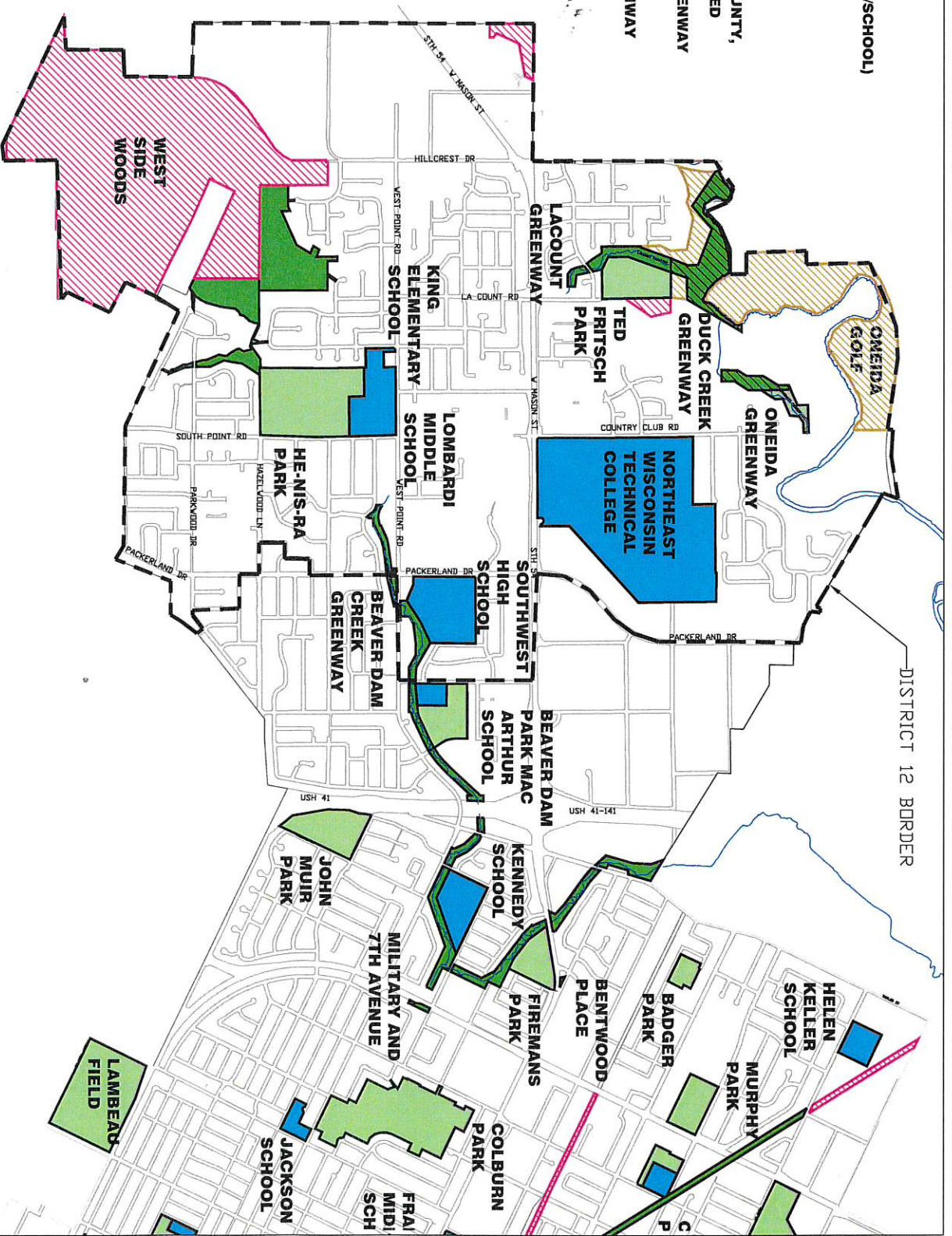
Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

To direct staff to study and prepare a  
Report on the number of parks - city, county, school,  
and Oneida-owned - throughout the 12th District with  
the purpose of possibly locating property where the  
City can develop a new park.



# LEGEND

- EXISTING SCHOOL (PARK/SCHOOL)
- EXISTING PARK
- EXISTING GREENWAY
- EXISTING GREENWAY COUNTY, SCHOOL OR TRIBAL OWNED
- DESIGNATED PARK / GREENWAY
- PROPOSED PARK / GREENWAY



GREEN BAY PARKS, RECREATION,  
AND FORESTRY DEPARTMENT

PARKS AND GREENWAYS  
CITY OF GREEN BAY - PARKS, RECREATION AND OPEN SPACE PLAN 2014-19 (PROPOSED & EXISTING)



SCALE: 1" = 4800 FT  
MARCH 2014  
LAST REVISION:

DATE DRAWN:  
MARCH 2014  
LAST REVISION:  
OrpMap

| City of Green Bay - District 12 - Existing Parks          |                   |                             |
|-----------------------------------------------------------|-------------------|-----------------------------|
| Park (Acreage)                                            | Owner             | Park Amenities              |
| He-Nis-Ra<br>(55 Acres)                                   | City of Green Bay | Picnic Area                 |
|                                                           |                   | Nature/Walking Trails       |
|                                                           |                   | Open Shelter - No Restrooms |
|                                                           |                   | Cross Country Skiing        |
|                                                           |                   | Playground                  |
| Ted Fritsch<br>(21 Acres)                                 | City of Green Bay | Softball/Little League      |
|                                                           |                   | Basketball Court            |
|                                                           |                   | Soccer Field                |
|                                                           |                   | Tennis Courts               |
|                                                           |                   | Picnic Area                 |
|                                                           |                   | Nature/Walking Trails       |
|                                                           |                   | Shelter w/ Restrooms        |
|                                                           |                   | Cross Country Skiing        |
|                                                           |                   | Ice Skating                 |
|                                                           |                   | Playground                  |
|                                                           |                   | Playground Program          |
| Beaver Dam Creek Greenway<br>(52 Acres)                   | City of Green Bay | Natural Area                |
| Oneida Greenway<br>(5 Acres)                              | Tribal            | Natural Area                |
| Duck Creek Greenway<br>(26 Acres)                         | Tribal            | Natural Area                |
| Lacount Greenway<br>(10 Acres)                            | Tribal            | Natural Area                |
| King Elementary & Lombardi<br>Middle School<br>(27 Acres) | School            | Ball Fields - Practice      |
|                                                           |                   | Basketball Court            |
|                                                           |                   | Soccer Field                |
|                                                           |                   | Picnic Area                 |
|                                                           |                   | Nature/Walking Trails       |
|                                                           |                   | Cross Country Skiing        |
|                                                           |                   | Playground                  |
|                                                           |                   | Playground Program          |
| Southwest High School<br>(33 Acres)                       | School            | Running Track               |
|                                                           |                   | Baseball Fields             |
|                                                           |                   | Tennis Courts               |
|                                                           |                   | Soccer Field                |
|                                                           |                   | Football Field              |
|                                                           |                   | Track                       |
|                                                           |                   | Shelter w/ Restroom         |
|                                                           |                   | Pools/Aquatic Centers       |



Report to the  
Finance Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # M.I.**

To receive and place on file the request by the Finance Director to review and discuss 2018 year-end financial results and management communication for the City.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Signed Management Communications

City of Green Bay, Wisconsin  
MANAGEMENT COMMUNICATIONS

December 31, 2018

# City of Green Bay, Wisconsin

DECEMBER 31, 2018

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## Table of Contents

|                                                   |          |
|---------------------------------------------------|----------|
| <b>COMMUNICATION TO THE CITY COUNCIL</b>          | <b>1</b> |
| <b>SUMMARY FINANCIAL INFORMATION</b>              |          |
| Governmental Fund Balances                        | 5        |
| Health Self-Insurance Fund                        | 9        |
| Workers Compensation Self-Insurance Fund          | 10       |
| Liability Self-Insurance Fund                     | 11       |
| <b>NEW ACCOUNTING STANDARDS</b>                   |          |
| Accounting and Reporting for Leases               | 12       |
| Accounting and Reporting for Fiduciary Activities | 12       |
| <b>APPENDIX</b>                                   |          |
| Management Representation Letter                  |          |



CliftonLarsonAllen LLP  
CLAconnect.com

To the Honorable Mayor and City Council  
City of Green Bay, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Green Bay, Wisconsin (the "City") for the year ended December 31, 2018. The City's financial statements, including our report thereon dated June 28, 2019, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

**OUR RESPONSIBILITIES UNDER U.S. GENERALLY ACCEPTED AUDITING STANDARDS, GOVERNMENT AUDITING STANDARDS, UNIFORM GUIDANCE AND STATE SINGLE AUDIT GUIDELINES**

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on major federal and state programs in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with Uniform Guidance and the *State Single Audit Guidelines*.

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with Uniform Guidance and the *State Single Audit Guidelines*, we examined, on a test basis, evidence about the City's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Compliance Supplement" and the *State Single Audit Guidelines* applicable to each of its major federal and state programs for the purpose of expressing an opinion on the City's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the City's compliance with those requirements.

**PLANNED SCOPE AND TIMING OF THE AUDIT**

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters.



## **SIGNIFICANT AUDIT FINDINGS**

### *Consideration of Internal Control*

#### **FINANCIAL STATEMENTS**

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented on pages 177 - 178 of the annual report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

#### **FEDERAL AND STATE AWARDS**

In planning and performing our audit of compliance for each major federal and state program, we considered the City's internal control over compliance (internal control) as a basis for designing audit procedures for the purpose of expressing our opinion on compliance requirements that could have a direct and material effect on each of the City's major federal and state programs for the year ended December 31, 2018, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. Our report on internal control over compliance is presented on pages 179 - 180 of the annual report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that noncompliance of the City's major federal or state award programs will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses.

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. To the best of our knowledge, all significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates included in the financial statements were:

- ▶ Management's estimate of the other postemployment benefits is based on an actuarial report. We evaluated the key factors and assumptions used to develop the other postemployment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.
- ▶ Management's estimate of accumulated sick leave is based upon analysis of the employees sick leave balance. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the accumulated sick leave in determining that it is reasonable in relation to the financial statements taken as a whole.
- ▶ Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.
- ▶ Management's estimate of the fair value of the investments is based on ending market values as of December 31, 2018 as reported by the investment managers. We evaluated the key factors and assumptions used in valuing the investments in determining that they are reasonable in relation to the financial statements taken as a whole.
- ▶ Management's estimate of the incurred, but not reported (IBNR) insurance reserves are based on actuarial projections of the expected cost of the ultimate settlement and administration of claims. We evaluated the key factors and assumptions used to develop the reserves in determining that it is reasonable in relation to the financial statements taken as a whole.
- ▶ Management's estimate of the net pension liability (asset) and related deferred outflows/inflows of resources is based on information received from the Wisconsin Retirement System. We evaluated the key factors and assumptions used to develop the net pension liability (asset) and related deferred outflows/inflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Copies of the audit adjustments are available from management. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated June 28, 2019. The management representation letter follows this communication.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants. We were informed by management that there were no consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and, to the best of our knowledge, our responses were not a condition to our retention.

### *Other Matters*

We applied certain limited procedures to the management's discussion and analysis, the budgetary comparison information, and the schedules relating to pensions and other postemployment benefits, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated June 28, 2019.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

### *Restriction on Use*

This information is intended solely for the information and use of the City Council, and management of the City of Green Bay and is not intended to be, and should not be, used by anyone other than these specified parties.



**CliftonLarsonAllen LLP**

Green Bay, Wisconsin  
June 28, 2019

## Summary Financial Information

### GOVERNMENTAL FUND BALANCES

Presented below is a summary of the City's governmental fund balances on December 31, 2018 and 2017. This information is provided for assessing financial results for 2018 and for indicating financial resources available at the start of the 2019 budget year.

|                                  | 12/31/18          | 12/31/17          |
|----------------------------------|-------------------|-------------------|
| General Fund                     |                   |                   |
| Nonspendable                     | \$ 1,851,635      | \$ 1,845,938      |
| Assigned                         | 75,167            | 147,282           |
| Unassigned                       | 12,550,281        | 14,582,641        |
| Total General Fund               | <u>14,477,083</u> | <u>16,575,861</u> |
| Special Revenue Funds            |                   |                   |
| Nonspendable                     |                   |                   |
| Parking division                 | 3,997             | -                 |
| Restricted                       |                   |                   |
| DPW equipment                    | 702,437           | 480,163           |
| Transit capital                  | 691,667           | 586,905           |
| Community development            | 407,608           | 401,317           |
| Home Grant                       | 304,982           | 102,982           |
| Neighborhood stabilization       | 99,703            | 96,419            |
| Park land                        | 35,435            | 25,635            |
| Trees                            | 97,086            | 101,298           |
| Police donations                 | 95,451            | 115,272           |
| State asset forfeiture           | 8,364             | 35,046            |
| Federal asset forfeiture         | 8,665             | 20,519            |
| OWI vehicle seizure              | 903               | 52,098            |
| Federal police treasury          | 10,108            | 9,882             |
| Lambeau stadium excess sales tax | 1,897,228         | 2,373,478         |
| Fire grants                      | 49,582            | 50,916            |
| Committed                        |                   |                   |
| Sanitary sewer                   | 7,765,744         | 6,006,246         |
| Storm sewer                      | 7,130,470         | 6,516,077         |
| RDA revolving loan               | 172,827           | 222,725           |
| Bay Beach                        | 656,351           | 826,121           |
| Northland Hotel                  | 566,734           | 1,157,155         |
| Assigned                         |                   |                   |
| Parking division                 | 104,040           | -                 |
| DPW equipment                    | 2,088,865         | 1,806,132         |
| Employee recognition             | 33,314            | 51,093            |
| City revolving loan              | 90,740            | -                 |
| Wheel tax                        | 15,649            | -                 |
| Unassigned                       |                   |                   |
| Parking division                 | -                 | (14,684)          |
| Total Special Revenue Funds      | <u>23,037,950</u> | <u>21,022,795</u> |
| Debt Service Fund - Restricted   | <u>2,354,443</u>  | <u>1,593,537</u>  |

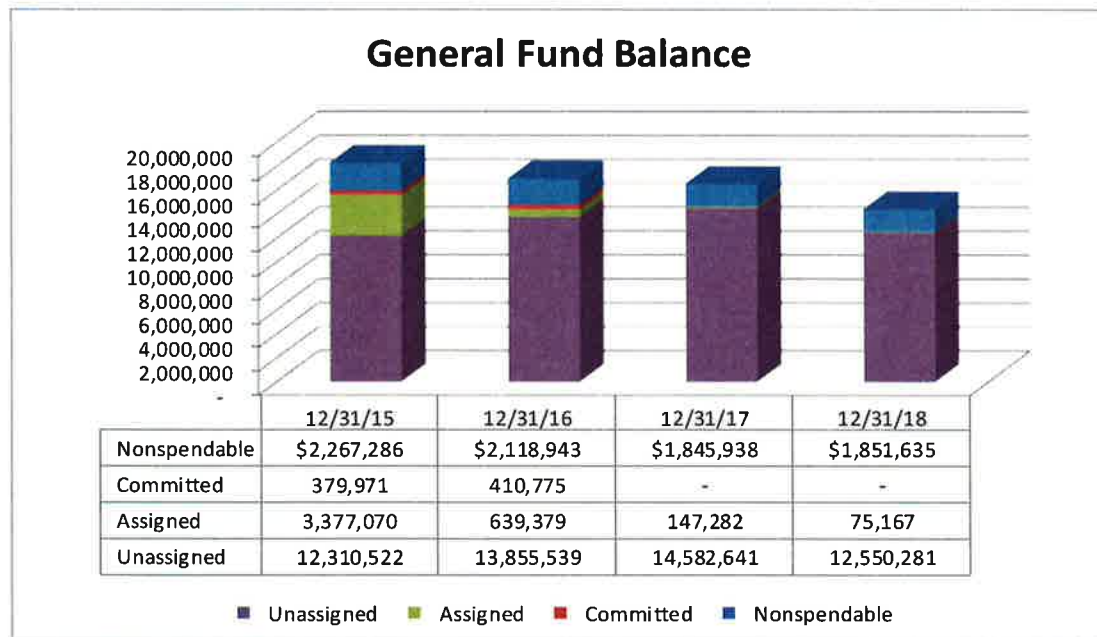
**GOVERNMENTAL FUND BALANCES (CONTINUED)**

|                                      | <u>12/31/18</u> | <u>12/31/17</u> |
|--------------------------------------|-----------------|-----------------|
| Capital Projects Funds               |                 |                 |
| Restricted                           |                 |                 |
| Street construction                  | 1,663,573       | 1,463,544       |
| Sidewalks                            | 95,328          | -               |
| Sanitary sewers construction         | 1,852,251       | 2,622,894       |
| Right of way                         | 1,639,457       | 3,283,074       |
| Park acquisition                     | 3,331,683       | 3,083,319       |
| Storm sewers                         | -               | 2,188,546       |
| Police capital improvements          | 34,362          | -               |
| Fire capital improvements            | 482,274         | 632,786         |
| City Hall remodeling                 | 362,875         | 905,231         |
| Information services                 | 67,011          | 19,884          |
| Police equipment replacement         | 268,578         | 261,519         |
| Fire equipment replacement           | 965,528         | -               |
| Inspection equipment replacement     | 19,210          | 40,313          |
| Parks equipment replacement          | 53,910          | -               |
| Parking division capital             | 336,911         | -               |
| Bay Beach development                | 4,949,766       | 1,026,002       |
| KI Convention Center                 | 2,836,383       | 2,736,383       |
| KI Convention Center maintenance     | 1,676,639       | 1,507,730       |
| Tax Increment District #4            | 180,464         | 193,128         |
| Tax increment District #5            | 397,895         | -               |
| Tax Increment District #6            | 324,104         | 309,956         |
| Tax Increment District #7            | 712,456         | 248,011         |
| Tax Increment District #8            | 1,812,569       | 1,669,614       |
| Tax Increment District #10           | 539,012         | 444,191         |
| Tax Increment District #11           | 343,208         | 373,506         |
| Tax Increment District #12           | 3,451,006       | 4,574,774       |
| Tax Increment District #14           | 782,512         | 813,067         |
| Tax Increment District #15           | 27,711          | 36,920          |
| Committed                            |                 |                 |
| Sanitary sewer construction          | 1,896,496       | 955,660         |
| Storm sewers                         | 6,421,062       | 6,609,518       |
| Sanitary sewer equipment replacement | 2,076,533       | 1,729,725       |
| Storm water equipment replacement    | 1,719,191       | 1,502,945       |
| Parking division capital             | 893,761         | 994,305         |
| Parking division vehicles            | 169,456         | 241,567         |
| Assigned                             |                 |                 |
| Street construction                  | 5,223,664       | 4,509,307       |
| DPW building capital improvements    | 127,827         | 127,827         |
| Right of way                         | 196,419         | 81,869          |
| Water mains                          | 21,013          | 8,695           |
| Boat ramp                            | 173,043         | 170,654         |
| Park acquisition                     | 1,677,913       | 2,007,542       |
| Industrial parks                     | 6,408           | 7,063           |
| Storm sewer management               | 985,118         | 1,185,640       |
| Police capital improvements          | 88,579          | 90,839          |
| Fire capital improvements            | 200,492         | 224,031         |
| City Hall remodeling                 | 263,118         | 221,864         |
| Finance                              | 49,088          | 51,233          |
| Information services                 | 785,255         | 658,378         |
| Police equipment replacement         | 168,951         | 351,688         |
| Fire equipment replacement           | 147,886         | 457,677         |

# **GOVERNMENTAL FUND BALANCES (CONTINUED)**

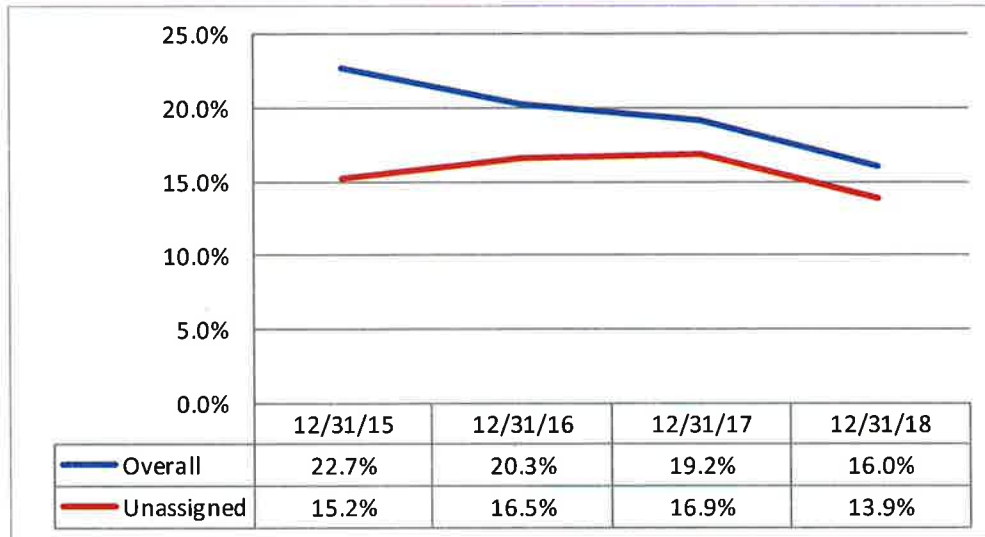
|                                    | 12/31/18             | 12/31/17             |
|------------------------------------|----------------------|----------------------|
| Capital Projects Funds (Continued) |                      |                      |
| Inspection equipment replacement   | 28,399               | 26,799               |
| Parks equipment replacement        | 74,939               | 108,986              |
| Redevelopment property acquisition | 90,247               | 91,505               |
| Bay Beach development              | 274,262              | -                    |
| Neighborhood property              | 344,326              | 345,748              |
| Brownfield grant                   | 137,496              | 137,496              |
| Unassigned                         |                      |                      |
| Sidewalks                          | (337,862)            | (319,776)            |
| Tax Increment District #5          | -                    | (896,497)            |
| Tax Increment District #9          | (1,497,667)          | (1,462,187)          |
| Tax Increment District #13         | (3,072,136)          | (3,234,696)          |
| Tax Increment District #14         | (1,923,937)          | (1,392,777)          |
| Tax Increment District #16         | (372,606)            | (583,298)            |
| Tax Increment District #17         | (67,594)             | (61,517)             |
| Tax Increment District #18         | (1,408,339)          | (936,576)            |
| Tax Increment District #19         | (56,904)             | (32,620)             |
| Tax Increment District #20         | (16,782)             | -                    |
| Tax Increment District #21         | (25,169)             | -                    |
| Total Capital Projects Funds       | 44,668,622           | 42,413,009           |
| Total Governmental Fund Balances   | <u>\$ 84,538,098</u> | <u>\$ 81,605,202</u> |

Over the past three years, the City's unassigned General Fund balance has increased, as noted below, while in the current year it has decreased due to a settlement payment with Oneida. In total, fund balance has been decreasing due to use of fund balance to balance the budget.





In evaluating your General Fund balance, it is important to consider the level of fund balance compared to annual general fund expenditures. As illustrated below, your overall fund balance as a percentage of actual expenditures has decreased in recent years while your unassigned fund balance has decreased.



#### Management's Response:

All governmental fund balances are set forth in this statement and we are in agreement with the presentation. Further analysis of the individual fund balances follow:

The general fund, which supports the operation of the City's general government including police, fire, DPW, parks and general administration, carries a balance of \$14,477,083 which represents 16.0% of the City's most recent prior year's expenditures. This balance is important as it represents dollars available to ensure sufficient reserves are maintained to cover amounts not able to be readily converted to cash such as delinquent taxes and special assessments, transit interfund advance and inventory, unanticipated expenditures, revenue shortfalls or meeting working capital needs of the City. Rating agencies consider the government's fund balance, history of use of fund balance, and policy when assigning ratings.

The overall general fund balance is slightly below the City's general fund policy's range of 17% - 25% at 16%. This is largely due to an unanticipated general liability settlement payout in 2018 of \$1,700,000 which reduced the fund balance and increased the expenses. Another comparison to the City's policy is that of unassigned fund balance. The City's policy states that we shall maintain a minimum of 9% - 16% of the previous year's general operating fund expenses. Currently the City is at \$12,550,281 of 13.9% of prior year's expenses as unassigned fund balance. The remaining amount of \$1,926,802 of the general fund balance is considered non-spendable, committed or assigned. The non-spendable value is made up of delinquent taxes and special assessments valued at just over \$308,000, an inter-fund advance made to the City's Transit Authority of \$982,000 and \$561,000 for inventories and prepaid items. Approximately \$75,000 is assigned for funding of projects that were not completed in 2018 that will be completed in 2019.

The City has set the level of both the fund balance in its entirety as well as unrestricted fund balance to accommodate the late collection of the City's shared revenue (approximately \$14 million) from the State, which is not received until late November each year.

As a point of reference the GFOA (Government Finance Officers Association) recommends this reserve to be not less than two month of regular general fund operating expenses of \$15 million. The 2018 expenses were increased by the one-time general liability settlement payout in 2018 of \$1.7 million.

The special revenue and capital projects with a deficit balance include Sidewalks and Tax Increment Districts number 9, 13, 14, 16, 17, 18, 19, 20, and 21. The fund deficit in the Tax Increment Districts will be funded either through future tax levies for the district or through the City's general debt levy.

## HEALTH SELF-INSURANCE FUND

The City has established a health self-insurance program for City employees and retirees. Financial transactions of the program are recorded in a separate internal service fund on the City's accounting system to allow management to more easily monitor the operations of the fund. A summary of 2018 transactions, including a comparison to 2017, for the health self-insurance fund follows:

|                                                                                   | 2018                | 2017                |
|-----------------------------------------------------------------------------------|---------------------|---------------------|
| Operating revenues                                                                |                     |                     |
| Charges to City departments, employees and retirees for health insurance coverage | \$ 15,276,412       | \$ 15,533,800       |
| Intergovernmental charges                                                         | 24,137              | 138,536             |
| Total operating revenues                                                          | <u>15,300,549</u>   | <u>15,672,336</u>   |
| Operating expenses                                                                |                     |                     |
| Health care claims                                                                | 14,037,911          | 14,190,025          |
| Stop loss insurance premiums                                                      | 505,570             | 450,656             |
| Transplant insurance premiums                                                     | 132,603             | 123,619             |
| Administrative fees                                                               | 471,211             | 495,571             |
| Total operating expenses                                                          | <u>15,147,295</u>   | <u>15,259,871</u>   |
| Operating income                                                                  | 153,254             | 412,465             |
| Nonoperating revenues                                                             |                     |                     |
| Interest                                                                          | <u>41,461</u>       | <u>20,364</u>       |
| Change in net position                                                            | 194,715             | 432,829             |
| Net position - January 1                                                          | <u>1,952,466</u>    | <u>1,519,637</u>    |
| Net position - December 31                                                        | <u>\$ 2,147,181</u> | <u>\$ 1,952,466</u> |

The health self-insurance fund generated operating income of \$153,254 for 2018 compared to operating income of \$412,465 for 2017. The ending net position balance represents about 15.3% of current year health claims.

### Management's Response:

The City's self-insurance health fund was planned to slightly increase in 2018 with slight modifications to the plan and 0% increase in its premium rate. The City continues with the 10 year plan (2013-2022) to reduce the levy supported health insurance subsidy for retirees. 2018 saw 1% reduction in Health care claims partially due to the Health 1265 wellness program.

Overall, the health insurance fund ended the year increasing \$195,000 to a net position of \$2,147,181 with a goal to rebuild the fund balance that equates approximately to two-months' worth of claims at approximately \$2.3 million.

This fund will continue to be monitored closely and adjustments made as needed.

## WORKERS COMPENSATION SELF-INSURANCE FUND

The City has established a workers compensation self-insurance program for City employees. Financial transactions of the program are recorded in a separate internal service fund on the City's accounting system to allow management to more easily monitor the operations of the fund. A summary of 2018 transactions, including a comparison to 2017, for the workers compensation self-insurance fund follows:

|                                                                         | 2018       | 2017         |
|-------------------------------------------------------------------------|------------|--------------|
| Operating revenues                                                      |            |              |
| Charges to City departments for workers compensation insurance coverage | \$ 278,741 | \$ 191,058   |
| Operating expenses                                                      |            |              |
| Health care claims                                                      | 708,549    | 1,006,766    |
| Stop loss insurance premiums                                            | 212,055    | 98,209       |
| Consulting fees                                                         | 61,514     | 66,710       |
| Total operating expenses                                                | 982,118    | 1,171,685    |
| Operating loss                                                          | (703,377)  | (980,627)    |
| Nonoperating revenues                                                   |            |              |
| Property taxes                                                          | 988,626    | 1,004,870    |
| Interest                                                                | 17,492     | 8,093        |
| Other                                                                   | 10,000     | 10,000       |
| Total nonoperating revenues                                             | 1,016,118  | 1,022,963    |
| Change in net position                                                  | 312,741    | 42,336       |
| Net position - January 1                                                | (310,956)  | (353,292)    |
| Net position - December 31                                              | \$ 1,785   | \$ (310,956) |

The net position increased \$312,741 in 2018 compared to an increase of \$42,336 for the prior year due to a decrease in workers compensation claims paid during the year. At December 31, 2018, the claims liability totaled \$1,251,348, an increase from \$1,211,348. The amount of claims liability is an estimate, and could fluctuate, so it is important that the City increases the net position over time to a positive balance to potentially fund future claims.

### Management's Response:

The 2018 fiscal year end amount available to finance current and future claims totals \$1,253,133. This balance is made up of two components, net position of \$1,785 and incurred But-Not-Reported reserve of \$1,251,348. To reduce claims in this fund, the City's Risk Manager continues efforts to elevate safety in the City's work environment by putting in place various training programs throughout City departments that focuses on proper work procedures that promotes safety.

This fund will continue to be monitored and the amount the City places on the levy to fund these expenditures will be adjusted accordingly.

## LIABILITY SELF-INSURANCE FUND

The City, together with certain other units of government within the State of Wisconsin, has created the Cities and Villages Mutual Insurance Company (CVMIC) to provide liability insurance services to its members. The City provided its share of the original financing for CVMIC by issuance of general obligation bonds totaling \$4,812,360 on November 1, 1987.

The City has established a separate internal service fund to account for the operations of the liability self-insurance fund. The fund pays all liability claims owed by the City along with any premiums charged to the City by CVMIC. Revenues of the fund consist of charges to City departments covered by the insurance. A summary of 2018 transactions, including a comparison to 2017, for the liability self-insurance fund follows:

|                                                              | 2018         | 2017        |
|--------------------------------------------------------------|--------------|-------------|
| Operating revenues                                           |              |             |
| Charges to City departments for liability insurance coverage | \$ 238,855   | \$ 138,669  |
| Operating expenses                                           |              |             |
| Liability claims and changes in estimates                    | 1,512,546    | 1,073,246   |
| Insurance premiums                                           | 361,353      | 324,265     |
| Total operating expenses                                     | 1,873,899    | 1,397,511   |
| Operating loss                                               | (1,635,044)  | (1,258,842) |
| Nonoperating revenues                                        |              |             |
| General property taxes                                       | 438,790      | 418,790     |
| Interest revenue                                             | 7,194        | 9,967       |
| Dividend from CVMIC                                          | 149,883      | 135,362     |
| Interest expense                                             | (4,116)      | -           |
| Total nonoperating revenues                                  | 591,751      | 564,119     |
| Change in net position                                       | (1,043,293)  | (694,723)   |
| Net position - January 1                                     | 110,402      | 805,125     |
| Net position - December 31                                   | \$ (932,891) | \$ 110,402  |

The liability self-insurance fund decreased \$1,043,293 for 2018, compared to a decrease of \$694,723 for the prior year.

### Management's Response:

The 2018 fiscal year end amount available to finance current and future claims is \$201,642. This balance is made up of two components, net position of (\$932,891) and incurred But-Not-Reported reserve of \$1,134,533. The decrease in net position is due to a one-time general liability settlement payout in 2018. In year 2018, CVMIC paid the City a dividends in the amount of \$150,000 as a return on the City's original deposit. The dividends will drop in 2019 about 50% due to large claims experienced by City of Green Bay and other claims for CVMIC's book of business.

The City will monitor this fund's activity to ensure its ability to pay claims or increase the levy to fund the expenditures accordingly.

# New Accounting Standards

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## ACCOUNTING AND REPORTING FOR LEASES

In June 2017, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 87, *Leases*, which establishes a single model for lease accounting and revises reporting requirements.

Lease accounting is required when a government contracts to use another entity's equipment, building, or other nonfinancial assets for a specific period of time. Under the new guidance, a lease asset and a lease liability are recorded in the government-wide and proprietary financial statements for this contract. The lease liability is calculated by including the following: fixed payments, variable payments, interest rate, purchase options, residual value guarantees, and termination or extension options. The lease liability is discounted and is amortized over the lease term. The lease asset is calculated by starting with the lease liability amount and adjusting for incentives and other costs and is amortized over the shorter of the lease term or the useful life of the underlying asset. The lease asset is reported in the financial statements as an intangible right to use asset, rather than a capital asset under current guidance. Footnote disclosures including lease assets by asset class and related accumulated amortization and future minimum payments among other details are required under the new Statement.

When the government is leasing one of its assets to another entity, a lease receivable and deferred inflow of resources related to the lease receivable is recorded. The lease receivable is calculated similar to the lease asset described above. The lease receivable is discounted and is amortized over the lease term. The deferred inflow of resources is calculated by starting with the lease receivable and adjusting for incentives and other payments. The deferred inflow would be recognized as an inflow of resources in a systematic and rational manner over the lease term.

Some contracts include a nonlease component such as maintenance services. The government will need to allocate the contract cost between the lease component and the nonlease component, unless it is not practicable to do so. If it is not practicable, the entire contract should be treated as a lease.

This new standard is effective for fiscal years beginning after December 15, 2019. Early adoption is encouraged by GASB. We recommend the City review the new standard, gather all lease contracts, and identify the terms and conditions of each contract, noting the lease term, all payments, and options in order to properly determine the value of each lease. The City should also review contracts that have both lease and nonlease components to determine if a price allocation is practicable.

## ACCOUNTING AND REPORTING FOR FIDUCIARY ACTIVITIES

In January 2017, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 84, *Fiduciary Activities*, which establishes criteria for identifying fiduciary activities and revises reporting requirements. The standard is effective for fiscal years ending on or after December 31, 2019. In addition, the GASB expects to issue an implementation guide in 2019.

### Identifying Fiduciary Activities

Activities other than pension and postemployment arrangements are considered fiduciary activities if all of the following criteria are met:

- ▶ The government controls the assets or can direct their use.
- ▶ The activity must not be solely based on the government's own-source revenue. Own-source revenue includes exchange transactions such as user charges, sales taxes and property taxes.
- ▶ The government does not have administrative involvement such as determining eligibility, monitoring compliance or approval of expenditures.
- ▶ The government does not have direct financial involvement such as matching requirements or liability for disallowed costs.

Activities meeting these criteria would be required to be reported as fiduciary funds. An exception is made for funds held in enterprise funds which are expected to be held for three months or less. These funds can continue to be reported in the enterprise fund. Activities not meeting these criteria would be reported as part of the governmental or proprietary funds.

The administrative involvement criteria is likely to have the most impact on reclassification of fiduciary activities. Policies on the expenditures of funds and approval of expenditures by an employee of the government may be considered administrative involvement and preclude the classification as a fiduciary activity.

### **Financial Reporting**

An activity meeting the above criteria should be reported in one of the following four fiduciary funds:

- ▶ Pension and other employee benefit trust funds
- ▶ Investment trust funds
- ▶ Private-purpose trust funds
- ▶ Custodial funds

Fiduciary assets administered through a trust agreement are recorded in a pension and other employee benefit trust, investment or private-purpose trust fund. Custodial funds are used to report all other fiduciary activities not held in a trust or equivalent arrangement. Agency funds have been eliminated with GASB No. 84 and replaced with custodial funds.

Fiduciary funds will present a statement of fiduciary net position, including assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position. Liabilities to beneficiaries should be recognized when an event occurs that compels the government to disburse fiduciary resources, when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets. A statement of changes in fiduciary net position should present additions by source and deductions by type.

### **Implementation**

As mentioned previously, this new standard is effective for fiscal years ending on or after December 31, 2019. However, due to the potential reclassification of funds, the impact may need to be considered during budget preparation. We recommend the City begin to determine the impact of the Statement by:

1. Identifying potential fiduciary activities. Some activities to consider include:
  - a. Tax collection funds
  - b. Cemetery trust funds
2. Gathering facts regarding each activity, including the government's administrative involvement.
3. Evaluating whether each activity meets the fiduciary activity criteria and determine how it should be reported. An appendix to the Statement includes flowcharts for the evaluation process.

These changes will affect your 2019 financial statements. This comment is for informational purposes.



## APPENDIX

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Office of the City Finance Department

June 28, 2019

CliftonLarsonAllen LLP  
2200 Riverside Drive  
P.O. Box 23819  
Green Bay, WI 54305-3819

This representation letter is provided in connection with your audit of the financial statements of the City of Green Bay, Wisconsin which comprise the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of December 31, 2018 and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of June 28, 2019 the following representations made to you during your audit of the financial statements as of and for the year ended December 31, 2018.

#### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 16, 2018, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. The financial statements include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
2. We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

5. We have identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions used in making those estimates, and we believe the estimates (including those measured at fair value) and the significant assumptions used in making those accounting estimates are reasonable.
6. Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. All events occurring subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements or in the schedule of findings and questioned costs.
8. We have not identified or been notified of any uncorrected financial statement misstatements.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the entity is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.
11. The fact that the amount of "uncollateralized" deposits or "uninsured, unregistered securities held by the counterparty, or by its trust department or agent but not in the entity's name" during the period significantly exceeded the amounts in those categories as of the financial statement date was properly disclosed in the financial statements.
12. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.
13. The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.
14. Participation in a public entity risk pool has been properly reported and disclosed in the financial statements.
15. We believe that the actuarial assumptions and methods used to measure pension and other postemployment benefits (OPEB) liabilities and costs for financial accounting purposes are appropriate in the circumstances.
16. We do not plan to make frequent amendments to our pension or other postretirement benefit plans.

#### **Information Provided**

1. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.

- b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d. Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - e. All communications from regulatory agencies, grantors, lenders, and other funding sources concerning noncompliance with, or deficiencies in, financial reporting practices.
  - f. All communications from regulatory agencies, grantors, lenders, and other funding sources concerning noncompliance with the provisions of laws, regulations, contracts, and grant agreements.
  - g. Access to all audit or relevant monitoring reports, if any, received from funding sources.
- 2. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
  - 3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
  - 4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
    - a. Management;
    - b. Employees who have significant roles in internal control; or
    - c. Others when the fraud could have a material effect on the financial statements.
  - 5. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.
  - 6. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse whose effects should be considered when preparing financial statements.
  - 7. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
  - 8. There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
  - 9. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

10. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the financial statements.
11. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
12. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to City of Green Bay, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
13. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
14. The City has complied with all aspects of contractual or grant agreements that would have a material effect on the financial statements in the event of noncompliance.
15. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
16. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures, jointly governed organizations, and other related organizations.
17. The financial statements properly classify all funds and activities.
18. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
19. Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
20. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
21. Provisions for uncollectible receivables have been properly identified and recorded.
22. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
23. Revenues are appropriately classified in the statement of activities within program revenues or general revenues.
24. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

25. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly valued and disclosed.
26. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
27. We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
28. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
29. We acknowledge our responsibility for presenting the nonmajor fund combining statements, individual fund statements, supporting schedules, and statistical data (the supplementary information) in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.
30. As part of your audit, you prepared the draft financial statements and related notes and state financial report. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those financial statements and related notes, state financial report, Public Service Commission Report, and schedule of expenditures of federal awards and schedule of expenditures of state awards.
31. In regards to the data collection form preparation services performed by you, we have:
  - a. Made all management judgments and decisions and assumed all management responsibilities.
  - b. Designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee the services.
  - c. Evaluated the adequacy and results of the services performed.
  - d. Accepted responsibility for the results of the services.



32. With respect to federal and state award programs:

- a. We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration including requirements relating to preparation of the schedules of expenditures of federal and state awards.
- b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance and the schedule of expenditures of state awards (SESA) in accordance with the requirements of the *State Single Audit Guidelines*, and we believe the SEFA and SESA, including their form and content, are fairly presented in accordance with the Uniform Guidance and the *State Single Audit Guidelines*. The methods of measurement and presentation of the SEFA and SESA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA and SESA.
- c. If the SEFA and SESA are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA and SESA no later than the date we issued the SEFA and SESA and the auditors' report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance and *State Single Audit Guidelines* compliance audit, and included in the SEFA and SESA expenditures made during the audit period for all awards provided by federal and state agencies in the form of federal or state awards, federal or state cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards related to each of our federal and state programs and have identified and disclosed to you the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards that are considered to have a direct and material effect on each major federal and state program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal and state programs that provides reasonable assurance that we are managing our federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all federal and state awards (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relevant to federal and state programs and related activities.

- h. We have received no requests from a federal or state agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Compliance Supplement* and the *State Single Audit Guidelines*, relating to federal and state awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal and state awards.
- j. We have disclosed to you any communications from federal and state awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. There are no known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- q. We have disclosed to you whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and/or material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditors' report.
- r. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.
- s. The copies of federal and state program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal or state agency or pass-through entity, as applicable.

- t. We have monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with federal and state statutes, regulations, and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance and *State Single Audit Guidelines*.
  - u. We have issued management decisions for audit findings that relate to federal and state awards made to subrecipients and such management decisions have been issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed-up ensuring that the subrecipient has taken timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the subrecipient.
  - v. We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.
  - w. We have charged costs to federal and state awards in accordance with applicable cost principles.
  - x. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance and *State Single Audit Guidelines*, and we have provided you with all information on the status of the follow-up on prior audit findings by federal and state awarding agencies and pass-through entities, including all management decisions.
  - y. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
  - z. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
33. We agree with the findings of specialists in evaluating the other postemployment benefits, pension benefits, and incurred but not reported claims and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialist.
34. Tax abatement agreements have been properly disclosed in the notes to the financial statements.

Signature: Diana L. Ellenberger Title: Finance Director

Signature: Pamela R. Monley Title: Assistant Finance Director



Report to the  
Finance Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # M.2.**

To receive and place on file a report on the Final Sale of the 2019 Refunding Bonds related to the 2009 Taxable General Obligation (Build America Bonds).

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Green Bay 2009 BABs Refunding Summary



CITY OF GREEN BAY  
Finance Committee  
August 13, 2019

Current Issue

CITY OF GREEN BAY  
TAXABLE GENERAL OBLIGATION CORPORATE PURPOSE BONDS (BABs)  
Bonds Dated: June 9, 2009

|                        |                                                                      |
|------------------------|----------------------------------------------------------------------|
| Issuance:              | Taxable General Obligation Corporate<br>Purpose Bonds<br>(2009 BABs) |
| Authorization:         | June 2009                                                            |
| Original Issue:        | \$8,680,000 (2009 issue)                                             |
| Tax Status:            | Taxable (Federal)<br>Taxable (State)                                 |
| Original Maturities:   | April 1, 2010-2029                                                   |
| Interest Rates:        | 4.60% - 5.65%                                                        |
| Redemption Provisions: | April 1, 2020-2029 callable April 1, 2019                            |



## Final Refunding Issue

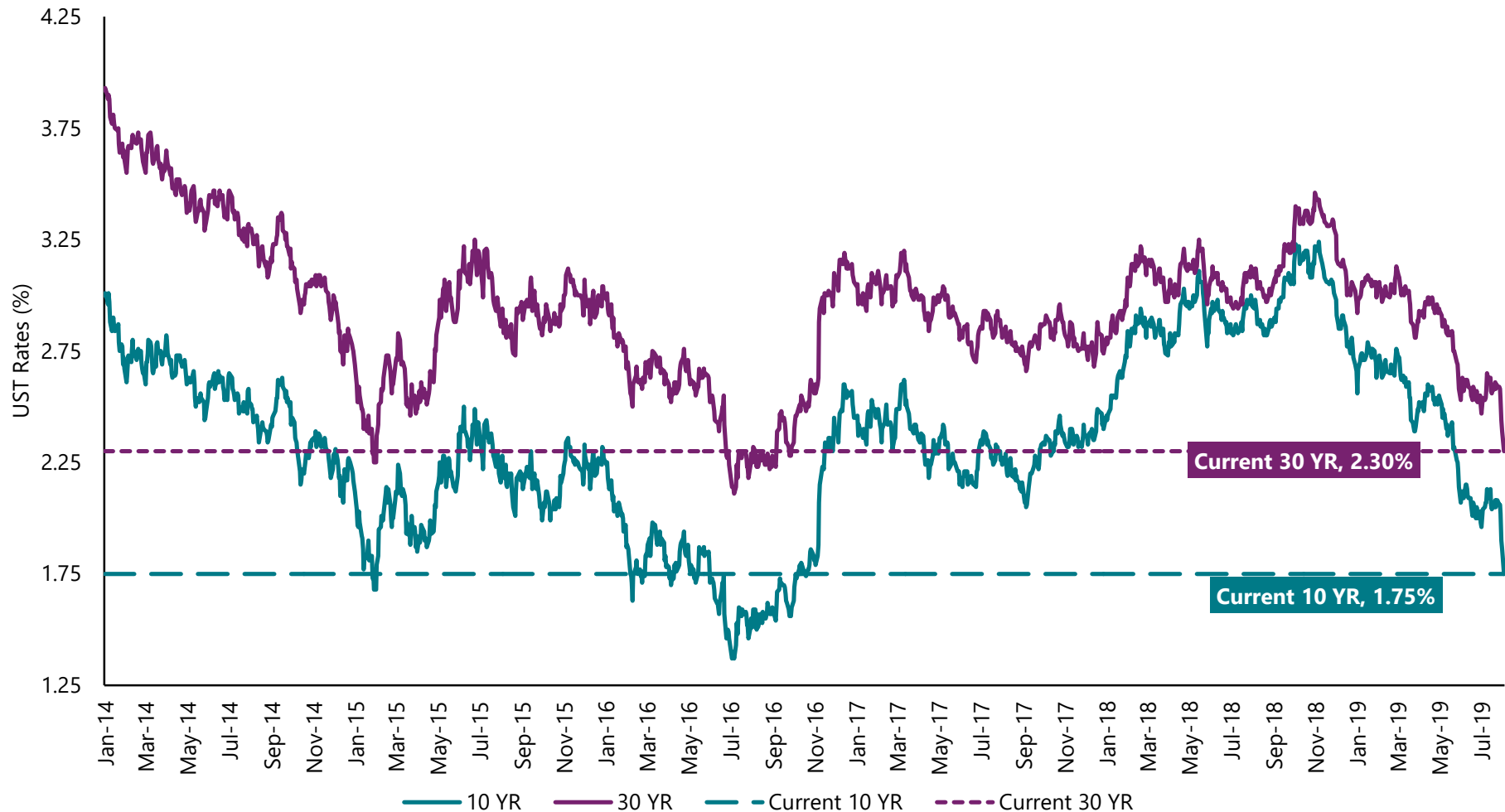
### CITY OF GREEN BAY GENERAL OBLIGATION REFUNDING BONDS, SERIES 2019A

|                                |                                         |
|--------------------------------|-----------------------------------------|
| Issuance:                      | General Obligation Refunding Bonds      |
| Issue Size:                    | \$6,575,000                             |
| Tax Status:                    | Tax-Exempt (Federal)<br>Taxable (State) |
| Moody's Rating:                | Aa3                                     |
| Maturities:                    | April 1, 2020-2029                      |
| True Interest Rate:            | 2.03%                                   |
| Annual Debt Service Savings:   | \$49,000 - \$60,000                     |
| Present Savings (after costs): |                                         |
| Value \$                       | \$485,697                               |
| Value %                        | 7.387%                                  |

INTEREST RATES – US TREASURY  
DECEMBER 2013 – PRESENT

# Long-Term US Treasury Rates ("UST") (2014 – 2019 YTD)

***10- and 30-Year UST Rates have declined an average of nearly 100 basis points since November 2018***



Current Refunding - FINAL

City of Green Bay  
Illustration of Refinancing

| Calendar<br>Year | BEFORE REFINANCING                                                           |        |                          |                         |                          | *                  | AFTER REFINANCING                                                            |                                        |             |                                                                             |                                           |                                              |                              |             | DEBT<br>SERVICE<br>SAVINGS |           |
|------------------|------------------------------------------------------------------------------|--------|--------------------------|-------------------------|--------------------------|--------------------|------------------------------------------------------------------------------|----------------------------------------|-------------|-----------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------|------------------------------|-------------|----------------------------|-----------|
|                  | \$8,680,000<br>Taxable G.O. Corp. Purpose Bonds (BABs)<br>Dated June 9, 2009 |        |                          |                         | TOTAL<br>DEBT<br>SERVICE | *                  | \$8,680,000<br>Taxable G.O. Corp. Purpose Bonds (BABs)<br>Dated June 9, 2009 |                                        |             | \$6,575,000<br>G.O. Refunding Bonds (CR) - FINAL<br>Dated September 3, 2019 |                                           |                                              | TOTAL<br>NEW DEBT<br>SERVICE | *           |                            |           |
|                  | PRINCIPAL<br>(4/1)                                                           | RATE   | INTEREST<br>(4/1 & 10/1) | BABS<br>SUBSIDY<br>-35% | *                        | PRINCIPAL<br>(4/1) | INTEREST<br>(4/1 & 10/1)                                                     | BABS<br>SUBSIDY <sup>(1)</sup><br>-35% | *           | PRINCIPAL<br>(4/1)                                                          | INTEREST<br>(4/1 & 10/1)<br>TIC=<br>2.03% | LESS:<br>BID PREMIUM<br>AVAILABLE<br>FOR D/S | TOTAL                        | *           |                            |           |
|                  |                                                                              |        |                          |                         |                          |                    |                                                                              |                                        |             |                                                                             |                                           |                                              |                              |             |                            |           |
| 2019             | \$310,000                                                                    | 4.600% | \$361,680                | (\$118,740)             | \$552,940                | *                  | \$310,000                                                                    | \$361,680                              | (\$118,740) | *                                                                           | \$720,000                                 | \$237,843                                    | (\$237,843)                  | \$720,000   | \$552,940                  | \$0       |
| 2020             | \$545,000                                                                    | 4.850% | \$341,334                | (\$112,418)             | \$773,915                | *                  | ***                                                                          |                                        |             | *                                                                           | \$720,000                                 | \$237,843                                    | (\$237,843)                  | \$720,000   | \$720,000                  | \$53,915  |
| 2021             | \$570,000                                                                    | 5.050% | \$313,725                | (\$103,325)             | \$780,400                | *                  | ***                                                                          |                                        |             | *                                                                           | \$730,000                                 | \$198,150                                    | (\$198,150)                  | \$730,000   | \$730,000                  | \$50,400  |
| 2022             | \$590,000                                                                    | 5.200% | \$283,993                | (\$93,533)              | \$780,460                | *                  | ***                                                                          |                                        |             | *                                                                           | \$620,000                                 | \$177,900                                    | (\$72,214)                   | \$725,686   | \$725,686                  | \$54,773  |
| 2023             | \$610,000                                                                    | 5.300% | \$252,488                | (\$83,157)              | \$779,331                | *                  | ***                                                                          |                                        |             | *                                                                           | \$570,000                                 | \$160,050                                    |                              | \$730,050   | \$730,050                  | \$49,281  |
| 2024             | \$635,000                                                                    | 5.400% | \$219,178                | (\$72,186)              | \$781,991                | *                  | ***                                                                          |                                        |             | *                                                                           | \$590,000                                 | \$142,650                                    |                              | \$732,650   | \$732,650                  | \$49,341  |
| 2025             | \$670,000                                                                    | 5.500% | \$183,608                | (\$60,471)              | \$793,136                | *                  | ***                                                                          |                                        |             | *                                                                           | \$615,000                                 | \$121,500                                    |                              | \$736,500   | \$736,500                  | \$56,636  |
| 2026             | \$695,000                                                                    | 5.550% | \$145,896                | (\$48,051)              | \$792,845                | *                  | ***                                                                          |                                        |             | *                                                                           | \$640,000                                 | \$96,400                                     |                              | \$736,400   | \$736,400                  | \$56,445  |
| 2027             | \$720,000                                                                    | 5.500% | \$106,810                | (\$35,178)              | \$791,632                | *                  | ***                                                                          |                                        |             | *                                                                           | \$665,000                                 | \$70,300                                     |                              | \$735,300   | \$735,300                  | \$56,332  |
| 2028             | \$750,000                                                                    | 5.650% | \$65,823                 | (\$21,679)              | \$794,144                | *                  | ***                                                                          |                                        |             | *                                                                           | \$695,000                                 | \$43,100                                     |                              | \$738,100   | \$738,100                  | \$56,044  |
| 2029             | \$790,000                                                                    | 5.650% | \$22,318                 | (\$7,350)               | \$804,967                | *                  | ***                                                                          |                                        |             | *                                                                           | \$730,000                                 | \$14,600                                     |                              | \$744,600   | \$744,600                  | \$60,367  |
|                  |                                                                              |        |                          |                         |                          | *                  |                                                                              |                                        |             | *                                                                           |                                           |                                              |                              |             |                            |           |
|                  | \$6,885,000                                                                  |        | \$2,296,850              | (\$756,088)             | \$8,425,762              | *                  | \$310,000                                                                    | \$361,680                              | (\$118,740) | *                                                                           | \$6,575,000                               | \$1,262,493                                  | (\$508,207)                  | \$7,329,286 | \$7,882,227                | \$543,536 |

Maturities callable 4/1/2019 or any date thereafter.

Callable Maturities

\*\*\* Refinanced With 2019 Issue.

Assumes 6.2% subsidy reduction in 2019 and 5.9% reduction in 2020 and thereafter (Sequestration)

GROSS SAVINGS.....\$543,536

(1) Assumes BABs subsidy is received through 10/1/19 call date.

(2) PRESENT VALUE SAVINGS \$.....\$485,697  
PRESENT VALUE SAVINGS %.....7.387%

(2) Present value calculated using the All Inclusive Cost (AIC) of 2.12% as the discount rate.



## Rating Action: **Moody's downgrades Green Bay, WI's GO to Aa3; negative outlook removed**

29 Jul 2019

New York, July 29, 2019 -- Moody's Investors Service downgrades to Aa3 from Aa2 the rating on the city of Green Bay, WI's general obligation unlimited tax (GOULT) debt and to A2 from A1 on the city's lease revenue bonds. Concurrently, we assign an Aa3 rating to the city's \$6.6 million General Obligation Refunding Bonds, Series 2019A. Following the sale, the city will have \$144.8 million in outstanding GOULT and \$33.8 million in lease revenue debt. The negative outlook has been removed.

### RATINGS RATIONALE

The downgrade to Aa3 rating reflects the city's adequate but narrowed financial position and high fixed costs stemming from an elevated debt burden. Also incorporated are the sizeable tax base with below average resident income levels and moderate pension burden.

The A2 lease revenue rating is notched twice off the Aa3 GOULT rating, reflecting the risk of non-appropriation and the less essential nature of the financed projects, which include a parking ramp and convention center improvements.

### RATING OUTLOOK

Outlooks are typically not assigned to local governments with this amount of debt outstanding.

### FACTORS THAT COULD LEAD TO AN UPGRADE

- Material increases in available reserves and liquidity
- Repayment of interfund advances
- Moderation of fixed costs
- Upward movement in the city's GO rating (lease rating)

### FACTORS THAT COULD LEAD TO A DOWNGRADE

- Further narrowing of the city's financial position
- Increases to the city's debt and/or pension burden
- Downward movement in the city's GO rating (lease rating)

### LEGAL SECURITY

All of the city's GOULT debt, including the current issuance, is secured by its general obligation unlimited tax pledge which benefits from a dedicated property tax levy not limited by rate or amount.

Outstanding lease revenue bonds are secured by the city's pledge to make lease rental payments to the Redevelopment Authority (RDA), subject to annual appropriation.

### USE OF PROCEEDS

Proceeds will refund the city's outstanding Taxable General Obligation Corporate Purpose Bonds, Series 2009A.

### PROFILE

The city of Green Bay serves as the economic hub for northeastern Wisconsin and the county seat for Brown County, providing a full range of municipal services to just under 105,000 residents.

### METHODOLOGY

The principal methodology used in the general obligation ratings was US Local Government General Obligation Debt published in December 2016. The principal methodology used in the lease ratings was Lease, Appropriation, Moral Obligation and Comparable Debt of US State and Local Governments published in July 2018. Please see the Rating Methodologies page on [www.moody's.com](http://www.moody's.com) for a copy of these methodologies.

### REGULATORY DISCLOSURES

For ratings issued on a program, series or category/class of debt, this announcement provides certain regulatory disclosures in relation to each rating of a subsequently issued bond or note of the same series or category/class of debt or pursuant to a program for which the ratings are

derived exclusively from existing ratings in accordance with Moody's rating practices. For ratings issued on a support provider, this announcement provides certain regulatory disclosures in relation to the credit rating action on the support provider and in relation to each particular credit rating action for securities that derive their credit ratings from the support provider's credit rating. For provisional ratings, this announcement provides certain regulatory disclosures in relation to the provisional rating assigned, and in relation to a definitive rating that may be assigned subsequent to the final issuance of the debt, in each case where the transaction structure and terms have not changed prior to the assignment of the definitive rating in a manner that would have affected the rating. For further information please see the ratings tab on the issuer/entity page for the respective issuer on [www.moody's.com](http://www.moody's.com).

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Report to the  
Finance Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # M.3.**

To approve the request by the Finance Director for the prepayment of two state trust fund loans with principal outstanding of \$955,368.77 using Debt Service fund balance.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Prepayment two STFL \$955K updated



## **CITY OF GREEN BAY**

### **MEMO**

---

TO: Finance Committee

FROM: Diana Ellenbecker, Finance Director

SUBJECT: Request for prepayment of two state trust fund loans with principal outstanding of \$955,368.77 using Debt Service fund balance

DATE: August 13, 2019

The City of Green Bay has two general tax levy state trust fund notes outstanding with a principal amount of \$955,368.77 and future interest payments of \$26,650.02 with final maturity in 2027 and 2028.

The State Trust funds loans were issued between 2017 and 2018 for the purpose of Neighborhood enhancement. The interest rate on the loans is at 3.50% and 4.25% which are both above our current investment rate of return on excess funds.

At the time of borrowing, two \$500,000 State Trust Fund Loans were obtained as interest rates were lower than a public offering for taxable debt given both rate and cost of issuance.

Projected Debt Service Fund balance as of 12/31/19 after this prepayment will be about \$1,768,000 plus any premiums received for sale of 2019 bonds. As the Loans can be called without penalty, we are targeting payoff on August 27<sup>th</sup>. We will continue to monitor our existing debt for other redemption or refunding opportunities.

July 22, 2019

DIANA ELLENBECKER, FINANCE DIRECTOR/ COMPTROLLER  
CITY OF GREEN BAY  
100 N JEFFERSON STREET  
  
GREEN BAY WI 54301

Re: Additional Payment of a Trust Fund Loan

This letter is written to acknowledge that City of Green Bay wishes to make an additional payment on a Trust Fund loan. Your payment is calculated for August 27, 2019. A prepayment made after this date will result in additional accrued interest on the principal outstanding due to the delay. Your prepayment will be applied against the remaining principal outstanding as follows:

| FUND        | LOAN #      | PURPOSE                            | PREPAYMENT<br>AMOUNT | PRINCIPAL<br>PAYMENT | INTEREST<br>PAYMENT | LOAN<br>BALANCE |
|-------------|-------------|------------------------------------|----------------------|----------------------|---------------------|-----------------|
| 744         | 02018077.01 | Finance neighborhood redevelopment | 462,573.58           | 455,368.77           | 7,204.81            | 0.00            |
| 744         | 02019018.01 | Finance neighborhood redevelopment | 519,445.21           | 500,000.00           | 19,445.21           | 0.00            |
| Sub Totals: |             |                                    |                      | 955,368.77           | 26,650.02           |                 |

**TOTAL PRINCIPAL AND INTEREST DUE: \$982,018.79**

The future amortization schedule will keep the annual payment amount the same as the current schedule. We must be notified by email prior to the prepayment date via Denise.Nechvatal@wi.gov if an alternative schedule is desired.

Choose a payment method below:

**1. By check** Please send your check made payable to the "Board of Commissioners of Public Lands" and mail it to PO Box 8943, Madison, WI 53708-8943. A check received before the due date will be held and deposited at that time. Overnight delivery should be sent to 101 E. Wilson, 2nd floor, Madison, WI 53703.

**2. By wire or ACH** Be sure to include your customer name and loan # on the transfer.  
US Bank  
777 East Wisconsin Avenue  
Milwaukee, WI 53202

ABA 0750 0002 2  
Treasurer, State of Wisconsin  
Trust Fund Loan Program  
**Account 258920 115**

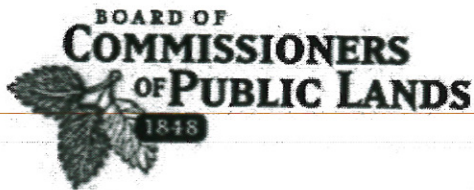
**3. By LGIP** Enter the transaction on the LGIP website as a withdrawal, select state payment, select "S1 Trust Fund Loan" in the drop down, fax (608) 223-6578, or email the transaction request to the LGIP mailbox at lgip@wisconsin.gov.

We are happy that we could help you with your financial needs and hope that we can serve you in the future. Please email me at Denise.Nechvatal@wi.gov or call me at (608) 266-3788 if you have any questions.

Sincerely,

*Denise Nechvatal*

Denise Nechvatal  
Accountant



*Managing Wisconsin's trust assets for public education.*

**Amortization Schedule**  
**for Loan ID: 02019018.01**

**Schedule Begin Date:** 9/27/2018

**Customer:** City of Green Bay

**Loan Purpose:** Finance neighborhood redevelopment

**County:** Brown

**Amount of Original Disbursement:** \$500,000.00

**On:** 9/27/2018

**Original Term:** 10 years

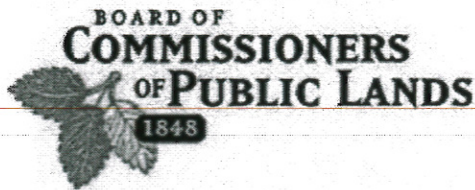
**Interest Rate:** 4.25 %

| <i>Date</i> | <i>Payment</i> | <i>Principal</i> | <i>Interest</i> | <i>Balance</i> |
|-------------|----------------|------------------|-----------------|----------------|
| 3/15/2020   | * \$69,310.82  | \$38,163.56      | \$31,147.26     | \$461,836.44   |
| 3/15/2021   | \$69,310.82    | \$49,682.77      | \$19,628.05     | \$412,153.67   |
| 3/15/2022   | \$69,310.82    | \$51,794.29      | \$17,516.53     | \$360,359.38   |
| 3/15/2023   | \$69,310.82    | \$53,995.55      | \$15,315.27     | \$306,363.83   |
| 3/15/2024   | \$69,310.82    | \$56,254.68      | \$13,056.14     | \$250,109.15   |
| 3/15/2025   | \$69,310.82    | \$58,681.18      | \$10,629.64     | \$191,427.97   |
| 3/15/2026   | \$69,310.82    | \$61,175.13      | \$8,135.69      | \$130,252.84   |
| 3/15/2027   | \$69,310.82    | \$63,775.07      | \$5,535.75      | \$66,477.77    |
| 3/15/2028   | \$69,310.82    | \$66,477.77      | \$2,833.05      | \$0.00         |
| Totals:     | 623,797.38     | 500,000.00       | 123,797.38      |                |

\* indicates prepayment

**Schedule #:** 0000011722





Managing Wisconsin's trust assets for public education.

**Amortization Schedule  
for Loan ID: 02018077.01**

**Schedule Begin Date:** 12/19/2017

**Customer:** City of Green Bay

**Loan Purpose:** Finance neighborhood redevelopment

**County:** Brown

**Amount of Original Disbursement:** \$ 500,000.00

**On:** 12/19/2017

**Original Term:** 10 years

**Interest Rate:** 3.50 %

| <i>Date</i> | <i>Payment</i> | <i>Principal</i> | <i>Interest</i> | <i>Balance</i> |
|-------------|----------------|------------------|-----------------|----------------|
| 3/15/2019   | \$66,254.52    | \$44,631.23      | \$21,623.29     | \$455,368.77   |
| 3/15/2020   | \$66,254.52    | \$50,272.95      | \$15,981.57     | \$405,095.82   |
| 3/15/2021   | \$66,254.52    | \$52,076.17      | \$14,178.35     | \$353,019.65   |
| 3/15/2022   | \$66,254.52    | \$53,898.83      | \$12,355.69     | \$299,120.82   |
| 3/15/2023   | \$66,254.52    | \$55,785.29      | \$10,469.23     | \$243,335.53   |
| 3/15/2024   | \$66,254.52    | \$57,714.44      | \$8,540.08      | \$185,621.09   |
| 3/15/2025   | \$66,254.52    | \$59,757.78      | \$6,496.74      | \$125,863.31   |
| 3/15/2026   | \$66,254.52    | \$61,849.30      | \$4,405.22      | \$64,014.01    |
| 3/15/2027   | \$66,254.50    | \$64,014.01      | \$2,240.49      | \$0.00         |
| Totals:     | 596,290.66     | 500,000.00       | 96,290.66       |                |

\* indicates prepayment

**Schedule #:** 0000011444

**RESOLUTION AUTHORIZING PREPAYMENT OF  
TWO STATE TRUST FUND LOANS**

**August 20, 2019**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

Pursuant to the recommendation of the Finance Committee at its meeting of August 13, 2019, the City of Green Bay authorizes the prepayment of the following state trust fund loans with combined principal outstanding of \$955,368.77, plus interest of \$26,650.02, using Debt Service fund balance:

STF 02018077.01    2017 Neighborhood enhancement fund

STF 02019018.01    2018 Neighborhood enhancement fund

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Report to the  
Finance Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # M.4.**

To approve the purchase of Motorola radios for GBPD from Motorola Solutions through Baycom Enterprises for \$291,683.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. 8-13-19 FIN Mtg Radios, IT
2. Motorola Radio Quotes



## CITY OF GREEN BAY - PURCHASING DIVISION

---

TO: Finance Committee  
FR: Rick Jensen, Purchasing Manager  
DT: August 13, 2019  
RE: Purchasing Report  
Cc: Diana Ellenbecker, Pam Manley, Andrew Smith, Mike Hronek

### Report of the Purchasing Manager:

1. Request approval to purchase Motorola radios for GBPD from Motorola Solutions through Baycom Enterprises for \$291,683.
2. Discussion with possible action on the award of a contract to the highest scoring respondent for combining the Data Centers at City Hall and GBPD including upgrades to equipment and a 5 year maintenance and support agreement.

The following items were openly and competitively offered:

| Finance Committee - Report of the Purchasing Manager                                         |                                                              |                    |             |            |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------|-------------|------------|
| DESCRIPTION                                                                                  | FUNDING SOURCE                                               | AWARDED VENDOR     | RESPONSES   | \$ AMOUNT  |
| Radios, GBPD                                                                                 | 423300-55140 PD<br>825300-55140 Grants<br>Equip. Replacement | Motorola Solutions | Sole Source | \$291,683  |
| IT Department Data Center Project to<br>Combine SAN(s) & Virtualize Server<br>Infrastructure | 101300-55140<br>GBPD -Equip. Repl.                           | TBD                | TBD         | ~\$500,000 |

**NOTE:** The RFP for the Data Centers upgrade is due August 7, 2019. After the evaluation team has reviewed all proposals received a recommendation for award will be presented to the Finance Committee at the meeting on August 13, 2019.

**BAYCOM, Inc.**  
2040 Radisson Street  
Green Bay, WI 54302-2085  
(920) 544-4203  
Al Koivisto  
[a.koivisto@baycominc.com](mailto:a.koivisto@baycominc.com)

**Green Bay Police Dept.**  
Jason Bamman  
307 South Adams Street  
Green Bay, WI 54301  
920 448-3037  
[jasonba@greenbaywi.gov](mailto:jasonba@greenbaywi.gov)

Quote: AK2019071801

**SUBJECT: APX6000 Single Band Model 1.5 Portable Radio Price Quote**

Contract No 11-16200/CB: WCA Public Safety Communications Equipment and Service

Date: 7/18/19

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:

**EQUIPMENT DETAILS AND PRICING**

| Model                          | Description                               | List Price | WCA Discount | Extended Price |
|--------------------------------|-------------------------------------------|------------|--------------|----------------|
| 29 H98UCD9PW5BN                | APX6000 800 MHZ MODEL 1.5 PORTABLE RADIO  | \$2,705.00 | \$1,974.65   | \$57,264.85    |
| 29 Q58                         | 3 YEAR ESSENTIAL SERVICE                  | \$110.00   | \$110.00     | \$3,190.00     |
| 29 MOTOPROMO                   | TRDE DISCOUNT GOOD UNTIL 8/30/2019        | -\$400.00  | -\$400.00    | (\$11,600.00)  |
| 29 Q806                        | ASTRO DIGITAL CAI OPERATION               | \$515.00   | \$375.95     | \$10,902.55    |
| 29 H38                         | SMARTZONE OPERATION                       | \$1,200.00 | \$876.00     | \$25,404.00    |
| 29 QA01648                     | ADVANCED SYSTEM KEY - HARDWARE KEY        | \$5.00     | \$3.65       | \$105.85       |
| 29 Q361                        | P25 9600 BAUD TRUNKING                    | \$300.00   | \$219.00     | \$6,351.00     |
| <b>OPTIONS AND ACCESSORIES</b> |                                           |            |              |                |
| 29 PMNN4485                    | SPARE BATTERY IMPRES 2 LIION R IP68 2550T | \$146.00   | \$106.58     | \$3,090.82     |
| 29 PMNN4069A                   | IMPRES RSM, 3.5MM AUDIO JACK              | \$133.00   | \$88.35      | \$2,562.15     |
| 29 NNTN8860A                   | IMPRES2 SINGLE UNIT DESKTOP CHARGER       | \$165.00   | \$120.45     | \$3,493.05     |

**MOTOROLA TERMS: PAYMENT DUE NET 30 DAYS FROM INVOICE**

**Baycom will provide radio programming for \$ 27.50 per radio  
which will be invoiced by Baycom separately**

**Offer good until Dec 2, 2018**

**MOTOROLA EQUIPMENT TOTAL: \$100,764.27**

**SHIPPING: No Charge**

**MOTOROLA EQUIPMENT TOTAL: \$100,764.27**

**WCA ORDERING PROCESS:**

**Make PO Out To**

Motorola Solutions  
1301 E. Algonquin Road  
Schaumburg, Illinois 61096

**Al Koivisto**  
2040 Radisson Street  
Green Bay, WI 54302  
(920) 544-4203  
FAX: (920) 468-8615  
[a.koivisto@baycominc.com](mailto:a.koivisto@baycominc.com)

**Green Bay Police Dept.**  
Jason Bamman  
307 South Adams Street  
Green Bay, WI 54301  
920 448-3037  
[jasonba@greenbaywi.gov](mailto:jasonba@greenbaywi.gov)

Quote # AK2019071802

**SUBJECT: Motorola APX8000 model 2.5 All Band Radio Price Quote**

Date: 7/18/2019

Contract Pricing WCA Public Safety Communications Equipment and Service

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:

**EQUIPMENT DETAILS AND PRICING**

| QTY                            | MODEL        | MODEL AND DESCRIPTION                   | LIST PRICE | WCA PRICE  | TOTAL PRICE   |
|--------------------------------|--------------|-----------------------------------------|------------|------------|---------------|
| 25                             | H91TGD9PW6 N | APX8000 Digital All Band Portable Radio | \$5,983.00 | \$4,367.59 | \$109,189.75  |
| 25                             | Q58          | 3 Year Essential Service                | \$110.00   | \$110.00   | \$2,750.00    |
| 25                             | QA05509      | DELETE UHF BAND                         | -\$800.00  | -\$584.00  | -\$14,600.00  |
| 25                             | MOTOPROMO    | TRDE DISCOUNT GOOD UNTIL 8/30/2019      | -\$500.00  | -\$500.00  | (\$12,500.00) |
| 25                             | Q806         | Astro Digital CAI Operation             | \$515.00   | \$375.95   | \$9,398.75    |
| 25                             | H38          | Smartzone Operation includes Omnilink   | \$1,500.00 | \$1,095.00 | \$27,375.00   |
| 25                             | Q361         | P25 9600 Baud Trunking                  | \$300.00   | \$219.00   | \$5,475.00    |
| 25                             | Q629         | AES Encryption                          | \$475.00   | \$346.75   | \$8,668.75    |
| 25                             | QA01648      | Hardware Key                            | \$5.00     | \$3.65     | \$91.25       |
| 25                             | H869         | Multikey for AES                        | \$330.00   | \$240.90   | \$6,022.50    |
| <b>Options and Accessories</b> |              |                                         |            |            |               |
| 25                             | PMNN4069A    | IMPRES RSM, 3.5MM AUDIO JACK            | \$133.00   | \$97.09    | \$2,427.25    |
| 25                             | PMNN4486     | Spare BATT IMPRES 2 LIION R IP68 3400T  | \$163.00   | \$118.99   | \$2,974.75    |
| 25                             | NNTN8860     | IMPRES2 Single Unit Charger             | \$165.00   | \$120.45   | \$3,011.25    |

**Subtotal: \$150,284.25**

**Baycom will provide radio programming for \$ 27.50 per radio  
which will be invoiced by Baycom separately**

**Shipping: \$0.00**

**Total: \$150,284.25**

**MOTOROLA / WCA CONTRACT No. 11-16200/CB ORDERING PROCESS:**

**Make PO Out To**

Motorola Solutions

BAYCOM, Inc.  
2040 Radisson Street  
Green Bay, WI 54302-2085  
(920) 544-4203  
Al Koivisto  
[a.koivisto@baycominc.com](mailto:a.koivisto@baycominc.com)

Green Bay Police Dept.  
Jason Bamman  
307 South Adams Street  
Green Bay, WI 54301  
920 448-3037  
[jasonba@greenbaywi.gov](mailto:jasonba@greenbaywi.gov)

Quote: AK2019071803

SUBJECT: APX6500 Single Band Mobile Radio Price Quote

Date: 7/18/19

Contract No 11-16200/CB: WCA Public Safety Communications Equipment and Service

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:

EQUIPMENT DETAILS AND PRICING

|   | Model        | Description                           | List Price | WCA Discount | Extended Price |
|---|--------------|---------------------------------------|------------|--------------|----------------|
| 8 | M25URS9PW1 N | MOTOROLA 700/800 APX6500 MOBILE RADIO | \$2,438.00 | \$1,779.74   | \$14,237.92    |
| 8 | G78          | 3 YEAR ESSENTIAL SERVICE              | \$168.00   | \$168.00     | \$1,344.00     |
| 8 | MOTOPROMO    | TRDE DISCOUNT GOOD UNTIL 8/30/2019    |            | -\$400.00    | (\$3,200.00)   |
| 8 | G806         | ASTRO DIGITAL CAI                     | \$515.00   | \$375.95     | \$3,007.60     |
| 8 | QA01648      | ADVANCED SYSTEM HARDWARE KEY          | \$5.00     | \$3.65       | \$29.20        |
| 8 | G51          | SMARTZONE OPERATION                   | \$1,200.00 | \$876.00     | \$7,008.00     |
| 8 | G361         | P25 BAUD TRUNKING                     | \$300.00   | \$219.00     | \$1,752.00     |
| 8 | G442         | APX6500 05 CONTROL HEAD               | \$432.00   | \$315.36     | \$2,522.88     |
| 8 | G444         | APX6500 CONTROL HEAD SOFTWARE         | \$0.00     | \$0.00       | \$0.00         |
| 8 | G67          | REMOTE MOUNT OPERATION                | \$297.00   | \$216.81     | \$1,734.48     |
| 8 | W22          | PALM MICROPHONE                       | \$72.00    | \$52.56      | \$420.48       |
| 8 | G831         | G831 15 WATT SPEAKER                  | \$60.00    | \$43.80      | \$350.40       |
| 8 | G335         | G335 1/4 WAVE 700/800 ANTENNA         | \$14.00    | \$10.22      | \$81.76        |

MOTOROLA TERMS: PAYMENT DUE NET 30 DAYS FROM INVOICE

Offer good until April 20th, 2018

Baycom will provide radio programming for \$ 27.50  
which will be invoiced by Baycom separately

MOTOROLA EQUIPMENT TOTAL:

\$29,288.72

SHIPPING:

No Charge

MOTOROLA EQUIPMENT TOTAL:

\$29,288.72

## WCA ORDERING PROCESS:

### Make PO Out To

Motorola Solutions  
1301 E. Algonquin Road

BAYCOM, Inc.  
2040 Radisson Street  
Green Bay, WI 54302-2085  
(920) 544-4203  
Al Koivisto  
[a.koivisto@baycominc.com](mailto:a.koivisto@baycominc.com)

Green Bay Police Dept.  
Jason Bamman  
307 South Adams Street  
Green Bay, WI 54301  
920 448-3037  
[jasonba@greenbaywi.gov](mailto:jasonba@greenbaywi.gov)

QUOTE #: AK2019071805

SUBJECT: APX8500 ALL BAND MOBILE RADIO QUOTE

Date: 7/18/19

Contract No 11-16200/CB: WCA Public Safety Communications Equipment and Service

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:

EQUIPMENT DETAILS AND PRICING

|   | Model        | Description                          | List Price | WCA Discount | Extended Price |
|---|--------------|--------------------------------------|------------|--------------|----------------|
| 2 | M37TSS9PW1 N | MOTOROLA APX8500 MOBILE RADIO        | \$4,770.00 | \$3,482.10   | \$6,964.20     |
| 2 | G78AT        | 3 YEAR WARRANTY FROM THE START       | \$168.00   | \$168.00     | \$336.00       |
| 2 | G806         | ASTRO DIGITAL CAI                    | \$515.00   | \$375.95     | \$751.90       |
| 2 | GA005509     | DELETE UHF BAND                      | -\$800.00  | -\$584.00    | (\$1,168.00)   |
| 2 | MOTOPROMO    | TRDE DISCOUNT GOOD UNTIL 8/30/2019   |            | -\$500.00    | (\$1,000.00)   |
| 2 | QA01648AA    | ADVANCED SYSTEM HARDWARE KEY         | \$5.00     | \$3.65       | \$7.30         |
| 2 | G51          | SMARTZONE OPERATION                  | \$1,500.00 | \$1,095.00   | \$2,190.00     |
| 2 | G361AH       | P25 BAUD TRUNKING                    | \$300.00   | \$219.00     | \$438.00       |
| 2 | G996AS       | OTAP OVER THE AIR PROVISIONING       | \$100.00   | \$73.00      | \$146.00       |
| 2 | G843         | AES ENCRYPTION                       | \$475.00   | \$346.75     | \$693.50       |
| 2 | W969         | MULTIKEY ENCRYPTION OPERATION        | \$330.00   | \$240.90     | \$481.80       |
| 2 | G442         | 05 CONTROL HEAD                      | \$432.00   | \$315.36     | \$630.72       |
| 2 | G444AH       | CONTROL HEAD SOFTWARE                | \$0.00     | \$0.00       | \$0.00         |
| 2 | G67DE        | REMOTE MOUNT OPERATION               | \$297.00   | \$216.81     | \$433.62       |
| 2 | W22          | PALM MICROPHONE                      | \$72.00    | \$52.56      | \$105.12       |
| 2 | G831AD       | G831 15 WATT WATER RESISTANT SPEAKER | \$60.00    | \$43.80      | \$87.60        |
| 2 | W116AQ       | EXTERNAL ALARM RELAY AND CABLE       | \$75.00    | \$54.75      | \$109.50       |
| 2 | GA01513      | 700/800/UHF/VHF ALL BAND ANTENNA     | \$95.00    | \$69.35      | \$138.70       |

MOTOROLA TERMS: PAYMENT DUE NET 30 DAYS FROM INVOICE

Baycom will provide radio programming for \$27.50  
which will be invoiced by Baycom separately

MOTOROLA EQUIPMENT TOTAL:

\$11,345.96

## WCA ORDERING PROCESS:





Report to the  
Finance Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # M.5.**

To award a contract to Camera Corner Connecting Point for combining the Data Centers at City Hall and GBPD including upgrades to equipment and a 5 year maintenance and support agreement for \$438,021.77.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. 8-13-19 FIN Mtg Radios, IT



## CITY OF GREEN BAY - PURCHASING DIVISION

---

TO: Finance Committee  
FR: Rick Jensen, Purchasing Manager  
DT: August 13, 2019  
RE: Purchasing Report  
Cc: Diana Ellenbecker, Pam Manley, Andrew Smith, Mike Hronek

### Report of the Purchasing Manager:

1. Request approval to purchase Motorola radios for GBPD from Motorola Solutions through Baycom Enterprises for \$291,683.
2. Discussion with possible action on the award of a contract to the highest scoring respondent for combining the Data Centers at City Hall and GBPD including upgrades to equipment and a 5 year maintenance and support agreement.

The following items were openly and competitively offered:

| Finance Committee - Report of the Purchasing Manager                                         |                                                              |                    |             |            |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------|-------------|------------|
| DESCRIPTION                                                                                  | FUNDING SOURCE                                               | AWARDED VENDOR     | RESPONSES   | \$ AMOUNT  |
| Radios, GBPD                                                                                 | 423300-55140 PD<br>825300-55140 Grants<br>Equip. Replacement | Motorola Solutions | Sole Source | \$291,683  |
| IT Department Data Center Project to<br>Combine SAN(s) & Virtualize Server<br>Infrastructure | 101300-55140<br>GBPD -Equip. Repl.                           | TBD                | TBD         | ~\$500,000 |

**NOTE:** The RFP for the Data Centers upgrade is due August 7, 2019. After the evaluation team has reviewed all proposals received a recommendation for award will be presented to the Finance Committee at the meeting on August 13, 2019.



Report to the  
Finance Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # M.6.**

To proceed as directed in closed session regarding the update on liability and EPL insurance proposal for 2020.

The Council may convene in closed session pursuant to Section 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Council may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. LIAB Quote summary 8-8-19 - CONFIDENTIAL



Report to the  
Finance Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # M.7.**

To receive and place on file the Report of the Claims Committee.

The Council may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Council may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Claims Committee Rpt June July 2019 - CONFIDENTIAL



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.I.**

To approve the request by David Weise to rescind the bulk waste removal charge of \$80 at 327 North Ashland Avenue.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.2.**

To approve rescinding \$260.58 of the \$521.17 long grass charges from the request by Xia Moua relating to charges of \$301.73 at 619 Pine Terrace and \$219.44 at 617 Pine Terrace.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None





Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.3.**

To approve the request by Melissa Gebert for permission to allow around-the-clock street parking adjacent to 326 12th Avenue for health care workers for her daughter.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.4.**

To refer to the Law Department the request by Ald. Johnson on the authorization of the installation of crosswalk art at the intersection of Broadway and Hubbard Streets.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.5.**

To refer to staff the request by Ald. Johnson for recommendations on how to alleviate chronic flooding on South Broadway/Clinton Street, South Maple Avenue, South Ashland Avenue, Shawano Avenue and Antoinette Street and to bring an update to the September 11, 2019 Improvement and Services Committee meeting on the progress for Storm Lift Stations 110 and 106 and to determine solutions to solve the flooding on Antoinette Street.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. High Water Memo - Johnson Communication I-S 8-6-2019



DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

100 N. Jefferson Street, Room 300  
Green Bay, WI 54301  
Tel (920) 448-3100  
Fax (920) 448-3102

INTER-OFFICE  
MEMO

**TO:** Mayor Eric Genrich  
City Alderpersons

**FROM:** Matthew Heckenlaible, PE – Utility Manager

**SUBJECT:** Ald Johnson I&S Communication regarding 'flooding on S Broadway / Clinton, S Maple, S Ashland, Shawano and Antoinette Street'

**DATE:** August 6, 2019

**C:** Steven Grenier, PE – Director of Public Works  
James Brunette, PE – Assistant Director of Public Works

**Summary**

South Broadway at Clinton Street: Addressed with implementation of Basin 110 Storm Lift Station (Fall of 2019)

500 Block South Broadway: Addressed with implementation of Basin 110 Storm Lift Station and storm sewer connection Basin 108 to Basin 110 (Fall of 2019)

South Maple Avenue (Seymour Park area): Addressed with implementation of Basin 106 Storm Lift Station and storm sewer up-grades (Fall 2019 to Spring 2020)

South Ashland Avenue (Seymour Park area): Addressed with implementation of Basin 106 Storm Lift Station and storm sewer up-grades (Fall 2019 to Spring 2020)

Shawano Avenue (Antoinette to Allard): Addressed with implementation of Basin 106 Storm Lift Station and storm sewer up-grades (Fall 2019 to Spring 2020)

Antoinette Street (Blesch Place): Solution(s) pending



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.6.**

To direct staff to transition from concept to design on three dry ponds and increase the size of the storm sewer pipe in Main Street to determine effect on area flood levels from the request by Ald. Nicholson for status update on plans to address chronic flooding in the vicinity of Main and East Mason Streets.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.7.**

To hold until the September 11, 2019 Improvement and Services Committee meeting the request by Ald. Nicholson to address surface water drainage issues at 1661-1663 Elkay Lane.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None





Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.8.**

To refer to staff to develop and implement a solution to alleviate the ponding from the request by Ald. Nicholson to address pavement ponding issues at 2405 Hampton Avenue.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.9.**

To refer to staff the request by Ald. Nicholson to address chronic flooding in the Schwartz Street/Edison Street area.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.10.**

To refer to staff the request by Ald. Steuer to study and report out on the feasibility of utilizing the “even-odd” residential address overnight parking scenario, as is done in Milwaukee, in order to relieve the parking problems at residences with limited parking spaces.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.I.I.**

To receive and place on file the request by Ald. Steuer to look at placing a street light on the east of Fellows Avenue just north of Shawano Avenue.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.12.**

To approve the request by Department of Public Works to amend contract for LED Signal Replacement on connecting highways.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.13.**

To approve the request by Department of Public Works to award 2020 Bridge Inspection Services to Collins Engineers, Inc. for \$31,707.72.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.14.**

To approve the request by Bay Settlement Investments, LLC to defer special assessments for remainder of parent parcel 21-396 for five years or until sold or developed, whichever is the shortest time.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Assessment for Eaton Heights



**From:** [Steven Grenier](#)  
**To:** [Jamie Destiche](#)  
**Subject:** FW: assessment for Eaton Heights  
**Date:** Wednesday, August 07, 2019 10:40:51 AM

---

For I&S on August 14

*Steven M. Grenier, P.E.*  
*Director of Public Works*  
*City of Green Bay*  
*(920) 448-3097*  
[stevengr@greenbaywi.gov](mailto:stevengr@greenbaywi.gov)

---

**From:** James Brunette  
**Sent:** Tuesday, August 6, 2019 5:05 PM  
**To:** Steven Grenier <[StevenGr@greenbaywi.gov](mailto:StevenGr@greenbaywi.gov)>  
**Subject:** FW: assessment for Eaton Heights

FYI

**From:** Tina Bunker [<mailto:tina@tinabunker.com>]  
**Sent:** Tuesday, August 06, 2019 5:03 PM  
**To:** James Brunette  
**Subject:** Re: assessment for Eaton Heights

Department of Public Works-

We would ask that the City consider deferment of the balance of assessments for Eaton Heights II along Spartan Road.

Sincerely,

John Bunker  
Bay Settlement Investments, LLC

On Tue, Aug 6, 2019 at 5:00 PM James Brunette <[jamesbr@greenbaywi.gov](mailto:jamesbr@greenbaywi.gov)> wrote:

Tina,  
If you want DPW to ask I&S Committee to defer the assessment for the remainder of the parent parcel for Eaton Heights, I will need an email from you requesting the deferment. We will bring that to the August 14 meeting.

Jim

James Brunette, P.E.  
Assistant Director of Public Works  
City of Green Bay  
Phone (920) 448-3105  
[jamesbr@greenbaywi.gov](mailto:jamesbr@greenbaywi.gov)



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.15.**

To approve the \$2 parking citation processing fee required by the new Passport Labs parking citation system which went live on Monday, July 22, 2019 and have staff provide a report on the citation rates from neighboring communities.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.16.**

To approve the report of the Purchasing Manager to award a 1-year contract for snow plowing and snow removal for various Department of Public Works Parking Division and Green Bay Police Department parking lots to Express Excavation for the estimated amount of \$44,500 per year; this contract will include up to five 1-year renewal options by mutual agreement.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. 8-14-19 IS Snow Removal



# CITY OF GREEN BAY - PURCHASING DIVISION

TO: I&S Committee  
 FR: Rick Jensen, Purchasing Manager  
 DT: August 14, 2019  
 RE: Purchasing Report  
 CC: Steve Grenier, James Brunette, Chris Pirlot, Andrew Smith, Diana Ellenbecker

## Report of the Purchasing Manager:

1. Request approval to award a 1-year contract for snow plowing and snow removal for various DPW Parking Division and GBPD parking lots to Express Excavation for the estimated amount of \$44,500 per year. This contract will include up to five 1-year renewal options by mutual agreement.

The following items were openly and competitively offered:

| Improvement and Services - Report of the Purchasing Manager                                                                              |        |                                                 |                       |             |           |
|------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------|-----------------------|-------------|-----------|
| Description                                                                                                                              | Spec # | Funding Source                                  | Awarded Vendor        | # Responses | \$ Amount |
| Snow Plowing / Removal Contract<br>DPW Parking Division and GBPD<br>Parking Lots (1 year contract with<br>five one-year renewal options) |        | 1013310-55201<br>BUILDING REPAIRS<br>GBPD & DPW | Express<br>Excavating | 1           | ~\$44,500 |

## CITY OF GREEN BAY

DUE DATE: 7/31/19

### QUOTATION SUMMARY -

#### Snow Plow / Removal Contract

CC #96800

| DEPT: DPW/Parking & GBPD RFQ #3164<br>ISSUED: 7/17/19 Planholders: 6   |                                        | Express Excavating, Inc. |  |
|------------------------------------------------------------------------|----------------------------------------|--------------------------|--|
| DESCRIPTION                                                            | SIZE AND MODEL:                        | HRLY RATE                |  |
| LOADER W/BUCKET                                                        | John Deer 625 & 524<br>3T C.Y. Bucket  | \$115.00                 |  |
| TRUCK, QUAD AXLE                                                       | Quads 6                                | \$95.00                  |  |
| TRUCK, TRI-AXLE                                                        | 0                                      | \$0.00                   |  |
| SKID STEER W/BUCKET                                                    | 1 - Case SV280<br>2 - New Holland L220 | \$82.00                  |  |
| SKID STEER W/BROOM                                                     | 1 - Case SV280<br>2 - New Holland L220 | \$82.00                  |  |
| MOBILIZATION CHARGE<br>(Before 11/1 or after 4/15):                    |                                        | \$300.00                 |  |
| LEAD-TIME (In Hours) for mobilizations<br>(Before 11/1 or after 4/15): |                                        | 3                        |  |
| PAYMENT TERMS:                                                         |                                        | Net 30 days              |  |

Award to the lowest responsive, responsible vendor Express Excavating, Inc. for the 2019-2020 contract season with the option of five one-year renewal options upon mutual agreement by both parties.



Report to the  
Improvement and Service Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # N.17.**

To approve the report of actions taken by Department of Public Works

A. Award of contracts

1. To approve to award contract PAVEMENT 5-19 N. WEBSTER AVENUE RECONSTRUCTION to the low responsive bidder, PTS Contractors, Inc., in the amount of \$1,045,016.

2. To approve to award contract PAVEMENT 6-19 SITKA STREET AND SUPERIOR ROAD RECONSTRUCTION to the low responsive bidder, Advance Construction, Inc., in the amount of \$2,524,722.45.

B. Granting of Licenses

I. Sidewalk Builder

- a. Anderson Basement Repair, Inc.
- b. Bryan Mc Ewen Concrete LLC
- c. CD Smith Construction

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Bid Summary - Public PAVEMENT 5-19 N. WEBSTER AVENUE RECONSTRUCTION

**CITY OF GREEN BAY, WISCONSIN**  
**SUMMARY OF BIDS FOR CONTRACT**

**PAVEMENT 5-19 N. WEBSTER AVENUE RECONSTRUCTION**

**Tuesday, July 16, 2019**

| Contractor                       | Bid                   | Bid Bond  |
|----------------------------------|-----------------------|-----------|
| <b>PTS CONTRACTORS, INC.</b>     | <b>\$1,045,016.00</b> | <b>5%</b> |
| PETERS CONCRETE CO.              | \$1,050,198.75        | 5%        |
| DORNER INC.                      | \$1,202,244.00        | 5%        |
|                                  |                       |           |
|                                  |                       |           |
|                                  |                       |           |
|                                  |                       |           |
|                                  |                       |           |
|                                  |                       |           |
|                                  |                       |           |
| Any questions, call 920-448-3100 |                       |           |



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.I.**

To approve a change of agent at The Woods Golf Operations, LLC at 530 Erie Rd.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. [sharpescans@greenbaywi.gov](mailto:sharpescans@greenbaywi.gov)\_20190729\_125148





Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.2.**

Informational: To approve an application for an available "Class B" Combination license for Barny's LLC at 201 N. Washington St. with a licensed premises description as "1350 sq ft selling space (first floor), 220sq ft storage space (upstairs), subject to the approval of the proper authorities. (The Protection & Policy Committee took final action at the August 12, 2019 meeting).

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Downtown Moratorium 2-16-98
2. application\_201 N Washington

RESOLUTION LIMITING THE NUMBER OF  
LICENSED ESTABLISHMENTS IN AND AROUND  
THE 200 BLOCK OF NORTH WASHINGTON STREET

Green Bay, Wisconsin  
February 16, 1998

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the Common Council of the City of Green Bay is concerned with the present high concentration of licensed establishments in and around the area of the 200 block of North Washington Street. The high concentration of these establishments in this area has impaired the public peace, safety, welfare, and order; and

WHEREAS, there are currently seven establishments which hold a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License. The names and addresses of said establishments are:

|                        |                                      |
|------------------------|--------------------------------------|
| Candlestick Lounge     | 119 North Adams St.                  |
| C Street               | 312 Cherry St.                       |
| Confetti's Club        | 217 East Walnut St.                  |
| Oasis                  | 201 North Washington St.             |
| Brewbaker's Pub        | 209 North Washington St.             |
| Sowerby's Public House | 217 North Washington St.             |
| Maloney's Pub          | 219-221-223-225 North Washington St. |

WHEREAS, pursuant to the powers reserved under Ch. 125 Wis. Stats., the Common Council wishes to limit the number of Class "B" Fermented Malt Beverage and Class "B" Combination Liquor Licenses, issued to establishments in and around the area of the 200 block of North Washington Street; and

WHEREAS, it is the intent of this resolution to allow present Class "B" Fermented Malt Beverage and Class "B" Combination Liquor Licenses to sell, maintain, renew or transfer their licenses within such area.

NOW, THEREFORE, BE IT RESOLVED:

1. Limitation Area. Any property within the following-described area:
  - a. North Boundary: The center line of Pine Street;
  - b. East Boundary: The center line of Monroe Avenue;
  - c. South Boundary. The center line of East Walnut Street.
  - d. West Boundary: The east shore of the Fox River.

RESOLUTION LIMITING THE NUMBER OF  
LICENSED ESTABLISHMENTS IN AND AROUND  
THE 200 BLOCK OF NORTH WASHINGTON STREET

Page 2

2. Prohibition. The Common Council shall not authorize the issuance of any new or transfer Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License within the limitation area, except restaurants, as defined in paragraph 4 hereof.

3. Exceptions.

- a. This subsection shall not prohibit the renewal of a Class "B" Fermented Malt Beverage or Class "B" Combination License for an existing premises in the limitation area.
- b. This subsection shall not prohibit the issuance of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License for a previously licensed premises provided that such application is made within 60 days of any of the following:
  - i. Surrender by the prior licensee of the license issued for that premises; or
  - ii. Termination of the prior licensee's lease for the premises; or
  - iii. Revocation of the prior license, for cause.

If application under this subsection is sought after 60 days, the owner of the previously licensed premises may apply to the Protection and Welfare Committee for an extension of the application time on the basis that application of the moratorium would have a substantial adverse effect on the owner's ability to use or enjoy the property. The party requesting the extension must demonstrate this effect by clear, satisfactory and convincing evidence.

- c. All applications and renewals shall be subject to review as provided by Ch. 125, Wis. Stats.

19a

RESOLUTION LIMITING THE NUMBER OF  
LICENSED ESTABLISHMENTS IN AND AROUND  
THE 200 BLOCK OF NORTH WASHINGTON STREET  
Page 3

4. Prohibition Not to Apply to Restaurants.

- a. This resolution shall not prohibit the issuance of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License to the operator of a restaurant, where the principal business conducted is that of a restaurant, as defined in Ch. 125, Wis. Stats. If the premises are operated under a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License, the principal business conducted is presumed to be the sale of alcohol beverages, but the presumption may be rebutted by competent evidence.
- b. A restaurant licensee operating within the limitation area which fails to maintain a principal business of operating a restaurant at any time later than 60 days after the granting of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License shall be in violation of this subsection and its Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License shall be subject to revocation.
- c. "Principal business" means the primary activity as determined by analyzing the amount of capital, labor, time, attention and floor space devoted to each business activity, and by analyzing the sources of net income and gross income. The name, appearance and advertisement of the entity may also be taken into consideration in determining "principal business."

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

LMS:bc

196.  
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Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.3.**

Informational: To approve an application for "Class B" Combination license for Ramis River Run, LLC at 324 N. Roosevelt with a licensed premises description as "bar area, men's and women's bathrooms, storage, security room, basement, coolers (in basement), subject to the approval of the proper authorities. (Currently licensed as Karen's Pub, LLC). (The Protection & Policy Committee took final action at the August 12, 2019 meeting).

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. 324NROOSEVELT
2. SIGNED LICENSE STIPULATION.STROJNYM.378
3. olde main moratorium 10-23-07

RESOLUTION LIMITING THE NUMBER  
OF LICENSED ESTABLISHMENTS IN THE  
OLDE MAIN STREET BUSINESS IMPROVEMENT DISTRICT

October 23, 2007

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the Common Council is concerned with the present high concentration of Class "B" liquor license establishments in the Olde Main Street Business Improvement District, which can impair the public peace, safety, welfare, and order in this area; and

WHEREAS, pursuant to the powers reserved under Ch. 125 Wis. Stats., the Common Council wishes to limit the number of Class "B" Beer and Class "B" Combination Liquor Licenses, issued to establishments in and around the area of the Olde Main Street Business Improvement District; and

WHEREAS, it is the intent of this resolution to allow present Class "B" liquor license establishments to sell, maintain, renew or transfer their licenses within such area.

NOW, THEREFORE, BE IT RESOLVED:

1. Limitation Area. Any property within the following-described area:

All of Lots 154 through 162, Lots 169 through 191, Lots 193 through 231, Lots 262 through 294, Lots 301 through 322, Lot 402, Lots 420 through 422, Lots 435 through 438, Plat of Navarino. Also, all of the Certified Survey Map recorded in Volume 7, Page 287, being part of Lot 205, Plat of Navarino. Also, all of the Certified Survey Map recorded in Volume 12, Page 197, Brown County Records, being part of Lot 180, Plat of Navarino. Also, all of the Certified Survey Map recorded in Volume 25, Page 180, Brown County Records, being part of Lots 169 and 170, Plat of Navarino. Also, all of Lots 1 through 5, Subdivision of Lots 192, 434, and the north 2 feet of Plat of Navarino. Also, all of Lots 68 through 152 and the tract of land described in Volume 145, Page 405, Brown County Records, Whitney's Addition to Navarino. Also, all of Lots 1 through 8, Lots 99 through 105, Lots 108 through 114, Lots 143 through 150, Plat of Oak Grove. Also, that part of Private Claim 2, east side of Fox River, lying within the area formerly known as Lots 295 through 300, Plat of Navarino. Also, that part of the Plat of Navarino, Whitney's Addition to the Plat of Navarino and the Plat of Oak Grove as described in Jacket 4589, Image 26, being part of the former Chicago, Milwaukee, St. Paul and Pacific Railroad Company so called alley track and Cedar Street Spur. Also, that part of any vacated street or alley right-of-way

adjacent to the lands described above located in said Plat of Navarino, Subdivision of Lots 192, 434, and the north 2 feet of Plat of Navarino, Whitney's Addition to Navarino, and Private Claim 2, east side of Fox River. All located in the City of Green Bay, Brown County, Wisconsin. Excepting the south 130 feet of said Lot 402, Plat of Navarino. Also, excepting the south 125 feet of the east 46 feet of said Lot 422, Plat of Navarino (see attached map).

2. Prohibition. The Common Council shall not authorize the issuance of any new or transfer Class "B" Beer License or Class "B" Combination Liquor License within the limitation area, except restaurants, as defined in paragraph 4 hereof.

3. Exceptions.

- a. This subsection shall not prohibit the renewal of a Class "B" Beer or Class "B" Combination Liquor License for an existing premises in the limitation area.

- b. This subsection shall not prohibit the issuance of a Class "B" Beer or Class "B" Combination Liquor License for a previously licensed premises provided that such application is made within 60 days of any of the following:

- i. Surrender by the prior licensee of the license issued for that premises; or
- ii. Termination of the prior licensee's lease for the premises; or
- iii. Revocation of the prior license, for cause.

If application under this subsection is sought after 60 days, the owner of the previously licensed premises may apply to the Protection and Welfare Committee for an extension of the application time on the basis that application of the moratorium would have a substantial adverse effect on the owner's ability to use or enjoy the property. The party requesting the extension must demonstrate this effect by clear, satisfactory and convincing evidence.

- c. All applications and renewals shall be subject to review as provided by Ch. 125, Wis. Stats.



4. Prohibition Not to Apply to Restaurants.

- a. This resolution shall not prohibit the issuance of a Class "B" Beer or Class "B" Combination Liquor License to the operator of a restaurant, where the principal business conducted is that of a restaurant, as defined in Ch. 125, Wis. Stats. If the premises are operated under a Class "B" Beer or Class "B" Combination Liquor License, the principal business conducted is presumed to be the sale of alcohol beverages, but the presumption may be rebutted by competent evidence.
- b. A restaurant licensee operating within the limitation area which fails to maintain a principal business of operating a restaurant at any time later than 60 days after the granting of a Class "B" Beer or Class "B" Combination Liquor License shall be in violation of this subsection and its Class "B" Beer or Class "B" Combination Liquor License shall be subject to revocation.
- c. "Principal business" means the primary activity as determined by analyzing the amount of capital, labor, time, attention and floor space devoted to each business activity, and by analyzing the sources of net income and gross income. The name, appearance and advertisement of the entity may also be taken into consideration in determining "principal business."

Adopted 10/23/07

Approved 10/24/07

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

bc

Attachment - Map



# Old Main Street Business Improvement District



BID Boundary



Map produced by the  
Green Bay/Brown County Planning Department  
Printed: November 17, 1998



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.4.**

To approve an application for a "Class B" Combination license for The Braggin Bar, LLC at 219 N. Washington St. with a licensed premises as "Mexican restaurant, 2 floors plus basement area," subject to the approval of the proper authorities. (Previously licensed as El Presidente, LLC)

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. APPLICATION\_The Braggin Bar
2. SIGNED LICENSE STIPULATION.AYRESS.503
3. Downtown Moratorium 2-16-98

RESOLUTION LIMITING THE NUMBER OF  
LICENSED ESTABLISHMENTS IN AND AROUND  
THE 200 BLOCK OF NORTH WASHINGTON STREET

Green Bay, Wisconsin  
February 16, 1998

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the Common Council of the City of Green Bay is concerned with the present high concentration of licensed establishments in and around the area of the 200 block of North Washington Street. The high concentration of these establishments in this area has impaired the public peace, safety, welfare, and order; and

WHEREAS, there are currently seven establishments which hold a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License. The names and addresses of said establishments are:

|                        |                                      |
|------------------------|--------------------------------------|
| Candlestick Lounge     | 119 North Adams St.                  |
| C Street               | 312 Cherry St.                       |
| Confetti's Club        | 217 East Walnut St.                  |
| Oasis                  | 201 North Washington St.             |
| Brewbaker's Pub        | 209 North Washington St.             |
| Sowerby's Public House | 217 North Washington St.             |
| Maloney's Pub          | 219-221-223-225 North Washington St. |

WHEREAS, pursuant to the powers reserved under Ch. 125 Wis. Stats., the Common Council wishes to limit the number of Class "B" Fermented Malt Beverage and Class "B" Combination Liquor Licenses, issued to establishments in and around the area of the 200 block of North Washington Street; and

WHEREAS, it is the intent of this resolution to allow present Class "B" Fermented Malt Beverage and Class "B" Combination Liquor Licenses to sell, maintain, renew or transfer their licenses within such area.

NOW, THEREFORE, BE IT RESOLVED:

1. Limitation Area. Any property within the following-described area:
  - a. North Boundary: The center line of Pine Street;
  - b. East Boundary: The center line of Monroe Avenue;
  - c. South Boundary. The center line of East Walnut Street.
  - d. West Boundary: The east shore of the Fox River.

RESOLUTION LIMITING THE NUMBER OF  
LICENSED ESTABLISHMENTS IN AND AROUND  
THE 200 BLOCK OF NORTH WASHINGTON STREET

Page 2

2. Prohibition. The Common Council shall not authorize the issuance of any new or transfer Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License within the limitation area, except restaurants, as defined in paragraph 4 hereof.

3. Exceptions.

- a. This subsection shall not prohibit the renewal of a Class "B" Fermented Malt Beverage or Class "B" Combination License for an existing premises in the limitation area.
- b. This subsection shall not prohibit the issuance of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License for a previously licensed premises provided that such application is made within 60 days of any of the following:
  - i. Surrender by the prior licensee of the license issued for that premises; or
  - ii. Termination of the prior licensee's lease for the premises; or
  - iii. Revocation of the prior license, for cause.

If application under this subsection is sought after 60 days, the owner of the previously licensed premises may apply to the Protection and Welfare Committee for an extension of the application time on the basis that application of the moratorium would have a substantial adverse effect on the owner's ability to use or enjoy the property. The party requesting the extension must demonstrate this effect by clear, satisfactory and convincing evidence.

- c. All applications and renewals shall be subject to review as provided by Ch. 125, Wis. Stats.

19a

RESOLUTION LIMITING THE NUMBER OF  
LICENSED ESTABLISHMENTS IN AND AROUND  
THE 200 BLOCK OF NORTH WASHINGTON STREET  
Page 3

4. Prohibition Not to Apply to Restaurants.

- a. This resolution shall not prohibit the issuance of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License to the operator of a restaurant, where the principal business conducted is that of a restaurant, as defined in Ch. 125, Wis. Stats. If the premises are operated under a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License, the principal business conducted is presumed to be the sale of alcohol beverages, but the presumption may be rebutted by competent evidence.
- b. A restaurant licensee operating within the limitation area which fails to maintain a principal business of operating a restaurant at any time later than 60 days after the granting of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License shall be in violation of this subsection and its Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License shall be subject to revocation.
- c. "Principal business" means the primary activity as determined by analyzing the amount of capital, labor, time, attention and floor space devoted to each business activity, and by analyzing the sources of net income and gross income. The name, appearance and advertisement of the entity may also be taken into consideration in determining "principal business."

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

LMS:bc

196.  
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Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.5.**

To approve a request by Richard Craniums at 840 S. Broadway to temporarily extend their licensed premises to the outside parking lot on Aug. 31 from noon to 10 p.m. for a fundraising event, subject to complaint.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. sharpscans@greenbaywi.gov\_20190807\_081033
2. richardcraniums





Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.6.**

To approve a request by Richard Craniums at 840 S. Broadway to temporarily extend their licensed premises to the outside parking lot on Sept. 5 from noon to 10 p.m. for a customer appreciation tailgate party, subject to complaint.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Richard Cranium Request\_Sept 5



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.7.**

To approve a request by Brewski's On Broadway at 1100 S. Broadway to temporarily extend their licensed premises to the parking lot on September 21, September 28 and December 1, subject to complaint.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. [sharpescans@greenbaywi.gov](mailto:sharpescans@greenbaywi.gov)\_20190729\_112350



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.8.**

To approve an appeal by Dennis Bailey at 621 Challenger Dr. regarding his reinspection fee and reduce the fine to \$25.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. invoice\_appeal
2. inspectionfee
3. 621 Challenger Drive - P&P Recap



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.9.**

To receive and place on file a request by Ald. Dorff, which reads: "I believe that steps must be taken to ensure that infra structure projects, including but not limited to those that the wheel tax will fund, must be chosen very carefully and be placed into a capital improvement plan. I am requesting that P and P develop policy with the help of DPW, legal and other appropriate staff. This policy must be developed so that the special interests and requests of individual alders do not subvert the process of choosing the projects that have been carefully researched by city staff as being appropriate for placement in a five year plan. Parameters for choosing streets to be repaired, reconstructed or resurfaced as well as other infra structure improvements should be clearly identified within this policy," which was referred to staff at a previous Protection & Policy Committee meeting.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. sharpscans@greenbaywi.gov\_20190320\_085331
2. Capital Improvement Project Selection 08-12-19



**PETITIONS AND COMMUNICATIONS FORM  
COMMON COUNCIL  
CITY OF GREEN BAY**

Date of Council Meeting: March 19<sup>th</sup> 2019

Request of Alderperson Barbara A. Dorff, District One

Refer to: Protection and Policy

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

**I believe that steps must be taken to ensure that infra structure projects, including but not limited to those that the wheel tax will fund, must be chosen very carefully and be placed into a capital improvement plan.**

**I am requesting that P and P develop policy with the help of DPW, legal and other appropriate staff. This policy must be developed so that the special interests and requests of individual alders do not subvert the process of choosing the projects that have been carefully researched by city staff as being appropriate for placement in a five year plan.**

**Parameters for choosing streets to be repaired, reconstructed or resurfaced as well as other infra structure improvements should be clearly identified within this policy.**



# Inter-Office Memo

**Date:** August 7, 2019

**To:** Protection & Policy Committee

**From:** Steve Grenier, Director of Public Works

**Re:** Policy on Infrastructure Capital Project Selection

---

This policy statement reflects the criteria used by the Department of Public Works to select projects for inclusion in our annual and long-term Capital Improvement Program (CIP). This policy is not all-inclusive, and award of external funding such as Surface Transportation Block Grant (STBG) funds may add to or alter the CIP. As each of these situations is unique, it is impossible to anticipate or address them in a policy such as this. However, this policy will address selection of our local street program, utility improvement, bridge, traffic signal repair, and parking ramp repair programs.

## Local Street Resurfacing and Reconstruction

- ❖ Streets are rated by DPW staff using the Pavement Surface Evaluation and Rating (PASER) rating system (WisDOT) in odd-numbered years
- ❖ GIS database is queried to develop list of street segments with most recent PASER ratings of “4” or less.
  - Segments rated 3 are given preference for eligibility in street resurfacing program
  - In limited instances, segments rated “4” may also be candidates for resurfacing
    - Segments rated “4” which are bounded by segments rated “3”
    - Segments rated “4” adjacent to segments rated “3” that would be adversely impacted by resurfacing of the adjacent “3”
  - Segments rated “2” or below automatically become candidates for reconstruction
- ❖ Segments are reviewed by pavement type
  - Only asphalt streets are candidate for resurfacing
  - Concrete streets automatically become candidate for reconstruction
  - Asphalt streets at the “collector” or above classification may be candidate for resurfacing, depending upon base condition and other work needed (utility).
- ❖ Segments are reviewed to determine the type of base underlying the pavement
  - Concrete base segments cannot be resurfaced and become candidates for reconstruction
  - Gravel and Concrete Stabilized Base (CSB) base segments where base failure has occurred cannot be resurfaced and become candidates for reconstruction
- ❖ Segments are evaluated for drainage
  - Segments where inadequate drainage, resulting in excessive ponding after resurfacing, are excluded from resurfacing and put in to the reconstruction queue
  - Segments paved into the gutter typically cannot be resurfaced and must be reconstructed

- ❖ Segments are reviewed to determine the condition of underlying utilities
  - Sanitary sewer, storm sewer, and water main conditions are evaluated
  - Preference for resurfacing is given to segments where full reconstruction of underlying utilities is not required – these segments are reconstruction candidates
- ❖ Segments are reviewed for coordination with other known planned improvements
  - Development/Redevelopment
  - Other Utilities (WPSC, Telecom, etc.)
- ❖ Segments are grouped to provide geographic parity
  - Complete an area
  - Coverage across entire City of Green Bay
- ❖ Preliminary program developed
  - Resurfacing: +/- 16,000 lf per year target
  - Reconstruction: 6,000 – 10,000 lf per year target
  - Concept cost estimates developed
  - Program crafted to meet estimated available funding
  - Coordinate preliminary program with sanitary, storm, and water to determine if concept cost estimates fall within their financial limits

## **Utility Improvement Program**

The Utility Improvement Program involves selection of projects for storm sewer, sanitary sewer, and regional storm water management improvements exclusive of a corresponding street project. Recent examples of this program include improvements to the storm sewer on Elizabeth Street to address chronic flooding and our Sanitary Sewer Basin Repair program.

- ❖ Sanitary Sewer Basin Repair
  - Using previous year's Basin-specific and/or pavement construction project Closed Circuit Television Camera (CCTV) inspection data, pipe segments in need of repair or replacement are identified.
  - Program is developed to provide needed repairs
- ❖ Storm Sewer Program
  - Uses City-wide Hydrologic and Hydraulic (H&H) study recommendation and areas of known ponding water as basis
  - Candidate areas where cost-effective improvement can be made are identified
- ❖ Storm Water Management
  - Uses City-wide Hydrologic and Hydraulic (H&H) study recommendation, City-wide SLAMM study for WDNR permit compliance, and areas of known ponding water as basis
  - Candidate areas where cost-effective improvement can be made are identified

## **Bridge Maintenance and Repair Program**

- ❖ Utilizes data obtained during bi-annual bridge inspections required by WisDOT
- ❖ Needed repairs are prioritized
- ❖ Projects are submitted to WisDOT for potential funding under bridge maintenance program



### **Traffic Signal Repair Program**

- ❖ Target is to upgrade 2 intersections per year to “smart” technology
- ❖ Preference is given to coordinating work with other infrastructure improvement projects
- ❖ Next preference is given to corridors shown to need improvement in facilitating smoother flow of traffic or reduction in delay

### **Parking Ramp Repair Program**

- ❖ Areas identified using a combination of data obtained during most recent evaluation and destructive testing period and annual non-destructive testing
- ❖ Currently funded at approximately \$650,000 annually
- ❖ Funded by Parking Division Special Revenue Fund



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.10.**

To receive and place on file a request by Ald. Wery, which reads: "Request a legal opinion from the State Department of Justice Office regarding walking quorums, mayors that are legally a member of the City Council, and the practice of meeting individually with Council members regarding upcoming business that the City Council will be voting on," previously held at a Protection & Policy meeting until a response from DOJ was obtained.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. final response letter-853880
2. final response letter-794733\_Redacted



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

Josh Kaul  
Attorney General

17 W. Main Street  
P.O. Box 7857  
Madison, WI 53707-7857  
[www.doj.state.wi.us](http://www.doj.state.wi.us)

Sarah K. Larson  
Assistant Attorney General  
[larsonsk@doj.state.wi.us](mailto:larsonsk@doj.state.wi.us)  
608/266-1221  
TTY 1-800-947-3529  
FAX 608/267-2779

June 5, 2019

Joanne Bungert  
Deputy City Attorney  
City of Green Bay  
[joannebu@greenbaywi.gov](mailto:joannebu@greenbaywi.gov)

Dear Ms. Bungert:

The Wisconsin Department of Justice (DOJ) is in receipt of your correspondence to Assistant Attorney General Paul Ferguson, dated September 26, 2018, regarding a request for a legal opinion “regarding walking quorums, mayors that are legally a member of the City Council, and the practice of meeting individually with Council members regarding upcoming business that the City Council will be voting on.”

The Attorney General and DOJ’s Office of Open Government appreciate your concern for open government and your request for an opinion. Wisconsin law provides that the Attorney General must, when asked, provide the legislature and designated Wisconsin state government officials with an opinion on legal questions. Wis. Stat. § 165.015. The Attorney General may also give formal legal opinions to district attorneys and county corporation counsel under certain circumstances. Wis. Stat. §§ 165.25(3) and 59.42(1)(c). The Attorney General cannot provide you with the opinion you requested because you do not meet this criteria. However, I can provide you with some general guidance regarding the Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81 to 19.98.

The open meetings law acknowledges that the public is entitled to the fullest and most complete information regarding government affairs as is compatible with the conduct of governmental business. Wis. Stat. § 19.81(1). All meetings of governmental bodies shall be held publicly and be open to all citizens at all times unless otherwise expressly provided by law. Wis. Stat. § 19.81(2). The provisions of the open meetings law are to be construed liberally to achieve that purpose. Wis. Stat. § 19.81(4).

The open meetings law applies to every meeting of a governmental body. The definition of a governmental body includes a “state or local agency, board, commission, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order[.]” Wis. Stat. § 19.82(1). The list of entities is broad enough to include essentially any governmental entity, regardless of what it is labeled. Purely advisory bodies are subject to the law, even though they do not possess final decision making power, as long

as they are created by constitution, statute, ordinance, rule, or order. *See State v. Swanson*, 92 Wis. 2d 310, 317, 284 N.W.2d 655 (1979). An entity that fits within the definition of governmental body must comply with the requirements of the open meetings law. Based on the limited information provided in your correspondence, it appears that the mayor is a member of the City Council, and therefore would be subject to the open meetings law.

A meeting occurs when a convening of members of a governmental body satisfies two requirements. *See State ex rel. Newspapers, Inc. v. Showers*, 135 Wis. 2d 77, 398 N.W.2d 154 (1987). The first requirement under the so-called *Showers* test is that there must be a purpose to engage in governmental business (the purpose requirement). Second, the number of members present must be sufficient to determine the governmental body's course of action (the numbers requirement). A meeting does not include any social or chance gathering or conference that is not intended to avoid the requirements of the open meetings law.

The requirements of the open meetings law also extend to walking quorums. A "walking quorum" is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum. *See Showers*, 135 Wis. 2d at 92. The danger is that a walking quorum may produce a predetermined outcome and thus render the publicly-held meeting a mere formality. *See State ex rel. Lynch v. Conta*, 71 Wis. 2d 662, 685-88, 239 N.W.2d 313 (1976). Thus, any attempt to avoid the appearance of a "meeting" through use of a walking quorum or other "elaborate arrangements" is subject to prosecution under the open meetings law. *Id.* at 687.

The Attorney General has advised that members of governmental bodies should reduce any possible appearance of impropriety by minimizing inter-member communications. *See Kay Correspondence* (Apr. 25, 2007). Members subject themselves to close scrutiny and possible prosecution whenever a majority of a body's membership is involved in interactions connected to government business that take place outside the context of a duly noticed meeting. *Id.* Where there is no express or tacit agreement, exchanges among separate groups of members may take place without violating the open meetings law.

For additional information, please see the enclosed March 5, 2019 letter responding to correspondence that DOJ received from Alderman Chris Wery regarding similar issues. I hope that you find it instructive or useful in analyzing the issues in your correspondence.

The Attorney General and DOJ's Office of Open Government are committed to increasing government openness and transparency, and DOJ endeavors to offer guidance in these areas. DOJ offers several open government resources through its website (<https://www.doj.state.wi.us/office-open-government/office-open-government>). DOJ provides the full Wisconsin open meetings law, maintains an Open Meetings Law Compliance Guide, and provides a recorded webinar and associated presentation documentation.

DOJ appreciates your concern. We are dedicated to the work necessary to preserve Wisconsin's proud tradition of open government. Thank you for your correspondence.

Joanne Bungert  
June 5, 2019  
Page 3

The information provided in this letter is provided pursuant to Wis. Stat. § 19.98 and does not constitute an informal or formal opinion of the Attorney General pursuant to Wis. Stat. § 165.015(1).

Sincerely,



Sarah K. Larson  
Assistant Attorney General  
Office of Open Government

SKL:amh:lah

Enclosure

cc: Alderman Chris Wery (w/o enclosure)





STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

Josh Kaul  
Attorney General

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P.O. Box 7857  
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Assistant Attorney General  
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TTY 1-800-947-3529  
FAX 608/267-2779

March 5, 2019

Alderman Chris Wery

Dear Alderman Wery:

The Wisconsin Department of Justice (DOJ) is in receipt of your correspondence dated June 16, 2018 and August 28, 2019, and your correspondence to Assistant Attorney General (AAG) Paul Ferguson dated September 11, 2018, regarding walking quorums. You wrote, "Can a mayor hold separate meetings with each of the 12 members of a city council to tout an upcoming agenda of his/answer questions/whatever else may happen in a closed door meeting?" You further indicated that "the mayor is a member of our council. He can legally vote to break ties." I also note that you discussed similar issues with AAG Ferguson in two telephone calls, July 2, 2018 and September 11, 2018, but that you requested that our office provide you with an answer in writing.

The Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81 to 19.98, acknowledges that the public is entitled to the fullest and most complete information regarding government affairs as is compatible with the conduct of governmental business. Wis. Stat. § 19.81(1). All meetings of governmental bodies shall be held publicly and be open to all citizens at all times unless otherwise expressly provided by law. Wis. Stat. § 19.81(2). The provisions of the open meetings law are to be construed liberally to achieve that purpose. Wis. Stat. § 19.81(4).

The open meetings law applies to every meeting of a governmental body. The definition of a governmental body includes a "state or local agency, board, commission, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order[.]" Wis. Stat. § 19.82(1). The list of entities is broad enough to include essentially any governmental entity, regardless of what it is labeled. Purely advisory bodies are subject to the law, even though they do not possess final decision making power, as long as they are created by constitution, statute, ordinance, rule, or order. *See State v. Swanson*, 92 Wis. 2d 310, 317, 284 N.W.2d 655 (1979). An entity that fits within the definition of governmental body must comply with the requirements of the open meetings law.

The open meetings law does not apply to single-member governmental bodies, because the law contemplates that there must be at least two members in a governmental body for the open meetings law to apply. See Wis. Stat. § 19.82(2); *State ex rel. Plourde v. Habegger*, 2006 WI App 147, ¶¶ 12–13, 294 Wis. 2d 746, 720 N.W.2d 130 (one person occupying the office of village president was not subject to the open meetings law). Based on the information provided in your correspondence, it appears that the mayor would be subject to the open meetings law if he is a member of your council.

Under the open meetings law, a “meeting” is defined as:

[T]he convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. The term does not include any social or chance gathering or conference which is not intended to avoid this subchapter.

Wis. Stat. § 19.82(2).

A meeting occurs when a convening of members of a governmental body satisfies two requirements. See *State ex rel. Newspapers, Inc. v. Showers*, 135 Wis. 2d 77, 398 N.W.2d 154 (1987). The first requirement under the so-called *Showers* test is that there must be a purpose to engage in governmental business (the purpose requirement). Second, the number of members present must be sufficient to determine the governmental body’s course of action (the numbers requirement). A meeting does not include any social or chance gathering or conference that is not intended to avoid the requirements of the open meetings law.

Regarding the purpose requirement, a body is engaged in governmental business when its members gather to simply hear information on a matter within the body’s realm of authority. See *State ex rel. Badke v. Vill. Bd. of Vill. of Greendale*, 173 Wis. 2d 553, 573–74, 494 N.W.2d 408 (1993). Thus, mere attendance at an informational meeting on a matter within a body’s realm of authority satisfies the purpose requirement. The members of the body need not discuss the matter or even interact. *Id.* at 574-76. This applies to a body that is only advisory and that has no power to make binding decisions. See *State v. Swanson*, 92 Wis. 2d 310, 317, 284 N.W.2d 655 (1979).

Regarding the numbers requirement, a quorum is the minimum number of a body’s membership necessary to act. Certainly a majority of the members of a governmental body constitutes a quorum. However, a negative quorum, the minimum number of a body’s membership necessary to prevent action, also meets the numbers requirement. As a result, determining the number of members of a particular body necessary to meet the numbers requirement is fact specific and depends on the circumstances of the particular body.

The requirements of the open meetings law also extend to walking quorums. A “walking quorum” is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act



uniformly in sufficient number to reach a quorum. *See Showers*, 135 Wis. 2d at 92. The danger is that a walking quorum may produce a predetermined outcome and thus render the publicly-held meeting a mere formality. *See State ex rel. Lynch v. Conta*, 71 Wis. 2d 662, 685–88, 239 N.W.2d 313 (1976). Thus, any attempt to avoid the appearance of a “meeting” through use of a walking quorum or other “elaborate arrangements” is subject to prosecution under the open meetings law. *Id.* at 687.

The essential feature of a walking quorum is the element of agreement among members of a body to act uniformly in sufficient numbers to reach a quorum. Where there is no such express or tacit agreement, exchanges among separate groups of members may take place without violating the open meetings law.

For example, the requirements of the open meetings law cannot be circumvented by using an agent or surrogate to poll the members of governmental bodies through a series of individual contacts. *See Clifford Correspondence* (Apr. 28, 1986); *Herbst Correspondence* (Jul. 16, 2008). Similarly, the use of email voting to decide matters fits the definition of a “walking quorum” in violation of the open meetings law, even if the result of the vote is later ratified at a properly noticed meeting. *See I-01-10* (Jan. 25, 2010).

Furthermore, where a majority of members of a body sign a document that expressly commits them to a future course of action, a court could find a walking quorum violation. *See Huff Correspondence* (Jan. 15, 2008). A walking quorum may be found when the members: 1) have effectively engaged in collective discussion or information gathering outside of the context of a properly noticed meeting; and 2) have agreed with each other to act in some uniform fashion. *Id.* Thus, for example, a walking quorum might be found where a quorum of members sign on to a document that “not only discussed policy matters pending” before the governmental body, but also “expressly committed the signatories not to vote for any additional funding” for a particular project. *Id.*

In contrast, the mere presence of signatories co-sponsoring a resolution would not necessarily imply a decision to later vote in a particular manner. *See Huff Correspondence* (Jan. 15, 2008). Similarly, the signing of a document by members of a body merely asking that a subject be placed on the agenda of an upcoming meeting does not constitute a “walking quorum” where the signers have not engaged in substantive discussion or agreed on a uniform course of action regarding the proposed subject. *See Kay Correspondence* (Apr. 25, 2007). An agreement that a subject should be considered is not the same as an agreement about what course of action is to be taken. *See Kittleson Correspondence* (June 13, 2007).

The Attorney General has advised that members of governmental bodies should reduce any possible appearance of impropriety by minimizing inter-member communications. *See Kay Correspondence* (Apr. 25, 2007). Members subject themselves to close scrutiny and possible prosecution whenever a majority of a body’s membership is involved in interactions connected to government business that take place outside the context of a duly noticed meeting. *Id.*

It is important to note that the phrase “convening of members” in Wis. Stat. § 19.82(2) is not limited to situations in which members of a body are simultaneously gathered in the

same location, but may also include other situations in which members are able to effectively communicate with each other and to exercise the authority vested in the body, even if they are not physically present together. Whether such a situation qualifies as a "convening of members" under the open meetings law depends on the extent to which the communications in question resemble a face-to-face exchange. A convening of members may occur through written correspondence and electronic communications, including email.

Based on the limited information provided in your correspondence, I cannot conclude that a walking quorum has occurred. But I caution that if the mayor meets with council members in one-on-one situations for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body, a court may find a prohibited walking quorum if the members: 1) have effectively engaged in collective discussion or information gathering outside of the context of a properly noticed meeting; and 2) have agreed with each other to act in some uniform fashion.

Under the open meetings law, the Attorney General and the district attorneys have authority to enforce the law. Wis. Stat. § 19.97(1). Generally, the Attorney General may elect to prosecute complaints presenting novel issues of law that coincide with matters of statewide concern. Although you did not specifically request the Attorney General to file an enforcement action, nonetheless, we respectfully decline to pursue an enforcement action at this time. While important, your matter does not appear to present novel issues of law that coincide with matters of statewide concern.

More frequently, the district attorney of the county where the alleged violation occurred may enforce the law. However, in order to have this authority, an individual must file a verified complaint with the district attorney. Wis. Stat. § 19.97(1). If the district attorney refuses or otherwise fails to commence an action to enforce the open meetings law within 20 days after receiving the verified complaint, the individual may bring an action in the name of the state. Wis. Stat. § 19.97(4). (Please note a district attorney may still commence an enforcement action even after 20 days have passed.) Such actions by an individual must be commenced within two years after the cause of action accrues. Wis. Stat. § 893.93(2)(a).

Additionally, you may wish to contact a private attorney regarding your matter. The State Bar of Wisconsin operates an attorney referral service. The referral service is free; however, a private attorney may charge attorney's fees. You may reach the service using the contact information below:

Lawyer Referral and Information Service  
State Bar of Wisconsin  
P.O. Box 7158  
Madison, WI 53707-7158  
(800) 362-9082  
(608) 257-4666

<http://www.wisbar.org/forpublic/ineedalawyer/pages/lris.aspx>



Alderman Chris Wery

March 5, 2019

Page 5

The Attorney General and DOJ's Office of Open Government are committed to increasing government openness and transparency, and DOJ endeavors to offer guidance in these areas. DOJ offers several open government resources through its website (<https://www.doj.state.wi.us/office-open-government/office-open-government>). DOJ provides the full Wisconsin Open Meetings Law, maintains an Open Meetings Law Compliance Guide, and provides a recorded webinar and associated presentation documentation.

DOJ appreciates your concern. We are dedicated to the work necessary to preserve Wisconsin's proud tradition of open government. Thank you for your correspondence.

The information provided in this letter does not constitute an informal or formal opinion of the Attorney General pursuant to Wis. Stat. § 165.015(1).

Sincerely,



Sarah K. Larson  
Assistant Attorney General  
Office of Open Government

SKL:amh:lah

cc: Rebecca Sande, Legislative Aid, Office of State Rep. André Jacque



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.I.I.**

To have staff provide alders a list of how to submit a communication and to what committee and commission communications maybe be submitted in regards to a request by Ald. Wery which reads: All requests to any city committee or commission, be it from an alderman, staff or the public, shall be placed immediately on the next agenda of said body. The request may be delayed from an agenda upon agreement of both submitter and body chairman.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. WERY REQUEST

Hi Kris,

Please put this in as an official request. Thanks much!!

To: Protection and Policy

Re: All requests to any city committee or commission, be it from an alderman, staff or the public, shall be placed immediately on the next agenda of said body. The request may be delayed from an agenda upon agreement of both submitter and body chairman.

Alderman Chris Wery

*Sent from Chris Wery's phone*



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.12.**

To approve the procedure as presented by staff on a request by Ald. Galvin to the Protection & Policy committee to have a procedure for alders to be notified when petitions and communications are going to be addressed at the committee level, which was held at the June 10 & July 8 Protection & Policy meeting.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. galvinrequest



PETITIONS AND COMMUNICATIONS FORM  
COMMON COUNCIL  
CITY OF GREEN BAY

Date of Council Meeting: 5-21-19

Request of Alderperson Galvin

Refer to: Protection + Policy

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

Procedure for alders to be notified when  
Petitions and communications are  
going to be addressed at the committee  
level.





Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.13.**

To approve General Ordinance No. 28-18, an ordinance to repeal and recreate Section 6.15 Green Bay Municipal Code, relating to special events, and amend it to include language that an event per application may include a series of events and amend the cancellation fee language to indicate that the assessment of a late fee be discretionary.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. DRAFT GO 28-18 - Repeal and Recreate Section 6.15 relating to Special Events (USE THIS ONE)

**GENERAL ORDINANCE NO. 28-18**

**AN ORDINANCE  
TO REPEAL AND RECREATE SECTION 6.15  
GREEN BAY MUNICIPAL CODE,  
RELATING TO SPECIAL EVENTS**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

**SECTION 1.** Section 6.15, Green Bay Municipal Code, is hereby repealed and recreated as follows:

Sec. 6.15. Special events.

*(1) Definitions.*

- (a) *Attendees.* The total number of participants and spectators in attendance at an event. Vendors are not considered attendees.
- (b) *Customary use of a park.* Customary use of a park will depend on the type of park engaged for that activity and will be determined by the Director of Parks, Recreation and Forestry or his/her designee.
- (c) *Large events.* Special events involving crowd sizes over 5,000 attendees, as well as events specifically designated as large events, such as those involving the use of fireworks or pyrotechnics, the use of the bay or the Fox River, major physical activity by participants, moderate to severe exposure of spectators to hazards, and/or the inclusion of animals or alcoholic beverages. Large events may include, but are not limited to, team or individual sporting events, circuses, carnivals with rides, parades with floats, marathons or similar races, walks for charity, social gatherings, music festivals, art festivals, farmers markets, performances, and exhibitions. Vehicle barriers may be required for large events.
- (d) *Medium events.* Special events involving crowd sizes between 1,000 and 5,000 attendees, as well as events specifically designated as medium events, such as those involving physical activity by participants, moderate exposure of spectators to hazards, and/or the inclusion of animals or alcoholic beverages. Medium events may include, but are not limited to, team or individual sporting events, circuses, carnivals with rides, parades with floats, marathons or similar races, walks for charity, social gatherings, music festivals, art festivals, farmers markets, performances, and exhibitions.

- (e) *Person*. Any person, firm, partnership, association, corporation, company, or organization of any kind.
- (f) *Resident*. A resident is any person who maintains his/her primary living quarters within the City of Green Bay city limits.
- (g) *Safety Manager*. The Safety Manager of the City of Green Bay or his/her designee.
- (h) *Simple events*. Special events involving a small non-profit or neighborhood association where the principal applicants reside within the City of Green Bay city limits. Simple events are limited to neighborhood or small non-profit events that take place either in a City park or occur as a block party. Simple events involve crowd sizes of fewer than 250 attendees, limited physical activity by participants, and no severe exposure of spectators to hazards. Simple events may include, but are not limited to, picnics, annual meetings, movies in the park, and block parties.
- (i) *Small events*. Special events involving crowd sizes of fewer than 1,000 attendees, as well as events specifically designated as small events, such as those involving limited physical activity by participants and/or no exposure of spectators to hazards. Small events may include, but are not limited to, team or individual sporting events, walks for charity, social gatherings, small-budget film making, music festivals, art festivals, farmers markets, performances, and exhibitions.
- (j) *Special Event*. An athletic event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show, or other similar display which interferes with the normal flow or regulation of traffic upon the streets, sidewalks, and/or rights-of-way, or the customary use of parks or other public grounds.
- (k) *Special Event Committee*. In an effort to streamline the approval process for the benefit of applicants, a Special Event Committee is established so that applications may be reviewed by all necessary City staff at one time instead of requiring individual approvals. The Special Event Committee shall be made up of the Special Event Coordinator, the Safety Manager, and at least one (1) representative from each of the following City departments: Police Department, Fire Department, Department of Public Works, Community and Economic Development Department, and the Parks Department. The Special Event Committee shall be responsible for evaluating and taking action on applications for special events.

- (l) *Special Event Coordinator.* The person who will coordinate between applicants and City departments, ensuring appropriate departmental approval of special events applications.
  - (m) *Special Hazard Events.* Special events involving greater potential for exposure of spectators to hazards. Special hazard events may include, but are not limited to, professional or collegiate sporting events, vehicle races, athletic events in the bay or on the Fox River, and fireworks displays. Vehicle barriers may be required.
- (2) *Permit required.* No person shall conduct, manage, or engage in a special event unless a permit has been approved by and obtained from the Special Event Coordinator and Special Events Committee. Any person seeking to offer goods and/or services at a special event is responsible for verifying that the required permit has been approved as described herein prior to participating in the event.
- (3) *Exceptions.* This section shall not apply to funeral processions or governmental agencies acting within the scope of their functions.
- (4) *Application.*
- (a) *Deadlines.* An application for a special event permit shall be filed with the Special Event Coordinator in the following timeframes:
    - 1. For a large, medium, or small event, not less than sixty (60) days before the event is to take place.
    - 2. For a simple event, not less than fifteen (15) days before the event is to take place.
    - 3. *Late applications.* The Special Event Coordinator, where good cause is shown, may consider any application which is not timely filed, and shall assess a late fee as described in the Special Event Fee Schedule.
  - (b) *Filing and contents.* The applicant shall submit the application form prescribed by the Special Events Committee, which shall set forth the following information:
    - 1. The name, address, and telephone number of the person seeking to conduct such event.
    - 2. The name, address, and telephone number of the applicant.
    - 3. The date(s) of the special event. If the special event consists of a series of consecutive or successive events occurring in the same location, include all applicable dates.
    - 4. A detailed map identifying all relevant information, including, but not limited to:
      - a. The event location or route to be traveled, the starting and termination point(s), and any other important points along the route;

- b. The portions of the sidewalk, street, or other right-of-way proposed to be included or utilized in the event;
  - c. The location of all assembly areas for the event;
  - d. The location of any tents or other structures;
  - e. The location of any vendor(s) not located within a tent or other structure;
  - f. Points of ingress and egress;
  - g. Any location at which alcohol will be sold; and
  - h. Any other important points to be noted.
5. A written description of the event location or route to be traveled, the starting point, the termination point, and any other important points to be noted (e.g., "Starting at 100 N. Jefferson, then West on Walnut St. to Washington St., ending at the Cherry Street ramp."). The written description must match the map provided.
6. A written description of the location of any assembly areas for such event. Streets and nearest intersections should be used in describing the location (e.g., "At City Hall, located at 100 N. Jefferson St.," or, "In the City Hall parking lot located at the corner of Jefferson St. and Cherry St."). The written description must match the map provided.
7. The approximate number of attendees anticipated, the number of animals and vehicles included in the event, the type of animals, a description of the vehicles, and a description of how the animals and vehicles will be utilized (e.g., walking, performing, on exhibit only, etc.).
8. The start and end time of the event. For any event continuing past 10:00 p.m., the applicant must indicate whether any necessary permits have been obtained pursuant to City noise ordinances.
9. If multiple activities will occur during the special event, a list of times when any activity of the event will begin, as well as the time when participants are expected to begin gathering at all assembly areas.
10. The distance to be maintained between each part or activity of the event. If multiple vendors will be present during the special event, the distance of vendor booths should also be identified.
11. Whether alcoholic beverages will be served and/or consumed in conjunction with the event, the locations of such activities, and whether all necessary licenses have been obtained.
12. Verification that the applicant agrees to pay, within thirty (30) days of billing, the costs of any additional city services. If the applicant fails to pay all such costs within thirty (30) days of billing, the applicant may be denied a permit for future events.
13. Any additional information which the Special Event Coordinator finds reasonably necessary to determine whether a permit should be issued.

- (c) *Insurance and indemnification.* Proof of insurance or indemnification is required for all events, except for recognized neighborhood associations hosting simple events. The applicant shall furnish a certificate of insurance and indemnification meeting the requirements set by resolution of the Common Council.
- (d) *Application Fee.* A non-refundable application fee to cover the administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed, in accordance with the Special Event Fee Schedule.

(5) *Administration.*

- (a) *Action upon application.* Upon receipt, the application shall be reviewed as provided for in this ordinance. The Special Event Coordinator shall provide written notice of the issuance or denial of the permit within fifteen (15) days of receipt of an application. If the application is denied, the notice shall state the reasons for the denial.
  - (b) *Event designation.* The Special Event Coordinator, in consultation with the Safety Manager, will have full discretion to determine whether the proposed event qualifies as a simple, small, medium, or large event, based on the information in the application and the specific features of the proposed special event, regardless of the applicant's designation on the application. The Special Event Coordinator and Safety Manager will also have full discretion as to whether the proposed event poses any special hazard(s) and/or requires any additional permit(s).
  - (c) *Special Event Fee Schedule.* The Special Event Fee Schedule shall be established by resolution of the Common Council. The Safety Manager shall review the Special Event Fee Schedule no less than annually to determine whether the fees reflect the actual costs incurred by the City, and shall make recommendations to the Common Council regarding changes to the Special Event Fee Schedule resolution. A copy of the Special Event Fee Schedule shall be available in the City Clerk's Office and on the City's website.
  - (d) *Special Hazard Fee.* A special hazard fee will be charged for special hazard events in addition to the application fee. Special hazard fees will be invoiced to the applicant after the application has been approved and it has been determined that the event qualifies as a special hazard event. The special hazard fee will be established by the Special Event Fee Schedule.
  - (e) *Cancellation Fee.* A cancellation fee may be charged for any events cancelled within 15 days of the scheduled event date. The cancellation fee will be established by the Special Event Fee Schedule.
- (6) *Additional city services.* If the special event will require more than minimal use of any city equipment or services, the applicant shall pay the actual costs for the use of such equipment or services. This may include, but is not limited to,

Community and Economic Development Department services, Parks, Recreation and Forestry services, Fire Department services, Police Department services, Department of Public Works services, and/or barricades.

- (a) To ensure public safety for the event and the City, the City reserves the right to require special events to maintain minimum levels of dedicated fire/EMS services and police/security services throughout the duration of the event. Estimated minimum services will be determined prior to the event, but may reasonably increase or decrease as actual event conditions change to ensure public safety. Actual public safety services shall be determined at the sole discretion of the Police Chief and Fire Chief, or their respective designees. Outside vendors may be retained for such services; however, City approval of such vendors and services shall be obtained prior to the event.
- (7) *Public Safety and Security Resource Staffing for Special Events.* Public Safety and Security Staff consisting of the Police Chief, Fire Chief, and Director of Public Works, or their designees, will determine the need for multiple or additional resources based on special risk considerations, which will be communicated to the event organizer. Public Safety and Security Staff may waive the requirement for services depending on the event, location, time of year, etc. Costs associated with these resources are the responsibility of the event organizer.
- (8) *Event risk considerations.* Event risk considerations may affect the required Police, Fire, Medical, or Public Works resources referenced in Sections (6) and (7). Examples of event risk considerations include, but are not limited to:
- (a) The time of day during which the event takes place (i.e., day or night);
  - (b) Whether alcohol will be available for sale and/or consumption;
  - (c) The total duration of the event;
  - (d) The type of event;
  - (e) Whether the event will be general admission or contain reserved seating for spectators;
  - (f) The location and geography of the event, including whether the event will span multiple locations;
  - (g) The anticipated traffic control needs associated with the event;
  - (h) The time of year at which the event takes place and the type of weather expected;
  - (i) Whether the event has been held in the past, and whether there were any associated problems; and
  - (j) Whether the event will involve the use of fireworks or other pyrotechnics.
- (9) *Standards for issuance.* The Special Event Coordinator shall perform an initial review of the application for completeness, then forward it to the Special Event Committee for action. The Special Event Committee may consult with the Safety Manager and other city departments as necessary, and consider any



other such information obtained by or provided to the Special Event Coordinator, prior to taking action on the application. The permit shall be issued when the Special Event Committee has determined that:

- (a) The applicant has complied with all of the application requirements of Section (4).
  - (b) The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic in the vicinity of its location.
  - (c) The conduct of the event will not require the diversion of so great a number of police officers as to prevent normal police protection to the City.
  - (d) The concentration of persons, animals, and vehicles at the event will not unduly interfere with proper fire and police protection of or ambulance service to areas in the vicinity of the event.
  - (e) The conduct of the event will not unduly interfere with the operation of hospitals, schools, or other public institutions.
  - (f) In the case of a parade, race, or march, the event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays.
  - (g) The special event will not conflict or interfere with another special event for which a permit has already been approved.
  - (h) There are a sufficient number of parking spaces within a reasonable distance to accommodate the number of vehicles expected.
  - (i) Adequate sanitation or other necessary health facilities will be available at the event.
  - (j) The conduct of the event is not reasonably likely to cause injury to persons or property.
- (10) *Appeal procedure.* An applicant may appeal the denial of a special event permit to the Protection and Policy committee. The applicant shall file written notice of appeal with the City Clerk within seven (7) days after receiving notice of the denial. Within fifteen (15) days of receipt of the appeal, the Committee shall give the applicant an opportunity to be heard.
- (11) *Notice to city and other officials.* Immediately upon the approval of a special event permit, the Special Event Coordinator shall send a copy thereof to the Mayor, the Chief of Police, the Fire Chief, the Director of Parks, Recreation and Forestry, the Director of Community and Economic Development, and the Director of Public Works.
- (12) *Duties of permittee.* Once the application is granted, the applicant becomes the permittee. All permittees shall comply with all permit directions and conditions and with all applicable laws and ordinances, and shall follow all safety directives from the Police Department, Fire Department, and/or Department of Public Works. The permittee's failure to follow any safety directives, or his/her allowance of any unsafe conditions to develop or continue,

shall be grounds for citation and for denial of future special event permit applications.

(13) *Public conduct during special events.*

(a) *Generally.* All attendees at any special event must obey all City ordinances, including Section 27.304, Conduct at Public Events, as amended from time to time. The permittee shall take necessary remedial measures to ensure attendee compliance with City ordinances and to prevent unsafe conditions from developing or continuing, up to and including stopping the special event if attendee conduct is creating a nuisance or disturbance.

(b) *Public conduct during parades, races, walks, or marches.*

- i. *Interference.* No person shall obstruct, impede, interfere with, or unreasonably hamper any parade, race, walk, march, or parade assembly, nor any person, vehicle, or animal participating or used in a parade.
- ii. *Driving through parades, races, walks, or marches.* No person shall drive a vehicle between the vehicles or persons comprising a parade, race, walk, or march when such vehicles or persons are in motion and are conspicuously designated as participating in such an event.
- iii. *Parking on parade, race, walk, or march route.* The Chief of Police may prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of a parade, race, walk, or march. The Chief of Police shall post signs to such effect, and no person shall park or leave unattended any vehicle in violation thereof.

**SECTION 2.** All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

**SECTION 3.** Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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Clerk

LJM

08/20/19



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.14.**

To adopt the General Records Schedule for Wisconsin Municipal and Related Records dated August 27, 2018, as recommended by staff.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Adoption Form and Schedule for P&P

### Notification of General Records Schedule Adoption

Schedule Title: Wisconsin Municipal and Related Records Date: Aug. 27, 2018

#### Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

**NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.**

Wisconsin Government Agency: City of Green Bay  
 Address: 100 N. Jefferson St., Room 106, Green Bay, WI 54301

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- ☐ Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- ☐ Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:  
 \_\_\_\_\_  
 \_\_\_\_\_
- ☐ Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:  
 \_\_\_\_\_  
 \_\_\_\_\_

|                                  |             |
|----------------------------------|-------------|
| Agency Head/Deputy Signature     | Date Signed |
| Agency Records Officer Signature | Date Signed |

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

|                                   |             |
|-----------------------------------|-------------|
| State Archivist Signature         | Date Signed |
| PRB Executive Secretary Signature | Date Signed |

# ADMINISTRATIVE RECORDS

| Record Series Title                                                       | Series Description                                                                                                                                                                                                                                                                          | Retention                                                                                                                                                                                       | Confidential | WHS Notification |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| <b>Administration Records (general)</b>                                   |                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                 |              |                  |
| Appointment Files                                                         | Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.                                                                                       | Event+2 years;<br>Event=End of term                                                                                                                                                             | No           | Notify           |
| Appointment Files (not selected)                                          | Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.                                                                                                                                                                                                | Event+1 year;<br>Event=Position filled                                                                                                                                                          | No           | Waive            |
| Committee Records and Minutes (Excluding Common Council and Zoning Board) | Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section. | Creation+7 years                                                                                                                                                                                | No           | Notify           |
| Complaints (External)                                                     | File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.                                                                                                                                     | Event+2 years;<br>Event=Complaint resolution, dismissal or end of litigation                                                                                                                    | No           | Waived           |
| Contracts and Agreements                                                  | Any contracts or agreements to which the municipality is a party.                                                                                                                                                                                                                           | Event+6;<br>Event=End date or cancellation of contract                                                                                                                                          | No           | Waive            |
| Correspondence (Senior Level or Elected Official)                         | Business-related correspondence (paper and electronic) of senior level staff and elected officials.                                                                                                                                                                                         | Event+6 months;<br>Event=Separation from position/end of term<br>Note:<br>Correspondence that relates specifically to a program or project may need to be retained per that particular schedule | No           | Notify           |
| Correspondence (General Staff)                                            | Business-related correspondence (paper and electronic) of non-appointed general staff.                                                                                                                                                                                                      | Event+1 year;<br>Event=Creation or receipt<br>Note:<br>Correspondence that relates specifically to a program or project may need to be retained per that particular schedule                    | No           | Waive            |



# ADMINISTRATIVE RECORDS

| Record Series Title                                                 | Series Description                                                                                                                                                                                                             | Retention                                                                         | Confidential | WHS Notification |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------|------------------|
| Grants                                                              | Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.                                         | Event+4 years;<br>Event=Date of final report or notification of denial            | No           | Waive            |
| House Number and Address Change File                                | Provides official control and reference source for city addresses.                                                                                                                                                             | Permanent                                                                         | No           | N/A              |
| Internal Policies and Procedures                                    | Established departmental policies and procedures.<br>Note: May also be called administrative practices or directives or executive directives.                                                                                  | Event+7 years;<br>Event=Date the policy/ procedure is superseded or made obsolete | No           | Waive            |
| Memorandums of Understanding (MOU) & Service Level Agreements (SLA) | Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.                                                                                              | Event+4 years;<br>Event=Ending date of the MOU or SLA.                            | No           | Waive            |
| Notice of Removal of Human Corpse                                   | Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.                                                                                                     | Event+2 months;<br>Event=Date of death                                            | No           | Waive            |
| Oath of Office                                                      | Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.                                                      | Event+5 years;<br>Event=End of term                                               | No           | Waive            |
| Open Records Requests and Responses                                 | Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37. | Event+3 years;<br>Event=Response provided                                         | No           | Waive            |
| Organizational Chart                                                | Repository of the official organizational structure of offices.                                                                                                                                                                | Event;<br>Event=Superseded                                                        | No           | Waive            |
| Organizational Planning                                             | Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.                                                                              | Event+7 years;<br>Event=Completion of plan                                        | No           | Notify           |
| Petitions                                                           | Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.                                                                                                                   | Event+7 years;<br>Event=Petition approved or denied                               | No           | Waived           |
| Press/News Releases                                                 | Information about municipality programs and events.                                                                                                                                                                            | Creation+3 years                                                                  | No           | Notify           |



# ADMINISTRATIVE RECORDS

| Record Series Title                                         | Series Description                                                                                                                                         | Retention                                                                 | Confidential | WHS Notification |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------|------------------|
| Proclamations                                               | Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.                                                       | Event+1 year;<br>Event=End of elected representative's final term         | No           | Notify           |
| Reports (Annual)                                            | Annual reports produced by all departments and programs.                                                                                                   | Event+7 years;<br>Event=Date of issue                                     | No           | Notify           |
| Reports (Monthly)                                           | Monthly reports of divisions/committees.                                                                                                                   | Creation+3 years                                                          | No           | Waive            |
| Subject Files (Senior Level or Elected Official)            | Subject files (paper and electronic) of senior level staff such as department heads and elected officials.                                                 | Event+6 months;<br>Event=Separation from position/end of term             | No           | Notify           |
| <b>Common Council/Village Board/Town Board</b>              |                                                                                                                                                            |                                                                           |              |                  |
| Affidavits of Publication                                   | Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication). | Event+7 years;<br>Event=Date of publication                               | No           | Waive            |
| Audio Tapes                                                 | Recordings of meetings used to produce minutes.<br>Authority provided by Wis. Stat. § 19.21(7).                                                            | Event+90 days;<br>Event=Date the minutes have been approved and published | No           | Waive            |
| Minutes (Common Council)                                    | Official minutes of the Common Council/Village Board/Town Board.                                                                                           | Permanent                                                                 | No           | N/A              |
| Ordinances                                                  | Official ordinances and any ordinance books kept by municipalities.                                                                                        | Permanent                                                                 | No           | N/A              |
| Resolutions                                                 | Official records pertaining to resolutions passed by municipalities.                                                                                       | Permanent                                                                 | No           | N/A              |
| <b>Emergency Planning<sup>1</sup></b>                       |                                                                                                                                                            |                                                                           |              |                  |
| Continuity of Government Operational Plan and Documentation | Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.                                                 | Event;<br>Event=superseded by revised plan                                | No           | Waive            |
| Critical Incident Management Plans                          | Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.                     | Event+3 years;<br>Event=superseded by revised plan                        | No           | Waive            |

<sup>1</sup> No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

# ADMINISTRATIVE RECORDS

| Record Series Title              | Series Description                                                                                                                                              | Retention                                                             | Confidential     | WHS Notification                                           |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------|------------------------------------------------------------|
| Disaster Recovery Records        | Records created during the disaster recovery process.                                                                                                           | Event+3 years;<br>Event=Date recovery effort is complete <sup>2</sup> | No               | Waive                                                      |
| <b>Human Resources/Personnel</b> |                                                                                                                                                                 |                                                                       |                  |                                                            |
| Grievance Case File              | Records of grievances filed by employees.                                                                                                                       | Event+7 years;<br>Event=Date grievance is closed                      | Yes <sup>3</sup> | Waive                                                      |
| Personnel Files                  | Documents employee personnel actions during the employment of the employee. Applies to ALL employees.                                                           | Event+7 years;<br>Event=End of employment/<br>service                 | No <sup>4</sup>  | Waive                                                      |
| <b>Legal</b>                     |                                                                                                                                                                 |                                                                       |                  |                                                            |
| Attorney Opinions                | Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters. | Permanent                                                             | No <sup>5</sup>  | N/A                                                        |
| Case Files                       | Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. <sup>6</sup>              | Event+7 years;<br>Event=Close of case                                 | No <sup>7</sup>  | Notify on historically significant cases only <sup>8</sup> |

<sup>2</sup> Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

<sup>3</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

<sup>4</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

<sup>5</sup> Records may contain material protected by Attorney-Client Privilege. Wis. Stat. § 905.03.

<sup>6</sup> Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

<sup>7</sup> Records may contain material protected by Attorney-Client Privilege. Wis. Stat. § 905.03.

<sup>8</sup> Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.



# ADMINISTRATIVE RECORDS

| Record Series Title                                   | Series Description                                                                                                                                                                                                                                                                                                                                                                               | Retention                                                         | Confidential | WHS Notification |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------|------------------|
| <b>Licenses and Permits</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                   |              |                  |
| License Applications                                  | Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies. | Creation+3 years                                                  | No           | Waived           |
| Liquor and Beer Licenses                              | Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).                                                                                                                                                                                                                                                                      | Creation+4 years                                                  | No           | Waived           |
| Permits                                               | Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits.<br>NOTE: See Public Works Section for retention of building permits.                                                                                                                                                                                                                   | Creation+5 years                                                  | No           | Waived           |
| Permits (septic tanks)                                | Permit for a septic tank. The permit records the location and ownership of the tank.                                                                                                                                                                                                                                                                                                             | Permanent                                                         | No           | N/A              |
| <b>Municipal Land Ownership</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                   |              |                  |
| Land Titles, Conveyances and Easements                | Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.                                                                                                                                                                                                                                                                    | Permanent                                                         | No           | N/A              |
| Sales of Facilities and/or Land (Case Files)          | Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.                                                                                                                                                                                                                                                          | Event+6 years;<br>Event=date of the completion of the transaction | No           | Waived           |
| <b>Municipal Vehicles</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                   |              |                  |
| Motor Vehicle Control and Assignment Records          | Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.                                                                                                                                                                                                   | Event+1 year;<br>Event=date the vehicle is disposed               | No           | Waived           |
| Motor Vehicle and Heavy Equipment Maintenance Records | Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.                                                                                                                     | Event+1 year;<br>Event=date the vehicle is disposed               | No           | Waived           |

# ADMINISTRATIVE RECORDS

| Record Series Title                   | Series Description                                                                                                                                                                          | Retention                                                                | Confidential | WHS Notification |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------|------------------|
| Vehicle Use Agreements                | Agreements between individuals and municipalities required before driving a municipal owned vehicle.                                                                                        | Event+1 year;<br>Event=termination of agreement or employment            | No           | Waived           |
| Vehicle Inspection Reports            | Inspections of municipal vehicles.                                                                                                                                                          | Event+1 years;<br>Event=date the vehicle is disposed                     | No           | Waive            |
| <b>Payroll<sup>9</sup></b>            |                                                                                                                                                                                             |                                                                          |              |                  |
| Employee Payroll & Benefit File       | Includes various documents that are maintained throughout the employee's term of employment.                                                                                                | Event+7 years;<br>Event=Employee retirement, transfer or termination     | No           | Waived           |
| Monthly and Quarterly Payroll Reports | Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report. | Event+5 years;<br>Event=Report Issued (provided record has been audited) | No           | Waived           |
| Payrolls and Payroll Registers        | Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.                                               | Creation+4 years                                                         | No           | Waived           |
| <b>Real Property Titles</b>           |                                                                                                                                                                                             |                                                                          |              |                  |
| Title Documentation                   | Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.                           | Permanent                                                                | No           | N/A              |

<sup>9</sup> No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.



# CEMETERY RECORDS

| Record Series Title             | Series Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Retention                                                                                | Confidential                                      | WHS Notification |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------|------------------|
| Annual Report and Documentation | Includes the annual report to the cemetery board and the records needed to prepare the report.<br>Authority provided by Wis. Stat. § 157.62(4).                                                                                                                                                                                                                                                                                                                                          | Permanent                                                                                | No                                                | N/A              |
| Care Funds                      | An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased.<br>Authority provided by Wis. Stat. § 157.62(4). | Permanent                                                                                | Yes<br>Confidential per Wis. Stat. § 157.62(2)(c) | N/A              |
| Contract for Sale               | Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise.<br>Authority provided by Wis. Stat. § 157.62(4).                                                                                                                                                                                                                                                                                                                                         | Event=3 years;<br>Event=After all of the obligations of the contract have been fulfilled | No                                                | Waive            |
| Grave Registration Records      | Records that describe who is buried, the date of death, interment and location of the remains.                                                                                                                                                                                                                                                                                                                                                                                           | Permanent                                                                                | No                                                | N/A              |
| Preneed Trust Funds             | An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased.<br>Authority provided by Wis. Stat. § 157.62(4).                                                                                             | Event+15 years;<br>Event=Date of the deposit or withdrawal                               | Yes<br>Confidential per Wis. Stat. § 157.62(2)(c) | Waive            |

# CEMETERY RECORDS

| Record Series Title          | Series Description                                                                                                                                                                                                                                                                                                        | Retention | Confidential | WHS Notification |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|------------------|
| Reburial of Human Remains    | Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available.<br>Authority provided by Wis. Stat. § 157.112(3m).                                                                                                          | Permanent | No           | N/A              |
| Report for Final Disposition | Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment.<br>Authority provided by Wis. Stat. § 135.06(1)(a)(1). | Permanent | No           | N/A              |

# COMMUNITY DEVELOPMENT/PUBLIC SERVICES RECORDS

| Record Series Title                                                 | Series Description                                                                                              | Retention                                                                   | Confidential                                                              | WHS Notification |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------|
| <b>Housing Program</b>                                              |                                                                                                                 |                                                                             |                                                                           |                  |
| Program Files                                                       | Correspondence, breakdown of projects, HUD regulations, and supporting files.                                   | Event+7 years;<br>Event=Audit                                               | No                                                                        | Notify           |
| <b>Outreach</b>                                                     |                                                                                                                 |                                                                             |                                                                           |                  |
| Public Program Files                                                | Outreach programs for municipality sponsored programs.                                                          | Event+7 years;<br>Event=Superseded or end of program, whichever is first    | No                                                                        | Notify           |
| <b>Parks</b>                                                        |                                                                                                                 |                                                                             |                                                                           |                  |
| Park Master Plan                                                    | Master plans for parks and park systems. May include maps, drawings, photographs, and reports.                  | Superseded                                                                  | No                                                                        | Notify           |
| Program Files                                                       | Records relating to programs, events, and activities.                                                           | Creation+3 years                                                            | No                                                                        | Waived           |
| Reservation Requests, Rental Agreements, Use Permits, and Contracts | Permits, agreements, and contracts for the use of parks, shelters, and facilities.                              | Event+3 years;<br>Event=Date of reservation                                 | No                                                                        | Waived           |
| Supervisors Daily Report of Work Completed                          | Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.   | Creation+2 years                                                            | No                                                                        | Waived           |
| <b>Public Transportation</b>                                        |                                                                                                                 |                                                                             |                                                                           |                  |
| Accessible Boarding Reports                                         | Reports documenting the accessibility of vehicles.                                                              | Creation+5 years                                                            | No                                                                        | Waive            |
| Americans with Disabilities Act (ADA) Customer Eligibility Files    | Files determining the eligibility of customers for ADA transit programs.                                        | Event+6 years;<br>Event=Termination of service or participation by customer | Yes<br>Patient health information may be protected by Wis. Stat. § 146.82 | Waive            |
| Bus Route Schedules and Timetables                                  | Documentation of transit schedules, timetables, routes, and route history.                                      | Event+3 years;<br>Event=Superseded                                          | No                                                                        | Waive            |
| Dispatch Files                                                      | Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups. | Creation+7 years                                                            | No                                                                        | Waive            |



# COMMUNITY DEVELOPMENT/PUBLIC SERVICES RECORDS

| Record Series Title                         | Series Description                                                                                                                                                                                                                      | Retention                          | Confidential | WHS Notification |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------|------------------|
| Fare Information Files                      | Research, background, studies, and other materials used to determine fares.                                                                                                                                                             | Creation+7 years                   | No           | Waive            |
| Operation Reports                           | Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.                                                                                                                | Creation+3 years                   | No           | Waive            |
| Operator Assignment Records                 | Documentation of assignment of individual operators to routes and shifts.                                                                                                                                                               | Creation+3 years                   | No           | Waive            |
| <b>Sanitation</b>                           |                                                                                                                                                                                                                                         |                                    |              |                  |
| Composting Regulations                      | Documents pertaining to the disposal of yard waste.                                                                                                                                                                                     | Event+7 years;<br>Event=superseded | No           | Waive            |
| Curbside Recycling Program                  | Documentation of the curbside recycling program including policies, procedures, and administration of the program.                                                                                                                      | Event+7 years;<br>Event=superseded | No           | Waive            |
| Drop Off Site/Recycling Yard Waste          | Site operation files and records.                                                                                                                                                                                                       | Creation+7 years                   | No           | Waive            |
| Household Hazardous Waste Collection Center | Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.                                                                                                      | Creation+30 years                  | No           | Waive            |
| Landfill/<br>Garbage Dump Sites             | Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports. | Permanent                          | No           | N/A              |

# ELECTION RECORDS

| Record Series Title                                   | Series Description                                                                                                         | Retention                                                                         | Confidential | WHS Notification |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------|------------------|
| <b>Ballots and Equipment</b>                          |                                                                                                                            |                                                                                   |              |                  |
| Applications for Absentee Ballots (Federal Elections) | Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f). | Event+22 months;<br>Event=Election <sup>1</sup>                                   | No           | Waived           |
| for Absentee Ballots (State, County, Local Elections) | Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k). | Event+90 days;<br>Event=Election                                                  | No           | Waived           |
| Ballots (Federal Elections)                           | Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).                                                   | Event+22 months;<br>Event=Election                                                | No           | Waived           |
| Ballots (State, County, Local Elections)              | State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).                                               | Event+30 days;<br>Event=Election                                                  | No           | Waived           |
| Ballots (Unused and related Materials)                | Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).                               | Event+3 business days;<br>Event=Completion of all election canvasses <sup>2</sup> | No           | Waived           |
| Detachable Recording Units                            | Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).                   | Event+21 days;<br>Event=Election <sup>3</sup>                                     | No           | Waived           |
| Detachable Recording Units (Primary Elections)        | Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).                   | Event+14 days;<br>Event=Election <sup>4</sup>                                     | No           | Waived           |
| <b>Campaign</b>                                       |                                                                                                                            |                                                                                   |              |                  |
| Campaign Finance Reports                              | Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d). | Event+6 years;<br>Event=date of receipt                                           | No           | Waived           |

<sup>1</sup> All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

<sup>2</sup> Materials must be retained in event a petition for recount has been filed.

<sup>3</sup> Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

<sup>4</sup> Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.



# ELECTION RECORDS

| Record Series Title                                 | Series Description                                                                                                                                                                                                      | Retention                                                    | Confidential | WHS Notification |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------|------------------|
| Campaign Registration Statements                    | Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).                                                           | Event+6 years;<br>Event=termination issued by the registrant | No           | Waived           |
| <b>Reports and Lists</b>                            |                                                                                                                                                                                                                         |                                                              |              |                  |
| Official Canvassers Statements                      | Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).                                                                                                                 | Event+10 years;<br>Event=election                            | No           | Waived           |
| Election Notices                                    | Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).                                                                                 | Event+1 year;<br>Event=Election                              | No           | Waived           |
| Election Notices (Federal Elections)                | Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).                                                                                 | Event=22 months;<br>Event=Election                           | No           | Waived           |
| Election Voting and Registration Statistics Reports | Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.                                                                                        | Event+22 months;<br>Event=Election                           | No           | Waived           |
| Ineligible Elector Registrations                    | Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).                                                                | Event+4 years;<br>Event=When deemed ineligible               | No           | Waived           |
| Poll (Voter) Lists                                  | List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e). | Event+22 months;<br>Event=Election                           | No           | Waived           |

# FINANCE RECORDS

| Record Series Title                                     | Series Description                                                                                                                                                                                                                          | Retention                                                                                                                           | Confidential | WHS Notification |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| <b>Budget</b>                                           |                                                                                                                                                                                                                                             |                                                                                                                                     |              |                  |
| Approved Annual Operating Budget                        | Records related to establishing the base level agency annual operating budget each fiscal year.                                                                                                                                             | Fiscal+6 years                                                                                                                      | No           | Waived           |
| Audit Reports                                           | Reports that evaluate the financial holdings of the municipality.                                                                                                                                                                           | Event+3 years;<br>Event=Final report issued                                                                                         | No           | Waived           |
| Budget Documents/ Development                           | Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.                                                                           | Fiscal+6 years                                                                                                                      | No           | Waived           |
| Final Budget Submittal                                  | The final budget document for the municipality.                                                                                                                                                                                             | Fiscal+6 years                                                                                                                      | No           | Waived           |
| <b>Municipal Borrowing</b>                              |                                                                                                                                                                                                                                             |                                                                                                                                     |              |                  |
| Bond Records                                            | All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes. | Event+7 years;<br>Event=Bond issue expires or following payment of all outstanding matured bonds/ notes/coupons, whichever is later | No           | Waived           |
| <b>Payments and Receipts</b>                            |                                                                                                                                                                                                                                             |                                                                                                                                     |              |                  |
| Bank Statements/ Reconciliations                        | Statements received from institutions holding the municipality's funds.                                                                                                                                                                     | Creation+7 years                                                                                                                    | No           | Waived           |
| Cashbook                                                | Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.                                                                                                                                              | Event+7 years;<br>Event=Audit                                                                                                       | No           | Waived           |
| Collection & Disbursement Reports                       | Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.                                                                                                                              | Event+3 years;<br>Event=Transaction date                                                                                            | No           | Waived           |
| Credit Card Receipts or Information Received from Sales | Credit card receipts and related documentation associated with credit card transactions.                                                                                                                                                    | Event+3 years;<br>Event=Transaction date                                                                                            | No           | Waived           |
| Financial support records                               | Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.                                                                        | Event+1 year;<br>Event=Audit                                                                                                        | No           | Waived           |
| Issued Checks                                           | Checks issued by the municipality that are outstanding or have been cleared by the bank.                                                                                                                                                    | Creation+7 years                                                                                                                    | No           | Waived           |

# FINANCE RECORDS

| Record Series Title                         | Series Description                                                                                                                                       | Retention                                                                                               | Confidential                                                                                  | WHS Notification |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------|
| <b>Purchasing</b>                           |                                                                                                                                                          |                                                                                                         |                                                                                               |                  |
| Contract and Request for Bid /Proposal File | Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids. | Event+6 years;<br>Event=End date of resulting contract or cancellation date of contract or bid/proposal | Yes 14<br>Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5). | Waived           |
| Vendor Performance Files                    | Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.                                          | Event+6 years;<br>Event=End of contract                                                                 | No                                                                                            | Waived           |



# PUBLIC WORKS RECORDS

| Record Series Title                                       | Series Description                                                                                                                                                                                                                                                                                                                                            | Retention                                       | Confidential | WHS Notification |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------|------------------|
| <b>Building Inspections</b>                               |                                                                                                                                                                                                                                                                                                                                                               |                                                 |              |                  |
| Building Inspection Records                               | Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning. | Event+1 year;<br>Event=Life of building         | No           | Waived           |
| Building Plan Review and Inspection                       | Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). <sup>1</sup>                                                                                                                    | Event+4 years;<br>Event=Construction completed  | No           | Waived           |
| Building Plans: Residential 1 and 2 Family Dwellings      | Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.                                                                                                                                                                                               | Event+4 years;<br>Event=Construction completed  | No           | Waived           |
| Building Inspection: Residential 1 and 2 Family Dwellings | Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.                                                                                                                                                                                                                     | Event+ 7 years;<br>Event=Construction completed | No           | Waived           |
| Code Compliance Inspection Reports                        | Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.                                                                                                                                                                                                         | Permanent                                       | No           | N/A              |
| <b>Engineering</b>                                        |                                                                                                                                                                                                                                                                                                                                                               |                                                 |              |                  |
| Airport Improvement Petition File                         | Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.                                                                                                                                  | Event+7;<br>Event=petition submitted to DOT     | No           | Waived           |
| Airport Master Plan                                       | The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.                                                                                                                                                                                                                               | Event+20 years;<br>Event=new plan issued        | No           | Notify           |

<sup>1</sup> Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

# PUBLIC WORKS RECORDS

| Record Series Title                                                     | Series Description                                                                                                                                                                                                                                                                                               | Retention                                                              | Confidential     | WHS Notification |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------|------------------|
| Construction Plans: Final As-Built Projects                             | Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.                                                                                                                                                                                                            | Event;<br>Event=life of structure                                      | No               | Waived           |
| Construction Plans: Final As-Built Projects (Historically Significant)  | Use for historically significant projects.                                                                                                                                                                                                                                                                       | Event;<br>Event=life of structure                                      | No               | Notify           |
| Environmental Assessment & Impact Statements                            | Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. <sup>2</sup>                                                                                                                                                               | Event+6 years;<br>Event=Termination of municipal ownership of the land | No               | Notify           |
| Maps: Construction and Topographical                                    | May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).                                                                                                                                                    | Permanent                                                              | No               | N/A              |
| Project Records                                                         | All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc. | Event+10 years;<br>Event=Date project is completed                     | No               | Waived           |
| Project Records (Historically Significant)                              | Use for historically significant projects.                                                                                                                                                                                                                                                                       | Event;<br>Event=Life of structure                                      | No               | Notify           |
| <b>Maintenance and Operations</b>                                       |                                                                                                                                                                                                                                                                                                                  |                                                                        |                  |                  |
| American with Disabilities Act (ADA) Facility Reviews                   | Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.                                                                                                                                               | Event+6 years;<br>Event=Close of review or audit                       | No               | Waived           |
| Asbestos and Hazardous Material and Environmental Remediation Case File | Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. <sup>3</sup>                                                                                                                                                                        | Event+30 years;<br>Event=Completion of the project                     | Yes <sup>4</sup> | Waived           |

<sup>2</sup> May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

<sup>3</sup> OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

<sup>4</sup> Patient health care records in this series are confidential per Wis. Stat. § 146.82.



# PUBLIC WORKS RECORDS

| Record Series Title                                        | Series Description                                                                                                                                                                             | Retention                                                                                                                                                         | Confidential | WHS Notification |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| Building Maintenance: Equipment Repair and Service Records | Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.                                                                                | Event+1 month;<br>Event=Removal and disposal of equipment                                                                                                         | No           | Waived           |
| Building Lease Files                                       | Files on leased facilities.                                                                                                                                                                    | Event+7 years;<br>Event=End of lease                                                                                                                              | No           | Waived           |
| Maps                                                       | Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. <sup>5</sup>        | Permanent                                                                                                                                                         | No           | N/A              |
| Physical Plant Monitoring and Inspection Reports           | Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.                         | Creation+6 years                                                                                                                                                  | No           | Waived           |
| Profile and Grade Books                                    | Documentation of landscape and features.                                                                                                                                                       | Permanent                                                                                                                                                         | No           | N/A              |
| State Highway Aids Program Records                         | Records of state aid pertaining to road maintenance.                                                                                                                                           | Creation+7 years                                                                                                                                                  | No           | Waived           |
| Street and Sidewalk Operations File                        | Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection. | Creation+7 years                                                                                                                                                  | No           | Waived           |
| Surveillance Recordings                                    | Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. <sup>6</sup>                                                                           | Event+120 days <sup>7</sup><br>Event=Date of recording<br>(Note: Recordings may be subject to longer retention. See footnote for more information. <sup>8</sup> ) | No           | Waive            |

<sup>5</sup> Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

<sup>6</sup> The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

<sup>7</sup> 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

<sup>8</sup> Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

# PUBLIC WORKS RECORDS

| Record Series Title                       | Series Description                                                                                                                                                                                                                                                  | Retention                                                     | Confidential | WHS Notification |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------|------------------|
| <b>Planning and Zoning</b>                |                                                                                                                                                                                                                                                                     |                                                               |              |                  |
| Aerial Photographs                        | Aerial photographs used for planning and map creation.                                                                                                                                                                                                              | Event;<br>Event=Superseded                                    | No           | Notify           |
| Annexation Records                        | Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. <sup>9</sup>                                                                                                               | Permanent                                                     | No           | N/A              |
| Comprehensive Growth and Development Plan | Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.                                                                                                                             | Event+14 years;<br>Event=Superseded by new plan               | No           | Notify           |
| Conditional Use Permits                   | Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation. This series may also include public hearing notice, reports, public hearing documentation, and decision. | Event+7 years;<br>Event=termination of conditional use permit | No           | Waived           |
| Easements                                 | Grants of easement to the municipality.                                                                                                                                                                                                                             | Permanent                                                     | No           | N/A              |
| Final Plats                               | A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.                                                                                                               | Permanent                                                     | No           | N/A              |
| Preliminary Plats                         | Created during the development of subdivisions.                                                                                                                                                                                                                     | Event;<br>Event=Superseded by final plat                      | No           | Waived           |
| Property Survey Records                   | Includes field notes, benchmark books, and section corner monument logs.                                                                                                                                                                                            | Permanent                                                     | No           | N/A              |
| Zoning Appeals, Approved                  | Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.                                          | Permanent                                                     | No           | N/A              |
| Zoning Appeals, Unapproved                | Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.                                          | Event+7 years;<br>Event=Final appeal is closed                | No           | Notify           |
| Zoning Board and Zoning                   | Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.                                                                                                                                                 | Permanent                                                     | No           | N/A              |

<sup>9</sup> Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

# PUBLIC WORKS RECORDS

| Record Series<br>Title                     | Series Description | Retention | Confidential | WHS<br>Notification |
|--------------------------------------------|--------------------|-----------|--------------|---------------------|
| Board of<br>Appeals<br>Meeting<br>Material |                    |           |              |                     |



# PUBLIC WORKS RECORDS

| Record Series Title                        | Series Description                                                                                                                                                                                                                                                                                                                           | Retention                  | Confidential | WHS Notification |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------|------------------|
| Zoning Ordinance                           | The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development.<br>Authority provided by Wis. Stat. § 60.61. | Permanent                  | No           | N/A              |
| Zoning, Rezoning Files                     | May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.                                                                                                                                           | Permanent                  | No           | N/A              |
| Zoning Variance Files                      | Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.                                                                                                                                                                                                               | Permanent                  | No           | N/A              |
| <b>Utilities<sup>10</sup></b>              |                                                                                                                                                                                                                                                                                                                                              |                            |              |                  |
| Abandoned Mains and Services As-Built      | Records may include final designs and location maps. Includes plans of private sewer and water systems.                                                                                                                                                                                                                                      | Permanent                  | No           | N/A              |
| Excavation Plans of Private Utilities      | Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.                                                                                                                                                                                                                                                | Permanent                  | No           | N/A              |
| Inspections                                | Records documenting the inspection of water and sewer lines.                                                                                                                                                                                                                                                                                 | Permanent                  | No           | N/A              |
| Sewer Inspection Records                   | Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.                                                                                                                                                                                                                                        | Event;<br>Event=Superseded | No           | Waived           |
| Water and Sewer Main Break Records         | A record documenting the history of breaks in water and sewer main lines.                                                                                                                                                                                                                                                                    | Permanent                  | No           | N/A              |
| Water, Storm, and Sanitary Sewer Main Maps | Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.                                                                                                                                                                             | Permanent                  | No           | N/A              |

<sup>10</sup> Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years. Local governments should also consult the schedule set by the PSC for Municipal Utilities. A complete list of records and schedules is located in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."

# REVENUE RECORDS

| Record Series Title            | Series Description                                                                                                                                                                                                       | Retention                                                                       | Confidential                                  | WHS Notification |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------|------------------|
| <b>Assessment</b>              |                                                                                                                                                                                                                          |                                                                                 |                                               |                  |
| Assessor' Final Reports        | Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.                                                                                                        | Event+5 years;<br>Event=Final report filed with DOR                             | No                                            | Waive            |
| Cadastral Maps                 | Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.                                                                                                   | Permanent                                                                       | No                                            | N/A              |
| Final Assessment Rolls         | Both real and personal property rolls.                                                                                                                                                                                   | Creation+15 years<br>(Provided no Forest Crop Acreage is recorded) <sup>1</sup> | No                                            | Notify           |
| Master Property Records        | Details the appraisal of real property, based on the field inspections of the assessor.                                                                                                                                  | Event+5 years;<br>Event=Life of structure                                       | No                                            | Notify           |
| Notice of Increased Assessment | Notices sent to property owners informing them of increases on assessment.                                                                                                                                               | Creation+7 years                                                                | No                                            | Waive            |
| Taxation Exemption Reports     | Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the clerk of the taxation district.<br>Authority provided by Wis. Stat. § 70.339. | Creation+10 years                                                               | No                                            | Waive            |
| Personal Property Statements   | Statements filed with local assessor declaring taxable personal property.                                                                                                                                                | Creation+5 years                                                                | Yes<br>Confidential per Wis. Stat. § 70.35(3) | Waive            |
| <b>Board of Review</b>         |                                                                                                                                                                                                                          |                                                                                 |                                               |                  |
| Form of Objection              | Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.                                                                                                  | Event+7 years;<br>Event=Final action of Board of Review or completion of appeal | No                                            | Waive            |
| Minutes                        | Record of all proceedings of the board of review.<br>Authority provided by Wis. Stat. § 70.47(5).                                                                                                                        | Creation+7 years                                                                | No                                            | Notify           |
| Notice of Determination        | Final decisions sent to property owners.<br>Authority provided by Wis. Stat. § 70.47(12).                                                                                                                                | Event+7 years;<br>Event=Final action of Board of Review or completion of appeal | No                                            | Waive            |

<sup>1</sup> Wis. Stat. § 59.52(4)(c)3 states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.



# REVENUE RECORDS

| Record Series Title                   | Series Description                                                                                                                                                                                        | Retention                                                                         | Confidential | WHS Notification |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------|------------------|
| Proceedings                           | Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk.<br>Authority provided by Wis. Stat. § 70.47(8)(f).                                     | Event+7 years;<br>Event=Final action of Board of Review or completion of appeal   | No           | Waive            |
| <b>Special Assessments</b>            |                                                                                                                                                                                                           |                                                                                   |              |                  |
| Final Resolution                      | Final authorization of special assessments.<br>Authority provided by Wis. Stat. § 66.0703(8)(d).                                                                                                          | Permanent                                                                         | No           | N/A              |
| Payment Register                      | Record of the receipt of scheduled payments.                                                                                                                                                              | Event+7 years;<br>Event=Final collection of payments                              | No           | Waive            |
| Preliminary Resolutions               | Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid.<br>Authority provided by Wis. Stat. § 66.0703(4). | Creation+2 years<br>(provided report is on file with public works project record) | No           | Waive            |
| Report of Special Assessment          | Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. § 66.0703(5) for more information.<br>Authority provided by Wis. Stat. § 66.0703(5).         | Creation+2 years<br>(provided report is on file with public works project record) | No           | Waive            |
| <b>Tax Calculation and Collection</b> |                                                                                                                                                                                                           |                                                                                   |              |                  |
| Escrow Account List                   | List of real estate taxes paid directly from an escrow account.                                                                                                                                           | Event;<br>Event=Superseded                                                        | No           | Waive            |
| Final Tax Roll                        | Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.                                                                                    | Creation+15 years                                                                 | No           | Notify           |
| Statement of Taxes                    | Combined record of calculations used to set final taxes.                                                                                                                                                  | Permanent                                                                         | No           | N/A              |
| Tax Calculation Support Records       | Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.               | Event+7 years;<br>Event=Audit                                                     | No           | Waive            |
| Tax Receipts                          | Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.                                                         | Event+7 years;<br>Event=Audit of records by outside accounting firm               | No           | Waive            |



# REVENUE RECORDS

| Record Series Title   | Series Description                                                                                 | Retention                                   | Confidential | WHS Notification |
|-----------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------|--------------|------------------|
| Tax Settlements       | Used to verify tax collections compared to the taxes levied in the municipal records.              | Event+7 years;<br>Event=Audit               | No           | Waive            |
| Unpaid Tax Statements | List of postponed real property, delinquent real property, and delinquent personal property taxes. | Creation+15 years<br>(Retain with tax roll) | No           | Waive            |



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.15.**

To receive and place on file the Liquor Violation Report from the Police Department for August 12, 2019.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Report August 12 2019
2. 19LiqVio



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # O.16.**

To receive and place on file the report from the Water Utility Department regarding the lead pipe removal project.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. lead overview updated 7 31 19

# Getting the Lead Out



## Green Bay Water Utility progress in removing lead services – *as of July 31, 2019*

### 1. Public side (utility-owned) lead services

|                |         |
|----------------|---------|
| Dec. 31, 2017  | 959     |
| Dec. 31, 2018  | 619     |
| Jan. 31, 2019  | 563     |
| Feb. 28, 2019  | 538     |
| March 30, 2019 | 521     |
| April 30, 2019 | 484     |
| May 31, 2019   | 460     |
| June 30, 2019  | 414     |
| July 31, 2019  | 382     |
| Dec. 31, 2020  | Goal: 0 |

### 2. Private side (property owner-owned) lead services

|                |                          |
|----------------|--------------------------|
| Dec. 31, 2017  | 67 remain to be replaced |
| Dec. 31, 2018  | 17 remain to be replaced |
| Jan. 31, 2019  | 16 remain to be replaced |
| Feb. 28, 2019  | 17 remain to be replaced |
| March 30, 2019 | 16 remain to be replaced |
| April 30, 2019 | 16 remain to be replaced |
| May 31, 2019   | 22 remain to be replaced |
| June 30, 2019  | 22 remain to be replaced |
| July 31, 2019  | 21 remain to be replaced |
| Dec. 31, 2020  | Goal: 0                  |

- Since starting the program, we identified 234 private properties as having lead service
  - These are being paid from funds we obtained from:
    - Initial DNR Safe Drinking Water funding of \$500,000;
    - Lambeau Field excess sales tax monies of \$300,000;
    - Additional DNR Safe Drinking Water funding of \$300,000

# Getting the Lead Out



approved in December 2017

- 213 of these replacements are complete; 21 remain to be replaced
- We have homeowner agreements for 9 of the 21 (they are waiting to be replaced)
- There was an additional property found to have lead in June
- We have about 5 properties in the City for which we do not know the service material
  - We are making efforts to enter these properties to determine service material; an estimated 1 to 2 percent are anticipated to be lead

**REPORT OF THE PROTECTION AND POLICY COMMITTEE  
GRANTING OPERATOR LICENSES**

**August 20, 2019**

The Protection and Policy Committee wishes to request that the following applications for Operator Licenses be granted.

Stipulations placed on licenses shall continue to be in effect.

**OPERATOR LICENSES**

|                          |                      |                         |
|--------------------------|----------------------|-------------------------|
| Alderton, Jeffrey J      | Cichocki, Cameron M  | Gasperich, Katelyn D    |
| Allen, Laura L           | Clark, Melissa I     | Gellin, Keyonna R       |
| Anderson, Mark B         | Coel, Kasie L        | Gerczak, Joseph J       |
| Arnold, Richard Lee      | Colburn, Tamara L    | Gerhartz, Brian R       |
| Ash, Zachary R           | Counard, Dennis L    | Gillmore, Natasha L     |
| Aubry, Pete              | Cravillion, Dean A   | Gliniski, Tyler W       |
| Aulik, Elijah J          | Croxford, Dixie L.   | Gribble, Amy L          |
| Bailey, Jason L          | Crume, Trista C      | Grutza, Laighna D       |
| Bartram, Dana J          | Cyr, Michelle E      | Grzeskowiak, Jori L     |
| Bartz, Lisa M            | Dagneau, Lucas D     | Gunz, Erika E           |
| Beaudon, Jessica L       | Darling, Jackie A    | Hammer, Randall L       |
| Beier, Jenna L           | Datthyn, Mark T      | Hansen, Nacody M        |
| Bequeaith, Donna M       | Daul Jr., James P    | Harvey, Amanda L        |
| Berthold-Hansen, Brett W | Davis, Thomas E      | Haupt, Brittany E       |
| Biersteker, Laurie A     | DeJesus, Santiago C  | Hearden, Francesca P    |
| Boncher, Christopher R   | Dickson, Tim R       | Heraly, Lorri A         |
| Borowitz, Amy S          | Dombrowski, Lauren M | Hoerres Lessmiller, Lee |
| Boucher, Patrick A       | Dorner, John P       | Hoffman, Heidi R        |
| Boulanger, Carlee A      | Dugan, Jean M        | Hoida, Nicole A         |
| Boyd, Samuel J           | Duquaine, Kristin A  | Howarth, Amy J          |
| Brown, Cary N            | Dwyer, Kristi R      | Hunter, Maria JM        |
| Brown, Stephanie M       | Eastman, Breanna L   | Hurt, Jessica A         |
| Bubolz, Michael B        | Eiting, Judy A       | Insana, Rosaria V       |
| Burkart, Rhea L          | Fick, Payton D       | Iverson, Stephanie L    |
| Burroughs, Cale I        | Fifarek, Casey J     | Jakubowski, Kimberly L  |
| Butcher, Kristen N       | Fisher, Erin R       | Janikowski, Lindsey K   |
| Carew, David A           | Flores, Julio        | Janquart, Alice M       |
| Cary-Montoure, Maria H   | Fowles, Christina J  | Jensen, Silvija         |
| Cave, Emily J            | Fuerst, Shonna D     | Jerovetz, Lori J        |
| Charlier, Joseph J       | Galvez, Donna R      | Johnson, Jesse D        |
| Christnot, Richard A     | Garritty, Robert A   | Johnston, Daniel J      |



Jones, Christopher O  
Kabacinski, Tara L  
Kaftan, Michael R  
Kantner, Hannah N  
Kaquatosh, Richell L  
Kasal, Charles D  
Kaur, Amrinder  
Kennedy, Blake A  
Kennedy, Michael P.  
Keomanyvong, Suvan  
Kerwin, Patrick J  
Kilps, Spencer J  
Klotzbuecher, Kathryn M  
Kluck, Doug J  
Kocha, Darell T  
Koeller, Robin L  
Kolbe, Brianna J  
Krcma, Lauren T  
Krumpos, Pamella J  
Kulhanek, Nicole H  
LaCount, Lauri A  
Lange, Nathan R  
Larsen, Jennifer A  
Lasee, Melissa A  
Lederhaus, Jason M  
Lee, Wendy A  
Lesandrini, Rachele L  
Liimatta, Juanita E.  
Lindsley, Julie A  
Lodl, Howard L  
Lomma, Mary Jo  
Lukes, Mariah J  
Ly, Phasor B  
Ly, Tha Vone  
Madsen, Nicholas L  
Maes, Vicki L  
Marohl, David J  
Maurer, Sandra K  
Mc Monagle, Donna J

McCotter, Michael L  
McLean, Beth I  
Metternich, Michelle M  
Meyer, Victoria A  
Monahan, Dawn M  
Moorehead, Chaleigha J  
Munguia, Erick  
Murphy, David M  
Murray, Tavi L  
Nennig, Shawn L  
Nguyen, Beau T  
Nicks, Jared D  
Ninham, Crystal M  
Nowak, William B  
Patton, Mallory A  
Paul, Frank A  
Pawlak, Kaylynn A  
Pecore, Zachary JT  
Peeples, Misty M  
Perez, Ivan  
Phillips, Maurice S  
Piechota, Matt F  
Piontek, Morgan E  
Pirwitz, Patrick R  
Prichard, Ashley M  
Rameker, Brian P  
Rathbun, Kristina A  
Regalia, Andrea M  
Reinhart, Stacy M  
Riemer, Patrick R  
Robishaw, Trista J  
Romdenne, Taylor A  
Ross, Ashley L  
Rouse, Susan S  
Rudolph, Dennis J  
Rukamp, Diane M  
Rukamp, Leroy J  
Sanchez, Jasmine  
Sanchez, Rafael I

Sandoval, Jr, Pedro  
Sann, Kenneth R  
Sauer, Joshua T  
Schindler, Rachel  
Schlink, Chelsea D  
Schoen, Vanessa J  
Schultz, Emily L  
Schuman, Teresa J  
Senechal, Ashley R  
Sense, Sharee C  
Sharkey, Hana E  
Shelton, Melissa L  
Sherry, Pamela L  
Shimon, Gina M  
Shleis, Scott S  
Simpkins, Meredith E  
Singh, Jagjeet  
Singh, Malkit  
Smith, Crishonda D  
Smith, Justin M  
Smits, Stephanie A  
Snelling, Alexa P  
Snow, Jodi L  
Spencer, Nancy C  
Stache, Harold J  
Stelmach, Kristen A  
Stewart III, Timothy C  
Tabares, Leslie  
Teegarden, Rick J.  
Tennie, Lauren A  
Tessmer, Keri L  
Theis, Amber J  
Thrun, Tracy N  
Tilkens, Grant E  
Tschillard, Thomas C  
Turney, Sienna S  
Tyson, Cory A  
Valentine, April M  
Van Boxel, Richard G

VanBoxel, Laura J  
Vande Hei, Theresa L  
VandeHei, Dawn C  
Vanden Busch, Kim M  
Vandenberg, Nikolas J  
Vanderkelen, Jordan J  
VanGruensven, Tami L  
VanLanen, Vincent J  
Verhagen, Shelly J  
Vicenzi, Shawn A  
Voelker, Megan K  
Voskuil, Gabrielle S  
Warden, Jason J  
Webb, Donald S  
Whitehouse, John G  
Wichgers, Deven G  
Will, David A  
Wilquet, Joseph D  
Woodson, Shawn B  
Woulf, Rachel A  
Wriedt, Ashley F  
Xiong, Phong Yue  
Yang, Caitlyn C  
Young, Antwanette L  
Young, Brittanie J  
Young, Joanna R  
Zamora, Jonathan R  
Zelle, Michelle A  
Zimmerman, Aaron J



## Report to the Green Bay Plan Commission

### MEETING DATE

August 20, 2019

### PREPARED BY

Paul Neumeyer, Staff

### AGENDA ITEM # Q.1.

To amend the City's Comprehensive Plan for the property located at 2607 Nicolet Drive from Commercial to Low Density Residential (Figure 22-6).

### BACKGROUND

**Primary Address:** 2607 Nicolet Drive

**Alderson/District:** Ald. Barb Dorff/I

**Reason for Request:** The proposed comprehensive plan amendment and rezoning would permit the construction of a single-family home.

**Subject Parcel Zoning and Land Use:** CI – General Commercial (CI), vacant.

**Surrounding Zoning and Land Uses:**

**SUBJECT:** General Commercial (CI) - Vacant, former restaurant site

**NORTH:** Low Density Residential (RI) - Single family homes

**SOUTH:** Low Density Residential (RI) - Single family homes

**EAST:** Public/Institutional (PI) - UWGB

**WEST:** Bay of Green Bay

**Comprehensive Plan:** The 2022 Smart Growth Green Bay Comprehensive Plan recommends Commercial. The applicant is requesting Low Density Residential for the subject parcels.

**Analysis:** This request is in response to the existing property owner's desire to keep the existing single-family character of the area and limit the possibility for additional commercial development in a predominantly single family area. There is only one affected parcel, 2607 Nicolet Drive. In a previous comprehensive plan amendment in 2017, CPA 17-01, additional parcels were amended to low density residential land uses to better reflect the single-family homes in the area. The subject parcel was excluded at that time as there was a commercial development for a bed and breakfast development that never was constructed.

The Smart Growth 2022 Comprehensive Plan establishes the following review criteria for periodic amendments:

1. The change is consistent with the goals and objectives or other elements of The Smart Growth 2022 Comprehensive Plan.

o Staff feels the proposed amendment is compliant.

2. The change does not create an adverse impact on public facilities and services that cannot be mitigated. Public facilities and services include roads, sewers, water supply, drainage, schools, police, fire, and parks.

o The proposed amendment should have no impact on public facilities and services.

3. Development resulting from the change does not create an undue impact on surrounding properties. Such development should be consistent with the physical character of the surrounding neighborhood or would upgrade and improve its viability. o The proposed change in land use better represents the surrounding properties and land uses and will be consistent with the surrounding neighborhood.
4. The change allows a more viable transition to the planned uses on adjacent properties than the current land use.  
o The proposed amendment will provide a more compatible transition to the adjacent single family uses.
5. The change does not have a significant adverse impact on the natural environment including trees, slopes, and groundwater, or the impact could be mitigated by improvements on the site or in the same vicinity.  
o There are no known environmental impacts.
6. There is a change in City policies or neighborhood characteristics that would justify a change.  
o Not applicable.
7. The change corrects an error made in the original plan.  
o Not applicable.
8. There is a community or regional need identified in the Comprehensive Plan for the proposed land use or service.  
o Not applicable.
9. The change helps the City meet its life-cycle and affordable housing goals.  
o Not applicable.
10. The change does not adversely impact any landmarks or other historically significant structures or properties unless mitigated through relocation, commemoration, or dedication.  
o There are no landmarks or historically significant features that are being modified as part of the request.

The proposed amendment, if approved, would exclude any commercial development and instead would revert the property to a low density residential use compatible with other like uses along the bay front. Based on the proposed request, staff feels the proposed reduction in land use intensity is appropriate. The single-family designation better reflects the current land use and safeguards the integrity of a single-family area along Nicolet Drive.

The Public Participation Plan for Periodic Comprehensive Plan Amendments is being followed for this request and notices have been provided regarding the public hearings for this meeting. Ald. B. Dorff and neighbors within 200 ft. have been noticed of the meeting based on Plan Commission policy. At the time of drafting this report, staff has received no objections to this request.

## RECOMMENDATION

Approval of the request to amend the City's Comprehensive Plan for the property located at 2607 Nicolet Drive from Commercial (CI) to Low Density Residential (RI).

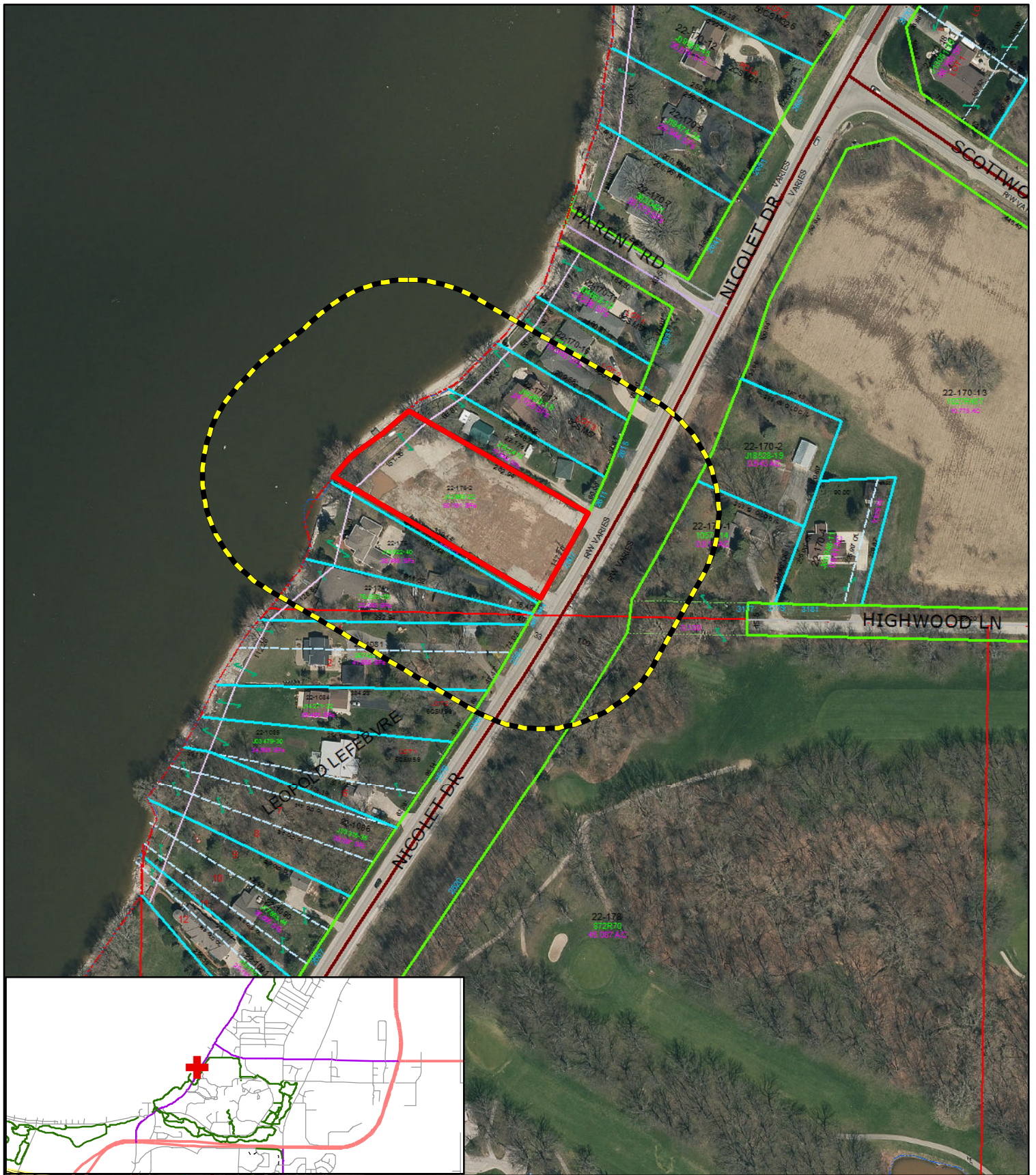
## FISCAL IMPACT

## ATTACHMENTS

- I. CPA 19-03\_ZP 19-17 letter

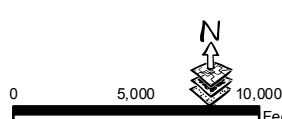






**Comprehensive Plan Amendment (CPA 19-03)/  
Zoning Petition (ZP 19-17) Proposed Rezoning  
2607 Nicolet Drive**

- Parcel Boundary
- 200' Property Owner Notice



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Map prepared by PN





## Report to the Green Bay Plan Commission

### MEETING DATE

August 20, 2019

### PREPARED BY

Stephanie Hummel, Staff

### AGENDA ITEM # Q.2.

To amend the City's Comprehensive Plan for various parcels located in the Shipyard Neighborhood.

### BACKGROUND

(CPA 19-04) Consideration with possible action on the request to amend the City's Comprehensive Plan for various parcels located in the Shipyard Neighborhood, submitted by the Department of Community and Economic Development.

**Primary Address:** Various; see attached in action item

**Aldersperson/District:** Ald. Brian Johnson/9

**Reason for Request:** The proposed comprehensive plan amendment and rezoning would clean-up various compliance issues and reflect the Shipyard Investment Strategy, as well as various plans for this area.

**Subject Parcel Zoning and Land Use:** Various; see attached in action item

**Comprehensive Plan:** See attached for recommendations from the 2022 Smart Growth Green Bay Comprehensive Plan.

**Analysis:** This area, known as the Shipyard Investment Neighborhood, is a neighborhood the City has targeted as in investment area. With the development of the new Shipyard project, located at 100 W. Mason Street, we wanted to pay special attention to the existing neighborhood. With that, an investment strategy, new programs, direct investment from various funding sources have been implemented. The investment strategy is an internal document, meant to help staff allocate funds and staff time appropriately. This document called for an update to the 2022 Smart Growth Comprehensive Plan, as well as some large-scale rezoning effort. The proposed changes to the comprehensive plan reflect the changes in this neighborhood to represent a mixed-density housing and commercial area. These proposed changes allow for the proposed rezonings detailed in ZP 19-15.

The Smart Growth 2022 Comprehensive Plan establishes the following review criteria for periodic amendments:

1. The change is consistent with the goals and objectives or other elements of The Smart Growth 2022 Comprehensive Plan.
  - o Staff feels the proposed amendment is compliant.
2. The change does not create an adverse impact on public facilities and services that cannot be mitigated. Public facilities and services include roads, sewers, water supply, drainage, schools, police, fire, and parks.
  - o The proposed amendment should have no impact on public facilities and services.
3. Development resulting from the change does not create an undue impact on surrounding properties. Such

development should be consistent with the physical character of the surrounding neighborhood or would upgrade and improve its viability.

- o The proposed change in land use better represents the surrounding properties and land uses and will be consistent with the surrounding neighborhood.

4. The change allows a more viable transition to the planned uses on adjacent properties than the current land use.

- o The proposed amendment will provide a more compatible transition to the adjacent uses.

5. The change does not have a significant adverse impact on the natural environment including trees, slopes, and groundwater, or the impact could be mitigated by improvements on the site or in the same vicinity.

- o There are no known environmental impacts.

6. There is a change in City policies or neighborhood characteristics that would justify a change.

- o The upcoming Shipyard project may change the characteristics of the neighborhood. The changes proposed within the application will retain the residential character while allowing for property redevelopment where appropriate.

7. The change corrects an error made in the original plan.

- o Not applicable.

8. There is a community or regional need identified in the Comprehensive Plan for the proposed land use or service.

- o Not applicable.

9. The change helps the City meet its life-cycle and affordable housing goals.

- o Not applicable.

10. The change does not adversely impact any landmarks or other historically significant structures or properties unless mitigated through relocation, commemoration, or dedication.

- o There are no landmarks or historically significant features that are being modified as part of the request.

With the proposed changes, the land use intensity throughout this neighborhood will be appropriate for existing uses, as well as what has been proposed in various plans. The comprehensive plan will reflect a mixed-density, mixed-use neighborhood, with an appropriate concentration of single- and two-family homes near a commercial corridor.

The Public Participation Plan for Periodic Comprehensive Plan Amendments is being followed for this request and notices have been provided regarding the public hearings for this meeting. Ald. B. Johnson and neighbors within 400 ft. have been noticed of the meeting based on Plan Commission policy. At the time of drafting this report, staff has received no objections to this request.

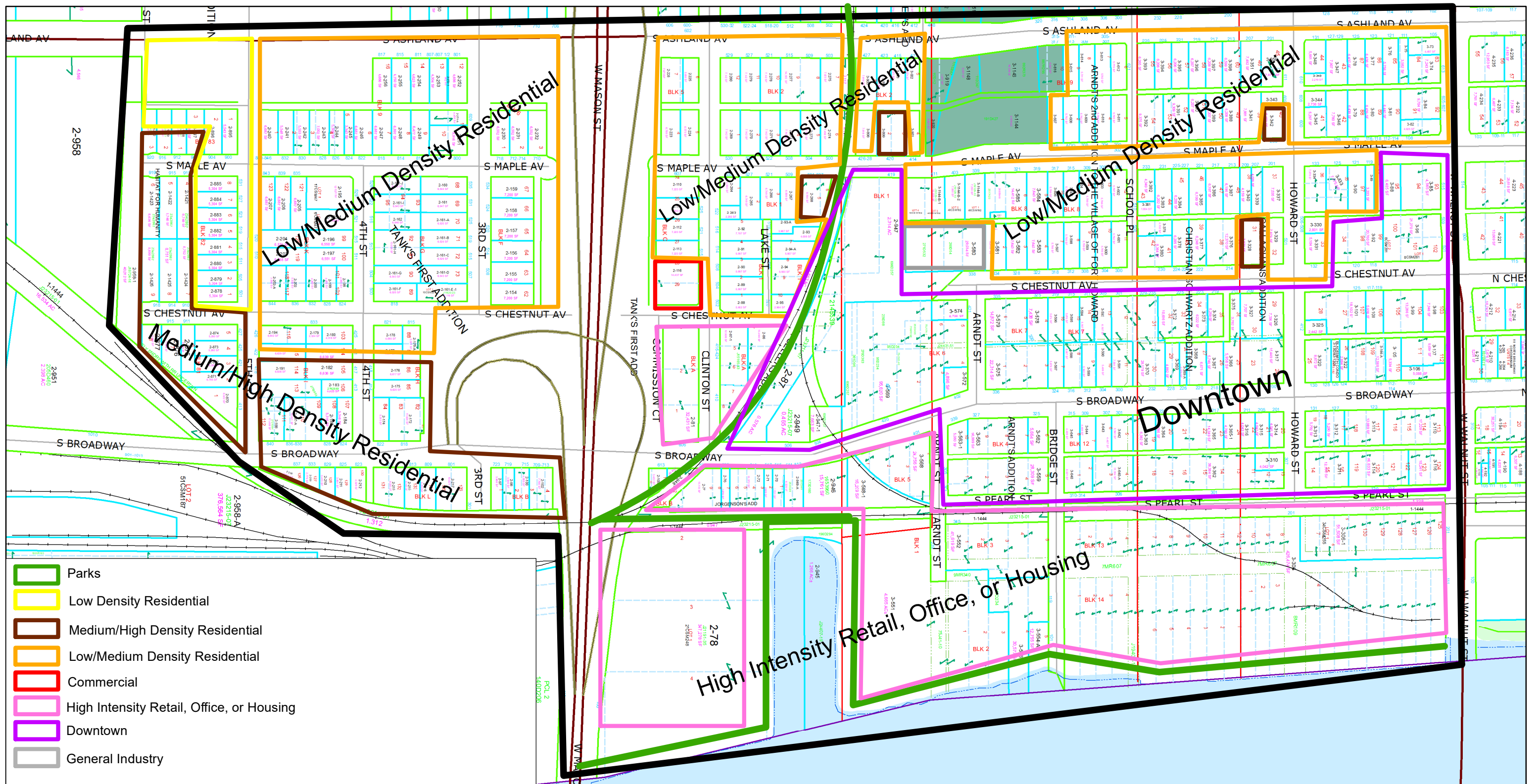
## RECOMMENDATION

Approval of the request to amend the City's Comprehensive Plan for various parcels located in the Shipyard Neighborhood.

## FISCAL IMPACT

## ATTACHMENTS

1. Shipyard Existing FLU
2. Shipyard Proposed FLU
3. Shipyard Existing Zoning
4. Shipyard Proposed Zoning
5. ZP 19-15 Property List



## Existing Future Land Use Map Shipyard Investment Area

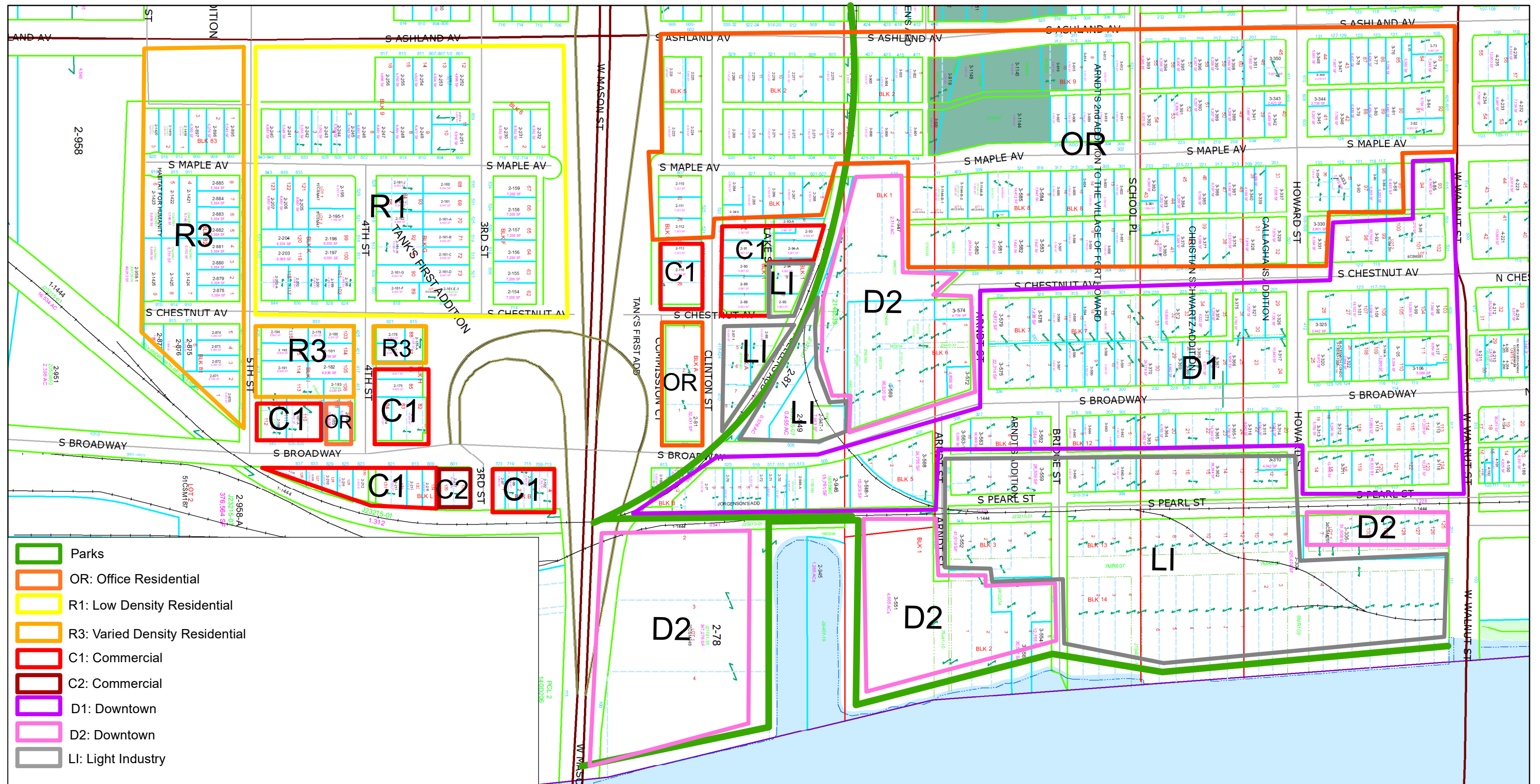


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 Shipyard Investment Area Boundary







## Existing Zoning Shipyard Investment Area

0 75 150 300 Feet

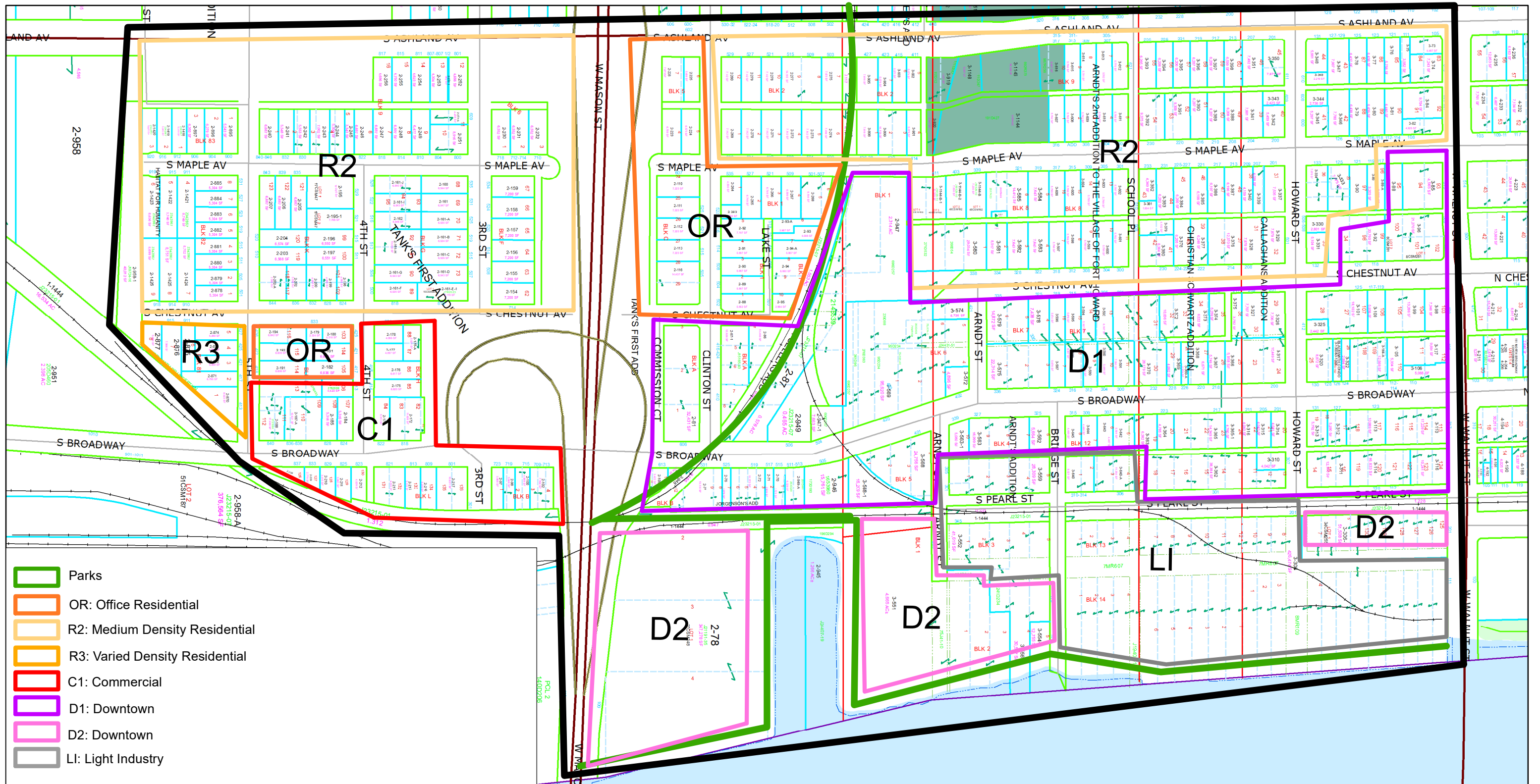


 Shipyard Investment Area Boundary



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## Proposed Zoning Shipyard Investment Area

0 75 150 300 Feet



Shipyard Investment Area Boundary

| PARCEL    | LOCATION                 | EXISTING ZONING | PROPOSED ZONING | CHANGE           |
|-----------|--------------------------|-----------------|-----------------|------------------|
| 2-113     | 515 CLINTON ST           | C1              | OR              | CUP to CUP       |
| 2-181     | 421 FOURTH ST            | R3              | OR              | CUP to CUP       |
| 2-194     | 426 FIFTH ST             | R3              | OR              | CUP to CUP       |
| 2-87-1    | 416-424 CLINTON ST       | LI              | D1              | CUP to CUP       |
| 3-392     | 230 S MAPLE AV           | OR              | R2              | CUP to CUP       |
| 3-574     | 421 ARNDT ST             | D2              | D1              | CUP to CUP       |
|           |                          |                 |                 |                  |
| 2-178     | 821 S CHESTNUT AV        | R3              | C1              | CUP to NP        |
| 2-185     | 828 S BROADWAY           | OR              | C1              | CUP to NP        |
|           |                          |                 |                 |                  |
| 2-1418    | 912 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1419    | 916 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1420    | 920 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1421    | 911 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1422    | 915 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1423    | 919 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1424    | 910 S CHESTNUT AV        | R3              | R2              | CUP to PERMITTED |
| 2-1425    | 914 S CHESTNUT AV        | R3              | R2              | CUP to PERMITTED |
| 2-1426    | 918 S CHESTNUT AV        | R3              | R2              | CUP to PERMITTED |
| 2-154     | 714 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-156     | 514 THIRD ST             | R1              | R2              | CUP to PERMITTED |
| 2-159     | 534 THIRD ST             | R1              | R2              | CUP to PERMITTED |
| 2-161-E-1 | 810 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-161-I   | 522 FOURTH ST            | OR              | R2              | CUP to PERMITTED |
| 2-200     | 832 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-202     | 836 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-202-A   | 844 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-204     | 520 FIFTH ST             | R1              | R2              | CUP to PERMITTED |
| 2-207     | 843 S MAPLE AV           | R1              | R2              | CUP to PERMITTED |
| 2-195     | 529 FOURTH ST            | R1              | R2              | CUP to PERMITTED |
| 2-231     | 712-714 S MAPLE AV       | R1              | R2              | CUP to PERMITTED |
| 2-241     | 832 S MAPLE AV           | R1              | R2              | CUP to PERMITTED |
| 2-246     | 822 S MAPLE AV           | R1              | R2              | CUP to PERMITTED |
| 2-253     | 807-807 1/2 S ASHLAND AV | R1              | R2              | CUP to PERMITTED |
| 2-254     | 811 S ASHLAND AV         | R1              | R2              | CUP to PERMITTED |
| 2-270     | 524 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-271     | 522 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-272     | 508 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-273     | 504 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-274     | 500 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-275     | 503 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-277     | 515 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-278     | 521 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-279     | 527 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-280     | 529 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-81      | 606 S BROADWAY           | OR              | D1              | CUP to PERMITTED |
| 2-878     | 501 FIFTH ST             | R3              | R2              | CUP to PERMITTED |
| 2-879     | 505 FIFTH ST             | R3              | R2              | CUP to PERMITTED |
| 2-880     | 511 FIFTH ST             | R3              | R2              | CUP to PERMITTED |

|            |                      |    |    |                  |
|------------|----------------------|----|----|------------------|
| 2-881      | 515 FIFTH ST         | R3 | R2 | CUP to PERMITTED |
| 2-882      | 519 FIFTH ST         | R3 | R2 | CUP to PERMITTED |
| 2-883      | 523 FIFTH ST         | R3 | R2 | CUP to PERMITTED |
| 2-895      | 900 S MAPLE AV       | R3 | R2 | CUP to PERMITTED |
| 2-896      | 904 S MAPLE AV       | R3 | R2 | CUP to PERMITTED |
| 2-897      | 906 S MAPLE AV       | R3 | R2 | CUP to PERMITTED |
| 3-1144-B   | 339 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-1144-B-1 | 411 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-1144-B-2 | 403 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-329      | 501 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-330      | 506-508 HOWARD ST    | OR | R2 | CUP to PERMITTED |
| 3-331      | 132 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-333      | 125 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-334      | 133 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-337      | 201 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-339      | 207 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-340      | 209 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-341      | 204 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-343      | 609 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-344      | 608 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-345      | 600 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-346      | 126 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-347      | 127-129 S ASHLAND AV | OR | R2 | CUP to PERMITTED |
| 3-348      | 131 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-349      | 610 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-350      | 611 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-351      | 207 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-376      | 214 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-377      | 222 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-378      | 224 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-379      | 508 SCHOOL PL        | OR | R2 | CUP to PERMITTED |
| 3-380      | 230 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-381      | 510 SCHOOL PL        | OR | R2 | CUP to PERMITTED |
| 3-382      | 233 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-383      | 231 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-384      | 225-227 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-385      | 221 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-386      | 217 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-387      | 213 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-388      | 208 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-390      | 216 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-391      | 220 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-393      | 235 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-394      | 225 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-395      | 221 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-396      | 219 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-397      | 217 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-398      | 213 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-582      | 328 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-583      | 322 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |

|        |                      |    |    |                  |
|--------|----------------------|----|----|------------------|
| 3-584  | 319 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-585  | 321 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-597  | 318 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-598  | 312 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-599  | 308 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-600  | 304 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-602  | 301 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-603  | 305 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-604  | 309 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-605  | 315 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-606  | 317 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-607  | 316 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-609  | 308 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-610  | 304 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-611  | 300-302 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-612  | 621 SCHOOL PL        | OR | R2 | CUP to PERMITTED |
| 3-613  | 305-307 S ASHLAND AV | OR | R2 | CUP to PERMITTED |
| 3-614  | 309 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-615  | 311-313 S ASHLAND AV | OR | R2 | CUP to PERMITTED |
| 3-73   | 105 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-74   | 613 W WALNUT ST      | OR | R2 | CUP to PERMITTED |
| 3-75   | 111 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-76   | 121 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-77   | 123 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-78   | 125 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-79   | 122 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-80   | 116-118 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-81   | 112-114 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-82   | 108 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-89   | 119 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-898  | 426-428 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-89-A | 117 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-90   | 121 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-901  | 414 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-902  | 411 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-903  | 415 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-904  | 423 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-905  | 427 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |

|         |                    |    |    |           |
|---------|--------------------|----|----|-----------|
| 2-100   | 715 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-102   | 709 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-110   | 607 S MAPLE AV     | OR | OR | NO CHANGE |
| 2-111   | 525 CLINTON ST     | OR | OR | NO CHANGE |
| 2-112   | 521 CLINTON ST     | OR | OR | NO CHANGE |
| 2-172   | 818 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-174   | 822 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-175   | 414 FOURTH ST      | C1 | C1 | NO CHANGE |
| 2-176   | 418 FOURTH ST      | C1 | C1 | NO CHANGE |
| 2-187-A | 836-838 S BROADWAY | C1 | C1 | NO CHANGE |
| 2-208   | 837 S BROADWAY     | C1 | C1 | NO CHANGE |

|         |                       |    |    |           |
|---------|-----------------------|----|----|-----------|
| 2-212   | 823 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-213   | 821 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-215   | 813 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-209   | 833 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-210   | 829 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-211   | 825 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-216   | 809 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-268   | 501-507 S MAPLE AV    | OR | OR | NO CHANGE |
| 2-223   | 604-606 S MAPLE AV    | OR | OR | NO CHANGE |
| 2-224   | 600 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-225   | 601-603 S ASHLAND AV  | OR | OR | NO CHANGE |
| 2-226   | 607 S ASHLAND AV      | OR | OR | NO CHANGE |
| 2-263   | 522 CLINTON ST        | OR | OR | NO CHANGE |
| 2-264   | 535 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-265   | 527 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-266   | 521 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-267   | 509 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-72    | 519 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-76    | 525 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-77    | 531 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-98    | 719 S BROADWAY        | C1 | C1 | NO CHANGE |
| 3-100   | 117-119 S CHESTNUT AV | D1 | D1 | NO CHANGE |
| 3-101   | 125 S CHESTNUT AV     | D1 | D1 | NO CHANGE |
| 3-105   | 112-114 S BROADWAY    | D1 | D1 | NO CHANGE |
| 2-876   | 915 S CHESTNUT AV     | R3 | R3 | NO CHANGE |
| 2-870   | 413 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-871   | 417 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-872   | 421 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-873   | 425 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-875   | 911 S CHESTNUT AV     | R3 | R3 | NO CHANGE |
| 2-70    | 515 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-71    | 517 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-78    | 100 W MASON ST        | D2 | D2 | NO CHANGE |
| 2-874   | 427 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-877   | 915 S CHESTNUT AV     | R3 | R3 | NO CHANGE |
| 2-946   | 505 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-949-A | 511-513 S BROADWAY    | D1 | D1 | NO CHANGE |
| 2-97    | 723 S BROADWAY        | C1 | C1 | NO CHANGE |
| 3-104-A | 116 S BROADWAY        | D1 | D1 | NO CHANGE |
| 3-106   | 110 S BROADWAY        | D1 | D1 | NO CHANGE |
| 3-107   | 405 W WALNUT ST       | D1 | D1 | NO CHANGE |
| 3-110   | 317 W WALNUT ST       | D1 | D1 | NO CHANGE |
| 3-113   | 123 S BROADWAY        | D1 | D1 | NO CHANGE |
| 3-114   | 120 S PEARL ST        | D1 | D1 | NO CHANGE |
| 3-1300  | 126-1 S BROADWAY      | D1 | D1 | NO CHANGE |

|         |                      |    |    |           |
|---------|----------------------|----|----|-----------|
| 3-1301  | 126-2 S BROADWAY     | D1 | D1 | NO CHANGE |
| 3-1144  | S ASHLAND AV         | PI | PI | NO CHANGE |
| 3-1146  | 319-323 S ASHLAND AV | PI | PI | NO CHANGE |
| 3-1148  | S ASHLAND AV         | PI | PI | NO CHANGE |
| 3-116   | 100 BLOCK S PEARL ST | D1 | D1 | NO CHANGE |
| 3-306-1 | 201 W WALNUT ST      | D2 | D2 | NO CHANGE |
| 3-312   | 127 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-313   | 131 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-314   | 201 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-316   | 211 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-320   | 128 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-322   | 124 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-369-A | 226 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-563-1 | 339 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-588   | 316 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-642   | 301 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-643   | 307 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-579   | 335 S CHESTNUT AV    | D1 | D1 | NO CHANGE |
| 3-591   | 300 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-645   | 315 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-311   | 100 BLOCK S PEARL ST | D1 | D1 | NO CHANGE |
| 3-315   | 205 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-317   | 200 S BROADWAY       | PI | PI | NO CHANGE |
| 3-325   | 412 HOWARD ST        | D1 | D1 | NO CHANGE |
| 3-326   | 201 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-327   | 209 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-363   | S BROADWAY           | D1 | D1 | NO CHANGE |
| 3-364   | 223 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-365   | 217 S BROADWAY       | PI | PI | NO CHANGE |
| 3-365-1 | S BROADWAY           | PI | PI | NO CHANGE |
| 3-366   | S BROADWAY           | PI | PI | NO CHANGE |
| 3-367   | 218 S BROADWAY       | PI | PI | NO CHANGE |
| 3-368   | 220 S BROADWAY       | PI | PI | NO CHANGE |
| 3-369   | 228 S BROADWAY       | PI | PI | NO CHANGE |
| 3-370   | 232 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-372   | 225 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-373   | 223 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-374   | 219 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-375   | 211 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-554-A | 101 BRIDGE ST        | D2 | D2 | NO CHANGE |
| 3-556   | 119 BRIDGE ST        | D2 | D2 | NO CHANGE |
| 3-562   | 325 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-563   | 327 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-568   | 401 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-568-1 | S BROADWAY           | D1 | D1 | NO CHANGE |
| 3-575   | 336 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-578   | 325 S CHESTNUT AV    | D1 | D1 | NO CHANGE |
| 3-587   | 324 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-589   | 312 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-590   | 304 S BROADWAY       | D1 | D1 | NO CHANGE |



|         |                         |    |    |           |
|---------|-------------------------|----|----|-----------|
| 3-593   | 305 S CHESTNUT AV       | PI | PI | NO CHANGE |
| 3-594   | 311 S CHESTNUT AV       | PI | PI | NO CHANGE |
| 3-595   | 315 S CHESTNUT AV       | PI | PI | NO CHANGE |
| 3-596   | 319 S CHESTNUT AV       | D1 | D1 | NO CHANGE |
| 3-644   | 309 S BROADWAY          | D1 | D1 | NO CHANGE |
| 3-85    | 515 W WALNUT ST         | D1 | D1 | NO CHANGE |
| 3-92    | 118 S CHESTNUT AV       | D1 | D1 | NO CHANGE |
| 3-96    | 509 W WALNUT ST         | D1 | D1 | NO CHANGE |
| 3-919   | S OAKLAND AV            | PI | PI | NO CHANGE |
| 3-920   | S MAPLE AV              | PI | PI | NO CHANGE |
| 3-98    | 409 W WALNUT ST         | D1 | D1 | NO CHANGE |
| 3-552   | 345 S PEARL ST          | LI | LI | NO CHANGE |
| 3-559   | 301 BRIDGE ST           | LI | LI | NO CHANGE |
| 3-640   | 310-314 S PEARL ST      | LI | LI | NO CHANGE |
| 3-640-A | 306 S PEARL ST          | LI | LI | NO CHANGE |
| 3-306   | 111 W WALNUT ST         | LI | LI | NO CHANGE |
| 3-99    | 100 BLOCK S CHESTNUT AV | D1 | D1 | NO CHANGE |

|         |                    |    |    |           |
|---------|--------------------|----|----|-----------|
| 2-161-F | 500 FOURTH ST      | R1 | R2 | NP to CUP |
| 2-243   | 828 S MAPLE AV     | R1 | R2 | NP to CUP |
| 2-252   | 801 S ASHLAND AV   | R1 | R2 | NP to CUP |
| 2-240   | 840-846 S MAPLE AV | R1 | R2 | NP to CUP |
| 2-89    | 504 CLINTON ST     | C1 | OR | NP to CUP |
| 2-90    | 508 CLINTON ST     | C1 | OR | NP to CUP |
| 2-91    | 514 CLINTON ST     | C1 | OR | NP to CUP |
| 2-92    | 516 CLINTON ST     | C1 | OR | NP to CUP |
| 2-93-A  | 519 LAKE ST        | C1 | OR | NP to CUP |
| 3-88    | 113 S MAPLE AV     | OR | D1 | NP to CUP |

|       |                      |    |    |                  |
|-------|----------------------|----|----|------------------|
| 2-180 | 425 FOURTH ST        | R3 | OR | PERMITTED TO CUP |
| 2-182 | 417 FOURTH ST        | R3 | OR | PERMITTED TO CUP |
| 2-191 | 418 FIFTH ST         | R3 | OR | PERMITTED TO CUP |
| 2-192 | 422-422 1/2 FIFTH ST | R3 | OR | PERMITTED TO CUP |
| 2-269 | 530 S MAPLE AV       | OR | R2 | PERMITTED TO CUP |
| 2-885 | 531 FIFTH ST         | R3 | R2 | PERMITTED TO CUP |
| 2-884 | 527 FIFTH ST         | R3 | R2 | PERMITTED TO CUP |
| 3-342 | 200 S MAPLE AV       | OR | R2 | PERMITTED TO CUP |
| 3-389 | 210 S MAPLE AV       | OR | R2 | PERMITTED TO CUP |
| 3-601 | 300 S CHESTNUT AV    | OR | R2 | PERMITTED TO CUP |
| 3-310 | 307 HOWARD ST        | LI | D1 | PERMITTED TO CUP |
| 3-362 | 301 S PEARL ST       | LI | D1 | PERMITTED TO CUP |
| 3-899 | 420 S MAPLE AV       | OR | R2 | PERMITTED TO CUP |

|       |                     |    |    |                 |
|-------|---------------------|----|----|-----------------|
| 3-328 | 208 S CHESTNUT AV   | OR | R2 | PERMITTED to NP |
| 3-84  | 605-607 W WALNUT ST | OR | R2 | PERMITTED to NP |

|       |                |    |    |                        |
|-------|----------------|----|----|------------------------|
| 2-184 | 824 S BROADWAY | OR | C1 | PERMITTED to PERMITTED |
| 2-107 | S BROADWAY     | LI | D1 | PERMITTED to PERMITTED |
| 2-109 | 613 S BROADWAY | LI | D1 | PERMITTED to PERMITTED |
| 2-116 | 505 CLINTON ST | C1 | OR | PERMITTED to PERMITTED |

|         |                       |       |    |                        |
|---------|-----------------------|-------|----|------------------------|
| 2-155   | 508 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-157   | 520 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-158   | 524 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-160   | 535 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161   | 531 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-A | 525 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-B | 519 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-C | 515 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-D | 507 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-H | 510 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-J | 528 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-162   | 516 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-G | 504 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-179   | 833 S CHESTNUT AV     | R3    | OR | PERMITTED to PERMITTED |
| 2-177   | FOURTH ST             | R3    | C1 | PERMITTED to PERMITTED |
| 2-178-A | 815 S CHESTNUT AV     | R3    | C1 | PERMITTED to PERMITTED |
| 2-183   | 413 FOURTH ST         | R3    | C1 | PERMITTED to PERMITTED |
| 2-188   | 840 S BROADWAY        | C1/R3 | C1 | PERMITTED to PERMITTED |
| 2-195-1 | 521 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-196   | 515 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-197   | 511 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-198   | 824-826 S CHESTNUT AV | R1    | R2 | PERMITTED to PERMITTED |
| 2-199   | 828 S CHESTNUT AV     | R1    | R2 | PERMITTED to PERMITTED |
| 2-203   | 510 FIFTH ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-205   | 835 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-206   | 839 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-217   | 801 S BROADWAY        | C2    | C1 | PERMITTED to PERMITTED |
| 2-230   | 718 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-232   | 710 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-242   | 830 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-244   | 826 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-245   | 824 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-247   | 818 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-248   | 814 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-249   | 810 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-251   | 800 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-251-A | 609 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-255   | 815 S ASHLAND AV      | R1    | R2 | PERMITTED to PERMITTED |
| 2-256   | 817 S ASHLAND AV      | R1    | R2 | PERMITTED to PERMITTED |
| 2-252-1 | S ASHLAND AV          | R1    | R2 | PERMITTED to PERMITTED |
| 2-86    | 410 CLINTON ST        | LI    | D1 | PERMITTED to PERMITTED |
| 2-947   | 419 S MAPLE AV        | D2    | D1 | PERMITTED to PERMITTED |
| 2-87    | S BROADWAY            | LI    | D1 | PERMITTED to PERMITTED |
| 2-88    | 502 CLINTON ST        | C1    | OR | PERMITTED to PERMITTED |
| 2-93    | 517 LAKE ST           | C1    | OR | PERMITTED to PERMITTED |
| 2-94    | 505 LAKE ST           | LI    | OR | PERMITTED to PERMITTED |
| 2-947-1 | 504 S BROADWAY        | LI    | D2 | PERMITTED to PERMITTED |
| 2-949   | 506 S BROADWAY        | LI    | D1 | PERMITTED to PERMITTED |
| 2-94-A  | 515 LAKE ST           | C1    | OR | PERMITTED to PERMITTED |
| 2-95    | 520 S CHESTNUT AV     | LI    | OR | PERMITTED to PERMITTED |

|       |                      |       |    |                        |
|-------|----------------------|-------|----|------------------------|
| 3-569 | 420 S BROADWAY       | D2    | D1 | PERMITTED to PERMITTED |
| 3-572 | 402 S BROADWAY       | D2    | D1 | PERMITTED to PERMITTED |
| 3-581 | 334 S CHESTNUT AV    | OR    | R2 | PERMITTED to PERMITTED |
| 3-581 | 334 S CHESTNUT AV    | OR    | R2 | PERMITTED to PERMITTED |
| 3-580 | 338 S CHESTNUT AV    | OR    | R2 | PERMITTED to PERMITTED |
| 3-608 | S MAPLE AV           | OR    | R2 | PERMITTED to PERMITTED |
| 3-616 | 315-317 S ASHLAND AV | PI/OR | PI | PERMITTED to PERMITTED |



## Report to the Green Bay Plan Commission

### MEETING DATE

August 20, 2019

### PREPARED BY

Paul Neumeyer, Staff

### AGENDA ITEM # Q.3.

To rezone 2607 Nicolet Drive from General Commercial (CI) to Low Density Residential (RI).

### BACKGROUND

**Primary Address:** 2607 Nicolet Drive

**Alderson/District:** Ald. Barb Dorff/I

**Reason for Request:** To permit a single-family home.

**Subject Parcel Zoning and Land Use:** CI – General Commercial (CI), vacant.

**Surrounding Zoning and Land Uses:**

**SUBJECT:** General Commercial (CI) - Vacant, former restaurant site

**NORTH:** Low Density Residential (RI) - Single family homes

**SOUTH:** Low Density Residential (RI)-Single family homes

**EAST:** Public/Institutional (PI) - UWGB

**WEST:** Bay of Green Bay

**Comprehensive Plan:** The 2022 Smart Growth Green Bay Comprehensive Plan recommends Commercial. The applicant is also requesting a comprehensive plan amendment to low density residential within this agenda, CPA 19-03.

**Analysis:** This request is a follow-up to the request for a Comprehensive Plan Amendment (CPA 19-03) to change the future land use of the area from commercial to low density residential. The site retained its future land use designation as part of the comprehensive plan dating back to 2002, as the site was the location of former restaurants and an unbuilt Bed & Breakfast development. Now, there is a proposal by the applicant to develop the site for a single family use. The site was part of former rezoning in 2015, that adjusted zoning lines to be consistent with property lines (ZP 15-28).

The proposed comprehensive plan amendment, if approved, would eliminate the future commercial development and instead permit low density redevelopment of the area consistent with the existing homes along the Bay. Based on the proposed request, staff feels the proposed reduction in land use intensity is appropriate. The single-family designation better reflects the current land use and safeguards the integrity of a traditionally single family area and the bay front.

Ald. B. Dorff and neighbors within 200 ft. have been noticed of the meeting based on Plan Commission policy. At the time of drafting this report, staff has received no objections to this request

### RECOMMENDATION

Approval of the request to rezone 2607 Nicolet Drive from General Commercial (CI) to Low Density

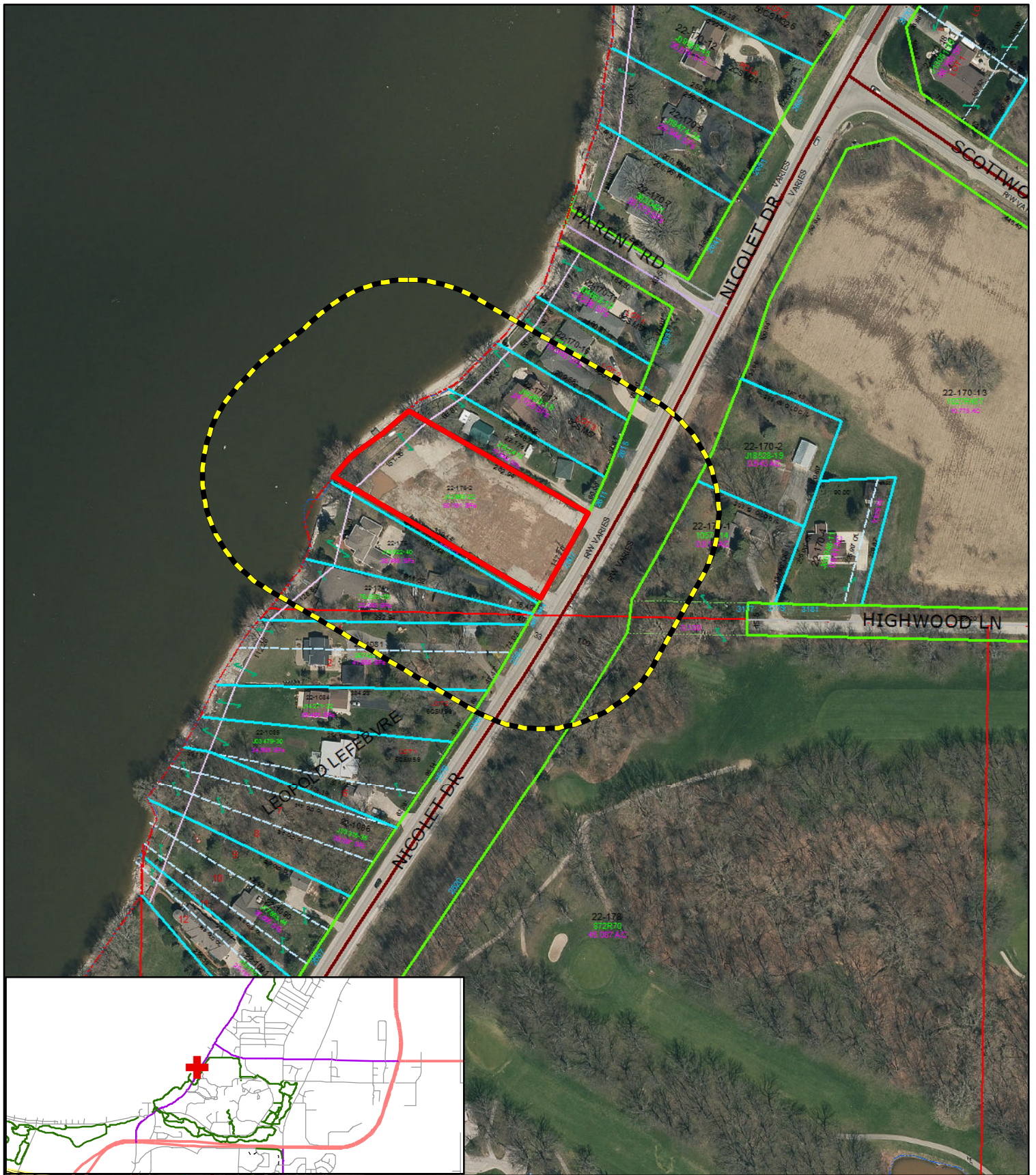
Residential (RI).

## **FISCAL IMPACT**

## **ATTACHMENTS**

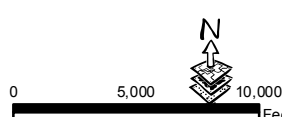
I. CPA 19-03\_ZP 19-17 letter





**Comprehensive Plan Amendment (CPA 19-03)/  
Zoning Petition (ZP 19-17) Proposed Rezoning  
2607 Nicolet Drive**

- Parcel Boundary
- 200' Property Owner Notice



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Map prepared by PN





## Report to the Green Bay Plan Commission

### MEETING DATE

August 20, 2019

### PREPARED BY

Stephanie Hummel, Staff

### AGENDA ITEM # Q.4.

To rezone various parcels located in the Shipyard Neighborhood.

### BACKGROUND

**Primary Address:** Various

**Aldersperson/District:** Ald. Brian Johnson/9

**Reason for Request:** To clean-up zoning throughout the Shipyard Investment Neighborhood to reflect current and future uses

**Subject Parcel Zoning and Land Use:** Various; see attached

**Comprehensive Plan:** See attached for recommendations from the 2022 Smart Growth Green Bay Comprehensive Plan; changes have been proposed as part of application CPA 19-04.

**Analysis:** This area, known as the Shipyard Investment Neighborhood, is a neighborhood the City has targeted as an investment area. With the development of the new Shipyard project, located at 100 W. Mason Street, we wanted to pay special attention to the existing neighborhood. With that, an investment strategy, new programs, direct investment from various funding sources have been implemented. The investment strategy is an internal document, meant to help staff allocate funds and staff time appropriately. This document called for an update to the 2022 Smart Growth Comprehensive Plan, as well as some large-scale rezoning efforts. The proposed changes to the comprehensive plan reflect the changes in this neighborhood to represent a mixed-density housing and commercial area.

Ald. B. Johnson and neighbors within 400 ft. have been noticed of the meeting based on Plan Commission policy. At the time of drafting this report, staff has received no objections to this request.

### RECOMMENDATION

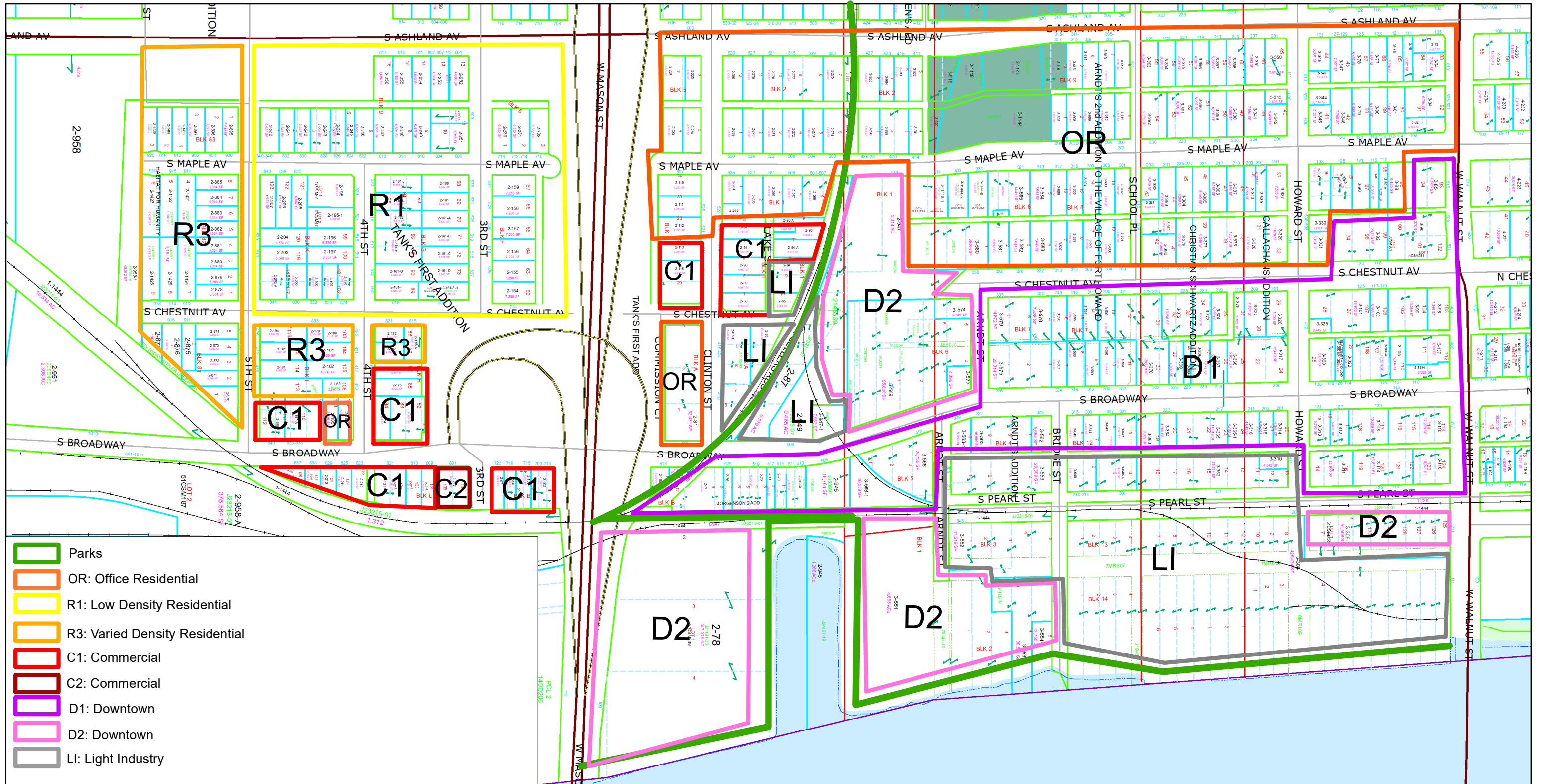
Approval of the request to rezone various parcels located in the Shipyard Neighborhood.

### FISCAL IMPACT

### ATTACHMENTS

1. Shipyard Existing Zoning
2. Shipyard Proposed Zoning
3. ZP 19-15 Property List
4. Shipyard Existing FLU
5. Shipyard Proposed FLU

6. ZP 19-15, CPA 19-04 Prop Letter



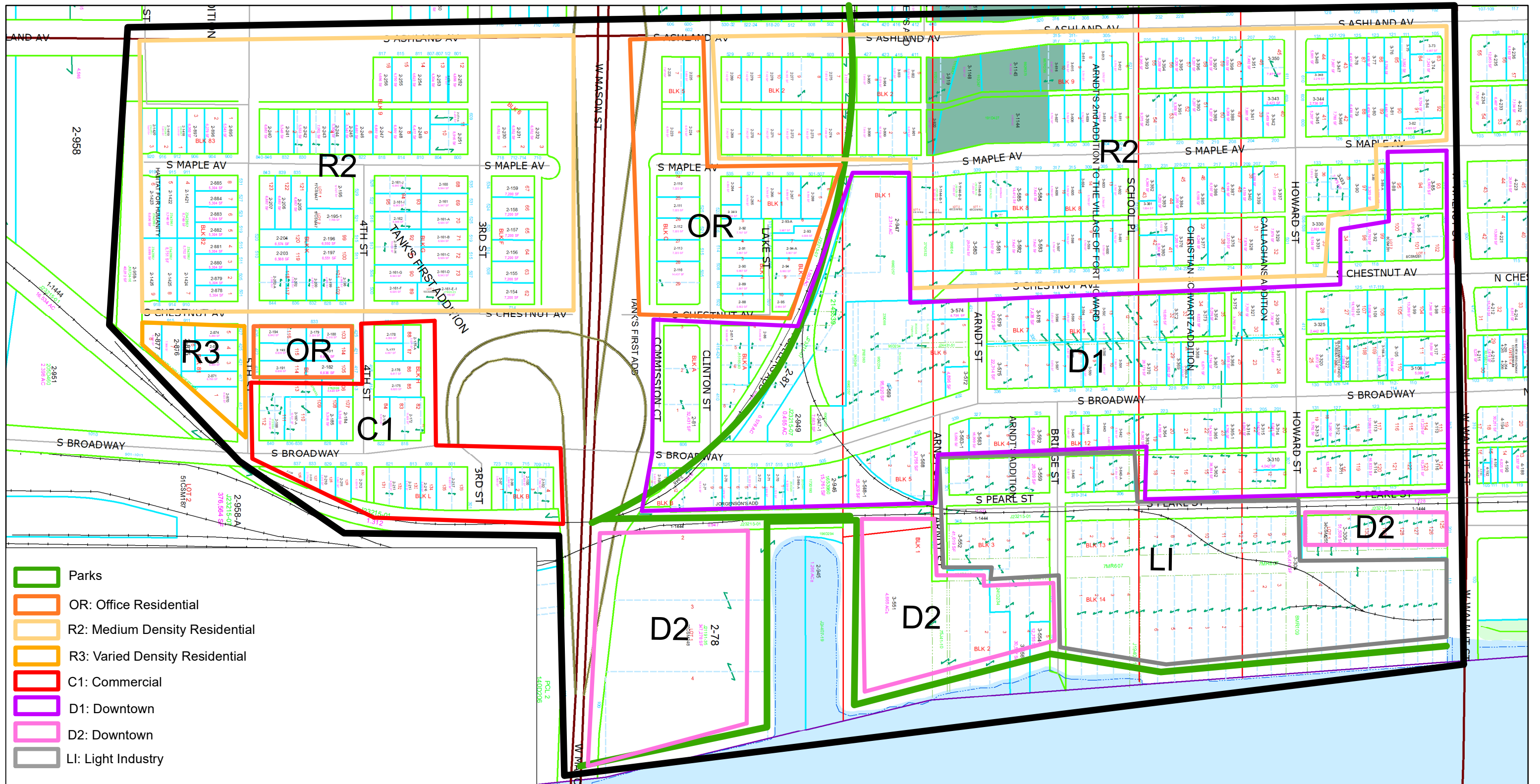
This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. SJH 17 Jul 2019 I:\DeptData\Planning\City\CityActions\Zoning\_Petitions\ZoningPetitions2019\ZP 19-15 (Rezone Various Shipyard properties)\Shipyard Base Map.mxd

## Existing Zoning Shipyard Investment Area

0 75 150 300 Feet



 Shipyard Investment Area Boundary



## Proposed Zoning Shipyard Investment Area

0 75 150 300 Feet

Shipyard Investment Area Boundary



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 City of Green Bay Department of Community and Economic Development. SJH 17 Jul 2019 I:\DeptData\Planning\City\CityActions\Zoning\_Petitions\ZoningPetitions2019\ZP 19-15 (Rezone Various Shipyard properties)\Shipyard Base Map.mxd

| PARCEL    | LOCATION                 | EXISTING ZONING | PROPOSED ZONING | CHANGE           |
|-----------|--------------------------|-----------------|-----------------|------------------|
| 2-113     | 515 CLINTON ST           | C1              | OR              | CUP to CUP       |
| 2-181     | 421 FOURTH ST            | R3              | OR              | CUP to CUP       |
| 2-194     | 426 FIFTH ST             | R3              | OR              | CUP to CUP       |
| 2-87-1    | 416-424 CLINTON ST       | LI              | D1              | CUP to CUP       |
| 3-392     | 230 S MAPLE AV           | OR              | R2              | CUP to CUP       |
| 3-574     | 421 ARNDT ST             | D2              | D1              | CUP to CUP       |
|           |                          |                 |                 |                  |
| 2-178     | 821 S CHESTNUT AV        | R3              | C1              | CUP to NP        |
| 2-185     | 828 S BROADWAY           | OR              | C1              | CUP to NP        |
|           |                          |                 |                 |                  |
| 2-1418    | 912 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1419    | 916 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1420    | 920 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1421    | 911 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1422    | 915 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1423    | 919 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1424    | 910 S CHESTNUT AV        | R3              | R2              | CUP to PERMITTED |
| 2-1425    | 914 S CHESTNUT AV        | R3              | R2              | CUP to PERMITTED |
| 2-1426    | 918 S CHESTNUT AV        | R3              | R2              | CUP to PERMITTED |
| 2-154     | 714 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-156     | 514 THIRD ST             | R1              | R2              | CUP to PERMITTED |
| 2-159     | 534 THIRD ST             | R1              | R2              | CUP to PERMITTED |
| 2-161-E-1 | 810 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-161-I   | 522 FOURTH ST            | OR              | R2              | CUP to PERMITTED |
| 2-200     | 832 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-202     | 836 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-202-A   | 844 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-204     | 520 FIFTH ST             | R1              | R2              | CUP to PERMITTED |
| 2-207     | 843 S MAPLE AV           | R1              | R2              | CUP to PERMITTED |
| 2-195     | 529 FOURTH ST            | R1              | R2              | CUP to PERMITTED |
| 2-231     | 712-714 S MAPLE AV       | R1              | R2              | CUP to PERMITTED |
| 2-241     | 832 S MAPLE AV           | R1              | R2              | CUP to PERMITTED |
| 2-246     | 822 S MAPLE AV           | R1              | R2              | CUP to PERMITTED |
| 2-253     | 807-807 1/2 S ASHLAND AV | R1              | R2              | CUP to PERMITTED |
| 2-254     | 811 S ASHLAND AV         | R1              | R2              | CUP to PERMITTED |
| 2-270     | 524 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-271     | 522 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-272     | 508 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-273     | 504 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-274     | 500 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-275     | 503 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-277     | 515 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-278     | 521 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-279     | 527 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-280     | 529 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-81      | 606 S BROADWAY           | OR              | D1              | CUP to PERMITTED |
| 2-878     | 501 FIFTH ST             | R3              | R2              | CUP to PERMITTED |
| 2-879     | 505 FIFTH ST             | R3              | R2              | CUP to PERMITTED |
| 2-880     | 511 FIFTH ST             | R3              | R2              | CUP to PERMITTED |

|            |                      |    |    |                  |
|------------|----------------------|----|----|------------------|
| 2-881      | 515 FIFTH ST         | R3 | R2 | CUP to PERMITTED |
| 2-882      | 519 FIFTH ST         | R3 | R2 | CUP to PERMITTED |
| 2-883      | 523 FIFTH ST         | R3 | R2 | CUP to PERMITTED |
| 2-895      | 900 S MAPLE AV       | R3 | R2 | CUP to PERMITTED |
| 2-896      | 904 S MAPLE AV       | R3 | R2 | CUP to PERMITTED |
| 2-897      | 906 S MAPLE AV       | R3 | R2 | CUP to PERMITTED |
| 3-1144-B   | 339 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-1144-B-1 | 411 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-1144-B-2 | 403 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-329      | 501 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-330      | 506-508 HOWARD ST    | OR | R2 | CUP to PERMITTED |
| 3-331      | 132 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-333      | 125 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-334      | 133 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-337      | 201 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-339      | 207 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-340      | 209 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-341      | 204 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-343      | 609 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-344      | 608 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-345      | 600 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-346      | 126 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-347      | 127-129 S ASHLAND AV | OR | R2 | CUP to PERMITTED |
| 3-348      | 131 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-349      | 610 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-350      | 611 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-351      | 207 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-376      | 214 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-377      | 222 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-378      | 224 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-379      | 508 SCHOOL PL        | OR | R2 | CUP to PERMITTED |
| 3-380      | 230 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-381      | 510 SCHOOL PL        | OR | R2 | CUP to PERMITTED |
| 3-382      | 233 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-383      | 231 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-384      | 225-227 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-385      | 221 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-386      | 217 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-387      | 213 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-388      | 208 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-390      | 216 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-391      | 220 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-393      | 235 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-394      | 225 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-395      | 221 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-396      | 219 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-397      | 217 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-398      | 213 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-582      | 328 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-583      | 322 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |



|        |                      |    |    |                  |
|--------|----------------------|----|----|------------------|
| 3-584  | 319 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-585  | 321 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-597  | 318 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-598  | 312 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-599  | 308 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-600  | 304 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-602  | 301 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-603  | 305 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-604  | 309 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-605  | 315 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-606  | 317 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-607  | 316 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-609  | 308 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-610  | 304 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-611  | 300-302 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-612  | 621 SCHOOL PL        | OR | R2 | CUP to PERMITTED |
| 3-613  | 305-307 S ASHLAND AV | OR | R2 | CUP to PERMITTED |
| 3-614  | 309 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-615  | 311-313 S ASHLAND AV | OR | R2 | CUP to PERMITTED |
| 3-73   | 105 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-74   | 613 W WALNUT ST      | OR | R2 | CUP to PERMITTED |
| 3-75   | 111 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-76   | 121 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-77   | 123 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-78   | 125 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-79   | 122 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-80   | 116-118 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-81   | 112-114 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-82   | 108 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-89   | 119 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-898  | 426-428 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-89-A | 117 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-90   | 121 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-901  | 414 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-902  | 411 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-903  | 415 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-904  | 423 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-905  | 427 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |

|         |                    |    |    |           |
|---------|--------------------|----|----|-----------|
| 2-100   | 715 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-102   | 709 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-110   | 607 S MAPLE AV     | OR | OR | NO CHANGE |
| 2-111   | 525 CLINTON ST     | OR | OR | NO CHANGE |
| 2-112   | 521 CLINTON ST     | OR | OR | NO CHANGE |
| 2-172   | 818 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-174   | 822 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-175   | 414 FOURTH ST      | C1 | C1 | NO CHANGE |
| 2-176   | 418 FOURTH ST      | C1 | C1 | NO CHANGE |
| 2-187-A | 836-838 S BROADWAY | C1 | C1 | NO CHANGE |
| 2-208   | 837 S BROADWAY     | C1 | C1 | NO CHANGE |

|         |                       |    |    |           |
|---------|-----------------------|----|----|-----------|
| 2-212   | 823 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-213   | 821 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-215   | 813 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-209   | 833 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-210   | 829 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-211   | 825 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-216   | 809 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-268   | 501-507 S MAPLE AV    | OR | OR | NO CHANGE |
| 2-223   | 604-606 S MAPLE AV    | OR | OR | NO CHANGE |
| 2-224   | 600 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-225   | 601-603 S ASHLAND AV  | OR | OR | NO CHANGE |
| 2-226   | 607 S ASHLAND AV      | OR | OR | NO CHANGE |
| 2-263   | 522 CLINTON ST        | OR | OR | NO CHANGE |
| 2-264   | 535 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-265   | 527 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-266   | 521 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-267   | 509 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-72    | 519 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-76    | 525 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-77    | 531 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-98    | 719 S BROADWAY        | C1 | C1 | NO CHANGE |
| 3-100   | 117-119 S CHESTNUT AV | D1 | D1 | NO CHANGE |
| 3-101   | 125 S CHESTNUT AV     | D1 | D1 | NO CHANGE |
| 3-105   | 112-114 S BROADWAY    | D1 | D1 | NO CHANGE |
| 2-876   | 915 S CHESTNUT AV     | R3 | R3 | NO CHANGE |
| 2-870   | 413 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-871   | 417 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-872   | 421 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-873   | 425 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-875   | 911 S CHESTNUT AV     | R3 | R3 | NO CHANGE |
| 2-70    | 515 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-71    | 517 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-78    | 100 W MASON ST        | D2 | D2 | NO CHANGE |
| 2-874   | 427 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-877   | 915 S CHESTNUT AV     | R3 | R3 | NO CHANGE |
| 2-946   | 505 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-949-A | 511-513 S BROADWAY    | D1 | D1 | NO CHANGE |
| 2-97    | 723 S BROADWAY        | C1 | C1 | NO CHANGE |
| 3-104-A | 116 S BROADWAY        | D1 | D1 | NO CHANGE |
| 3-106   | 110 S BROADWAY        | D1 | D1 | NO CHANGE |
| 3-107   | 405 W WALNUT ST       | D1 | D1 | NO CHANGE |
| 3-110   | 317 W WALNUT ST       | D1 | D1 | NO CHANGE |
| 3-113   | 123 S BROADWAY        | D1 | D1 | NO CHANGE |
| 3-114   | 120 S PEARL ST        | D1 | D1 | NO CHANGE |
| 3-1300  | 126-1 S BROADWAY      | D1 | D1 | NO CHANGE |

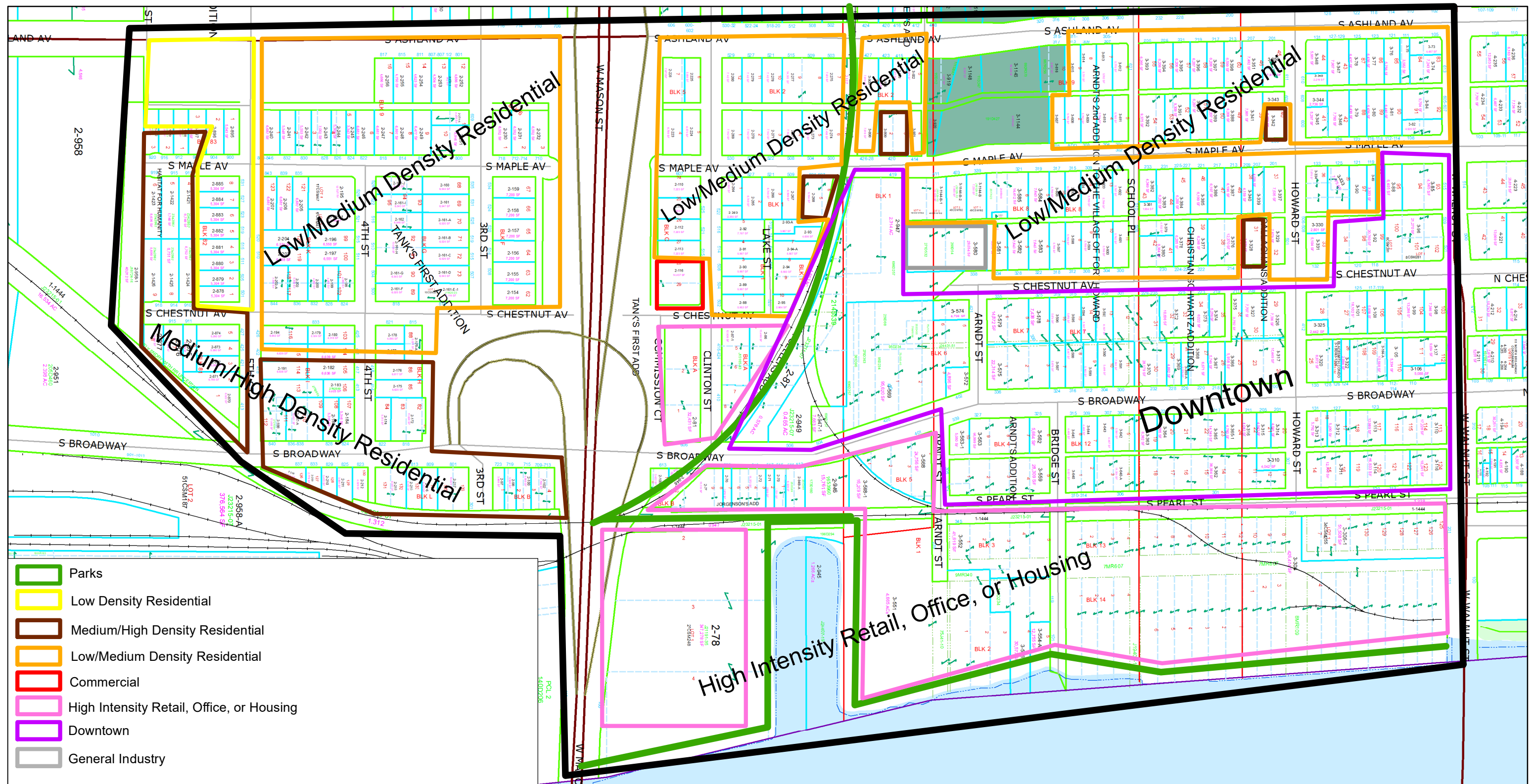
|         |                      |    |    |           |
|---------|----------------------|----|----|-----------|
| 3-1301  | 126-2 S BROADWAY     | D1 | D1 | NO CHANGE |
| 3-1144  | S ASHLAND AV         | PI | PI | NO CHANGE |
| 3-1146  | 319-323 S ASHLAND AV | PI | PI | NO CHANGE |
| 3-1148  | S ASHLAND AV         | PI | PI | NO CHANGE |
| 3-116   | 100 BLOCK S PEARL ST | D1 | D1 | NO CHANGE |
| 3-306-1 | 201 W WALNUT ST      | D2 | D2 | NO CHANGE |
| 3-312   | 127 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-313   | 131 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-314   | 201 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-316   | 211 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-320   | 128 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-322   | 124 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-369-A | 226 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-563-1 | 339 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-588   | 316 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-642   | 301 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-643   | 307 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-579   | 335 S CHESTNUT AV    | D1 | D1 | NO CHANGE |
| 3-591   | 300 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-645   | 315 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-311   | 100 BLOCK S PEARL ST | D1 | D1 | NO CHANGE |
| 3-315   | 205 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-317   | 200 S BROADWAY       | PI | PI | NO CHANGE |
| 3-325   | 412 HOWARD ST        | D1 | D1 | NO CHANGE |
| 3-326   | 201 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-327   | 209 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-363   | S BROADWAY           | D1 | D1 | NO CHANGE |
| 3-364   | 223 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-365   | 217 S BROADWAY       | PI | PI | NO CHANGE |
| 3-365-1 | S BROADWAY           | PI | PI | NO CHANGE |
| 3-366   | S BROADWAY           | PI | PI | NO CHANGE |
| 3-367   | 218 S BROADWAY       | PI | PI | NO CHANGE |
| 3-368   | 220 S BROADWAY       | PI | PI | NO CHANGE |
| 3-369   | 228 S BROADWAY       | PI | PI | NO CHANGE |
| 3-370   | 232 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-372   | 225 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-373   | 223 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-374   | 219 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-375   | 211 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-554-A | 101 BRIDGE ST        | D2 | D2 | NO CHANGE |
| 3-556   | 119 BRIDGE ST        | D2 | D2 | NO CHANGE |
| 3-562   | 325 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-563   | 327 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-568   | 401 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-568-1 | S BROADWAY           | D1 | D1 | NO CHANGE |
| 3-575   | 336 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-578   | 325 S CHESTNUT AV    | D1 | D1 | NO CHANGE |
| 3-587   | 324 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-589   | 312 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-590   | 304 S BROADWAY       | D1 | D1 | NO CHANGE |

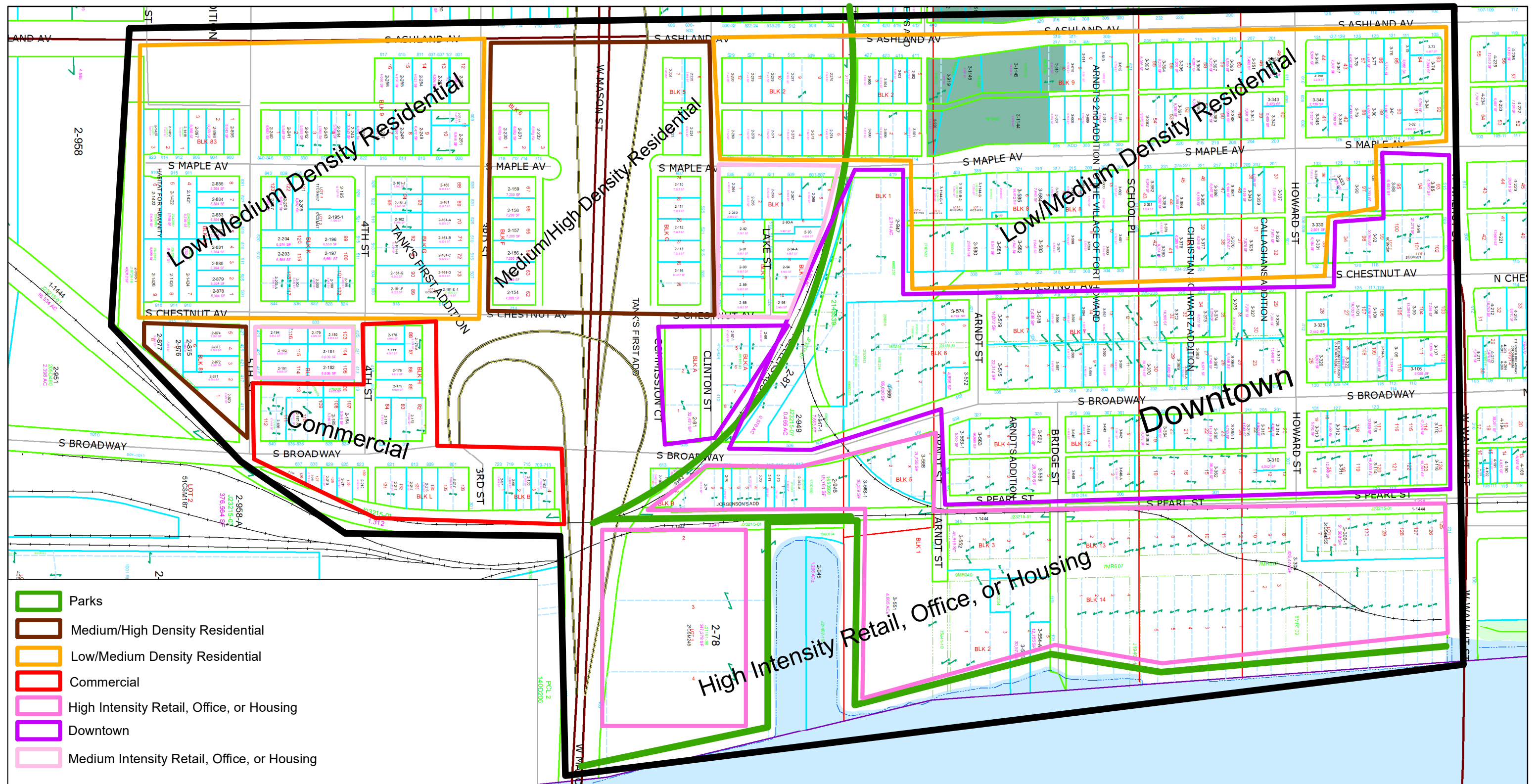
|         |                         |    |    |                        |
|---------|-------------------------|----|----|------------------------|
| 3-593   | 305 S CHESTNUT AV       | PI | PI | NO CHANGE              |
| 3-594   | 311 S CHESTNUT AV       | PI | PI | NO CHANGE              |
| 3-595   | 315 S CHESTNUT AV       | PI | PI | NO CHANGE              |
| 3-596   | 319 S CHESTNUT AV       | D1 | D1 | NO CHANGE              |
| 3-644   | 309 S BROADWAY          | D1 | D1 | NO CHANGE              |
| 3-85    | 515 W WALNUT ST         | D1 | D1 | NO CHANGE              |
| 3-92    | 118 S CHESTNUT AV       | D1 | D1 | NO CHANGE              |
| 3-96    | 509 W WALNUT ST         | D1 | D1 | NO CHANGE              |
| 3-919   | S OAKLAND AV            | PI | PI | NO CHANGE              |
| 3-920   | S MAPLE AV              | PI | PI | NO CHANGE              |
| 3-98    | 409 W WALNUT ST         | D1 | D1 | NO CHANGE              |
| 3-552   | 345 S PEARL ST          | LI | LI | NO CHANGE              |
| 3-559   | 301 BRIDGE ST           | LI | LI | NO CHANGE              |
| 3-640   | 310-314 S PEARL ST      | LI | LI | NO CHANGE              |
| 3-640-A | 306 S PEARL ST          | LI | LI | NO CHANGE              |
| 3-306   | 111 W WALNUT ST         | LI | LI | NO CHANGE              |
| 3-99    | 100 BLOCK S CHESTNUT AV | D1 | D1 | NO CHANGE              |
|         |                         |    |    |                        |
| 2-161-F | 500 FOURTH ST           | R1 | R2 | NP to CUP              |
| 2-243   | 828 S MAPLE AV          | R1 | R2 | NP to CUP              |
| 2-252   | 801 S ASHLAND AV        | R1 | R2 | NP to CUP              |
| 2-240   | 840-846 S MAPLE AV      | R1 | R2 | NP to CUP              |
| 2-89    | 504 CLINTON ST          | C1 | OR | NP to CUP              |
| 2-90    | 508 CLINTON ST          | C1 | OR | NP to CUP              |
| 2-91    | 514 CLINTON ST          | C1 | OR | NP to CUP              |
| 2-92    | 516 CLINTON ST          | C1 | OR | NP to CUP              |
| 2-93-A  | 519 LAKE ST             | C1 | OR | NP to CUP              |
| 3-88    | 113 S MAPLE AV          | OR | D1 | NP to CUP              |
|         |                         |    |    |                        |
| 2-180   | 425 FOURTH ST           | R3 | OR | PERMITTED TO CUP       |
| 2-182   | 417 FOURTH ST           | R3 | OR | PERMITTED TO CUP       |
| 2-191   | 418 FIFTH ST            | R3 | OR | PERMITTED TO CUP       |
| 2-192   | 422-422 1/2 FIFTH ST    | R3 | OR | PERMITTED TO CUP       |
| 2-269   | 530 S MAPLE AV          | OR | R2 | PERMITTED TO CUP       |
| 2-885   | 531 FIFTH ST            | R3 | R2 | PERMITTED TO CUP       |
| 2-884   | 527 FIFTH ST            | R3 | R2 | PERMITTED TO CUP       |
| 3-342   | 200 S MAPLE AV          | OR | R2 | PERMITTED TO CUP       |
| 3-389   | 210 S MAPLE AV          | OR | R2 | PERMITTED TO CUP       |
| 3-601   | 300 S CHESTNUT AV       | OR | R2 | PERMITTED TO CUP       |
| 3-310   | 307 HOWARD ST           | LI | D1 | PERMITTED TO CUP       |
| 3-362   | 301 S PEARL ST          | LI | D1 | PERMITTED TO CUP       |
| 3-899   | 420 S MAPLE AV          | OR | R2 | PERMITTED TO CUP       |
|         |                         |    |    |                        |
| 3-328   | 208 S CHESTNUT AV       | OR | R2 | PERMITTED to NP        |
| 3-84    | 605-607 W WALNUT ST     | OR | R2 | PERMITTED to NP        |
|         |                         |    |    |                        |
| 2-184   | 824 S BROADWAY          | OR | C1 | PERMITTED to PERMITTED |
| 2-107   | S BROADWAY              | LI | D1 | PERMITTED to PERMITTED |
| 2-109   | 613 S BROADWAY          | LI | D1 | PERMITTED to PERMITTED |
| 2-116   | 505 CLINTON ST          | C1 | OR | PERMITTED to PERMITTED |

|         |                       |       |    |                        |
|---------|-----------------------|-------|----|------------------------|
| 2-155   | 508 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-157   | 520 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-158   | 524 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-160   | 535 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161   | 531 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-A | 525 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-B | 519 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-C | 515 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-D | 507 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-H | 510 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-J | 528 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-162   | 516 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-G | 504 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-179   | 833 S CHESTNUT AV     | R3    | OR | PERMITTED to PERMITTED |
| 2-177   | FOURTH ST             | R3    | C1 | PERMITTED to PERMITTED |
| 2-178-A | 815 S CHESTNUT AV     | R3    | C1 | PERMITTED to PERMITTED |
| 2-183   | 413 FOURTH ST         | R3    | C1 | PERMITTED to PERMITTED |
| 2-188   | 840 S BROADWAY        | C1/R3 | C1 | PERMITTED to PERMITTED |
| 2-195-1 | 521 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-196   | 515 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-197   | 511 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-198   | 824-826 S CHESTNUT AV | R1    | R2 | PERMITTED to PERMITTED |
| 2-199   | 828 S CHESTNUT AV     | R1    | R2 | PERMITTED to PERMITTED |
| 2-203   | 510 FIFTH ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-205   | 835 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-206   | 839 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-217   | 801 S BROADWAY        | C2    | C1 | PERMITTED to PERMITTED |
| 2-230   | 718 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-232   | 710 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-242   | 830 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-244   | 826 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-245   | 824 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-247   | 818 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-248   | 814 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-249   | 810 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-251   | 800 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-251-A | 609 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-255   | 815 S ASHLAND AV      | R1    | R2 | PERMITTED to PERMITTED |
| 2-256   | 817 S ASHLAND AV      | R1    | R2 | PERMITTED to PERMITTED |
| 2-252-1 | S ASHLAND AV          | R1    | R2 | PERMITTED to PERMITTED |
| 2-86    | 410 CLINTON ST        | LI    | D1 | PERMITTED to PERMITTED |
| 2-947   | 419 S MAPLE AV        | D2    | D1 | PERMITTED to PERMITTED |
| 2-87    | S BROADWAY            | LI    | D1 | PERMITTED to PERMITTED |
| 2-88    | 502 CLINTON ST        | C1    | OR | PERMITTED to PERMITTED |
| 2-93    | 517 LAKE ST           | C1    | OR | PERMITTED to PERMITTED |
| 2-94    | 505 LAKE ST           | LI    | OR | PERMITTED to PERMITTED |
| 2-947-1 | 504 S BROADWAY        | LI    | D2 | PERMITTED to PERMITTED |
| 2-949   | 506 S BROADWAY        | LI    | D1 | PERMITTED to PERMITTED |
| 2-94-A  | 515 LAKE ST           | C1    | OR | PERMITTED to PERMITTED |
| 2-95    | 520 S CHESTNUT AV     | LI    | OR | PERMITTED to PERMITTED |

|       |                      |       |    |                        |
|-------|----------------------|-------|----|------------------------|
| 3-569 | 420 S BROADWAY       | D2    | D1 | PERMITTED to PERMITTED |
| 3-572 | 402 S BROADWAY       | D2    | D1 | PERMITTED to PERMITTED |
| 3-581 | 334 S CHESTNUT AV    | OR    | R2 | PERMITTED to PERMITTED |
| 3-581 | 334 S CHESTNUT AV    | OR    | R2 | PERMITTED to PERMITTED |
| 3-580 | 338 S CHESTNUT AV    | OR    | R2 | PERMITTED to PERMITTED |
| 3-608 | S MAPLE AV           | OR    | R2 | PERMITTED to PERMITTED |
| 3-616 | 315-317 S ASHLAND AV | PI/OR | PI | PERMITTED to PERMITTED |







## Proposed Future Land Use Map Shipyard Investment Area

0 75 150 300 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 City of Green Bay Department of Community and Economic Development. SJH 17 Jul 2019 I:\DeptData\Planning\City\CityActions\Zoning\_Petitions\ZoningPetitions2019\ZP 19-15 (Rezone Various Shipyard properties)\Shipyard Base Map.mxd

Shipyard Investment Area Boundary



City of Green Bay  
Department of Community and Economic Development

August 1, 2019

**Re: (ZP 19-15) Proposed Rezoning & (CPA 19-04) Comprehensive Plan Amendment – Shipyard Neighborhood**

Dear Property Owner:

You are being notified of the proposed Comprehensive Plan Amendment and Rezoning because you own property within 400 feet of this request. The attached maps show the Shipyard Neighborhood outlined in black. If you are outside of this outlined area, there will be NO IMPACT to your property and this is only a notification as required by code.

**WHAT:** The City of Green Bay Plan Commission will review a request to amend the Comprehensive Plan and Rezone various properties located within the Shipyard Neighborhood. Not all recipients of this letter will be impacted by both applications, but it is important that you know these actions are occurring in your neighborhood.

**WHY:** This request would clean-up various imperfections in the City's existing Future Land Use map, and would also allow for the rezoning of various properties to further align with the vision for this downtown neighborhood. There are four (4) maps attached that show the Future Land Use and Zoning, as well as the proposed changes. Also attached is a property list that details the zoning changes for each parcel. The second page of this letter has a table that details Permitted, Conditional, and Prohibited Uses. There are also brief descriptions of the zoning codes. Of the 224 parcels in this neighborhood, the majority (over 96 percent) are either being brought into compliance with the zoning code, or have no change. For the few parcels impacted, these changes will have no effect on the property as it is used today; uses are "grandfathered" in, and the new zoning only takes affect when a change or expansion in that grandfathered use is proposed. Still not sure what this all means? Give me a call! My contact information is listed below.

**WHEN:** The Plan Commission will review this application at their meeting scheduled for **Monday, August 12, 2019**, at 6:00pm in Room 604 (Harry Maier Room) of City Hall, 100 N. Jefferson Street, Green Bay, WI 54301.

**WHAT CAN I DO:** Have comments, questions, or want more information? Contact me at (920) 448-3424, at [stephaniehu@greenbaywi.gov](mailto:stephaniehu@greenbaywi.gov), or visit our office in Room 608 of City Hall. You can also contact the alderperson for this project, Brian Johnson, at [district9@greenbaywi.gov](mailto:district9@greenbaywi.gov) or (920) 242-2206. Any comments given prior to the meeting will be presented to the Commission on your behalf. You may also attend the Plan Commission meeting to give your comments in person. No comments? Toss this letter in the recycling!

\\is-dc1\info\DeptData\Planning\City\CityActions\Zoning\_Petitions\ZoningPetitions2019\ZP 19-15 (Rezone Various Shipyard properties)\ZP 19-15, CPA 19-04 Prop Letter.docx

100 North Jefferson Street, Room 608, Green Bay, Wisconsin 54301-5026  
(p) 920.448.3400 (f) 920.448.3426 [greenbaywi.gov](http://greenbaywi.gov)



**SHARE THIS LETTER:** Please share this letter with other interested parties you may know. If you are no longer the owner of this property, or you are the landlord for this property, please forward this letter to the appropriate party.

Sincerely,



Stephanie Hummel, AICP  
Planner II

SH:jd

Enclosures

cc: Ald. B. Johnson  
Seymour Park Neighborhood Association

|                         |                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Permitted Uses:         | Uses that are permitted by-right within a zoning district, provided that the use complies with all other applicable provisions of City ordinance                                                                                                                                                                                                                          |
| Conditional Uses (CUP): | Uses that are conditional within a zoning district, provided that the use complies with all other applicable provisions of City ordinance; a Conditional Use Permit is required prior to establishing a conditional use                                                                                                                                                   |
| Prohibited Uses:        | Any use that is not listed as Permitted or Conditional within a zoning district shall be considered prohibited                                                                                                                                                                                                                                                            |
| “Grandfathered” Uses:   | A “grandfathered” use is a use that was allowed on a parcel at the time it was established, and has since become non-compliant/prohibited because of ordinance changes. These uses are allowed to remain (provided they are also compliant with all other applicable provisions of City ordinance) so long as the use is not discontinued for a time exceeding 12 months. |

|                                                                                                                                                                               |                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| R1: Low Density Residential                                                                                                                                                   | Mostly single-family homes, limited two-family                                                |
| R2: Medium Density Residential                                                                                                                                                | Mix of single- and two-family homes and townhomes                                             |
| R3: Varied Density Residential                                                                                                                                                | Mostly two- and multi-family homes, limited single-family                                     |
| OR: Office Residential                                                                                                                                                        | Small offices integrated into single- and two-family neighborhood                             |
| C1: General Commercial                                                                                                                                                        | For medium-intensity retail, office, and services                                             |
| C2: Highway Commercial                                                                                                                                                        | For auto-oriented businesses, retail, and services                                            |
| D1 & D2: Downtown                                                                                                                                                             | Offers a full range of uses, including varied housing, offices, entertainment, and civic uses |
| LI: Light Industry                                                                                                                                                            | For industrial uses like warehousing, shipping, and limited manufacturing uses                |
| For more information, see <a href="https://library.municode.com/wi/green_bay/codes/code_of_ordinances">https://library.municode.com/wi/green_bay/codes/code_of_ordinances</a> |                                                                                               |



## Report to the Green Bay Plan Commission

### MEETING DATE

August 20, 2019

### PREPARED BY

Paul Neumeyer, Staff

### AGENDA ITEM # Q.5.

To table the request for a Conditional Use Permit (CUP) to allow for a plant expansion to exceed the maximum height limitation within the General Industrial (GI) district at 1919 South Broadway.

### BACKGROUND

**Primary Address:** 1919 South Broadway

**Alderson/District:** Ald. Brian Johnson/9

**Reason for Request:** To construct a major plant expansion on the Georgia-Pacific campus.

**Subject Parcel Zoning and Land Use:** GI – General Industrial zoning –heavy industrial uses.

#### **Surrounding Zoning and Land Uses:**

|               |                       |            |
|---------------|-----------------------|------------|
| <b>North:</b> | GI-General Industrial | Industrial |
| <b>South:</b> | GI-General Industrial | Industrial |
| <b>East:</b>  |                       | Fox River  |
| <b>West:</b>  | GI-General Industrial | Industrial |

**Comprehensive Plan:** The 2022 Smart Growth Plan designates this area for industrial land uses.

**Analysis:** The petitioner intends remove certain industrial structures along the northeast side of the Georgia-Pacific campus and construct a 458,800 sq. ft. (10.50 acres) expansion to stream line the paper production process. The Georgia-Pacific campus is approximately 200 acres with a project area of approximately 36 acres.

The petitioner is seeking an increase from the designated maximum height of 35 ft. to a proposed structures height of approximately 90 ft. for some portions of the building. A letter from the applicant is attached within the agenda packet detailing the expansions. Graphics of the site and views of the expansion are also attached within the agenda packet. Smokestacks, water towers and other similar structures are allowed to exceed the height requirement without a CUP.

The proposed structure(s) has a flat roof line as depicted in the attached graphics and is comprised of precast concrete wall panels for the warehouse portion of the building and metal panels for the paper machine building. The expanded structures are planned to be located outside the 50 ft. building setback and located outside the floodplain boundary of the Fox River. Site improvements also include the removal of existing coal piles and two (2) smokestacks.

The subject parcel is large enough that the Planning staff believes the increased heights will not detract from the adjacent property owners as it sits within an industrial corridor and is keeping with existing structures on the campus. Ald. B. Johnson and adjacent property owners were noticed of the request. Staff received no inquiries as of the drafting of this report.

## **RECOMMENDATION**

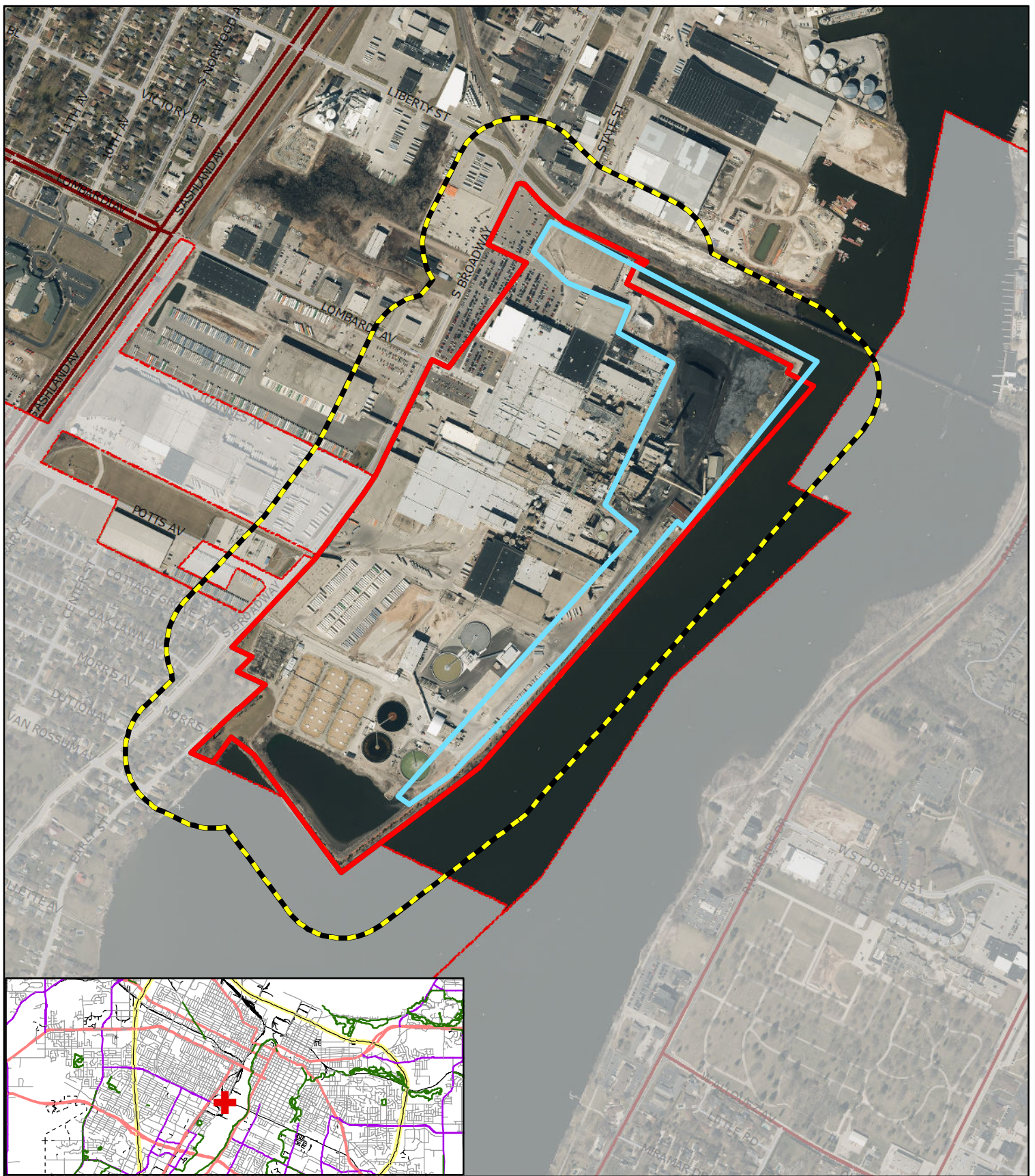
Approval of the request to authorize a Conditional Use Permit (CUP) to allow for a plant expansion to exceed the maximum height limitation within the General Industrial (GI) district at 1919 South Broadway, subject to compliance with all of the regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit, including standard site plan review and approval.

## **FISCAL IMPACT**

## **ATTACHMENTS**

1. ZP 19-16 letter
2. Letter of Intent SIGNED by GP Conditional Use Variance 19July2019
3. Conditional Use Variance Request - Project PACE Georgia-Pacific





**Zoning Petition (ZP 19-16)  
Proposed Conditional Use (CUP)  
1919 South Broadway**

- Parcel Boundary
- Project Area
- 400' 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





AECOM  
2985 South Ridge Road, Suite B  
Green Bay, WI 54304

920.468.1978 tel  
920.468.3312 fax

July 19, 2019

Mr. Paul Neumeyer  
Zoning Administrator  
City of Green Bay  
100 North Jefferson Street  
Green Bay, WI 54310

**Subject: Request for City Action – Letter of Intent  
AECOM Project No. 60594990**

Dear Mr. Neumeyer:

AECOM Technical Services, Inc. (AECOM), on the behalf of Georgia-Pacific Corp. (GP) requests a conditional use permit, to exceed the maximum building height of 35 feet for buildings within the area zoned General Industry (GI), for the proposed facility expansion located at 1919 Broadway, Green Bay, Wisconsin. The legal description for the property is included in Attachment 1 and the parcel boundary taken from the City of Green Bay Web Map is shown on Attachment 2.

GP and their consultants met with the City of Green Bay Planning Department members on March 27, 2019 to discuss the proposed project and permitting requirements. Georgia Pacific plans to construct a new production facility at the existing Broadway Mill in Green Bay, Wisconsin; this facility is termed "Project PACE". Project PACE will include new construction of a wet Paper Machine and Building, Broke Processing Pulper, Bale Pulper, Parent Roll Storage Building, and a Converting Building. The footprint for these buildings totals approximately 458,800 sq. ft. in area. These new buildings, their associated roadways, and support features will be sited on the north east portion of the existing GP Mill site, generally within the existing coal pile area adjacent to the Fox River. A site location diagram showing the total project area is included as Attachment 2 and the proposed site plan showing the location of the various buildings is included in Attachment 3. An architectural rendering of the proposed expansion is included in Attachment 4.

Design of these buildings and process equipment is being performed by others (Baisch Engineering). The Paper Machine, Parent Roll Storage, and Converting, and Broke Processing Pulper Buildings will exceed the maximum height for the General Industry (GI) zoned of 35 feet. The paper machine equipment and bridge crane located within the Paper Machine Building will exceed 35 feet, with the building reaching 90 feet (see Attachment 5). The Parent Roll Storage and Converting Buildings are designed to be 40 feet from top of finished floor to top of building. Total building height will vary depending on surrounding site grades (see Attachment 6). The Broke Processing Pulper Building has a planned roof height of 37 feet with a perimeter wall (parapet) of 38 feet. Per the Green Bay Municipal Code Chapter 13 Section 908 Dimensional and Area Requirements, Table 9-2, note "a" indicates that certain structures may exceed the maximum height limit as specified by conditional use. The height of the proposed buildings is consistent with building heights currently on-site or is required based on the equipment located within the buildings. The architectural rendering included in Attachment 4 portrays several other existing buildings of similar height. The Bale Pulper Building has a planned roof height of approximately 31 feet, with the top of perimeter wall (parapet) being approximately 33 feet and should therefore not exceed 35 feet.

Per Green Bay Municipal Code Chapter 13 Section 203 Request for City Action, this letter of intent accompanies the "Request for City Action" form along with other supporting documents, is completed in full and is being submitted, with appropriate fee, to the City Clerk for placement on an available City Council meeting.

If you have any questions with regard to the information provided in this submittal, please contact Mr. Bert Cole at 920.236.6721.

Sincerely,

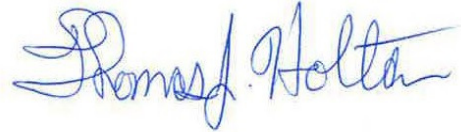
AECOM Technical Services, Inc.



Albert W. Cole  
Senior Program Manager



Terrance A. Peterson, PE  
Sr. Project Manager/Principal Engineer



Jeremy Thomas, PE  
Account Manager/Associate Engineer

Attachments:

- Request for City Action – Plan Commission Form
- Attachment 1 – Legal Description
- Attachment 2 – City of Green Bay Web Map
- Attachment 3 – Site Key Plan
- Attachment 4 – Conceptual View Looking Southwest
- Attachment 5 – Cross Machine Elevation Looking West at Yankee
- Attachment 6 – North and East Exterior Building Elevations

## REQUEST FOR CITY ACTION - PLAN COMMISSION

(Submit **two** copies to the Planning Department, Room 608 or City Clerk's Office, Room 106, City Hall)

Date: 06-24-2019

Petitioner(s): Tim Ellsworth, Plant Manager

Phone Number: 920-438-2002

Address: 1919 S Broadway City: Green Bay State: WI Zip Code: 54304

Property Owner: Georgia Pacific Corp.

Phone Number: \_\_\_\_\_

Parcel Numbers (required): 1-1407

Location of Property: Property is located along the Fox River in Green Bay, Wisconsin. See attached maps and legal description.  
**Attach maps and legal descriptions (required).**

---

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

I, Tim Ellsworth, 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/Area Development Plan 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): \_\_\_\_\_

Petitioner Signature(s): Tim R. Ellsworth

Review Fee: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Zoning Petition No.: \_\_\_\_\_

---

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

**Attach maps and legal descriptions (required).**

AECOM, on the behalf of Georgia Pacific Corp., requests a conditional use permit, to exceed the maximum building height of 35 feet

for buildings within area zoned General Industry (GI), located at 1919 Broadway, Green Bay, Wisconsin. This conditional use

request is consistent with building requirements for the manufacturing of paper goods.

Please contact the Planning Department in Room 608, City Hall, (920) 448-3400, if you have any questions.

## Attachment 1 - Legal Description

Parcel ID: 1-1407

Address: 1919 S Broadway, Green Bay, WI 54304

Zoning: General Industry (GI)

Land Use: Manufacturing

City Contact: Matt Heckenliable (920-448-3100)

Zoning: General Industry

Conditional Use Zoning: CUSE

13-203

13-205-Conditional Uses

13-908-Industrial Districts

### Legal Description:

TANKS SUBD OF PC 12 & N1/2 OF PC 13 WSFR THAT PART OF LOTS 1,2,3 & 4 DESC IN 187 D 141 & A STRIP OF LAND IN SD LOTS LYG BTWN THE PARTS DESC IN 181 D 257 & 267 D 505 & 278 D 255 EX THE WLY 5 FT ALSO 595 R 343 ALSO THAT PRT DESC IN 322 D 266 & PRT OF LOT 2 DESC IN 595 R 365 & A TRI PIECE OF LAND IN SE COR OF LOT 6 DESC IN 145 D 245 & S 274 FT OF LOT 1 CLA TANKS SUBD OF S1/2 OF PC 13 WSFR LOTS 1,2,3,4,5 & N1/2 OF LOTS 6 & 7 LYG E OF RR ALSO THAT PRT OF LOT 6 DESC IN 268 D 620 & 275 D 320 EX 260 D 319 ALSO THAT PRT OF PC 14 & 15 WSFR LYG E OF GB & DEPERE RD EX S 1.10 AC ALSO THAT PRT OF PC 13W AS DESC IN 584 R 467 (60.42AC) PRT OF PC 16 WSFR COM INTNG S/L & E/L RR NLY ALG RR 287.92 FT TO BEG CONT NLY 237.72 FT S 63°43'30" E 1630.6 FT S46°26'30" W 245.5 FT N 63° 43'30" W 1597.1 FT TO BEG (8.68 AC) THAT PRT OF PC 15 WSFR DESC IN 215 D 222 & BNG 51.89 FT ALG RD & EXTENDING E TO RIVER (1.10 AC) N 194.92 FT OF S 520 FT OF PC 16 WSFR E OF HWY H EX S 54 FT (2.67AC) N 108.08 FT OF S 379.08 FT OF PC 16W LYG E OF GB-DEPERE RD (2.13 AC) PART PC 16 W COM INTNG S/L & E/L FOX RIVER ST S63°46' E 616.54 FT N63°46' E 328.6 FT N63°44' W 736.59 FT S43°26' W 272.23 FT (4.05 AC) THAT PRT OF PC 17 WSFR COM INTNG N/L & BANK OF FOX RIVER TH N63°51' W TO C/L EARLY ST IF EXTENDED TH S46°56'20" W 229.92 FT TH S 63°51' E TO LWM OF FOX RIVER NLY TO BEG (1.58 AC) PRT OF N1/2 OF PC 17W DESC 647 R 439 FRONTING 114.57 FT ON FOX RIVER ALSO PCL 1 & 2 IN 758 R 191 EX THAT PRT WLY OF ST (.43 AC) S1/2 LYG E OF EARLY ST OF TRACT DESC AS FOLLOWS: PRT PC 17W COM INTNG N/L & E/L HWY H S43°30' W 225 FT TO BEG CONT SLY 191.34 FT S63°53' E 498 FT N63° 27'22" E 229.15 FT N63°51' W 579.9 FT TO BEG (.45AC) NLY 72 FT OF SLY 144 FT OF N1/2 OF PC17W LYG E OF HWY EX PART LYG W OF EARLY ST (.32AC) SLY 72 FT OF THAT PART OF PC 17W LYG BTWN EARLY ST & RIVER ALSO 17.39 AC BNG PRT OF PC 13,14 & 15 WSFR AS DESC IN 75J210-32 ALSO LOTS 23,24,25,26 & 27 EARLY SUBD RIVERSIDE PLAT & VAC MORRIS AV BTWN SD LOTS 24 & 25 & SO BROADWAY SUBD #2 LOTS 8, 9,10 & 11 BLK 3 & THAT PRT OF PC 10 & 11 AS DESC IN 863 R 317 ALSO S .10 FT OF LOTS 7 & 12 BLK 3 SO BROADWAY SUBD #2 & THAT PART OF PC 16W DESC AS FOLLOWS: BEG AT A PT INTNG S/L POTTS AV & WLY BOUNDARY SO BROADWAY; TH SWLY ALG SD WLY BOUNDARY OF SO BROADWAY TO THE S/L OF SD PC 16W TH NWLY ALG A LINE PARA TO S/L OF PC 16 986.4 FT TH NLY ALG A LINE PERPENDICULAR TO S/L SD PC 16 234.1 FT TO S/L POTTS AV ALG S/L POTTS AV TO POB EX PRT DESC AS: COM INTNG S/L POTTS & W/L S BRDWAY TH WLY ALG S/L POTTS 222.75 FT TO POB TH SLY PRT OF LOT 1 OF TANKS SUBD OF PC 12 & N1/2 OF PC 13 WSFR AS DESC IN 2525535





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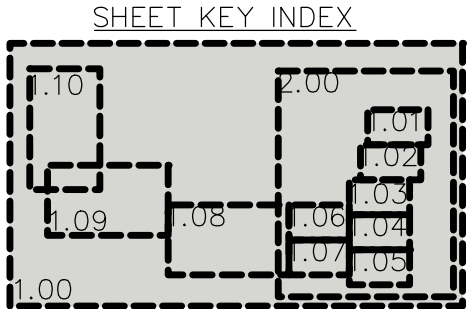
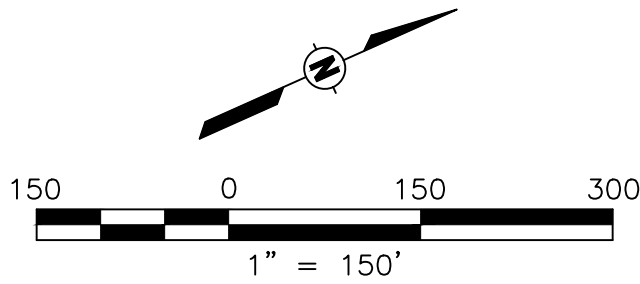
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GENERAL NOTES  
1. PACE PROJECT OVERALL SITE GENERAL ARRANGEMENT, SHOWING NEW BUILDINGS, PUMP STATION, ACCESS ROAD LOADING DOCKS AND MISCELLANEOUS AREAS WITH RESPECT TO EXISTING MILL STRUCTURES.

Attachment 3



**AECOM**  
AECOM GREEN BAY  
2985 SOUTH RIDGE ROAD, SUITE B  
GREEN BAY, WI 54304  
920.468.1978 tel 920.468.3312 fax  
www.aecom.com

| NO. | DATE     | BY  | REVISION          |
|-----|----------|-----|-------------------|
| B   | 06-13-19 | CLL | ISSUED FOR DESIGN |
| A   | 06-03-19 | CLL | ISSUED FOR REVIEW |

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| PROJECT: PACE PM02          |     |        |              |
| MACH NAME: Balance of Plant |     |        |              |
| DET NAME: Site Key Plan     |     |        |              |
| DR.                         | CLL | CH.    | SSH          |
| DATE: 06-13-19              |     | -      |              |
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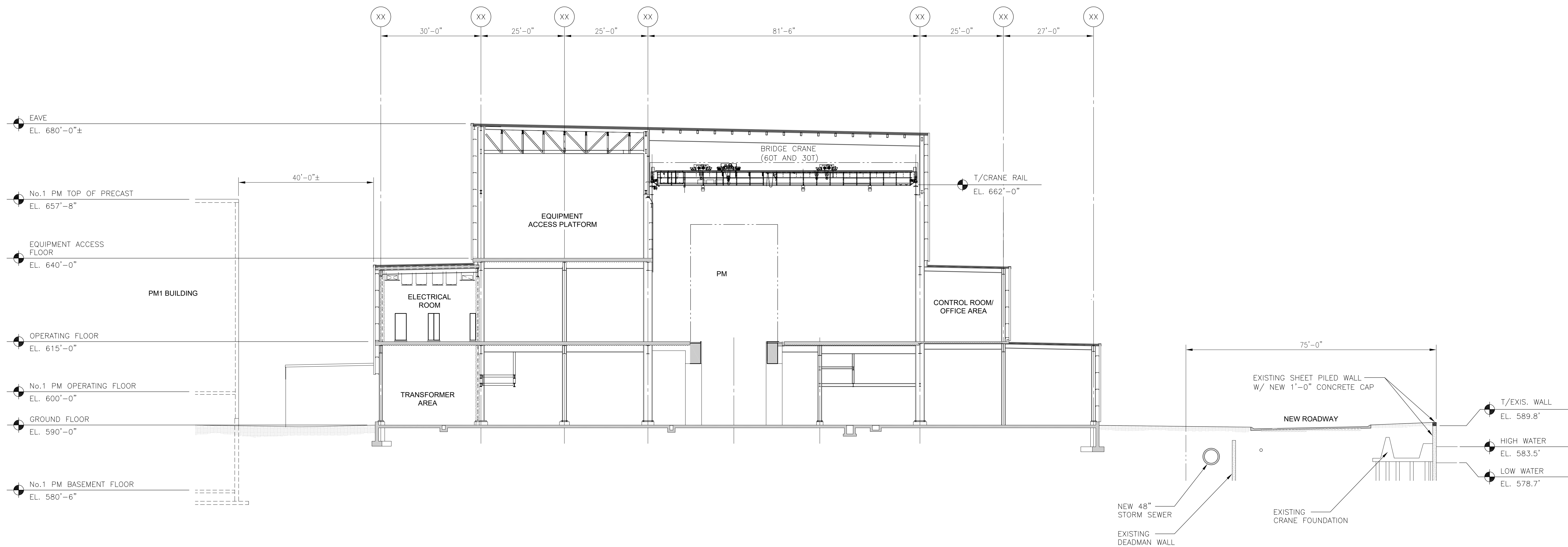




Attachment 4      PACE □CONCEPT□AL VIEW LOO□ING SO□THWEST

|                               |  |                                    |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                      |                                                    |         |        |      |               |   |      |       |
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| STATUS/REVISION: A.3          |  | DRAWING STATUS CODES:              |  |  |  |  |  | <div><br/><b>CONFIDENTIAL</b><br/><small>© 2019<br/>Confidential and Proprietary Information of<br/>GP&amp;P IP Holdings, LLC. All rights reserved.<br/>Duplication prohibited without prior<br/>written consent.</small></div> | PROJECT: GBB2                                      |         |        |      |               |   |      |       |
| BY: TRV                       |  | A Preliminary not for Construction |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                      | MACH NAME: MILL SITE / BALANCE OF PLANT — AREA 100 |         |        |      |               |   |      |       |
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| BAISCH PROJECT No.: GW1419108 |  | C Freeze not for Construction      |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                      | DR.                                                | KLV     | CH.    | —    | DATE: 4/12/19 | — | —    | —     |
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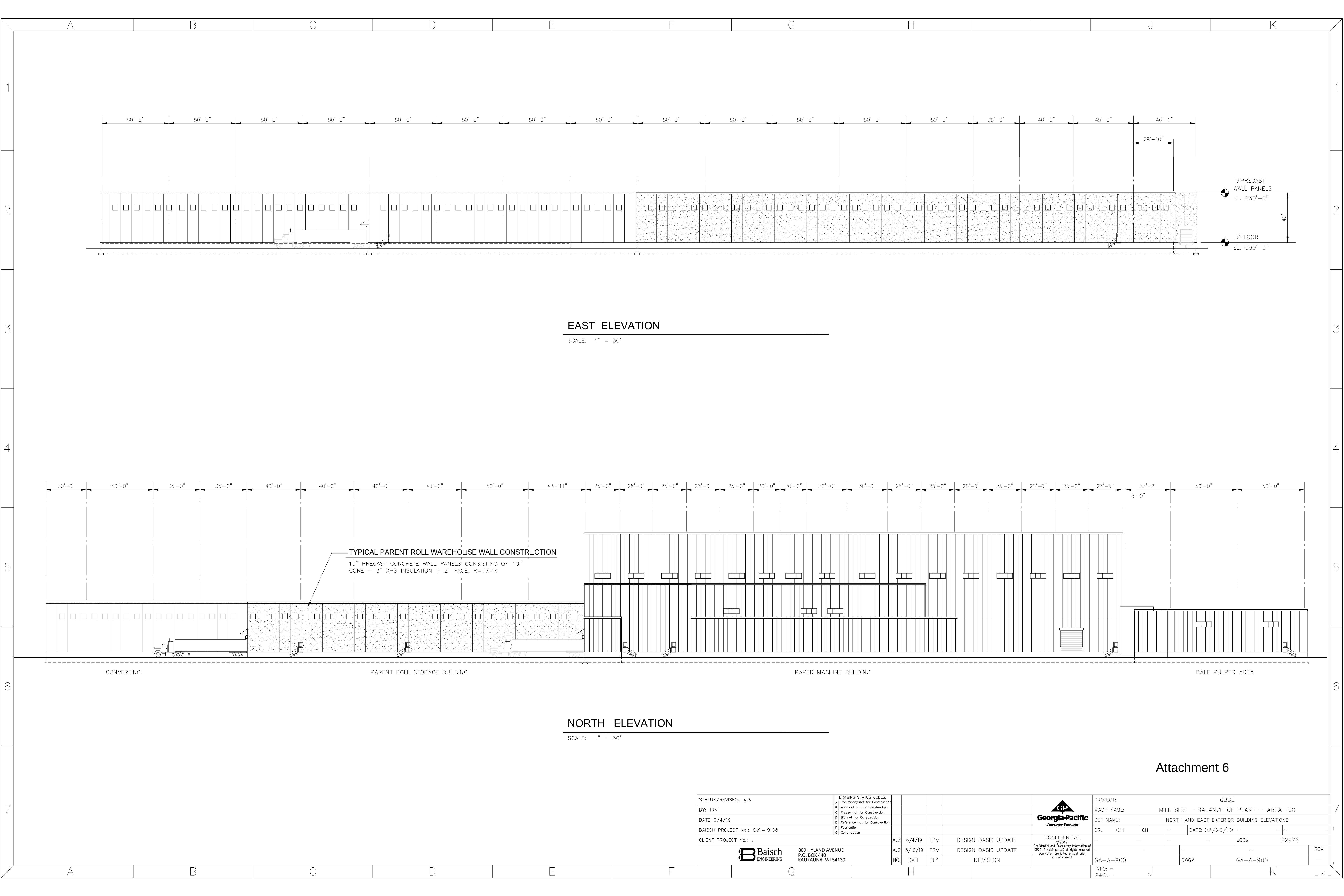
PAPER MACHINE BUILDING CROSS SECTION

SCALE: 1/16" = 1'-0"

Attachment 5

|                                                                                                                                                                                                                |  |  |                                                                                                                                                                                                                                                        |  |  |                     |  |  |                                                                                                                                                                                                                                                                                                                                                                              |     |     |                |      |          |        |   |
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| STATUS/REVISION: A.3                                                                                                                                                                                           |  |  | <div>DRAWING STATUS CODES:<br/>A Preliminary not for Construction<br/>B Approval not for Construction<br/>C Freeze not for Construction<br/>D Bid not for Construction<br/>E Reference not for Construction<br/>F Fabrication<br/>G Construction</div> |  |  |                     |  |  | <div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>GP</div><div>Georgia-Pacific</div><div>Consumer Products</div></div><div>CONFIDENTIAL</div><div>©2019<br/>Confidential and Proprietary Information of<br/>GP&amp;P Holdings, LLC. All rights reserved.<br/>Duplication prohibited without prior<br/>written consent.</div></div> |     |     | PROJECT: GBB2  |      |          |        |   |
| BY: TRV                                                                                                                                                                                                        |  |  |                                                                                                                                                                                                                                                        |  |  |                     |  |  | MACH NAME: TISSUE MACHINE — AREA 400                                                                                                                                                                                                                                                                                                                                         |     |     |                |      |          |        |   |
| DATE: 6/4/19                                                                                                                                                                                                   |  |  |                                                                                                                                                                                                                                                        |  |  |                     |  |  | DET NAME: CROSS MACHINE ELEVATION LOOKING WEST AT YANKEE                                                                                                                                                                                                                                                                                                                     |     |     |                |      |          |        |   |
| BAISCH PROJECT No.: GW1419108                                                                                                                                                                                  |  |  |                                                                                                                                                                                                                                                        |  |  |                     |  |  | DR.                                                                                                                                                                                                                                                                                                                                                                          | TPG | CH. | DATE: 05/06/19 | —    | —        | —      |   |
| CLIENT PROJECT No.: .                                                                                                                                                                                          |  |  | A.3 6/4/19 TRV                                                                                                                                                                                                                                         |  |  | DESIGN BASIS UPDATE |  |  | —                                                                                                                                                                                                                                                                                                                                                                            | —   | —   | —              | JOB# | 22976    | REV    |   |
| <div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>Baisch</div><div>ENGINEERING</div></div><div>809 HYLAND AVENUE<br/>P.O. BOX 440<br/>KAUKAUNA, WI 54130</div></div> |  |  | A.2 5/10/19 TRV                                                                                                                                                                                                                                        |  |  | DESIGN BASIS UPDATE |  |  | —                                                                                                                                                                                                                                                                                                                                                                            | —   | —   | —              | —    | —        | —      | — |
|                                                                                                                                                                                                                |  |  | NO. DATE BY                                                                                                                                                                                                                                            |  |  | REVISION            |  |  | GA—C—950                                                                                                                                                                                                                                                                                                                                                                     |     |     | DWG#           |      | GA—C—950 |        | — |
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EAST ELEVATION

SCALE: 1" = 30'

NORTH ELEVATION

SCALE: 1" = 30'

Attachment 6

|                                                                                                                                                                         |  |  |  |                       |                                  |     |                     |                                                                                                                                                                                                                                                                                                                                             |  |  |  |                                                       |  |  |  |   |  |  |  |   |  |  |  |
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| STATUS/REVISION: A.3                                                                                                                                                    |  |  |  | DRAWING STATUS CODES: |                                  |     |                     | <div><div><div></div></div><div>GP</div><div>Georgia-Pacific</div><div>Consumer Products</div></div> <div>CONFIDENTIAL</div> <div>©2019</div> <div>Confidential and Proprietary Information of</div> <div>GP&amp;P IP Holdings, LLC. All rights reserved.</div> <div>Duplication prohibited without prior</div> <div>written consent.</div> |  |  |  | PROJECT: GBB2                                         |  |  |  |   |  |  |  |   |  |  |  |
| BY: TRV                                                                                                                                                                 |  |  |  | A                     | Preliminary not for Construction |     |                     |                                                                                                                                                                                                                                                                                                                                             |  |  |  | MACH NAME: MILL SITE – BALANCE OF PLANT – AREA 100    |  |  |  |   |  |  |  |   |  |  |  |
| DATE: 6/4/19                                                                                                                                                            |  |  |  | B                     | Approval not for Construction    |     |                     |                                                                                                                                                                                                                                                                                                                                             |  |  |  | DET NAME: NORTH AND EAST EXTERIOR BUILDING ELEVATIONS |  |  |  |   |  |  |  |   |  |  |  |
| BAISCH PROJECT No.: GW1419108                                                                                                                                           |  |  |  | C                     | Freeze not for Construction      |     |                     |                                                                                                                                                                                                                                                                                                                                             |  |  |  | DR: CFL CH: – DATE: 02/20/19 – – –                    |  |  |  |   |  |  |  |   |  |  |  |
|                                                                                                                                                                         |  |  |  | D                     | Not for Construction             |     |                     |                                                                                                                                                                                                                                                                                                                                             |  |  |  | – – – – – JOB# 22976                                  |  |  |  |   |  |  |  |   |  |  |  |
| CLIENT PROJECT No.: .                                                                                                                                                   |  |  |  | E                     | Reference not for Construction   |     |                     |                                                                                                                                                                                                                                                                                                                                             |  |  |  | – – – – –                                             |  |  |  |   |  |  |  |   |  |  |  |
| <div><div><div></div></div><div>B</div><div>Baisch</div><div>ENGINEERING</div></div> <div>809 HYLAND AVENUE</div> <div>P.O. BOX 440</div> <div>KAUKAUNA, WI 54130</div> |  |  |  | F                     | Fabrication                      |     |                     |                                                                                                                                                                                                                                                                                                                                             |  |  |  | GA – A – 900 DWG# GA – A – 900                        |  |  |  |   |  |  |  |   |  |  |  |
|                                                                                                                                                                         |  |  |  | G                     | Construction                     |     |                     |                                                                                                                                                                                                                                                                                                                                             |  |  |  | REV –                                                 |  |  |  |   |  |  |  |   |  |  |  |
|                                                                                                                                                                         |  |  |  | A.3                   | 6/4/19                           | TRV | DESIGN BASIS UPDATE |                                                                                                                                                                                                                                                                                                                                             |  |  |  |                                                       |  |  |  |   |  |  |  |   |  |  |  |
|                                                                                                                                                                         |  |  |  | A.2                   | 5/10/19                          | TRV | DESIGN BASIS UPDATE |                                                                                                                                                                                                                                                                                                                                             |  |  |  |                                                       |  |  |  |   |  |  |  |   |  |  |  |
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| G                                                                                                                                                                       |  |  |  | H                     |                                  |     |                     | I                                                                                                                                                                                                                                                                                                                                           |  |  |  | J                                                     |  |  |  | K |  |  |  | L |  |  |  |
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**From:** [Peterson, Terry A.](#)  
**To:** [Paul Neumeyer](#)  
**Cc:** [Worcester, Brian J.](#); [HOAGLUND, BRIAN](#); [Zapinski, Mike](#); [Cole, Albert](#); [Mrotek, Melissa \(GBY\)](#)  
**Subject:** Conditional Use Variance Request - Project PACE Georgia-Pacific  
**Date:** Monday, August 12, 2019 9:35:59 AM  
**Attachments:** [image001.jpg](#)

---

Paul

As we just discussed, Georgia-Pacific has decided to indefinitely postpone their mill expansion; Project PACE. The variance request to exceed building height was submitted on July 22, 2019; this variance is not needed at this time. However, GP would like the request to be kept on-file for future action if the project moves forward. You indicated that the Plan Commission was to take up the request at their meeting tonight, and the best course of action was to table the request rather than acting on it.

Let us know if you have any further questions, and please confirm that you have received this message.

Thanks to you and all the City staff that have assisted us along the way!

Terry

**Terrance A. Peterson, PE**  
Principal Engineer  
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[terry.peterson@aecom.com](mailto:terry.peterson@aecom.com)



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T 920.468.1978 F 920.468.3312  
[www.aecom.com](http://www.aecom.com)



## Report to the Green Bay Plan Commission

### MEETING DATE

August 20, 2019

### PREPARED BY

David Buck, Staff

### AGENDA ITEM # Q.6.

To approve the repeal and recreate of Green Bay Municipal Code Chapter 13-1700 Off-Street Parking, Drives and Loading as proposed.

### BACKGROUND

**Reason for Request:** The Zoning Ordinance text amendment is a response to a communication from Ald. Brian Johnson, District 9, received by the Plan Commission on April 23, 2019, requesting the elimination of minimum parking requirements.

**Comprehensive Plan:** The 2022 Smart Growth Green Bay Comprehensive Plan does not provide specific guidance regarding the proposed text amendments.

**Analysis:** As staff began examining the elimination of minimum parking requirements, it was determined that the entire parking section of the zoning ordinance needed to be reviewed and updated to not only address the Communication from Ald. B. Johnson, but to modernize this section of the Municipal Code and bring it up-to-date with contemporary practice and current technology and market trends and a set of revisions was developed.

A workshop to discuss the draft revisions to Chapter 13-1700 Off-Street Parking, Drives, and Loading with the Plan Commission was conducted on June 24, 2019. Comments and concerns gathered from the workshop have been addressed and staff is now prepared to bring the draft ordinance forward for official action.

Attached to this staff report please find 1) Draft Parking Code Summary of Changes; 2) Draft Chapter 13-1700 Access, Parking and Loading; and 3) Existing Chapter 13-1700 Off-Street Parking, Drives and Loading. Both the summary and draft code have colored text: red text is new content that did not exist in the current ordinance and blue text are regulations that have been augmented and/or revised from their current status.

The Draft Chapter 13-1700 Access, Parking and Loading has been reviewed by Community and Economic Development staff (Planning, Economic Development, Enforcement, Housing/Zoning, Neighborhoods) as well as the Engineering Department and the Department of Public Works, which included extensive review by the City's traffic engineer. A copy has been shared with Ald. B. Johnson, who made the initial communication as well.

### RECOMMENDATION

Approve repealing and recreating Green Bay Municipal Code Chapter 13-1700 Off-Street Parking, Drives and Loading as proposed.

### FISCAL IMPACT



## ATTACHMENTS

1. Change Summary List 8.1.19
2. Draft Parking Code 8.1.19
3. CHAPTER 13 1700

## **DRAFT PARKING CODE – CHANGES SUMMARY**

Red text is new content, blue text are augmented regulations

### **SECTION 1 – GENERAL PROVISIONS**

- A. **13-1701. Purpose** – Better define what's included in a parking facility. [Page 1]
- B. **13-1703. Nonconforming Facilities**
- **Shared Driveways.** New or reconstructed shared driveways require cross-access easements. [Page 1]
  - **Existing Nonconforming Facilities.** Shall not be reconstructed or expanded unless the entire facility is brought into compliance with requirements of this code. [Page 1]
- C. **13-1705. Use Limitations** - Single and two-family uses are permitted to temporarily use driveways and parking areas for recreational and social activities, maintenance of licensed operable vehicles owned/operated by residents of the unit. [Page 2]
- D. **13-1708. Abandoned Facilities.** If facility is no longer serving a permitted use, providing access to a legal parking area, or on an approved site plan it must be removed in its entirety at the owners expense. [Page 2]
- E. **13-1709. Access Limitation by Use.**
- Single and two family dwelling units shall not have driveways onto a collector or arterial street that is not primarily residential unless such street has the only available frontage. [Page 2]
  - Nonresidential, mixed-use and multi-family uses shall not have driveways onto a residential local street unless such street has the only available frontage. [Page 2]
  - Exemption for existing as well as findings of a traffic impact analysis. [Page 2]
- F. **13-1711. Angle of Intersection with Right-of-Way** - All driveways and other access points shall intersect with any public right-of-way at an angle of not less than 75 degrees, and shall intersect at an angle of 90 degrees wherever possible. [Page 3]

### **SECTION 2 – OFF-STREET PARKING AND CIRCULATION**

- A. **13-1714: Minimum Number of Required Off-Street Parking Spaces.**
- **Floor Area.** Use net floor area versus gross floor area in determining minimum parking requirements. Net floor area excludes mechanical rooms, permanent accessory storage/freezers/coolers, stairwells/elevators, uninhabitable attics or basements, underground parking, etc. [Page 3]
  - **Building Built on Speculation.** Added that buildings built with unknown use shall be required to provide one stall per 300 square feet from 1 per 200 square feet. [Page 4]
  - **Downtown Exception.** Parking requirements waived in the Downtown Zoning District except residential uses which require 1 stall per unit. Developer only needs to provide evidence of availability of off-street public or private parking. [Page 4]
  - **Number of Off-Street Parking Spaces Required by Land Use.** Decreased the required number of stalls for land uses. [Pages 4-8]
  - **Limit on the Number of Off-Street Parking Spaces Provided.** Require a CUP for developments providing more than two times the minimum required parking, except through a CUP. Exemption for lots of 20 stalls or less. Included CUP criteria. [Page 8]

## **SECTION 3 – REGULATIONS SPECIFIC TO SINGLE- AND TWO-FAMILY USES**

### **A. 13-1715. Single- and Two-Family Residential Driveways.**

- **Number of Driveways.** Single-family uses are permitted one driveway per lot.
- **Driveway Setback.** On lots with less than 60 feet of lot width, setback minimum of 1 foot. Admin. exception if 8 foot driveway can't be achieved. [Page 9]
- **Driveway setback.** Linked to garage or uncovered parking space setback. [Page 9]
- **Driveway Width.** Minimum width of 8 feet. Max width 25 feet at property line and match garage opening within lot. Taper area required for of wider driveway must include item to prohibit vehicular trespass. Max. 12 feet if no garage. [Page 9-10]

### **B. 13-1716: Parking for Single- and Two-Family Uses**

- **Uncovered Parking Spaces (Not Located in Driveways).** No more than 4 uncovered parking spaces are permitted per unit per lot and must be screened. Allow 1 screened uncovered space alongside garage. Allow 1 front yard parking space exception for lots that can't provide required spaces but must not be located in front of homes entrance. [Page 12-13]
- **Parking Space Design for Single and Two Family Uses on Narrow Lots.** Allow driveways spaces to be considered legal "stacked" spaces. [Page 13]
- **Screening.** Uncovered parking spaces situated beyond the front façade of the principal structure must be screened with 5' "solid" barrier. [Page 13]

## **SECTION 4 – REGULATIONS SPECIFIC TO MULTIPLE-FAMILY, MIXED-USE, INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL USES**

### **A. 13-1717. Multi-Family Residential, Mixed-Use, Institutional, Commercial, and Industrial Use Driveways.**

- **Number of Driveways.** Added ability to have a three-lane driveway (one ingress lane, mountable dividing island, and two egress lanes) at 35/45'. Limited to sites on streets with high traffic volumes and speeds and/or unique timeframes of mass ingress/egress, or other conditions making a standard driveway less than optimal. [Page 14]
- **Driveway Width.** Increased one-way drives for semis from 15/25' to 20/30'. [Page 15]
- **Driveway Width.** Increased two-way drives for autos from 20/30' to 25/35' and for semis from 25/35' to 30/40'. [Page 15]

### **B. 13-1718: Off-Street Parking and Traffic Circulation Standards for Multiple-Family and Nonresidential Uses**

- **Special Provision for Nonconforming Parking Facilities.** Zoning Administrator may allow reduced setbacks for the reconstruction of parking facilities if meeting code will result in a loss of required spaces or functionality of internal circulation. [Page 16]
- **Marking.** Off-street parking & circulation areas shall be marked, striped, and maintained in a clear and visible manner (indicates spaces, walkways, and other designated areas) [Page 17]
- **Curbing.** Minimum 6-inch-high curb required around parking areas that are adjacent to pedestrian and/or bicycle ways and internal landscape islands, except to allow bio-retention to be utilized. [Page 17]

## **SECTION 5 – ALTERNATE PARKING OPTIONS FOR MULTIPLE-FAMILY, MIXED-USE, INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL USES**

### **A. 13-1719. Shared Parking Facilities.**

- **Joint Parking.** Added that up to a 15 percent reduction in the number of required parking spaces for 4 or more separate uses, 10 percent for 3 separate uses, and 5 percent for 2 separate uses in a collective parking facility. [Page 18]
- **Nighttime and Sunday Uses.** Defined as theatres, bowling alleys, tavern/nightclub, auditoriums incidental to a public or parochial schools, churches, multiple-family apartments, and similar uses. [Page 19]

### **B. 13-1722. Ride-Sharing and Autonomous Vehicles.**

- Required spaces for a use may be reduced by 10 percent for each passenger loading zone space provided up to a maximum of 30 percent. Must be clearly marked/signed, no more than 100' from entrance, have full pedestrian connection and be ADA compliant. [Page 19-20]

## **SECTION 6 – PEDESTRIAN AND BICYCLE ACCESS AND PARKING**

### **A. 13-1723: Pedestrian and Bicycle Access**

- **Quantity.** A pedestrian/bicycle access way is required to at least one street frontage [Page 20]
- **Off-Site Connections.** Pedestrian/bicycle access shall connect to existing and planned pedestrian/bicycle facilities. If none exist, must at least show how it could be installed. [Page 20]
- **On-Site Connections.** Must provide walkways for pedestrian and bicycle access within the development site. Separated from off-street parking areas, dust free surface, and ADA compliant. [Page 20]

### **B. 13-1724: Bicycle Parking Standards for Multiple-Family and Nonresidential Uses**

- **Number of Spaces.** Minimum of 4 bicycle spaces shall be provided. For lots containing more than 40 auto spaces, bicycle parking spaces shall be provided equal to 5 percent of the auto space requirement or 20, whichever is less. [Page 21]
- **Incentive.** After the bicycle parking requirement has been met, 4 bicycle parking spaces may be provided in lieu of 1 required automobile parking space, with a maximum reduction of up to 5 automobile parking spaces. [Page 21]
- **Design.** Bicycle parking must be on hard surface, secured to ground, located no farther than auto spaces (ROW with DPW ok), not conflict with pedestrians or automobiles, covered if automobile spaces are covered. [Page 21]

## **SECTION I – GENERAL PROVISIONS**

**13-1701. Purpose.** Access, parking and loading facility regulations are established to alleviate or prevent congestion of the public right-of-way; provide for the parking and loading needs of uses and structures; and enhance the compatibility between parking and loading areas and their surroundings. Parking facilities include but are not limited to all driveways, drive aisles, parking spaces, loading areas, and other items associated with access to the site, vehicle parking and loading/unloading operations.

**13-1702. Submission of Site Plan.** Any application for a building permit or zoning certificate requiring or including the provision of off-street parking or loading shall include a site plan. Said plan shall be drawn to scale and fully dimensioned depicting access, parking and loading facilities in compliance with this ordinance.

**13-1703. Nonconforming Facilities.** Existing access, parking and loading facilities that were lawfully constructed but are nonconforming to current requirements of this ordinance may be maintained and repaired subject to the following:

- (a) Maintenance and repair of nonconforming facilities is limited to patching and resurfacing where the base is not exposed. Maintenance and repair that exposes the base material is considered reconstruction and must meet the requirements of this ordinance with the following exception:
  - (1) Minor Rehabilitation. Items like replacing catch basins, replacing damaged landscaped islands, repairing cracks/small sinkholes, etc. is permitted. Minor rehabilitation is limited to no greater than 500 square feet or 10% of the surface area annually, whichever is greater.
- (b) Shared driveways (driveways located on multiple lots and typically situated over lot lines) that existed prior to the adoption of this Chapter may remain legal driveways. No new or reconstructed shared driveways may be established unless cross-access easements are recorded with the Register of Deeds.
- (c) Existing nonconforming access, parking and loading facilities shall not be reconstructed, expanded or increased in area unless the entire facility is brought into compliance with requirements of this code.
- (d) Existing access, parking and loading facilities shall not be reduced below the requirements for a similar new use or, if currently nonconforming, they shall not be reduced further.

**13-1704. Change of Use.** When the use of a building or site is changed or the intensity of use is increased through the addition of dwelling units, floor area, capacity, or other unit of measurement used for determining parking and loading requirements, parking and loading facilities shall be provided for such change or intensification of use as specified in Section 13-1714 / Figure 2: Number of Off-Street Parking Spaces Required by Land Use.



**13-1705. Use Limitations.** Access, parking and loading facilities shall be used for their intended purposes.

- (a) Access, parking and loading facilities shall not be used for storage, display, sales, rental, or repair of motor vehicles or other goods nor for the storage of inoperable vehicles or snow.
- (b) All vehicles shall be in condition for safe and legal performance on public right-of-ways, be registered, and display current license plates.
- (c) No vehicle or equipment shall be used as living quarters.
- (d) Single and two-family uses are permitted to temporarily use required access and parking areas for recreation and social activities, maintenance of licensed operable vehicles owned/operated by residents of the unit (such as washing, changing fluids, rotating tires), and other activities accessory to the principal single or two-family use. All such activities/uses shall be limited so that they are discontinued between the hours of 10 p.m. and 7 a.m.

**13-1706. Surfacing.**

- (a) All off-street parking facilities and driveways leading to such parking facilities, and all other areas upon which motor vehicles may traverse or be parked shall be graded and surfaced with a dust-free all-weather hard surface material capable of carrying a wheel load of 4,000 pounds.
  - (1) Acceptable surfacing materials include asphalt, concrete, brick, cement pavers, or similar material approved by the city and installed and maintained per industry standards.
- (b) Residential drives serving single and two-family dwellings may contain a grass center, provided that the areas on which the vehicle's wheels touch are a minimum of 12 to 18 inches in width.

**13-1707. General Maintenance.** Access, parking and loading facilities shall be kept free of dirt, dust, debris, and waste. In winter months required access, parking and loading facilities that are available to the public shall be cleared of snow within a reasonable time per City Ordinance 9.30.

**13-1708. Abandoned Facilities.** Parking facilities which have been abandoned, no longer provide access to legal parking area(s), no longer service an approved principal or accessory use, and/or are not included on the approved site plan shall be removed, in their entirety, to the curb/pavement line at the owners expense.

- (a) Removed parking facilities shall be replaced with curb, sidewalk (where applicable) and vegetated ground cover.

**13-1709. Access Limitation by Use.** Access to property shall be directed to the most appropriate street classification for the use it is serving.

- (a) Single and two-family dwelling units shall not have driveways or other access points onto a collector or arterial street that is not primarily residential unless such street has the only available frontage.
- (b) Nonresidential, mixed-use and multi-family uses shall not have driveways or other access points onto a residential local street unless such street has the only available frontage.
- (c) Driveway access existing prior to the adoption of this ordinance is exempt from the access limitation and may be reconstructed at its present size and location.
- (d) Exception to this limitation is permitted if determined by the Department of Public Works based on findings of a traffic impact analysis.

**13-1710. Access Distance from Intersections.** Driveway approaches measured along the property line shall be a minimum of 25 feet from the intersection of the street right-of-way lines on a corner lot or 35 feet from the point of intersection of the face of the curbs, whichever is greater. See Figure 1: Access Distance from Intersections.

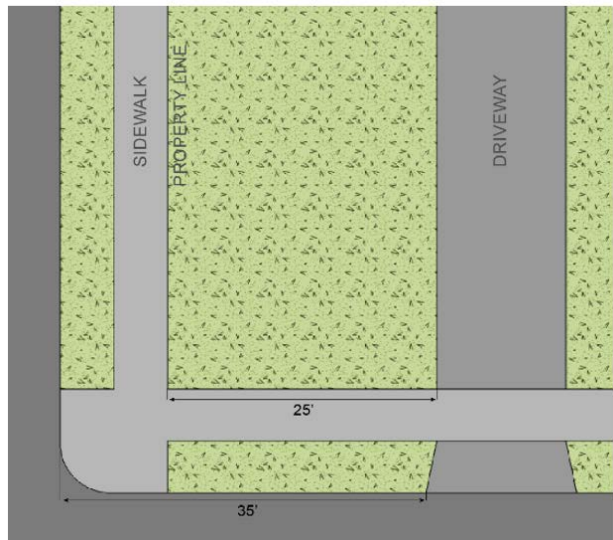
**13-1711. Angle of Intersection with Right-of-Way.** All driveways and other access points shall intersect with any public right-of-way at an angle of 90 degrees wherever possible but in no case shall the angle be less than 75 degrees.

**13-1712. Visibility Standards.** All driveways and other access points shall comply with the visibility standards of Section 13-510.

**13-1713. Traffic Control.** Traffic generated by any use shall be channelized and controlled in a manner that avoids congestion on public streets and other safety hazards.

- (a) All parking and loading areas except those serving single and two-family dwellings shall be designed so that vehicles enter and exit property in a forward motion so as not to back onto public streets. If deemed necessary for traffic safety, turn-around areas may be required.
- (b) Each required off-street parking space except those serving single and two-family dwellings shall open directly onto a driveway or drive aisle of such width and design as to provide safe and efficient means of vehicular access, as regulated in Section 13-1718 / Figure 9: Parking Space Design Standards.

Figure 1: Access Distance from Intersections



## **SECTION 2 – OFF-STREET PARKING AND CIRCULATION**

### **13-1714: Minimum Number of Required Off-Street Parking Spaces**

- (a) Calculation. Off-street parking requirements for each land use are generally tied to capacity, net floor area or the number of employees at the subject property during the largest work shift.
  - (1) The term “capacity” means the maximum number of persons that may be accommodated by the use as determined by its design or by building code regulations, whichever is greater. Both indoor and outdoor uses are included in maximum capacity.
  - (2) The term “employees on the largest work shift” means the maximum number of employees working at the facility during a single given day, regardless of the time period, and whether any such person is a full-time versus part-time employee.
  - (3) The term “net floor area” shall mean the total floor area inside the building envelope on all levels of a building excluding mechanical rooms, permanent accessory storage/freezers/coolers, stairwells/elevators, uninhabitable attics or basements, underground parking and other areas deemed appropriate by the Zoning Administrator.
  - (4) When calculating the number of off-street parking spaces resulting in a fraction, each fraction of one half (1/2) or more shall be considered a space.

- (5) Where future potential uses of a building may generate additional parking demand, the city may require a parking plan for the site showing how the anticipated parking demand will be met. The city may require the additional land area identified as anticipated parking to be placed in reserve as landscaped open space until needed.
- (b) Parking spaces for uses with multiple components, such as hotels with dining and conference facilities, shall be based on the sum of the parking requirements of the separate components.
- (c) Buildings built on speculation or not initially occupied (unknown use) shall be required to provide **one (1) stall per three hundred (300) square feet of net floor area**.
- (d) In addition to the requirements in *Figure 2: Number of Off-Street Parking Spaces Required by Land Use*, one (1) parking space shall be provided for each commercial vehicle or vehicle necessary for the operation of the use that is maintained on the premises.
- (e) See *Figure 2: Number of Off-Street Parking Spaces Required by Land Use* for a list of the number of parking spaces required by land use.
- (I) **Parking Requirement Exceptions in the Downtown Zoning District (D)**
- Within the Downtown Zoning District (D), the minimum required parking space requirements for nonresidential uses are waived.
  - Residential uses within the Downtown Zoning District (D) need only provide evidence of the availability of off-street public or private parking within the district in the amount of 1 (one) parking space per dwelling unit.
  - When off-street parking facilities are provided, such facilities shall meet all requirements of this Chapter, except in respect to the required number of spaces.

**Figure 2: Number of Off-Street Parking Spaces Required by Land Use**

| Residential | Land-Use                                              | Minimum Number of Off-Street Parking Spaces Required                                 | Notes                                                                                                                                   |
|-------------|-------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
|             | Single and two-Family Dwellings, detached or attached | 2 spaces per dwelling unit, 1 space per unit must be an enclosed (garage) space.     | Exception for narrow lots, as outlined in Section 13-1716 (c).                                                                          |
|             | Multiple-Family Dwelling                              | 1 Space per dwelling unit plus 1 visitor space per 4 units.                          |                                                                                                                                         |
|             | Senior (Elderly) Housing                              | 1 space per dwelling unit.                                                           | If senior housing has the potential to be converted to general housing, proof of ability to provide additional parking may be required. |
|             | Carriage House                                        | 1 space per dwelling unit.                                                           |                                                                                                                                         |
|             | Live-work Unit and/or Home Occupations                | Same as dwelling unit requirement.                                                   | 1 space shall be accessible for client parking, of applicable.                                                                          |
|             | Mobile Home                                           | 1 per dwelling unit.                                                                 |                                                                                                                                         |
|             | Rooming/Boarding House                                | 2 spaces per 3 bedrooms for rent plus 2 spaces per 3 employees on the largest shift. |                                                                                                                                         |

|                       |                                                                               |                                                                                                                   |                                                                                                                                                                |
|-----------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | Community Living Arrangement                                                  | 2 space per 3 employees on the largest shift plus 1 visitor space for every 4 residents based on capacity.        |                                                                                                                                                                |
|                       | Dormitories, student housing, fraternity or sorority house, convent/monastery | To be determined by Zoning Administrator based on parking study.                                                  | Parking study required.                                                                                                                                        |
|                       | Shelter facility, transitional housing                                        | 1 space per 5 residents based on capacity plus 2 spaces per 3 employees on the largest shift.                     |                                                                                                                                                                |
|                       | Nursing home, assisted living                                                 | 1 space per 4 beds plus 3 spaces per 4 employees on the largest shift.                                            |                                                                                                                                                                |
| Educational           | Adult/family daycare home                                                     | Same as dwelling unit requirement plus 1 drop-off space.                                                          | Drop-off space may be on-street adjacent to residence with Approval of the Department of Public Works.                                                         |
|                       | Group daycare center, preschool                                               | 2 spaces per 3 employees on the largest shift plus 1 space per 7 students based on capacity.                      |                                                                                                                                                                |
|                       | School, grades K-12                                                           | 2 spaces per 3 employees on the largest shift plus 1 space per 5 students of legal driving age based on capacity. | Existing schools not meeting this standard may be required to provide a parking management plan but shall not be required to add the minimum number of spaces. |
|                       | College or university, other adult learning center                            | To be determined by Zoning Administrator based on parking study.                                                  | Parking study required.                                                                                                                                        |
|                       | Trade school, arts school, dance school, etc.                                 | 2 spaces per 3 employees on the largest shift plus 1 space per 5 students based on capacity.                      | If students are expected to drive, Parking study required.                                                                                                     |
| Institutional & Civic | Community center, neighborhood center, cultural institution, library          | Parking equal to 30 percent of persons based on design capacity.                                                  |                                                                                                                                                                |
|                       | Cemetery                                                                      | To be determined by Zoning Administrator based on parking study.                                                  | Parking study required.                                                                                                                                        |
|                       | Hospital                                                                      | To be determined by Zoning Administrator based on parking study.                                                  | Parking study required.                                                                                                                                        |
|                       | Clinic or healthcare facility including veterinary                            | 1 space per 2 exam rooms plus 2 spaces per 3 employees on the largest shift.                                      |                                                                                                                                                                |
|                       | Park, playground or recreational center                                       | 1 space per each 4 persons of maximum design capacity.                                                            |                                                                                                                                                                |

|            |                                                                               |                                                                                                                  |                                                                                                                                                                    |
|------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commercial | Religious institution, place of worship                                       | 1 space per each 5 persons based on design capacity of the main assembly area.                                   |                                                                                                                                                                    |
|            | Offices                                                                       |                                                                                                                  |                                                                                                                                                                    |
|            | General office, government office, bank/financial institution, medical office | 1 space per 500 square feet net floor area.                                                                      |                                                                                                                                                                    |
|            | Artist's studio                                                               | 1 space per 500 sq. ft. net floor area devoted to sales or display.                                              |                                                                                                                                                                    |
|            | Accommodation and Food Service                                                |                                                                                                                  |                                                                                                                                                                    |
|            | Hotel, motel and bed and breakfast                                            | 1 space per guest room plus 2 spaces per 3 employees on the largest shift.                                       | Additional spaces as needed for conference/meeting or restaurant facilities.                                                                                       |
|            | Restaurant (with or without drive-through), tavern/bar, nightclub             | 1 space per 300 sq. ft. of net floor area plus 1 space per 500 sq. ft. exterior seating area.                    | Drive-through facilities shall include queuing space for at least 3 vehicles in advance of the menu board and 3 vehicles between the menu board and pickup window. |
|            | Service Businesses                                                            |                                                                                                                  |                                                                                                                                                                    |
|            | Personal or business service businesses not listed below                      | 1 spaces per 500 sq. ft. net floor area plus 1 space per 1,000 sq. ft. outside sales or display area.            | Includes any service uses not specifically listed.                                                                                                                 |
|            | Barber shop/beauty salon, spa                                                 | 2 spaces per 3 work station plus 2 spaces per 3 employees on the largest shift.                                  |                                                                                                                                                                    |
|            | Funeral home                                                                  | 1 space per each 5 persons based on design capacity of the main assembly hall.                                   |                                                                                                                                                                    |
|            | Retail                                                                        |                                                                                                                  |                                                                                                                                                                    |
|            | General retail sales and rental                                               | 1 space per 500 sq. ft. net floor area plus 1 space per 1,000 sq. ft. outside sales or display area.             | Includes any retail uses not specifically listed.                                                                                                                  |
|            | Motor vehicle rental/sales                                                    | 1 space per 500 sq. ft. of net floor area plus adequate storage space for vehicles displayed/maintained on-site. |                                                                                                                                                                    |
|            | Motor vehicle repair (major or minor), service station, convenience store     | 1 space per 500 sq. ft. of net floor area used for sales or customer service plus 2 spaces per service bay.      | Service bay shall not be counted as a parking space.                                                                                                               |
|            | Commercial Recreation and Entertainment                                       |                                                                                                                  |                                                                                                                                                                    |



|                                  |                                                                                                                                                                     |                                                                                                                    |                                                                                                                                |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
|                                  | Auditorium, assembly hall, theater, convention center, and other places of assembly                                                                                 | 1 space per each 5 persons based on design capacity of the main assembly area.                                     |                                                                                                                                |
|                                  | Indoor recreation facilities, health clubs, fitness centers, adult entertainment                                                                                    | 1 spaces per 500 sq. ft. net floor area.                                                                           |                                                                                                                                |
|                                  | Outdoor recreation facility                                                                                                                                         | To be determined by Zoning Administrator based on parking study.                                                   | Parking study required.                                                                                                        |
|                                  | Marina                                                                                                                                                              | 2 spaces per 3 slips.                                                                                              | Additional spaces as needed for accessory uses such as boat sale/rental/service, retail, recreation and restaurant facilities. |
|                                  | Boat landing                                                                                                                                                        | 4 spaces per launch.                                                                                               | Spaces associate with launches shall be double depth to accommodate vehicles with trailers.                                    |
|                                  | Golf course, bowling alley or similar use                                                                                                                           | 2 spaces per hole, lane or similar recreation station.                                                             | Additional spaces for accessory uses such as retail, tavern/bar and restaurant facilities.                                     |
|                                  | Campground                                                                                                                                                          | 2 spaces per 3 camp sight plus 2 spaces per 3 employees on the largest shift.                                      | Additional spaces for accessory uses such as retail, tavern/bar and restaurant facilities.                                     |
| Industrial, Production & Storage | Agriculture                                                                                                                                                         | 2 spaces per 3 employees on the largest shift.                                                                     | Additional spaces for accessory uses such as on-site retail.                                                                   |
|                                  | Industrial uses, including limited production and processing, light industrial, general industrial, heavy industrial, and other industrial uses not specified below | 2 spaces per 3 employees on the largest shift.                                                                     | Customer/visitor parking may also be required based on office use.                                                             |
|                                  | Contractor office and showroom                                                                                                                                      | 1 space per 500 square feet net floor area.                                                                        |                                                                                                                                |
|                                  | Self-service storage facility                                                                                                                                       | 1 space per 500 sq. ft. net floor area of office or sales area plus 1 space per 10 individual storage units.       |                                                                                                                                |
|                                  | Wholesaling, warehousing, and distribution                                                                                                                          | 1 space per 500 sq. ft. net floor area of office or sales area plus 2 spaces per 3 employees on the largest shift. |                                                                                                                                |

|                          |                                                                                                                                                           |                                                                  |                                                                   |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------|
|                          | Other industrial activities that are conducted largely out-of-doors, including concrete, asphalt, and rock crushing facility, scrap yard, recycling, etc. | 2 spaces per 3 employees on the largest shift.                   |                                                                   |
| Transportation           | Ground transportation service                                                                                                                             | To be determined by Zoning Administrator based on parking study. | Parking study required.                                           |
|                          | Freight terminal- motor, rail or ship                                                                                                                     | 3 spaces per 4 employees on the largest shift.                   |                                                                   |
|                          | Package delivery service                                                                                                                                  | 2 spaces per 3 employees on the largest shift.                   | Additional parking may be required for delivery service vehicles. |
|                          | Airport                                                                                                                                                   | To be determined by Zoning Administrator based on parking study. | Parking study required.                                           |
| Public Service & Utility | Government or public utility uses and buildings, public safety buildings                                                                                  | To be determined by Zoning Administrator.                        | Based on type of use (offices, storage, production, etc.).        |
|                          | Communication facilities                                                                                                                                  | As approved by CUP.                                              |                                                                   |
|                          | Yard waste site                                                                                                                                           | As approved by CUP.                                              |                                                                   |

- (f) **Limit on the Number of Off-Street Parking Spaces Provided.** No site plan may be approved for a multiple-family or nonresidential use which contains more than two (2) times the development's minimum number of required parking spaces, except as granted through a conditional use permit. Parking facilities containing 20 stalls or less are exempt from this regulation. The following criteria shall be reviewed in considering a conditional use permit request:
- (1) The proposed development has unique or unusual characteristics (such as high sales volume or low parking turnover) which creates a parking demand that exceeds the maximum ratio and does not typically apply to comparable uses.
  - (2) The lot is designed to allow for more intensive future site development that will create and utilize the additional parking demand.
  - (3) The need for additional parking cannot be reasonably met through provision of shared parking with nearby uses.
- (g) **Parking Studies.** Where a parking study is required, the study shall be performed by a qualified transportation engineer or transportation planner. The study shall contain information on the anticipated number of employees, customers, visitors, clients, shifts, events, or deliveries to the use, and may refer to other studies or similar situations elsewhere.

### **SECTION 3 – REGULATIONS SPECIFIC TO SINGLE- AND TWO-FAMILY USES**

**13-1715. Single- and Two-Family Residential Driveways.** Driveways shall lead from the public right-of-way directly to a garage opening or parking space and is regulated as follows:

- (a) Number of Driveways. Single-family uses are permitted one driveway per lot unless otherwise regulated in the ordinance, subject to the design regulations specified herein. Two-family uses are permitted two driveways per lot unless otherwise regulated in the ordinance, subject to the design regulations specified herein.
- (b) Minimum Driveway Setback from Property Lines.
  - (1) **Narrow Lots.** On lots with less than 60 feet of lot width/frontage, driveways shall be set back a minimum of 1 foot from the side lot line.
    - i. On lots where the available side yard area prohibits the ability to create/maintain an 8-foot wide driveway and the required setback as listed below, the setback may be administratively reduced or eliminated.
  - (2) **Detached Garages.** Driveways leading to detached garages shall meet the applicable side or rear setbacks for accessory structures established in the district for which it is situated or shall meet the side setback of an existing detached garage, whichever is less.
  - (3) **Attached Garages.** Driveways leading to attached garages shall meet the applicable side or rear setbacks for principal structures established in the district for which it is situated or shall meet the side setback of the existing attached garage, whichever is less.
  - (4) **Uncovered Parking.** Driveways leading to uncovered parking areas shall meet the applicable side or rear setbacks established within the parking section or shall meet the side setback of the existing legal uncovered parking area, whichever is less.
- (c) Driveway Width

- (1) **Driveways shall be a minimum width of 8 feet.** Driveways leading to garages are limited to a maximum width of 25 feet at the property line and 30 at the curb/pavement line (2.5 foot apron flares), but may increase to the width of the garage. See Figure 3.A: Single & Two-Family Drive Width & 3.B: Single & Two-Family Drive Width-Enlarged with Taper.

Figure 3.A: Single & Two-Family Drive Width-Standard

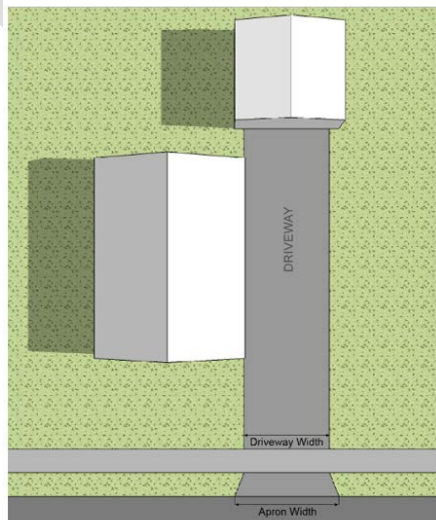
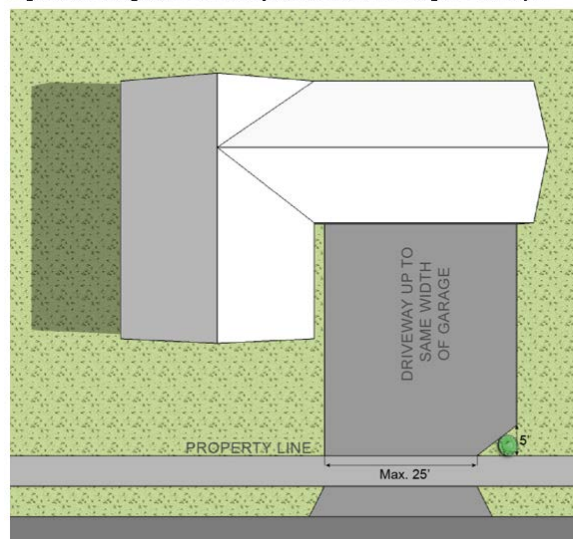
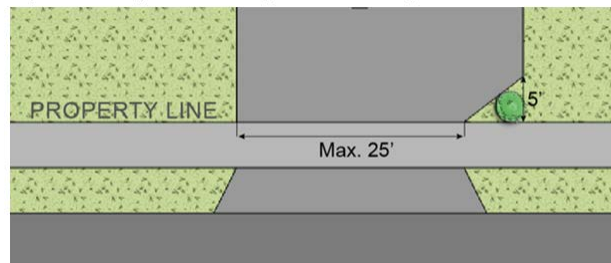


Figure 3.B: Single & Two-Family Drive Width-Enlarged with Taper



- (2) Where no garage exists, the maximum driveway width shall be 12 feet.
- (3) Where the width of the driveway at the garage or other legal parking space exceeds the maximum width of the driveway at the property line, the driveway shall be tapered between the garage or the edge of a legal uncovered space and the property line starting a minimum of 5 feet inside the parcel. Said taper "triangle" shall contain vegetation or other item designed to limit vehicular trespass. See *Figure 3.C: Single & Two-Family Drive Width-Taper Detail*.

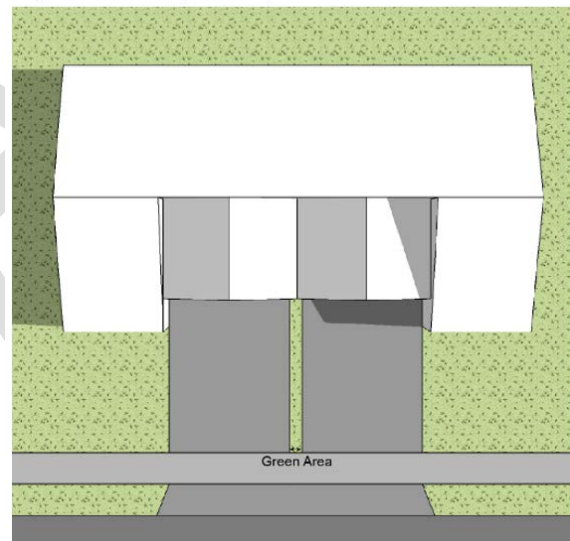
Figure 3.C: Single & Two-Family Drive Width-Taper Detail



- (a) When leading to a legal uncovered space, the driveway width shall be the least possible needed and shall not exceed 25 feet in width at the property line.

- (4) Driveways for two-family dwellings with adjacent garages are limited to the 25 feet maximum width at the property line for each individual driveway. Each individual driveway must be separated by a minimum of a 2-foot green area extending the full length from the property line to the garage/uncovered parking space. Separation area shall contain vegetation or other item designed to limit vehicular trespass. See *Figure 4: Two-Family Drive Separation*.

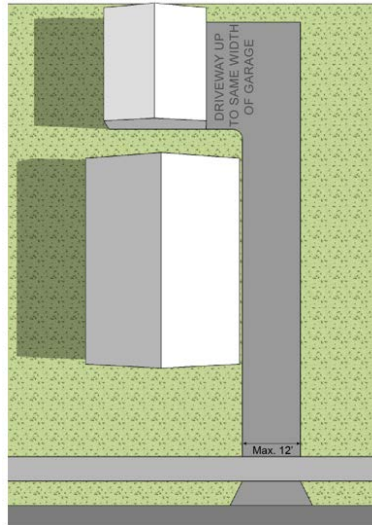
Figure 4: Two-Family Drive Separation



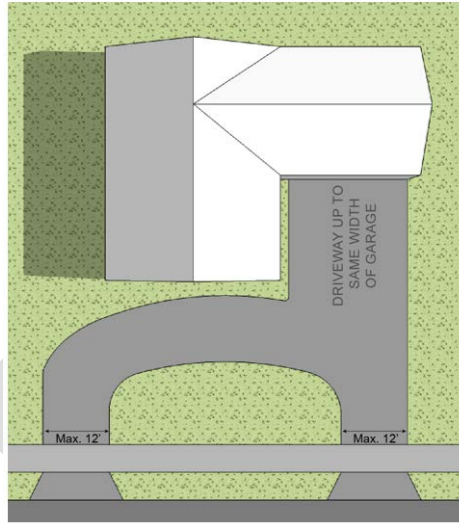
- (5) Side-Loading Drives: The maximum width of driveway leading to a side-loaded garage shall not exceed 12 feet, except for the area directly leading of the garage, where it can be increased to the width of the garage. See *Figure 5.A: Alternative Single & Two-Family Drives-Side Loading*.
  - (a) The driveway shall not be located within the side yard setback.
- (6) Circular Drives: The maximum width of circular, horseshoe, and similar type driveways shall not exceed 12 feet, except for the area directly leading of the garage, where it can be increased to the width of the garage. See *Figure 5.B: Alternative Single & Two-Family Drives-Circular*.
  - i. The driveway shall not be located within the side yard setback.

- ii. The inside edge of the arc of the driveway shall be at least 15 feet from the lot line.
- iii. The interior area between the drive and the street must be landscaped.

**Figure 5.A: Alternative Single & Two-Family Drives-Side Loading**

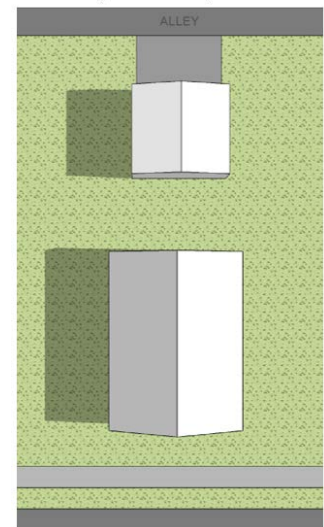


**Figure 5.B: Alternative Single & Two-Family Drives-Circular**



- (7) Alley Drives: The driveway may extend to the garage opening or may extend into the lot for 30 feet in width and 40 feet in depth but shall not extend into the side yard setbacks. See *Figure 5.C: Alternative Single & Two-Family Drives-Alley*.

**Figure 5.C: Alternative Single & Two-Family Drives-Alley**



- (8) In no case shall the maximum driveway width(s) be cumulatively greater than 50 percent of the lot frontage.

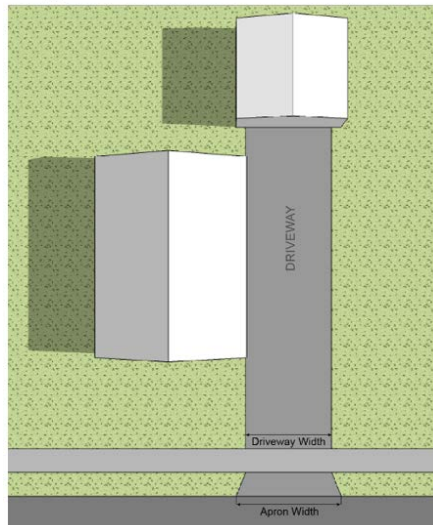
### **13-1716: Parking for Single- and Two-Family Uses**

- (a) Minimum number of legal parking spaces shall be provided in conformance with *Section 13-1714 / Figure 2: Number of Off-Street Parking Spaces Required by Land Use*.
- (b) On a lot containing a single or two-family dwelling unit, off-street parking shall not be located between the principal structure and a street right-of-way, except within residential driveways leading to a legal parking space or as otherwise permitted in this chapter.
  - (1) Parking spaces must be provided either within a garage, in a driveway, or uncovered parking spaces on the same lot of the use it is serving and shall meet the requirements

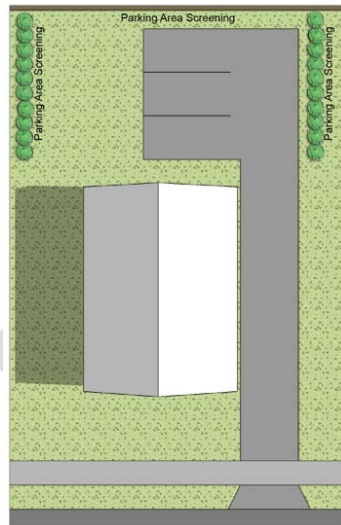


of this Section. See *Figure 6.A: Single & Two-Family Parking Space-Garage* or *6.B: Single & Two-Family Parking Space-Uncovered*.

**Figure 6.A: Single & Two-Family Parking Space-Garage**

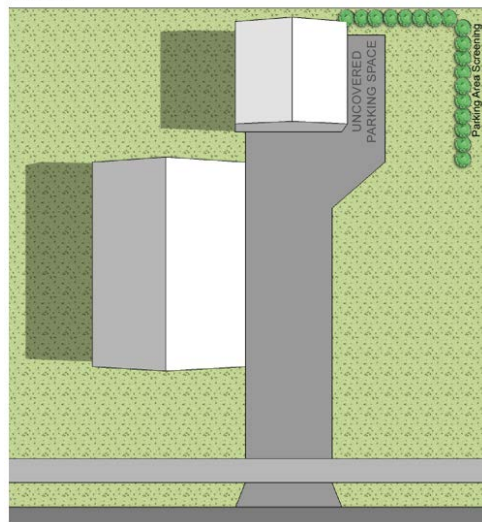


**6.B: Single & Two-Family Parking Space-Uncovered**



- (2) Driveway Parking. Driveways shall not count towards minimum parking stall requirement except as provided for narrow lots in *Section 13-1716(c)* below.
- (3) **Uncovered Parking Spaces (Not Located in Driveways).**
  - i. No more than 4 uncovered parking spaces are permitted per unit per lot.
  - ii. Uncovered parking spaces may be located in the rear yard and shall be setback from the side and rear lot lines by no less than 2.5 feet. Said spaces shall be screened from view per *Section 13-1716(f)*/*Figure 6.B: Single & Two-Family Parking Space-Uncovered*.
  - iii. One (1) uncovered parking space is permitted in the side yard alongside a garage provided said space is not located between the building and the street and shall be setback from the side and rear lot lines by no less than 2.5 feet. Said space shall be screened from view per *Section 13-1716(f)*/*Figure 7: Single & Two-Family Parking Space Beside Garage*.

**Figure 7: Single & Two-Family Parking Space Beside Garage**



- vi. Front Yard Parking Space Exception. For single or two-family lots with attached single stall garages that are unable to provide parking as regulated in this ordinance,

a single parking space may be established next to the driveway between the front façade of the residence and the public right-of-way as regulated below:

- a. Front yard space is limited to no greater than 8 feet in width beyond the garage door opening but shall not be located in front of the primary entrance to the residence.

- vii. Lots shall not exceed the maximum impervious surface ratio for the applicable zoning district.

(c) **Driveway as Legal Parking Space for Single and Two-Family Uses on Narrow Lots,**

- (1) Driveways may be considered legal “stacked” (meaning in front of one another) parking spaces for required stalls. A driveway parking space need not lead to a legal parking space but must be a minimum of 8 feet wide and 15 feet deep.

- (d) Except for driveways leading to legal parking spaces or otherwise regulated in this ordinance, parking is not permitted in the front yard.

- (e) The Director of Community and Economic Development and/or Director of Public Works may permit residential vehicles to be parked on the front, side, and rear yards of single and two-family dwellings as follows:

- (1) On the days games are played in Green Bay by professional football teams of the National Football League.
- (2) During the day of a special event held at Lambeau Field when the event is expected to exceed an estimated attendance of 20,000 or more individuals.

- (f) Uncovered parking spaces situated beyond the front façade of the principal structure must be screened with a minimum of 5-foot tall vegetation, fencing, or other material that creates a solid screen, impervious to sight from adjacent properties, excluding views from where access is provided.

- (g) **Parking of commercial vehicles and trailers in residential districts.** The intent of this section is to preserve the orderly appearance and quiet enjoyment of residential neighborhoods while allowing reasonable flexibility for parking business-related vehicles. Specifically, this applies to motor vehicles that are driven off-site by a resident but are kept on the premises when not in use. This section shall apply to the following types of vehicles: (1) commercial trucks, tractors, vans, pickups, or other motor vehicles not exceeding 10,000 pounds gross vehicle weight; and (2) commercial trailers capable of being trailed behind a commercial motor vehicle that is allowed to be parked on the premises by this section.

- (1) Engines of commercial vehicles may not run continuously. A 30-minute engine warm-up time shall be permitted immediately prior to the commercial vehicle and/or any other motorized equipment leaving the premises. The warm-up period shall begin no earlier than 7:00 a.m. and end no later than 10:00 p.m.
- (2) Commercial trailers parked outside in residential districts shall be fully enclosed or be empty when not in transport.
- (3) Commercial trailers parked in residential districts shall be actually trailed and transported from the property no less than once per week.

## **SECTION 4 – REGULATIONS SPECIFIC TO MULTIPLE-FAMILY, MIXED-USE, INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL USES**

### **13-1717. Multi-Family Residential, Mixed-Use, Institutional, Commercial, and Industrial Use Driveways.**

- (a) Number of Driveways. A maximum of one two-way driveway or two one-way driveways shall be permitted from each street right-of-way to which a lot or parcel has frontage, except under the following circumstances:
  - (1) Multiple two-way driveways may be permitted on one street frontage provided the distance between the driveway centerlines is no less than 200 feet.
  - (2) Mixed two-way and one-way driveways may be permitted on one street frontage provided the distance between the driveway centerlines is no less than 200 feet.
  - (3) One three-lane driveway consisting of a one twelve-foot ingress lane, a three-foot mountable rumble strip dividing island, and two ten-foot egress lanes may be administratively permitted per street frontage with concurrence of the Zoning Administrator and Traffic Engineer. This option should be limited to sites on streets with high traffic volumes and speeds and/or unique timeframes of mass ingress/egress, or other conditions making a standard driveway operate less than optimal.
  - (4) Additional driveways may be permitted if necessary for the public safety and sufficient level of traffic circulation with approval of the Director of Public Works.
- (b) Minimum Driveway Setback.
  - (1) Driveways shall be setback as established for buildings in the zoning district for which the property it services is situated.
    - i. Driveway access through the front yard setback area should be designed to minimize its presence within the front yard to the greatest extent practical.
  - (2) Parking facility perimeter buffers. Parking facilities in any yard abutting a public street or public walkway shall be separated from the street or walkway by a landscaped buffer meeting the requirements of *Section 13-1822*. Parking facilities accessing parking areas abutting residential uses in residential districts shall be separated by a perimeter landscape buffer meeting the requirements of *Section 13-1820*.
- (c) Distances between curb openings.
  - (1) On the same parcel - The minimum distance between one-way driveways at the curb line shall be no less than 15 feet. Minimum distance between two-way drives at the curb line shall be 200 feet from center.
  - (2) On adjoining parcels - Where two adjoining driveways abut, the maximum opening at the curb shall be the maximum for a single driveway, as listed in *Section 13-1717(d)*. Both parcels must share the curb opening.
- (d) Driveway Width
  - (1) Driveway sizes are regulated at the property/right-of-way line and the curb/road pavement line as follows (See *Figure 8: Three-Lane, Full Access Drive Detail*):

i. One-Lane, One-Way Access Drives.

| <b>One-Way Drives<br/>(Single Direction<br/>– Ingress or<br/>Egress)</b> | <b>Maximum Width<br/>of Drive at<br/>Property &amp;<br/>Setback Line</b> | <b>Maximum Width<br/>of drive at Curb or<br/>Pavement Line</b> |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------|
| Autos & Single Axle<br>Trucks                                            | 15 feet                                                                  | 25 feet                                                        |
| Semi-Trailers                                                            | 20 feet                                                                  | 30 feet                                                        |

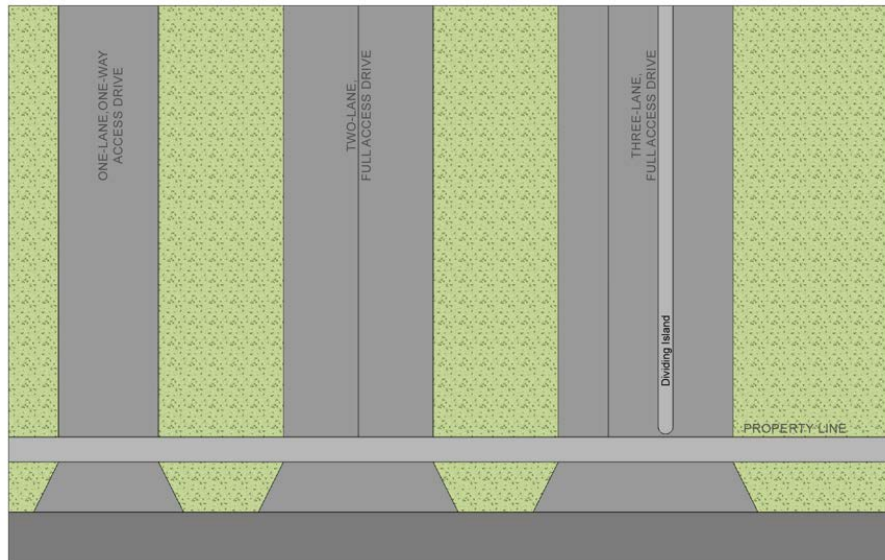
ii. Two-Lane, Full Access Drives.

| <b>Two-Way Drives<br/>(One-Ingress &amp;<br/>One-Egress Lane)</b> | <b>Maximum Width<br/>of Drive at<br/>Property &amp;<br/>Setback Line</b> | <b>Maximum Width<br/>of drive at Curb or<br/>Pavement Line</b> |
|-------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------|
| Autos & Single Axle<br>Trucks                                     | 25 feet                                                                  | 35 feet                                                        |
| Semi-Trailers                                                     | 30 feet                                                                  | 40 feet                                                        |

iii. Three-Lane, Full Access Drive (consisting of one twelve-foot ingress lane, a three-foot mountable “rumble strip” dividing island, and two ten-foot egress lanes.

| <b>Three-Lane<br/>Drives<br/>(One-Ingress,<br/>Divider &amp; Two-<br/>Egress Lanes)</b> | <b>Maximum Width<br/>of Drive at<br/>Property &amp;<br/>Setback Line</b> | <b>Maximum Width<br/>of drive at Curb or<br/>Pavement Line</b> |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------|
| All                                                                                     | 35 feet                                                                  | 45 feet                                                        |

**Figure 8: One-Lane, Two-Lane and Three-Lane Access Drive Detail**



- (e) Flow. Traffic may be restricted as to direction of flow.
- (1) Driveways approved for one-way movement only or three-lane drives shall be equipped with signage and pavement markings indicating its direction to motorists.
  - (2) Signs for directional movement of traffic shall be constructed and installed in accordance with City of Green Bay Standard Specifications and Construction Standards for Public Works.

### **13-1718: Off-Street Parking and Traffic Circulation Standards for Multiple-Family and Nonresidential Uses.**

- (a) Location. Required parking and loading spaces shall be located on the same lot or development site as the use served unless otherwise regulated in this ordinance.
- (1) Off-site parking may be located up to one thousand (1,000) feet from the lot containing the use being served if the under common ownership or protected by a recorded instrument acceptable to the city.
- (b) Setbacks. Parking areas shall be setback as established for buildings in the zoning district for which the property it services is situated.
- (1) **Special Provisions for Nonconforming Parking Facilities.** Legally established parking facilities constructed prior to the effective date of this ordinance which do not meet the minimum setbacks required by this ordinance shall be permitted to be reconstructed with reduced setbacks, subject to approval of a parking plan by the Zoning Administrator. Said parking lot layout shall be designed in accordance with the dimensions identified in *Figure 9: Parking Space Design Standards*. Parking lot setback reductions shall only be permitted in the following instances:
    - i. To prevent the loss of legal parking spaces required by this ordinance.
    - ii. To prevent the loss of required internal circulation aisles.



- (c) **Circulation.** Parking facilities shall be designed to provide for the safe and efficient movement of all traffic entering, exiting, and circulating on the site. Circulation patterns shall conform to the general rules of the road. All traffic control measures shall meet the requirements of the Manual of Uniform Traffic Control Devices.
- (d) **Marking.** All off-street parking and traffic circulation areas shall be marked, striped, and maintained in a clear and visible manner which clearly indicates parking spaces, pedestrian walkways, and other designated areas.
- (e) **Curbing.** A minimum 6-inch high curb shall be installed within parking areas where parking surface is adjacent to pedestrian and/or bicycle ways and internal landscape islands, except:
- (I) Where bio-filtration or bio-retention methods of stormwater management are utilized as part of an approved grading and drainage plan, alternatives to the installation of curbing may be considered by the Department of Public Works, provided that measures are taken to protect landscaping from vehicular circulation damage.
- (f) **Access.** Each off-street parking space shall open directly upon a drive aisle or driveway that is wide enough to provide a safe and efficient means of vehicular access without directly maneuvering a vehicle into any pedestrian way or public right-of-way.
- (g) **Lighting.** All off-street parking and traffic circulation areas shall be lit to ensure their safe and efficient use during evening hours. An illumination level meet the standards of Section 13-500.
- (h) **Landscaping and Screening.** Parking lots shall meet the landscaping requirements of Section 13-1820 through 13-1825.
- (i) **Parking Space Design Standards.** Other than handicapped parking and permitted parking in residential driveways, each off-street parking space shall comply with the minimum requirements of Figure 9: Parking Space Design Standards.

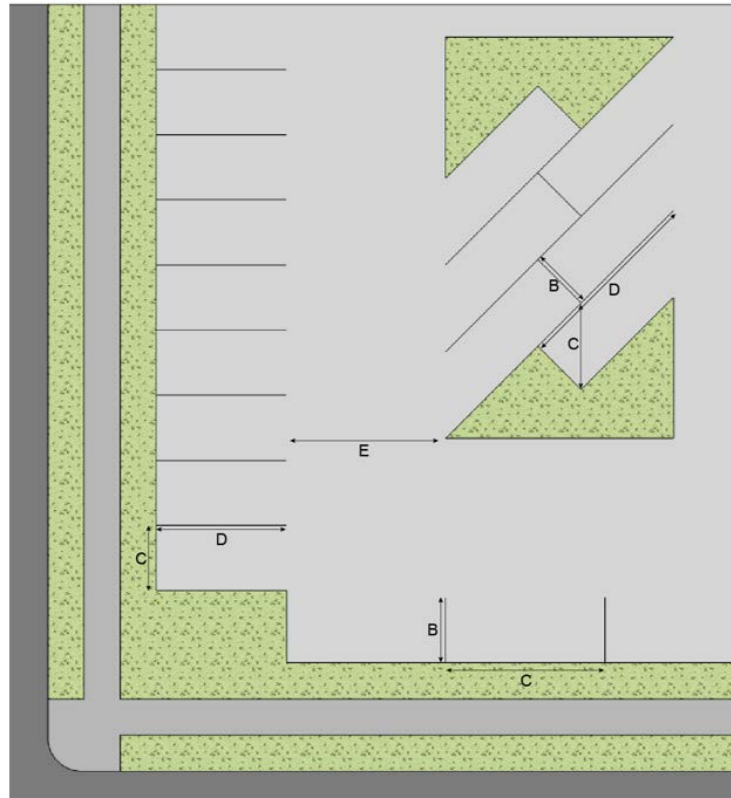
**Figure 9: Parking Space Design Standards**

| Angle (A)    | Width (B)<br>* | Curb Length (C) | Stall Depth (D)<br>** | 1-Way Aisle Width (E) | 2-Way Aisle Width (E) |
|--------------|----------------|-----------------|-----------------------|-----------------------|-----------------------|
| 0 (Parallel) | 9'             | 22'             | 8'6"                  | 14'                   | 22'                   |
| 45°          | 9'             | 12'             | 18'9"                 | 14'                   | 22'                   |
| 60°          | 9'             | 9'10"           | 19'10"                | 18'                   | 22'                   |
| 90°          | 9'             | 8'6"            | 18'                   | 20'                   | 22'                   |

\* Subcompact spaces may account for up to 20 percent of the total parking area required. They may be reduced in size to a width of 8' and a stall depth of 12 percent less than (D) above and must be grouped and signed appropriately.

- \*\* Parking spaces that use an appropriately sized curb overhang over a landscaped island or buffer may be reduced in depth by 1.5'. A concrete curb or other means shall be provided to prevent parked vehicles from damaging plant materials.

Figure 9: Parking Space Design Standards



## **SECTION 5 – ALTERNATE PARKING OPTIONS FOR MULTIPLE-FAMILY, MIXED-USE, INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL USES**

### **13-1719. Shared Parking Facilities.**

- (a) Joint parking facilities which provide required parking for two or more uses are allowed a reduction in required number of parking spaces as specified below:
  - (1) Up to a 15 percent reduction in the number of required parking spaces for 4 or more separate uses, 10 percent for 3 separate uses, and 5 percent for 2 separate uses may be utilized for a collective parking facility.
- (b) Day-Night Use Parking Facility. Shared day-night use parking facilities may provide a reduction in required number of parking spaces as specified below:
  - (1) Up to 70 percent of the parking facilities of nighttime/Sunday uses may be supplied by off-street parking facilities of daytime uses. Up to 70 percent of the parking facilities of daytime uses may be supplied by the off-street parking facilities of nighttime/Sunday uses.
  - (2) Daytime uses. For the purpose of this section, the following uses are considered as primarily daytime uses: banks, offices, certain retail stores and personal service shops,

service and repair shops, wholesale, and similar uses as determined by the Zoning Administrator.

- (3) Nighttime and Sunday uses. For the purpose of this section, the following uses are considered as primarily nighttime and weekend uses: theater, bowling alley, tavern/nightclub, auditorium incidental to a public or parochial schools, churches, and similar uses as determined by the Zoning Administrator.
- (4) The applicant shall show that there is no substantial conflict in the principal operating hours of the buildings or uses for which shared parking is proposed.
- (5) The use for which application is being made for shared parking shall be located within one thousand (1,000) feet of the use providing the parking facilities.
- (c) A legally binding instrument, executed by the parties concerned, for joint use of off-street parking facilities shall be approved by the City Attorney and filed with the city within sixty (60) days after city approval of the joint parking use. Said agreement shall cover a period of no less than 20 years. Shared use parking privileges shall continue in effect only so long as such an instrument remains in effect and if such instrument becomes legally ineffective, parking shall be provided as otherwise required in this ordinance.

#### **13-1720. Valet Parking.**

- (a) Up to fifty (50) percent of the off-street parking for restaurants, hotels, theaters and similar uses may be fulfilled by maintaining a valet parking service for customers.
- (b) The valet service shall provide service to and from the main entrance with a passenger loading area, as approved by the Department of Public Works.
- (c) The parking area shall be located no farther than one thousand (1,000) feet from the main entrance.

**13-1721. Employee Off-Site Parking.** Retail, service businesses, large employers, major institutions and similar uses are encouraged to provide designated employee parking.

- (a) If a shuttle service is provided, such parking may be off-site in a remote location.

**13-1722. Ride-Sharing and Autonomous Vehicles.** The intent of this section is to encourage the installation of passenger loading zone spaces to meet demand for passenger pick-up/drop-off generated by ride-sharing and/or autonomous vehicles on all land uses except single and two-family residential dwellings.

- (a) Reduction to Required Parking Spaces. The number of required parking spaces for a use may be reduced by 10 percent for each passenger loading zone space provided up to a maximum of 30 percent.
  - (1) The Zoning Administrator is authorized, at their discretion, to require the submission of a parking study per Section 13-1714(g) upon making the determination that such a reduction will result in a shortage of parking spaces needed for the subject land-use.
- (b) Passenger Loading Zone Space Standards.
  - (1) Location. Each passenger loading zone space shall be located within 100 feet of the primary entrance/exit of a stand-alone use. Passenger loading zone spaces located in

shopping centers and other multiple use developments may be located greater than the 100 feet from the primary entrance/exit of a tenant when placed in a centralized location and provided that a minimum of 5 foot wide pedestrian access to all tenants of the development is present.

- (2) Passenger loading zone spaces shall be separate and distinct from parking facility drive aisles, fire lanes, off-street loading areas, or other uses not explicitly dedicated to passenger loading/unloading.
- (3) Dimensions. Minimum of 8 feet wide by 22 feet long with appropriate taper for safe ingress/egress.
- (4) Design. All vehicular ingress/egress to and from passenger loading zone spaces shall be in forward motion only. All passenger loading zone spaces shall be clearly marked and signed to signify that it is for loading and unloading of passengers and shall not be used for other purposes.
- (5) Amenities. Amenities such as sitting areas, shade structures, and landscaping are encouraged to be provided adjacent the passenger loading zone spaces.
- (6) Accessibility. Passenger loading zone spaces shall be compliant with the Americans with Disability Act (ADA)

## **SECTION 6 – PEDESTRIAN AND BICYCLE ACCESS AND PARKING**

### **I3-1723: Pedestrian and Bicycle Access**

- (a) Quantity. For all multi-family, commercial, institutional, and industrial uses, a minimum of one pedestrian/bicycle access way is required to at least one street frontage.
- (b) Off-Site Connections. Pedestrian/bicycle access shall include appropriate connections to existing and planned public pedestrian and bicycle facilities. If none exist, the connection is unnecessary however the site plan must depict a location such access can be installed should a public pedestrian and bicycle facilities be installed in the right of way in the future.
- (c) On-Site Connections. The entire development shall provide walkways for full and safe pedestrian and bicycle circulation within the development.
  - (1) Walkways shall provide pedestrian access through or around off-street parking areas from public walks and/or bicycle facilities to building entries which directly and continuously connect areas of pedestrian origin and destination.
  - (2) Design Requirements.
    - i. Walkways shall have an acceptable dust-free surface not less than 5 feet in width, be separate from the parking lot drive aisle and delineated with pavement markings or alternate paving materials.
    - ii. The entirety of the on-site pedestrian walkway system shall be consistent with the Americans with Disabilities Act.
    - iii. The material and layout of the pedestrian walkway shall be continuous as the pedestrian access crosses a driveway or internal drive.

### **13-1724: Bicycle Parking Standards for Multiple-Family and Nonresidential Uses.**

- (a) Required provision of bicycle parking areas.
  - (1) For all multi-family, commercial, institutional, and industrial uses, a minimum of 4 bicycle spaces shall be provided if off-street parking for vehicles is provided.
  - (2) For parking lots containing more than 40 automobile parking spaces, off-street bicycle parking spaces shall be provided equal to 5 percent of the automobile parking space requirement or 20 bicycle parking spaces, whichever is less.
  - (3) A nonresidential use's automobile parking requirement may be reduced by providing additional bicycle parking. After the bicycle parking requirement has been met, a minimum of 4 bicycle parking spaces may be provided in lieu of 1 required automobile parking space, with a maximum reduction of up to 5 automobile parking spaces.
- (b) Specifications for Bicycle Parking Spaces.
  - (1) All bicycle parking provided shall be on a hard-surfaced area and be set back from walls and other objects so to be functional. Freestanding bicycle parking racks shall be securely fastened to the ground.
  - (2) Bicycle parking spaces and racks shall be located in a convenient and visible area no farther from the principal entrance to the building served than the closest automobile parking space. With the permission of the Department of Public Works, bicycle parking may be located in the public right-of-way.
  - (3) Bicycle parking spaces shall be installed in conformance with setback requirements applicable to automobile parking lots. The placement of the racks shall not conflict with pedestrians and motorized traffic movements.
  - (4) Covered spaces. If accessory automobile parking spaces are covered, bicycle parking spaces shall also be covered.

## **SECTION 7 – OFF-STREET LOADING STANDARDS**

**13-1725. Off-Street Loading Requirements.** Off-street loading space shall be provided for any nonresidential use which requires the receipt or distribution of materials or merchandise by trucks or similar vehicles and which will have a gross floor area of five thousand (5,000) square feet or more, subject to following minimum standards:

- (a) The off-street loading requirement for buildings with less than 20,000 square feet of gross floor area may be satisfied by the designation of a loading zone area on the site. This loading zone area shall be separate from any required off-street parking area, and access to it shall not conflict with automobile or pedestrian circulation within the site.
- (b) Buildings with 20,001 to 50,000 square feet of gross floor shall provide 1 loading space.
- (c) Buildings with 50,001 to 100,000 square feet of gross floor shall provide 2 loading spaces.
- (d) Buildings with 101,000 or more square feet of gross floor shall provide 1 additional loading space per additional 300,000 sq. ft.

### **13-1726. Size and location**

- (a) Semi-trailer spaces shall be at least 55 feet in length, 10 feet in width, and 14 feet in height, plus necessary additional maneuvering space.



- (b) No loading space shall be located in a front yard or at the front of a building. Loading spaces shall not be located between any building and a public street unless provided with adequate screening and landscaping, in compliance with Chapter 13-1800.
- (c) Spaces shall be at least fifty (50) feet from the property line of any residential property or residentially-zoned property.
- (d) All loading spaces and driveways shall be surfaced with a dustless all-weather material meeting the standards for off-street parking areas and driveways and subject to the approval of the City Engineer.

[end]

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## CHAPTER 13-1700. OFF-STREET PARKING, DRIVES, AND LOADING

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### SECTION 1. GENERAL PROVISIONS

**13-1701. Purpose.** Parking and loading regulations are established to alleviate or prevent congestion of the public right-of-way, to provide for the parking and loading needs of uses and structures, to enhance the compatibility between parking and loading areas and their surroundings, and to regulate the number, design, maintenance, and location of required off-street parking and loading spaces and access driveways and aisles.

**13-1702. Change of use.** When the use of a building or site is changed or the intensity of use is increased through the addition of dwelling units, gross floor area, capacity, or other unit of measurement used for determining parking and loading requirements, parking and loading facilities shall be provided for such change or intensification of use as specified in Table 17-2.

**13-1703. Existing facilities.** Existing parking and loading facilities shall not be reduced below the requirements for a similar new use or, if less than the requirements for a similar new use, they shall not be reduced further.

**13-1704. Use limitations.** (Amd. GO 26-11) Required parking and loading spaces and the driveways providing access to them shall not be used for storage, display, sales, rental, or repair of motor vehicles or other goods or for the storage of inoperable vehicles or snow. Notwithstanding other provisions of this ordinance, any residentially-permitted vehicle shall be permitted to park in the front yard, side yard, or rear yard setbacks of any single-family or two-family dwellings on the days games are played in Green Bay by professional football teams of the National Football League. The Director of Planning and/or Director of Public Works may permit residential vehicles to be parked on the front, side, and rear yard of single- and two-family dwellings during the day of a special event held at Lambeau Field when the event is expected to exceed an estimated attendance of 20,000 or more individuals.

### SECTION 2. DRIVEWAYS

**13-1705. Residential driveways.** The following regulations apply to single- and two-family residential uses. (Amd. GO 22-07)

(a) (Amd. GO 7-10) (Amd. GO 8-12), (Amd. GO 14-15) The maximum width of any driveway at the curb line shall be no greater than 30 feet and symmetrically tapered to a driveway width at the sidewalk section or property line no greater than 25 feet. Driveway stalls may be allowed up to 10 feet in width and an additional two feet may be provided beyond either side of the garage door for two stall or larger attached garages. For attached single stall garages 10 feet or less in width, the driveway may be expanded up to 8 feet beyond the garage door opening, but shall not be located in front of the primary entrance to the residence and shall be consistent with this Section and Section 13-1709. The widened portion of the driveway must be tapered into the driveway at the property line over a distance of 5 feet or more. In no case shall the maximum driveway width be greater than 50 percent of the lot frontage. Single and two-family homes that have an existing driveway are permitted to replace their driveways to the same width and length as it currently exists.

(b) Driveways shall lead directly to a garage opening or parking space unless it is a drive as specified below.

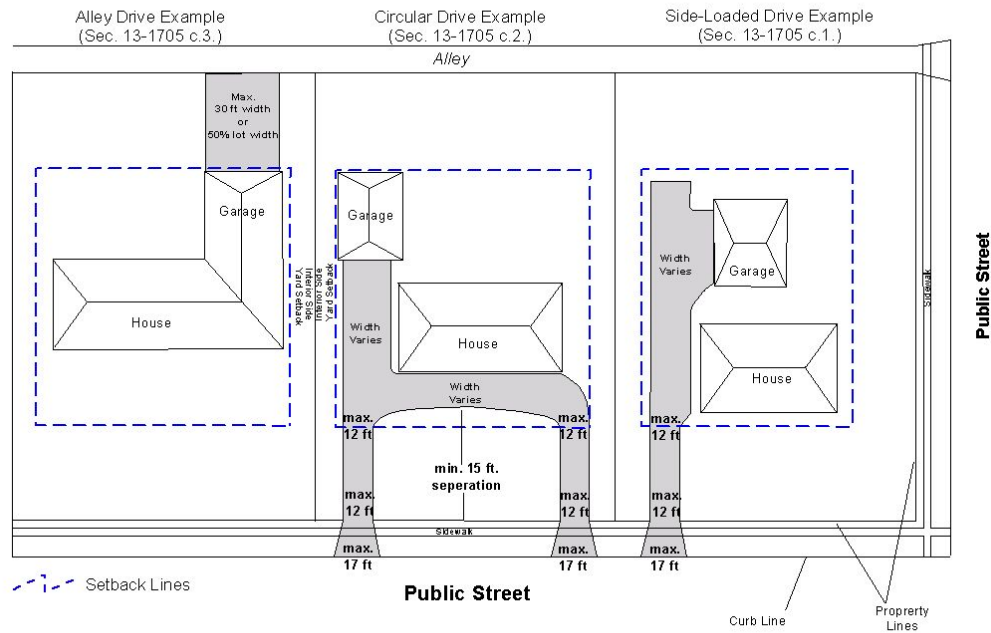
(c) Driveways may be designed as one of the following:

(1) Side-loading drives: The driveway shall not be located within the side yard setback. The curb cut shall not be greater than 17 feet in width and shall taper over no more than 5 feet to a

maximum of 12 feet in width within the front yard setback. The driveway width may extend to the width of the garage opening once outside the front yard setback.

- (2) Circular drives: The driveway shall not be located within the side yard setback. The curb cut shall not be greater than 17 feet in width and shall taper over no more than 5 feet to a maximum of 12 feet in width within the front yard setback. The top of the inner arc of the drive shall be located a minimum of 15 feet from the right-of-way line or front property line. The interior area between the drive and the street must be appropriately landscaped.
- (3) Alley drives: The driveway may extend to the garage opening or may extend into the lot for 30 feet in width and 40 feet in depth, but in no case shall it extend into the side yard setbacks. In no case shall the driveway width be greater than 50 percent of the lot width.

#### Driveway Design Regulations



(d) Number of driveways.

(1) A maximum of one 2-way driveway or one 1-way driveways for single-family uses shall be permitted from each street right-of-way to which a lot or parcel has frontage, subject to the driveway design regulations specified herein.

(2) A maximum of one driveway per dwelling unit is permitted for two-family uses, subject to the driveway design regulations specified herein.

**13-1706. Nonresidential and multifamily driveways.** The following regulations apply to all nonresidential and mixed uses, as well as multifamily and single-family attached uses.

(a) Double or two-way drives.

| PRIMARY USE OF DRIVE         | MAXIMUM WIDTH AT PROPERTY AND SETBACK LINE | MAXIMUM WIDTH AT CURB LINE |
|------------------------------|--------------------------------------------|----------------------------|
| Autos and Single Axle Trucks | 20 feet                                    | 30 feet                    |
| Semi-Trailers                | 25 feet                                    | 35 feet                    |

(b) One-way drives

| PRIMARY USE<br>OF DRIVE | MAXIMUM WIDTH AT PROPERTY<br>AND SETBACK LINE | MAXIMUM WIDTH<br>AT CURB LINE |
|-------------------------|-----------------------------------------------|-------------------------------|
| All                     | 15 feet                                       | 25 feet                       |

(c) Safe design. A curb or safety island may be required between adjacent driveways, between the property line and curb line, or between the property line and the building.

(d) Corner lots. The driveway approaches measured along the curb line shall not be less than 25 feet from the intersection of the street right-of-way lines on a corner lot or 35 feet from the point of intersection of the face of the curbs, whichever is greater.

(e) Number of driveways. A maximum of one two-way driveway or two one-way driveways shall be permitted from each street right-of-way to which a lot or parcel has frontage, except under the following circumstances:

- (1) Multiple two-way driveways may be permitted on one street frontage provided the distance between the driveway centerlines is no less than 200 feet.
- (2) Mixed two-way and one-way driveways may be permitted on one street frontage provided the distance between the driveway centerlines is no less than 200 feet.
- (3) Additional driveways shall be permitted if necessary for the public safety and convenience and with the written permission of the Director of Public Works.

(f) Distances between curb openings.

- (1) On the same parcel - The minimum distance between one-way driveways at the curb line shall be no less than 15 feet.
- (2) On adjoining parcels - Where two adjoining driveways abut, the maximum opening at the curb shall be the maximum for a single driveway, as shown in 13-1706 (a) and (b). Both parcels must share the driveway.

(g) Traffic may be restricted as to direction of flow.

- (1) Every driveway approved for one-directional movement only shall be equipped with a sign indicating to motorists its direction.
- (2) Driveways shall be constructed and signs for directional movement of traffic shall be constructed and installed in accordance with City of Green Bay Standard Specifications and Construction Standards for Public Works.

(h) Driveways which have been abandoned and are not included on the approved site plan shall be removed, in their entirety, to the setback line and replaced at the property owner's expense with full height curb and sidewalk (where applicable).

### SECTION 3. OFF-STREET PARKING

**13-1707. Where required.** Off-street parking meeting the standards of this chapter shall be required in all zoning districts, except in the Downtown Zoning District, in which off-street parking for nonresidential uses may be reduced to **fifty (50)** percent of the total number of stalls required if less than 1,500 feet from an off-street parking facility.

**13-1708. Location.** Required parking and loading spaces shall be located on the same lot or development site as the use served except under the following provisions and with the approval of the City Council.

(a) Reasonable and improved access shall be provided from the off-site parking facilities to the use being served.

(b) Off-site parking for multiple-family dwellings shall be located no less than one hundred (100) feet from any normally used entrance of the use being served.

(c) Off-site parking for nonresidential uses shall be located no less than one thousand (1,000) feet from the main entrance of the principal use being served, with the exception of employee parking where a shuttle service is provided, as specified in Section 13-1723.

(d) The site used for off-site parking shall be under the same ownership as the principal use being served or under public ownership, or the use of the parking facilities shall be protected by a recorded instrument acceptable to the city.

**13-1709. Setbacks for parking areas.** Parking areas shall be set back from lot lines in compliance with the following:

(a) Front and corner side yards. Parking areas shall not be located within a required front or corner side yard.

(1) In the Residential and Mixed-Use Districts, parking shall not be located between the front façade of the principal building and the street.

(b) Interior side yards

(1) Residential uses: Parking areas shall be permitted within required interior side yards, with a minimum setback of two and one-half (2.5) feet from the side lot line.

(2) Nonresidential uses: Parking areas shall not be located within a required interior side yard.

(c) Rear yards

(1) Residential uses: Parking areas shall be permitted within two and one-half (2.5) feet of the required rear yards, unless on an alley, which does not require a setback.

(2) Nonresidential use: Parking areas shall not be located within a required rear yard.

(d) Parking perimeter buffers. Parking in any yard abutting a public street or walkway shall be separated from the street or walkway by a landscaped buffer strip meeting the requirements of Section 13-1822. Parking areas and parking lots abutting residential uses in residential districts shall be separated by a perimeter landscape buffer meeting the requirements of Section 13-1820.

**13-1710. Calculation of requirements.** Calculating the number of spaces required shall be in accordance with the following:

(a) Gross floor area. The term “gross floor area” (GFA) for the purpose of calculating the number of off-street parking spaces required includes the sum of the gross horizontal area of a floor or several floors of a building or structure measured from the exterior face of exterior walls or the centerline of a wall separating two buildings or structures, not including uninhabitable attics or basements, underground parking, uncovered steps or decks, and exterior balconies.

(b) In churches and other places of public assembly in which patrons or spectators occupy benches, pews, or other similar seating facilities, each 24 inches of such seating shall be counted as one seat for the purpose of this subdivision.

(c) In cases where parking requirements are based on “capacity” of persons, capacity shall be based on the maximum number of persons that may occupy a place, as determined by the building code. Maximum capacity shall be posted within the establishment. Both indoor and outdoor seating are included in maximum capacity.

(d) When calculating the number of off-street parking spaces results in a fraction, each fraction of one half (1/2) or more shall require another space.

(e) Except in shopping centers or where joint parking requirements have been approved, if a structure or site contains two or more uses, each use shall be calculated separately in determining the total off-street parking spaces required.

(f) In cases where future potential uses of a building may generate additional parking demand, the city may require a proof of parking plan for the site showing how the anticipated parking demand will be met. The city may permit the additional land area that would be required for anticipated parking to be placed in reserve as landscaped open space until needed.



## SECTION 4. PARKING AREA DESIGN AND MAINTENANCE

**13-1711. Submission of parking plan.** Any application for a building permit or zoning certificate requiring or including the provision of off-street parking shall include a parking plan. Said plan shall be drawn to scale and fully dimensioned showing parking facilities to be provided in compliance with this ordinance.

**13-1712. Access to parking spaces.** Each required off-street parking space shall open directly to an aisle or driveway of such width and design as to provide safe and efficient means of vehicular access to the parking space, as shown in Table 17-1, Minimum Parking Space and Aisle Dimensions, except where accessory to residential uses of up to four (4) units.

**13-1713. Maneuvering area.** All parking areas except those serving one- and two-family dwellings on local streets shall be designed so that cars shall not be required to back into the street. If deemed necessary for traffic safety, turn-around areas may be required.

**13-1714. Surfacing.**

(a) In general. All open off-street parking areas, all driveways leading to such parking areas, and all other areas upon which motor vehicles may be located shall be surfaced with a dustless all-weather hard surface material capable of carrying a wheel load of four thousand (4,000) pounds. Acceptable surfacing materials shall include asphalt, concrete, brick, cement pavers, or similar material installed and maintained per industry standards.

(b) Residential drives may contain a grass center provided that the areas on which the vehicle's wheels touch are a minimum of 12 to 18 inches in width.

**13-1715. Marking of parking spaces.** All parking areas containing four (4) or more spaces or containing angled parking shall have the parking spaces and aisles clearly marked on the pavement using paint or other approved marking devices approved by the City Engineer. Such markings shall be maintained in a clearly legible condition.

**13-1716. Size.**

(a) In general. The minimum dimensions for required parking spaces are stated in Table 17-1, Minimum Parking Space and Aisle Dimensions, and shown in Figure 17-1, Minimum Parking Dimensions Diagram.

- (1) For parking areas containing ten (10) or fewer parking spaces, all required spaces shall comply with the minimum dimensions for standard spaces.
- (2) For parking areas containing more than ten (10) parking spaces, at least seventy-five (75) percent of the required parking spaces shall comply with the minimum dimensions for standard spaces. The remaining spaces shall comply with the minimum dimensions for compact spaces.
- (3) Compact spaces shall be clearly labeled as such. Minimum dimensions are exclusive of access drives or aisles, ramps, or columns.

**13-1717. General maintenance.** Parking areas and driveways shall be kept free of dirt, dust, debris, and waste. In winter months, required parking areas shall be cleared of snow within a reasonable time.

**13-1718. Accessible parking.** Accessible parking spaces for the disabled shall be provided as required by the International Building Code.

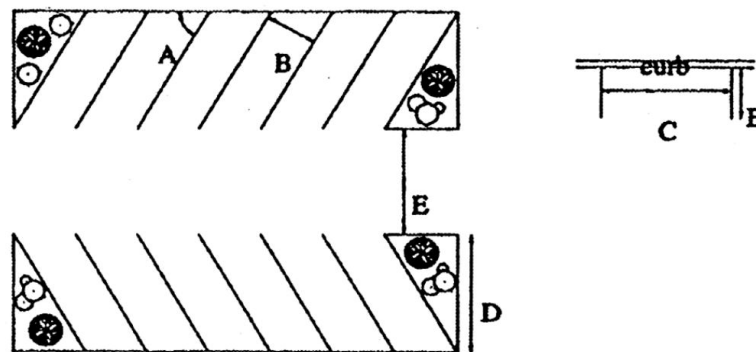
**Table 17-1 Minimum Parking Space and Aisle Dimensions**

| Angle (A)    | Width (B) * | Curb Length (C) | Stall Depth (D) ** | 1-Way Aisle Width (E) | 2-Way Aisle Width (E) |
|--------------|-------------|-----------------|--------------------|-----------------------|-----------------------|
| 0 (Parallel) | 9'          | 22'             | 8'6"               | 14'                   | 22'                   |
| 45°          | 9'          | 12'             | 18'9"              | 14'                   | 22'                   |
| 60°          | 9'          | 9'10"           | 19'10"             | 18'                   | 22'                   |
| 90°          | 9'          | 8'6"            | 18'                | 20'                   | 22'                   |

\* Subcompact spaces may account for up to 20 percent of the total parking area required. They may be reduced in size to a width of 8' and a stall depth of 12 percent less than (D) above and must be grouped and signed appropriately

\*\* Parking spaces that use an appropriately sized curb overhang over a landscaped island or buffer may be reduced in depth by 1'6". A concrete curb or other means shall be provided to prevent parked vehicles from damaging plant materials.

**Figure 17-1. Minimum parking dimensions diagram**



## SECTION 5. SPECIFIC OFF-STREET PARKING REQUIREMENTS

### 13-1719. Parking requirements.

(a) In general. Accessory off-street parking shall be provided as specified in Table 17-2, Specific Off-street Parking Requirements, except as otherwise specified in this chapter.

(b) Where on-street parking spaces exist adjacent to the use in question, these spaces may be counted toward the total amount of off-street parking required.

(c) In addition to the requirements in Table 17-2, one (1) parking space shall be provided for each commercial vehicle or vehicle necessary for the operation of the use that is maintained on the premises.

(d) Parking spaces for uses with multiple components, such as hotels with dining and conference facilities, shall be based on the sum of the parking requirements of the separate components.

(e) Where a parking study is required, the study shall be performed by a qualified transportation engineer or transportation planner. The study shall contain information on the anticipated number of employees, customers, visitors, clients, shifts, events, or deliveries to the use and may refer to other studies or similar situations elsewhere.

(f) Buildings built on speculation or not initially occupied due to an unknown use shall be required to provide one (1) stall per two hundred (200) gross square feet.

**Table 17-2: Specific Off-Street Parking Requirements (Amd. GO 31-06)**

| Use                                                          | Minimum Parking Requirement                                                                             | Notes                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Residential Uses</b>                                      |                                                                                                         |                                                                                                                                                                                                                                                            |
| <b>Dwellings</b>                                             |                                                                                                         |                                                                                                                                                                                                                                                            |
| Single-family dwelling, detached (60' lot width or greater)  | 2 spaces per dwelling unit, including a minimum of 2 enclosed (garage) spaces                           |                                                                                                                                                                                                                                                            |
| Single-family dwelling detached (less than 60' of lot width) | 2 spaces per dwelling unit, including a minimum of 1 enclosed (garage) space                            |                                                                                                                                                                                                                                                            |
| Two-family dwelling                                          | 2 spaces per dwelling unit, including a minimum of 1 enclosed (garage) space                            |                                                                                                                                                                                                                                                            |
| Single-family attached dwelling                              | 2 spaces per dwelling unit, including a minimum of 1 enclosed (garage) space                            |                                                                                                                                                                                                                                                            |
| Multiple-family dwelling                                     | 1 space per 1-bedroom unit<br>2 spaces per 2-bedroom or larger unit<br>plus 1 visitor space per 4 units |                                                                                                                                                                                                                                                            |
| Senior (elderly) housing                                     | 1 space per dwelling unit                                                                               | If senior housing may be converted to general housing in the future, proof of additional parking shall be required                                                                                                                                         |
| Carriage house                                               | 1 space per dwelling unit                                                                               |                                                                                                                                                                                                                                                            |
| Live-work unit                                               | 2 spaces per dwelling unit                                                                              | At least one of the required spaces shall be accessible for client parking                                                                                                                                                                                 |
| Mobile home park                                             | 2 spaces per dwelling unit                                                                              |                                                                                                                                                                                                                                                            |
| Transient Residential Parking (Cr. GO 9-09)                  | 1 space for each 3 persons of dwelling occupancy                                                        | A site plan shall be submitted with an application for a Transient Residential Permit, which identifies the location of the required off-street parking. Exceptions to this requirement are detailed in Ch. 13-1704 Off-Street Parking, Drives and Loading |
| <b>Congregate Living</b>                                     |                                                                                                         |                                                                                                                                                                                                                                                            |
| Rooming house, boarding house                                | 1 space per room plus one space for each fulltime staff equivalent                                      |                                                                                                                                                                                                                                                            |
| Community living arrangement                                 | 1 space per employee on the largest shift plus 1 visitor space for every 4 residents based on capacity  |                                                                                                                                                                                                                                                            |
| Dormitories, student housing, fraternity, sorority house     | To be determined by Zoning Administrator based on parking study                                         | Parking study required                                                                                                                                                                                                                                     |
| Convent, monastery                                           | 1 space per 3 beds plus 1 space per employee on the largest shift                                       | Parking study required                                                                                                                                                                                                                                     |

| Use                                                                  | Minimum Parking Requirement                                                                                                                                                            | Notes                                                                                                                                                         |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nursing home, assisted living                                        | 1 space per 4 beds plus 3 spaces per 4 employees on the largest shift                                                                                                                  | A plan to manage parking during shift changes shall be provided to the Zoning Administrator                                                                   |
| <b>Educational Uses</b>                                              |                                                                                                                                                                                        |                                                                                                                                                               |
| Adult/family daycare home                                            | 1 drop-off space                                                                                                                                                                       | Drop-off space may be on street adjacent to residence with permission of the City Engineer                                                                    |
| Group daycare center, preschool                                      | 1 space per employee plus 1 space per 7 students based on capacity or 1 space per 10 students if an off-street drop-off and pickup space is provided                                   |                                                                                                                                                               |
| School, grades K-12                                                  | 1 space per staff member plus 1 space per 5 students of legal driving age based on design capacity                                                                                     | Existing schools not meeting this standard may be required to develop a parking management plan but shall not be required to add the minimum number of spaces |
| College or university, other adult learning center                   | To be determined by Zoning Administrator based on parking study                                                                                                                        | Parking study required                                                                                                                                        |
| Trade school, arts school, dance school, etc.                        | 1 space per staff member plus 1 space per 5 students based on capacity. If students are expected to drive, parking shall be determined by Zoning Administrator based on parking study. |                                                                                                                                                               |
| <b>Institutional and Civic Uses</b>                                  |                                                                                                                                                                                        |                                                                                                                                                               |
| Community center, neighborhood center, cultural institution, library | Parking equal to 30 percent of the capacity of persons                                                                                                                                 |                                                                                                                                                               |
| Cemetery                                                             | 10 spaces per interment based upon maximum number per hour or as determined by Zoning Administrator                                                                                    |                                                                                                                                                               |
| Hospital                                                             | To be determined by Zoning Administrator based on parking study but not less than 1 space per 3 beds based on capacity                                                                 | Parking study required                                                                                                                                        |
| Playing field, public                                                | 1 space per each four (4) persons of maximum design capacity                                                                                                                           |                                                                                                                                                               |
| Religious institution, place of worship                              | 1 space per each 6 seats based on design capacity of the main assembly hall                                                                                                            | Additional facilities may require additional parking, as determined by Zoning Administrator                                                                   |

| Use                                                                                    | Minimum Parking Requirement                                                                                                                                                                                                                                                                   | Notes                                                                                       |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Public Service and Utilities</b>                                                    |                                                                                                                                                                                                                                                                                               |                                                                                             |
| Governmental and public utility buildings and structures                               | 1 space per employee plus visitor parking as determined by Zoning Administrator                                                                                                                                                                                                               |                                                                                             |
| <b>Commercial Uses</b>                                                                 |                                                                                                                                                                                                                                                                                               |                                                                                             |
| <b>Offices</b>                                                                         |                                                                                                                                                                                                                                                                                               |                                                                                             |
| General office, government office, bank, financial institution, medical office, clinic | 1 space per 300 sq. ft. of the first 8,000 sq. ft. GFA; 1 space per 1,000 sq. ft. GFA in excess of 8,000 sq. ft.                                                                                                                                                                              |                                                                                             |
| Artist's studio                                                                        | 1 space per 500 sq. ft. GFA devoted to sales or display                                                                                                                                                                                                                                       |                                                                                             |
| <b>Accommodation and Food Service</b>                                                  |                                                                                                                                                                                                                                                                                               |                                                                                             |
| Bed and breakfast                                                                      | 1 space per guest room in addition to dwelling unit requirements                                                                                                                                                                                                                              |                                                                                             |
| Hotel, inn, motel                                                                      | 1 space per guest room plus additional spaces as needed for meeting or restaurant facilities                                                                                                                                                                                                  | Additional facilities may require additional parking, as determined by Zoning Administrator |
| Restaurant, with or without drive-through; tavern or bar                               | 1 space per 3 customer seats or each 100 sq. ft. of interior space (the greater) plus 1 space per 200 sq. ft. exterior seating area. Drive-throughs shall require queuing space for at least 3 vehicles in advance of the menu board and 3 vehicles between the menu board and pickup window. |                                                                                             |
| <b>Service businesses</b>                                                              |                                                                                                                                                                                                                                                                                               |                                                                                             |
| Personal service businesses not individually listed                                    | 1 spaces per 250 sq. ft. GFA plus 1 space per 1,000 sq. ft. outside sales or display area                                                                                                                                                                                                     | Includes any service uses not specifically listed in this table                             |
| Barber shop/beauty salon                                                               | 2 spaces per work station plus 2 spaces per 3 employees                                                                                                                                                                                                                                       |                                                                                             |
| Funeral home                                                                           | 1 space per each 5 seats in the main assembly room plus 1 space for each 250 square feet of GFLA not used for seating                                                                                                                                                                         |                                                                                             |
| Veterinary clinic                                                                      | 6 spaces per veterinarian                                                                                                                                                                                                                                                                     |                                                                                             |
| <b>Retail</b>                                                                          |                                                                                                                                                                                                                                                                                               |                                                                                             |
| General retail sales, shopping center                                                  | 1 space per 250 sq. ft. GFA plus 1 space per 1,000 sq. ft. outside sales or display area                                                                                                                                                                                                      | Includes any retail uses not specifically listed in this table                              |

|                                                                                                                                                   |                                                                                                                                                                      |                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Automobile Services</b>                                                                                                                        |                                                                                                                                                                      |                                                                    |
| Automobile rental                                                                                                                                 | 1 space per 250 sq. ft. of GFA plus adequate storage space for rental vehicles maintained on site                                                                    |                                                                    |
| Motor vehicle repair, major or minor, service station, convenience store                                                                          | 1 space per 250 sq. ft. of GFA used for sales or customer service plus 2 spaces per service bay                                                                      | Service bay shall not be counted as a parking space                |
| <b>Commercial Recreation and Entertainment</b>                                                                                                    |                                                                                                                                                                      |                                                                    |
| Auditorium, theater, convention center, stadium, ballpark, outdoor sport arena                                                                    | 1 space per each 4 seats based on design capacity                                                                                                                    |                                                                    |
| Nightclub                                                                                                                                         | 1 space per 3 customer seats or each 100 sq. ft. of interior space (the greater)                                                                                     |                                                                    |
| Bowling alley                                                                                                                                     | 5 spaces per lane plus parking equal to 30% of the capacity of persons for related uses, such as dining or entertainment                                             |                                                                    |
| Golf course                                                                                                                                       | 5 spaces per hole plus parking equal to 30% of the capacity of persons for related uses, such as dining                                                              |                                                                    |
| Playing field, athletic field                                                                                                                     | 1 space per each four (4) persons of maximum design capacity                                                                                                         | Parking study may be required for large or multiple-use facilities |
| Skating rink, hockey rink                                                                                                                         | 1 space per 150 square feet of rink area                                                                                                                             |                                                                    |
| Sports and health facility                                                                                                                        | 1 space per 250 square feet GFA plus 2 spaces per tennis or racquetball court plus additional spaces as required for swimming pools, etc.                            |                                                                    |
| Swimming pool                                                                                                                                     | 1 space per 150 square feet of pool area                                                                                                                             |                                                                    |
| <b>Production, Processing, and Storage</b>                                                                                                        |                                                                                                                                                                      |                                                                    |
| Industrial uses, including limited production and processing, light industrial, general industrial, and other industrial uses not specified below | 1 space per 1,000 sq. ft. GFA up to 20,000 sq. ft. plus 1 space per 2,000 sq. ft. GFA in excess of 20,000 sq. ft., or per 5 regular employees, whichever is greater. | Customer/visitor parking may also be required                      |
| Contractor office and showroom, self-service storage facility, wholesale and distribution facility                                                | 1 space per 300 sq. ft. GFA of office, sales, or display area plus 1 space per 3,000 sq. ft. of storage area                                                         |                                                                    |
| Self-service storage facility                                                                                                                     | 1 space per 300 sq. ft. GFA of office or sales area plus 1 space per individual storage facility                                                                     |                                                                    |
| Wholesaling, warehousing, and distribution                                                                                                        | 1 space per 300 sq. ft. GFA of office or sales area plus 1 space per 3,000 sq. ft. of storage area                                                                   |                                                                    |



|                                                                                                                                                           |                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--|
| Other industrial activities that are conducted largely out-of-doors, including concrete, asphalt, and rock crushing facility, scrap yard, recycling, etc. | 2 spaces per 3 employees on the largest shift, based on maximum planned employment                            |  |
| <b>Public Service and Utilities</b>                                                                                                                       |                                                                                                               |  |
| Communication facilities                                                                                                                                  | As approved by CUP                                                                                            |  |
| Government or public utility buildings and structures                                                                                                     | To be determined by Zoning Administrator and based on type of use (offices, storage, production)              |  |
| Street and equipment maintenance facility, waste disposal or transfer unit.                                                                               | 1 space per 300 of GFA of office or sales area plus 1 space per 3,000 sq. ft. of storage or maintenance area. |  |
| Other public service or utilities uses                                                                                                                    | As approved by CUP.                                                                                           |  |

**13-1720. Shared parking.** The City Council may, after receiving recommendations from the Planning Commission, approve the use of a required off-street parking area for more than one principal use on the same or an adjacent or opposite (directly across the street) development site if the following conditions are met.

(a) Entertainment uses. Up to seventy (70) percent of the parking facilities required for a theatre, bowling alley, bar, nightclub, or tavern may be supplied by off-street parking facilities provided for primarily daytime uses, as specified below.

(b) Nighttime or Sunday uses. Up to seventy (70) of the off-street parking facilities required for any use specified below as primarily daytime uses may be supplied by the parking facilities provided for the following nighttime or Sunday uses: auditoriums incidental to a public or parochial school, churches, bowling alleys, theatres, bars, nightclubs or taverns (excluding those with restaurants), or multifamily apartments.

(c) School auditorium and church uses. Up to seventy (70) of the parking facilities required by this section for a church or an auditorium incidental to a public or parochial school may be supplied by the parking facilities provided by uses specified below as primarily daytime uses.

(d) Daytime uses. For the purpose of this section, the following uses are considered as primarily daytime uses: banks, offices, retail stores, personal service shops, service and repair shops, manufacturing, wholesale, and similar uses.

(e) The use for which application is being made for joint parking shall be located within one thousand (1,000) feet of the use providing the parking facilities.

(f) The applicant shall show that there is no substantial conflict in the principal operating hours of the buildings or uses for which joint parking is proposed.

(g) A legally binding instrument, executed by the parties concerned, for joint use of off-street parking facilities shall be approved by the City Attorney and filed with the city within sixty (60) days after city approval of the joint parking use.

**13-1721. Valet parking.** Up to fifty (50) percent of the off-street parking for restaurants, hotels, and theaters existing on the effective date of this ordinance may be fulfilled by maintaining a valet parking service for customers. The valet service shall provide service to and from the main entrance. A passenger loading area, as approved by the City Engineer, shall be provided near the main entrance. The parking area shall be located no farther than one thousand (1,000) feet from the main entrance.

**13-1722. Bicycle parking.**

(a) In general. A minimum of four (4) bicycle parking spaces may be provided in lieu of not more than one (1) required automobile parking space.

(b) Location. Bicycle parking spaces and racks shall be located in a convenient and visible area no farther from the principal entrance to the building served than the closest automobile parking space. With the permission of the City Engineer, bicycle parking may be located in the public right-of-way.

(c) Design. Bicycle parking shall consist of a bike rack designed so that the bicycle frame can be locked to the rack. Bike rack design shall be subject to the approval of the City Engineer.

(d) Covered spaces. If accessory automobile parking spaces are covered, bicycle parking spaces shall also be covered.

**13-1723. Employee parking.** Retail and service businesses and major institutions, such as hospitals, are encouraged to provide designated employee parking. Such parking may be in a remote location at a greater distance than the one thousand (1,000) foot minimum specified in Section 13-1708, provided that shuttle service is provided. Employee parking meeting this requirement shall be counted toward the minimum parking requirement specified in Table 17-2.

**13-1724. Parking of commercial vehicles and commercial trailers in residential districts.** (Amd. GO 36-09) The intent of this section is to preserve the orderly appearance of, and to allow the quiet enjoyment of, residential neighborhoods while allowing reasonable flexibility for parking of business-related vehicles. Specifically, this applies to such motor vehicles that are drive off site by a resident occupant but are kept on the residential premises when not in use. The allowances and standards in this section shall apply to the following types of vehicles: (1) commercial trucks, tractors, vans, pickups, or other motor vehicles not exceeding 10,000 pounds gross vehicle weight; and (2) commercial trailers capable of being trailed behind the commercial motor vehicle that is allowed to be parked on the premises by this section.

(a) Engines of commercial vehicles may not run continuously. A 30-minute engine warm-up time shall be permitted immediately prior to the commercial vehicle and/or any other motorized equipment leaving the premises. The warm-up period shall begin no earlier than 6:00 a.m. and end no later than 10:00 p.m.

(b) The vehicle or trailer shall be parked only upon a paved off-street parking area or pad constructed in accordance with the off-street parking requirements of this ordinance.

(c) Commercial trailers parked outside in residential districts shall be fully enclosed. Open-sided trailers parked outside in residential districts shall be emptied when not in transport. This section is not intended to restrict commercial trailers from being parked inside permitted garages in residential districts.

(d) Commercial trailers parked in residential districts shall be actually trailed and transported from the property no less than once per week. The intent of this requirement is to prevent the use of a trailer for long-term storage, for use as a structure, for use as permanent advertising, and the like.

**SECTION 6. OFF-STREET LOADING**

**13-1725. Requirements.** Off-street loading space shall be provided for any nonresidential use which requires the receipt or distribution of materials or merchandise by trucks or similar vehicles and which will have a GFA of five thousand (5,000) square feet or more, according to the following minimum standards:

(a) The off-street loading requirement for buildings with less than 20,000 square feet GFA may be satisfied by the designation of a loading zone area on the site. This loading zone area shall be separate from any required off-street parking area, and access to it shall not conflict with automobile or pedestrian circulation within the site.

(b) Buildings with 20,001 to 50,000 square feet of GFA shall provide 1 loading space.

(c) Buildings with 50,001 to 100,000 square feet of GFA shall provide 2 loading spaces.

(d) Buildings with 101,000 or more square feet of GFA shall provide 1 additional loading space per additional 300,000 sq. ft.

**13-1726. Size and location**

(a) Semi-trailer spaces shall be at least 55 feet in length, 10 feet in width, and 14 feet in height, plus necessary additional maneuvering space.

(b) No loading space shall be located in a front yard or at the front of a building. Loading spaces shall not be located between any building and a public street unless provided with adequate screening and landscaping, in compliance with Chapter 13-1800.

(c) Spaces shall be at least fifty (50) feet from the property line of any residential property or residentially-zoned property.

(d) All loading spaces and driveways shall be surfaced with a dustless all-weather material meeting the standards for off-street parking areas and driveways and subject to the approval of the City Engineer.



Report to the  
Public Arts Commission  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

Laura Schley, Staff

**AGENDA ITEM # R.I.**

Informational: To hold annually the election of Chair and Vice Chair during the October meeting of the Green Bay Public Arts Commission.

**BACKGROUND**

The Green Bay Public Arts Commission needs to establish a meeting every year to be designated for electing and/or re-electing a Chair and Vice Chair of the Green Bay Public Arts Commission. During this meeting the positions of Chair and Vice Chair will be elected/re-elected for a term of one year.

**RECOMMENDATION**

Staff recommends the election of Chair and Vice Chair take place during the October meeting of the Green Bay Public Arts Commission.

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Public Arts Commission  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

Laura Schley, Staff

**AGENDA ITEM # R.2.**

Informational: To elect Kelli Strickland as Chair effective immediately.

**BACKGROUND**

Kent Hutchison is stepping down from his position as Chair of the Green Bay Public Arts Commission and a new Chair must be elected.

**RECOMMENDATION**

Staff recommends the election of a new Chair.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. K. Hutchison Resignation Letter

To Whom it May Concern,

I resign from my post as chair of the GBPAC and will carry out my role as a commissioner.

7-17-2019

Kent Hutchison





Report to the  
Public Arts Commission  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

Santina Johnson

**AGENDA ITEM # R.3.**

To hold on creating a letter of support until Tony Whiting can provide more information about the project.

**BACKGROUND**

Tony Whiting reached out to staff to discuss the development of a new app called *Power to the Creators*. Whiting is proposing the creation of a video on demand and live-stream application that will give artists/creators a platform to interact with one another along with the community. Whiting is seeking a letter of support from the Green Bay Public Arts Commission to assist him in his fundraising efforts for the project.

**RECOMMENDATION**

Following discussion, staff is recommending the approval of creating a letter of support for Tony Whiting's *Power to the Creators App*.

**FISCAL IMPACT**

**ATTACHMENTS**

1. Letter of Support Inquiry
2. Original Logo Drawing
3. Power to the Creators Business Plan Excerpt
4. Power to the Creators Description

Hi Mrs. Schley,

I wished to inquire about getting a letter of support from the Green Bay Public Art Commission for a project I'm working on that will benefit not only the local art and culture community, but over time potentially across the nation. Here is a brief overview of the project:

Power to the Creator's is a video on demand and live-stream application that I wish to make available through pc and also into mobile. The app, as it's title describes puts the power into the hands of creators across all mediums. It will give creators a platform to interact with one another along with the community that could be viewing at the time during a live-stream. I wish to keep this project as regionally to the United States beginning with right in Green Bay. This platform will give a voice to creators and allow more opportunities to promote their personal brand and work, but also give a much healthier outlet to youth as my demographic for this project begins in adolescents. This project I wish to build as a bridge between the arts and tech communities to promote synergy and collaboration. I'm looking to meet with the board in hopes to gain support on this endeavor. I have attached a few things with this email including: two different logo designs, another brief description of the project, and a copy of an excerpt from my business plan.

Thank you so very much,

Tony W.



## Power to the Creator's Business Plan Excerpt

### 1. Mission statement

Power to the Creator's mission is to provide empowerment through creativity and interaction by creating a sense of community as well as purpose. A platform for businesses to appeal to their customer's as more than just a brand, but as a human entity.

#### **Company philosophy and vision**

- a. To listen closely to our users as well as our employees and to be an encouraging work environment built on integrity, honesty, and transparency. Power to the Creators will do what is possible to be a positive outreach to the world through entertainment and be an outlet for expression of the humanities.
- b. To become a nation-wide company known for its integrity, hard work, and perseverance in an always changing technological world.
- c. To help provide businesses a solution in the new age of abstract and experimental media marketing.
- d. Power to the Creators will be a company set to be a bridge between the world of STEM and Art as well as culture.

### 2. Company goals

Power to the Creators in its quest for being a bridge between "two worlds" has a short-term goal of creating a strong bond and connection through itself to the STEM Community and Art Community beginning at a local level. In doing so this makes Power to the Creators a positive influence and cements its mission of being about community and collaboration.

Short term goals consist of reaching an overall total of 150,000 users and receiving the first revenue from subscription. Followed by growth in our users and advertisers at a rapid pace and reach 10 million users before the end of year 2.

Long term goals are to purchase a building for a company owned studio/office space. Complete with the capacity to host a live audience. I would like to see Power to the Creators embrace and make a positive difference for the economic development of the area along with businesses nationwide.

### 3. Target market

Target customer is teens to adults between the ages of 12-40 who enjoy a variety of entertainment and creativity in a community through their mobile smartphone or tablet. Businesses looking for a in real-time way to reach out to existing and potentially new customers for insight and ideas. Businesses that wish to keep customer retention which can result in continued positive sales. People who wish to better connect on shared common topics in a supportive and interactive environment.

### 4. Industry

There is a low barrier of entry into this industry so it's highly competitive, but it still is growing and will continue growing into 2023 as the amount of internet traffic increases. The industry short-term looks like it will remain the same and long-term will continue to grow as there is more traffic online. My business will utilize its own as well as free-lance data analysis to be always one step ahead of industry trends and changes to try to stay multiple steps ahead of the power curves of the industry. Competitors may start to be more competitive in the same niche and will perhaps have better means to create a quality product. Top competitors include YouTube, Vimeo, Netflix, and Hulu. My business will continue to make the best product it can and retain fair and affordable service prices. While also creating positive public relations through charity fundraising and deeds. My business will use actions to speak volumes.

### **Power to the Creators Description**

Power to the Creators is a mobile video application that emphasizes community over technology. The application will create fun, interactive, and engaging way for creators, users, and businesses to communicate. There will be voting matrixes and chat boxes during live streaming content for consumers to interact with creators and businesses. Users will wish to purchase a subscription, so they are able to interact more with the online video communities of their choice. This also goes for businesses, businesses will be able to through live-streaming gather thoughts and ideas from their customers and potential customers to assist the company in further development of their brand and marketing techniques.



Report to the  
Public Arts Commission  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

Santina Johnson

**AGENDA ITEM # R.4.**

To approve \$1,000 for the Annual Grant Program application from LegendLyfe for a live musical - *Overcome*.

**BACKGROUND**

LegendLyfe is a youth development program founded in Green Bay, Wisconsin by Timmy Vaughn Jr. LegendLyfe's goal is to help kids develop and give them an outlet to show off their talents. August 22nd - 24th at the public library, a collection of LegendLyfe participants will be presenting an original musical called *Overcome*. The original musical *Overcome* will focus on the issue of bullying and depression and how to overcome this. They are requesting \$1,500 to assist in the purchasing of tickets to be distributed to members of the public. Tickets are priced at \$10, so the amount requested would be able to fund the disbursement of 150 tickets total.

Following the recommended Annual Grant Program fund disbursement calendar, until the end of September, the Green Bay Public Arts Commission has \$4,500 available for granting. The next granting cycle from October to the end of January recommends a disbursement total of \$4,500.

**RECOMMENDATION**

Following discussion, staff recommends approval of the Annual Grant Program application from LegendLyfe, subject to revisions.

**FISCAL IMPACT**

**ATTACHMENTS**

1. A\_AGP Application\_OvercomeMusical
2. B\_AGP Attachment\_OvercomeMusical
3. AGP Commissioner Grading Form\_OvercomeMusical



# ANNUAL GRANT PROGRAM APPLICATION

Green Bay Public Arts Commission  
City of Green Bay  
Dept. of Community and Economic Development  
100 North Jefferson Street - Room 608  
Green Bay, WI 54301-5026  
Phone: (920) 448.3142  
Fax: (920) 448.3426  
<http://greenbaywi.gov/pac>

# GBPAC

GREEN BAY  
PUBLIC ARTS  
COMMISSION

NAME OF ARTIST/ARTIST TEAM OR ORGANIZATION: LegendLyfe

APPLICANT/ORGANIZATION NAME: Timmy Vaughn

STREET ADDRESS: 16213 Snowden St

MAILING ADDRESS (IF DIFFERENT): \_\_\_\_\_

CITY: Detroit STATE: Mi ZIP CODE: \_\_\_\_\_

TELEPHONE (DAYS): 920-784-8700

E-MAIL ADDRESS: Legendsdada1@gmail.com

PROJECT TITLE: Live Musical

WHERE PROJECT WILL OCCUR: Downtown Brown County Library

START DATE: Aug 22, 2014 END DATE: Aug 24, 2014

ESTIMATED TOTAL COST: \$1500 ADDITIONAL INCOME: \_\_\_\_\_

AMOUNT REQUESTED FROM GBPAC: \$1500

WHAT IS YOUR EXPERIENCE WITH EXHIBITING, PERFORMING OR PROGRAMMING PUBLIC ART? (In addition to the below description, remember to attach several examples of previous work - Maximum of 4 examples.)

I've had six years of experience in putting together youth events, three years in <sup>youth</sup> performance coaching. We have been rehearsing for this musical since April 1st and have been working on performing since winter 2017.

**IN THE SPACE PROVIDED, BRIEFLY DESCRIBE YOUR PROJECT:** (Additional pages may be attached: 1 full page maximum.)

Overcome the Musical. Is a live play being performed by the Legend47 drama group formed in 2017. This year we auditioned over forty kids and selected nine kids to star in an original play about overcoming depression and bullying. The kids performing are all in between the ages of 11-13 and are from all over the green bay area.

**PROJECT OBJECTIVE:**

To give the Legend47 drama kids a chance to outlet their talent and deliver a great message to the community about being strong and overcoming things in life that try to get in your way.

**DO YOU HAVE THE NECESSARY INSURANCE FOR THIS PROJECT?** (Please circle one.)

YES

NO

**DO YOU HAVE THE NECESSARY PERMITS FOR THIS PROJECT?** (Please circle one.)

YES

NO

PROPOSED BUDGET FOR GREEN BAY PUBLIC ARTS COMMISSION GRANT

PROJECT EXPENSES Applicants may attach budget details IN ADDITION to this completed form.

| In-Kind Expenses - Must equal In-Kind Income (defined on pg. 4) | Amount | (Please indicate via check box below if GBPAC funds will be used for the expense listed.) |
|-----------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------|
| Volunteers - ushers, ticket takers, security                    | 325    |                                                                                           |
|                                                                 |        |                                                                                           |
|                                                                 |        |                                                                                           |
| TOTAL                                                           | 325    |                                                                                           |

| Supplies/Materials    | Amount | Check off |
|-----------------------|--------|-----------|
| Food                  | 800    |           |
| Clothes : Hairstyling | 460    |           |
| Props                 | 120    |           |
| TOTAL                 | 1380   |           |

| Publicity/Postage | Amount | Check off |
|-------------------|--------|-----------|
| Flyers            | 100    |           |
|                   |        |           |
|                   |        |           |
| TOTAL             | 100    |           |

| Services/Fees/Rentals   | Amount | Check off |
|-------------------------|--------|-----------|
| 150 tickets @ \$10 each | 1,500  | X         |
|                         |        |           |
|                         |        |           |
| TOTAL                   | 1,500  |           |

| Honorary/Personnel        | Amount | Check off |
|---------------------------|--------|-----------|
| Director, Actors, Dancers | 1500   |           |
|                           |        |           |
|                           |        |           |
| TOTAL                     | 1500   |           |

| Travel/Other Expenses | Amount | Check off |
|-----------------------|--------|-----------|
| Gas                   | 80     |           |
|                       |        |           |
|                       |        |           |
| TOTAL                 | 80     |           |

Total Expenses must equal Total Income on Page 4

|                |       |
|----------------|-------|
| TOTAL EXPENSES | 4,885 |
|----------------|-------|

## PROJECT INCOME

| In-Kind Contributions - Must equal In-Kind Expenses (item, source, amount) * | Amount |
|------------------------------------------------------------------------------|--------|
| Volunteers - ushers, ticket takers, security                                 | 325    |
|                                                                              |        |
|                                                                              |        |
|                                                                              |        |
|                                                                              |        |
|                                                                              |        |
| TOTAL                                                                        | 325    |

| Committed Funds (donors and amount) | Amount |
|-------------------------------------|--------|
| LegendLyfe funds                    | 3,060  |
|                                     |        |
|                                     |        |
|                                     |        |
|                                     |        |
| TOTAL                               | 3,060  |

| Anticipated Funding (donor and amount) | Amount |
|----------------------------------------|--------|
|                                        |        |
|                                        |        |
|                                        |        |
|                                        |        |
|                                        |        |
| TOTAL                                  |        |

|                             |       |       |
|-----------------------------|-------|-------|
| GBPAC Grant Funds Requested | TOTAL | 1,500 |
|-----------------------------|-------|-------|

|                                                    |              |       |
|----------------------------------------------------|--------------|-------|
| Total Income must equal Total Expenses from Page 3 | TOTAL INCOME | 4,885 |
|----------------------------------------------------|--------------|-------|

\* IN-KIND is defined as non-cash donations of goods and services such as labor, facilities, or equipment to carry out a project. Typically, skilled or professional labor can be valued at the prevailing rate that the individual making the donation has a record of receiving in the field. For example Grantee X counts donation of Venue Y at Venue Y's normal rental rate and the donation of their set designer at the designer's average wage of \$17.00 per hour x's the number of hours they will work on the project. If audited, these amounts could be verified, by showing the posted rental agreement for Venue Y and previous pay stubs of the set designer.

Grants MAY be used for artists' fees, legally required royalties, production expenses, space rental, marketing costs, purchase of expendable materials, required insurance, city-related expenses such as street closures and police/fire protection. GBPAC grants CANNOT be used to fund prizes or awards, scholarships, tuition, permanent equipment, travel outside of Green Bay, refreshments and/or debts incurred for past activities.

LEGEND LYFE PRESENTS

LEGEND LYFE

23rd  
Aug



# OVERCOME THE MUSICAL

**10\$** TICKET  
1 PERSON

**BROWN COUNTY CENTRAL LIBRARY  
STARTS AT 2:00 PM**

ADDRESS: 515 PINE ST. GREEN BAY, WI 54301  
FOR TICKET PURCHASES AND QUESTIONS PLEASE EMAIL  
[www.facebook.com/jemari.fassions](https://www.facebook.com/jemari.fassions)

## ANNUAL GRANT PROGRAM – SCORING FORM

**Applicant: LegendLyfe**

**Project: *Overcome* the Musical**

**July 31, 2019**

| FACTOR                                                                      | MAX POINTS | Commission Score | Notes |
|-----------------------------------------------------------------------------|------------|------------------|-------|
| <b>ALIGNMENT WITH STRATEGY</b>                                              | <b>20</b>  |                  |       |
| Enhances environment of public space                                        | 5          |                  |       |
| Safe to the public                                                          | 5          |                  |       |
| Design/idea is relevant to community                                        | 5          |                  |       |
| Applicant demonstrates experience in public art with previous work/examples | 5          |                  |       |
| <b>DESIGN AND THEME</b>                                                     | <b>20</b>  |                  |       |
| Overall form and character                                                  | 5          |                  |       |
| Ideas fully explored throughout piece                                       | 5          |                  |       |
| Project is accessible to all                                                | 5          |                  |       |
| High potential to reach targeted audiences                                  | 5          |                  |       |
| <b>ORIGINALITY</b>                                                          | <b>15</b>  |                  |       |
| Creativity of design/idea                                                   | 5          |                  |       |
| Originality of design/idea                                                  | 5          |                  |       |
| Engaging to audience                                                        | 5          |                  |       |
| <b>BUDGET</b>                                                               | <b>5</b>   |                  |       |
| Applicant has realistically assessed their costs                            | 5          |                  |       |
| <b>TOTAL POINTS POSSIBLE</b>                                                | <b>60</b>  |                  |       |

**Do you approve of this project?**

Yes

No

Maybe

**If you answered yes, what \$ amount do you wish to award? If you answered maybe, please explain why.** Reminder: the maximum award amount is \$1,500.

**Final Comments/Questions:**





Report to the  
Public Arts Commission  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

Laura Schley, Staff

**AGENDA ITEM # R.5.**

To receive and place on file the request by Ald. Chris Wery to create two options for an outdoor 9/11 memorial to present to the Parks Committee for consideration.

**BACKGROUND**

Further information to be provided by Ald. Randy Scannell at meeting.

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Public Arts Commission  
of the City of Green Bay

#### MEETING DATE

August 20, 2019

#### PREPARED BY

Laura Schley, Staff

#### AGENDA ITEM # R.6.

To approve 16 designs on two sided opaque vinyl for the Green Bay Metro Bus Shelter Art project.

#### BACKGROUND

The Green Bay Public Arts Commission (GBPAC) is working with Green Bay Metro to place artwork on select bus shelters within the city. The installation of up to ten art vinyl wrapped bus shelters will be located within Community Development Block Grant (CDBG) eligible areas. Funding for the project is through CDBG funds to establish artwork within low-to-moderate income areas.

A Call for Artists was released during the month of June. Staff received submissions from 21 artists with over 100 artworks to select from.

The GBPAC along with the assistance from Green Bay Metro representatives may select up to ten designs. These final designs will be developed into vinyl wraps to be applied to select bus shelters throughout the city. The GBPAC and Green Bay Metro have the right to decline all submissions and retract this call for entries for any reason at any time.

#### RECOMMENDATION

Staff is recommending the selection of ten final artworks for the Green Bay Metro Bus Shelter Art project.

#### FISCAL IMPACT

#### ATTACHMENTS

1. FINAL Call for Bus Shelter Art
2. CDBG Eligible Bus Shelter Locations
3. GB Metro Art Submissions - Full Collection
4. GB Metro Art Submissions - Full Collection List

# CALL FOR ART: GB METRO ART PROJECT

GBPAC

GREEN BAY  
PUBLIC ARTS  
COMMISSION

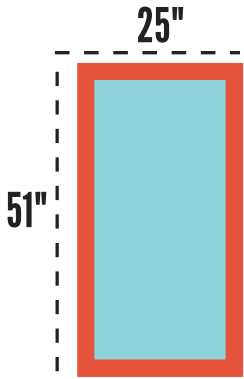
Green Bay  
**METRO**

Green Bay Public Arts Commission  
100 North Jefferson Street - Room 608  
Green Bay, WI 54301-5026  
Phone: (920).448.3142  
<http://greenbaywi.gov/pac>

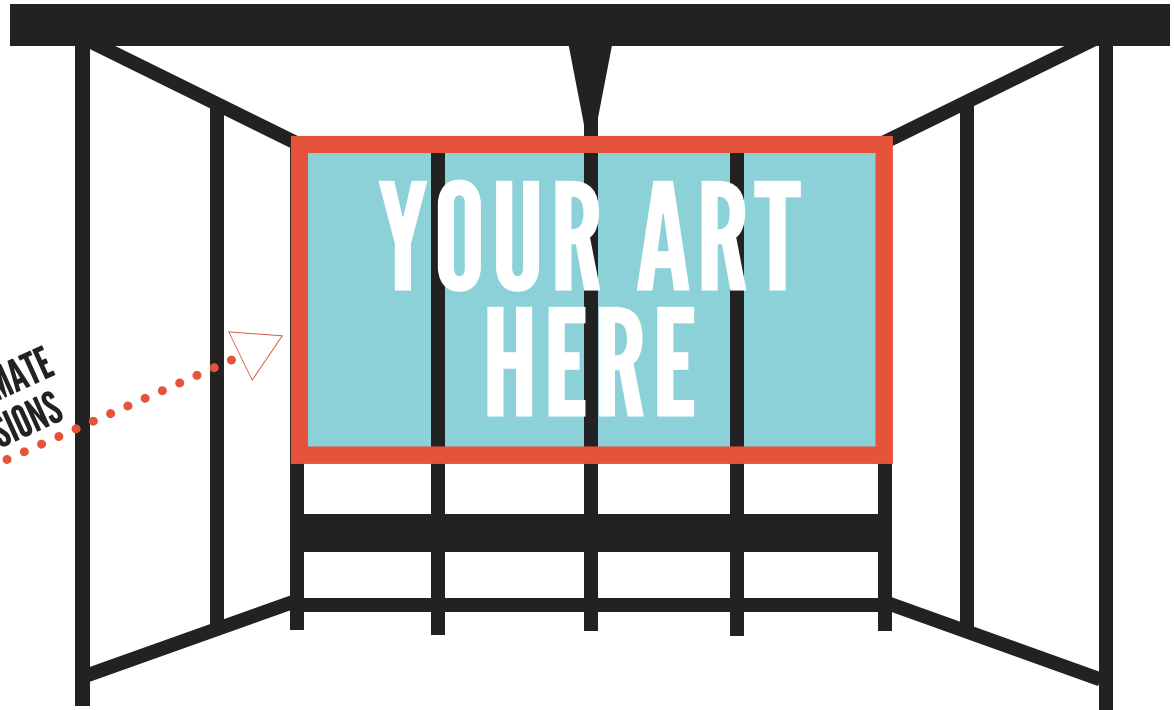
Green Bay Metro  
901 University Ave  
Green Bay, WI 54302  
Phone: (920).448.3450  
<http://greenbaywi.gov/231/Metro-Transit>

**DEADLINE**

**July 21st, 2019**



APPROXIMATE  
DIMENSIONS



## CALL FOR ENTRIES

The Green Bay Public Arts Commission (GBPAC) is partnering with Green Bay Metro, and are searching for visual artists to submit their artwork for possible placement on bus shelters located in Green Bay. Together we hope to give Green Bay artists the opportunity to transform ordinary objects of urban infrastructure into something fun and unique, enhancing our public spaces.

This program is intended to highlight, encourage and promote Green Bay artists by giving them the opportunity to present their artwork publicly.

## SELECTION PROCESS

The GBPAC and members from Green Bay Metro will review applications and invite up to 11 final artists to provide high resolution images (for enlargement to at least 51" x 100"). Final selected artists will each receive a licensing fee of \$200 per image upon completion of an art release/waiver. Location, layout, number of pieces, and length of artwork installation will be determined by the City of Green Bay and members from Green Bay Metro. GBPAC and Green Bay Metro have the right to decline all submissions and retract this call for entries for any reason at any time.

## HOW TO SUBMIT

All application materials must be received via email or physical copy by midnight on July 21st, 2019. Applicants with technical limitations, and for general questions, please contact Public Arts Coordinator: [laurasc@greenbaywi.gov](mailto:laurasc@greenbaywi.gov)

# GB METRO ART PROJECT

## GUIDELINES FOR ART SELECTION

The GBPAC and members from Green Bay Metro will select art based upon the following considerations:

- The images submitted are high quality and engaging.
- Images should be high-resolution files to ensure the best print (Recommended resolution of 200dpi or vector format)
- Images can reflect concepts of the Green Bay community, Wisconsin, unity.
- Preference will be given to art focusing on diversity and cultures within our community.
- Artwork must be appropriate for public viewing
- Art submitted for consideration should be able to translate well to a bus shelter. Design must cover back window panels (approx. 4 windows at 51in. x 25in. each)(51in. x 100in. total) and should account for the metal frame in between.

## APPLICATION SUBMISSION

All applicants are encouraged to contact the Public Arts Coordinator ([laurasc@greenbaywi.gov](mailto:laurasc@greenbaywi.gov)) prior to submittal to discuss their application. Submit the following materials (NOTE: Use label text shown in italics, replace *JDoe* with your first initial and last name.)

- A.** Cover Letter: including Artist's Name, home address, email address, telephone number, as well as a statement of interest and brief description of the artwork. One page maximum - standard type.  
*A\_Cover\_JDoe.pdf*
- B.** Image List: including information on title, size, and media of artwork. *B\_Imagelist\_JDoe.pdf*
- C.** Work Samples: up to 10 images per artist will be reviewed. *C\_Worksample1\_JDoe.jpg, C\_Worksample2\_JDoe.jpg, etc.*

All application materials listed above must be received via email by midnight on the day of the deadline. Applicants with technical limitations, please contact the Public Arts Coordinator [laurasc@greenbaywi.gov](mailto:laurasc@greenbaywi.gov).

Submit your application materials as an attachment in an email.

To do so, use the following steps:

- 1. Open a new email message window in your preferred email program.**
- 2. Click on the menu item with a paperclip icon that says "Attach a file" or something similar (e.g., "Attach Files")**
- 3. Select your files/folders you wish to attach and click "Open" or "Choose File" or another similar button to attach the file to your email.**
- 4. Continue composing your email and send( Send the email to [laurasc@greenbaywi.gov](mailto:laurasc@greenbaywi.gov) with a subject line of: GB Metro Art Project – John Doe )**

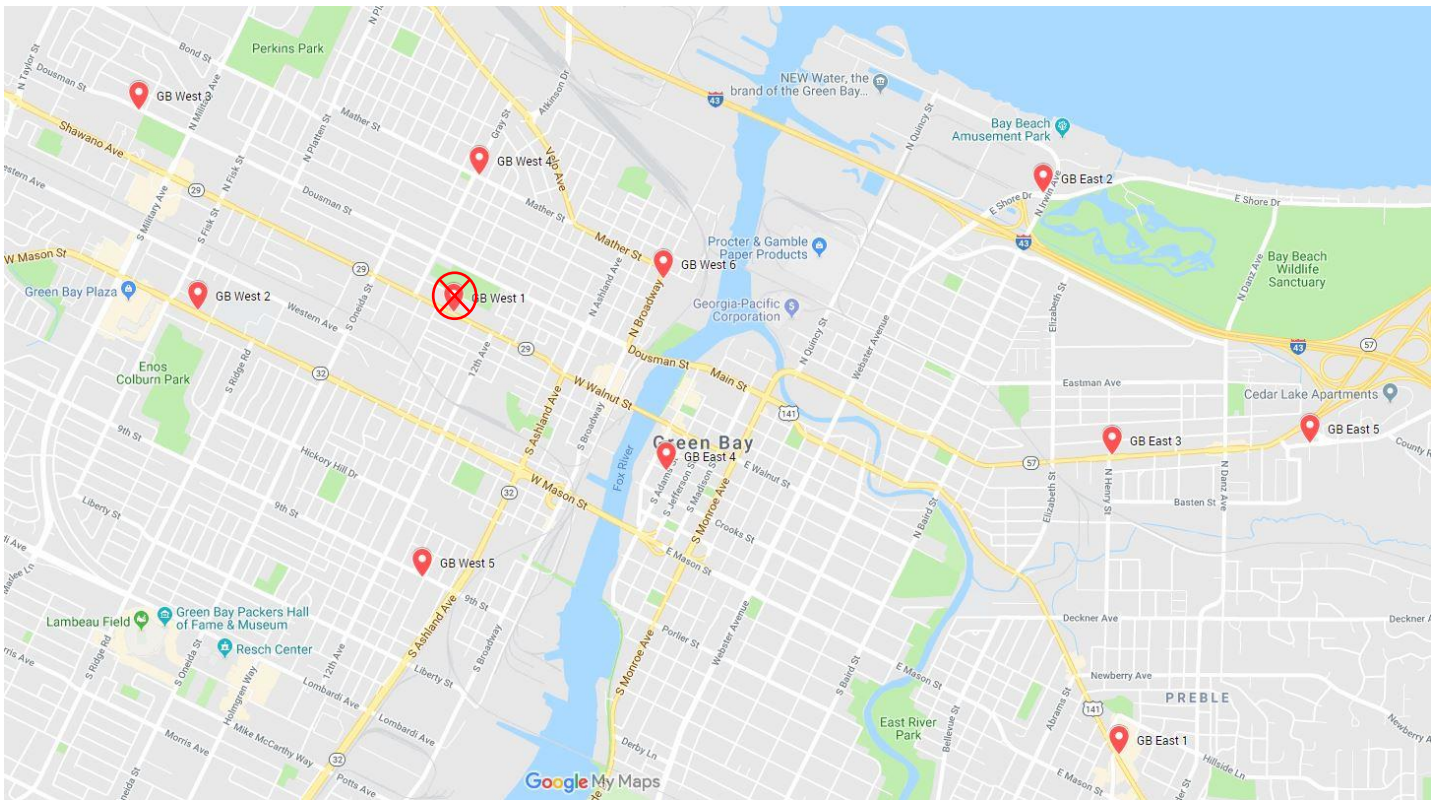
## CDBG Eligible Bus Shelter Locations – Approved from GB Metro

### Green Bay East

1. Main @ Lime Kiln
2. Webster @ Irwin
3. University @ Henry
4. Stuart @ Adams - ADRC
5. Festival Foods (University Ave)

### Green Bay West

1. ~~Shawano @ O'Brien West High School~~
2. Mason Manor (1540 W. Mason)
3. ASPIRO (1673 Dousman St)
4. Mather @ Gray
5. Ninth @ Norwood
6. NEW Community Shelter (Broadway St)





Regular Business #6 Complete Artist Collection



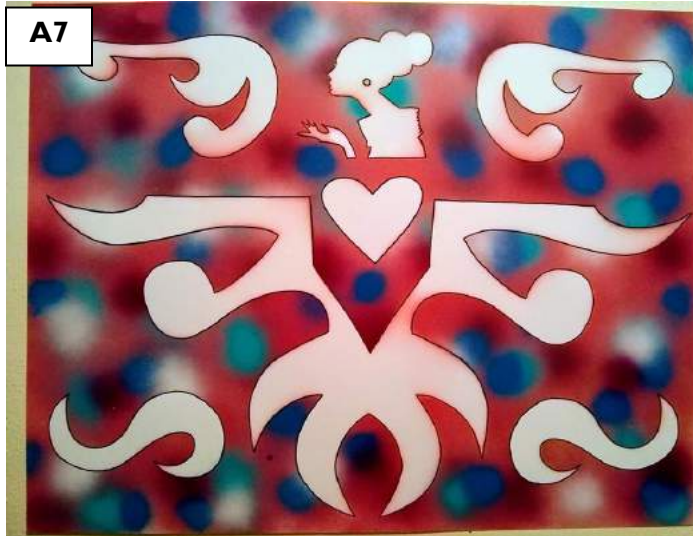


## Artist: A





## Artist: A Continued



## Artist: B





## Artist: C





## Artist: C Continued

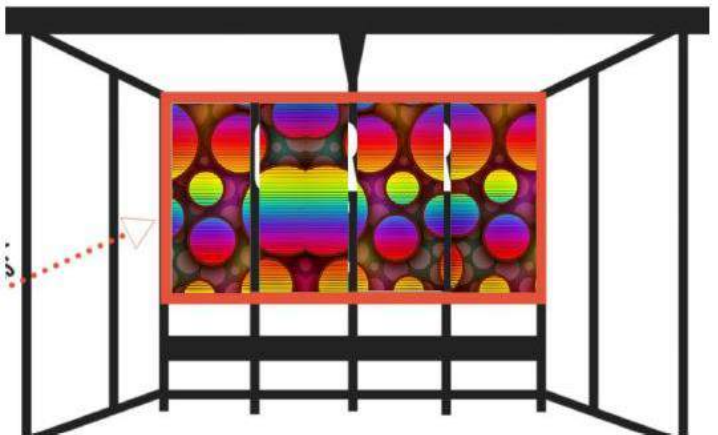
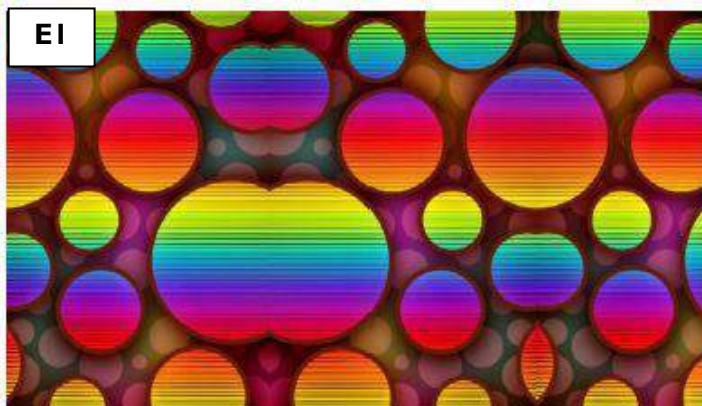




# Artist: D

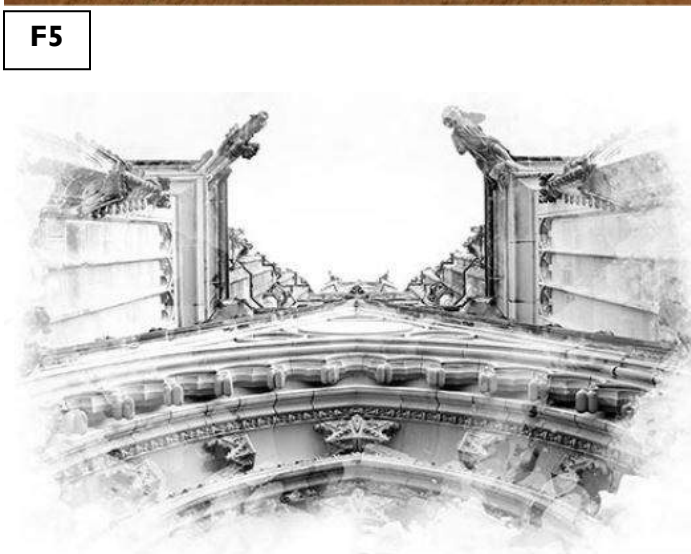


# Artist: E



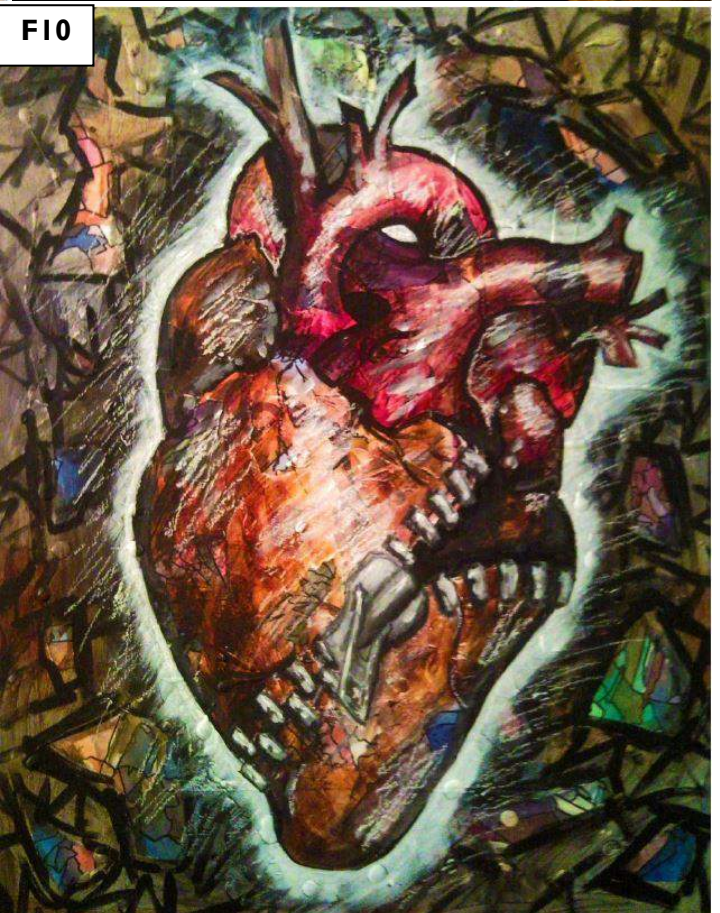
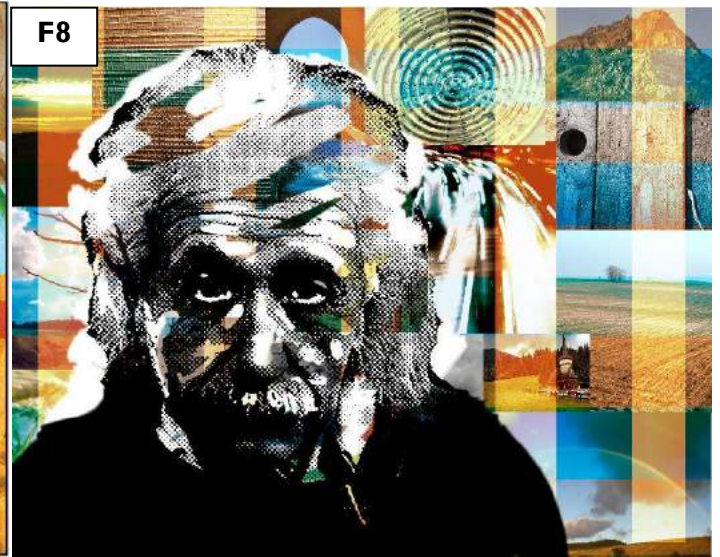


## Artist: F



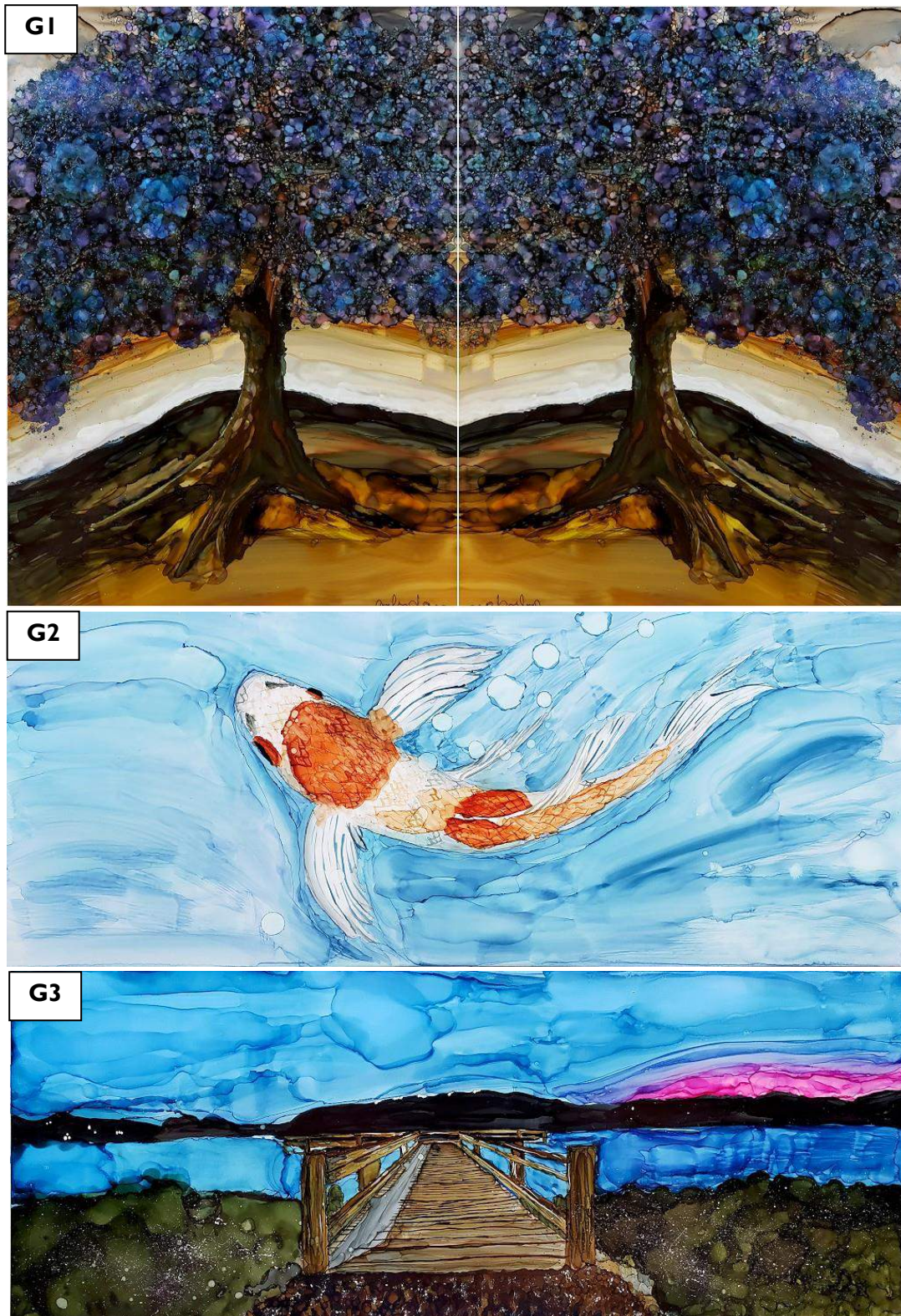


## Artist: F Continued





## Artist: G



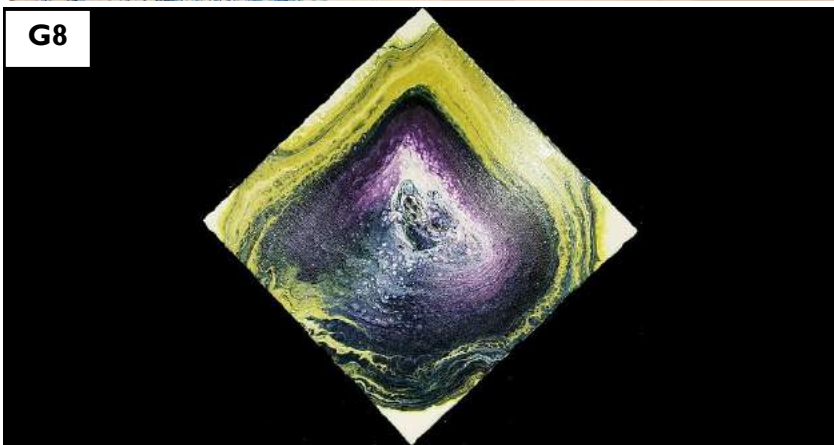


## Artist: G Continued



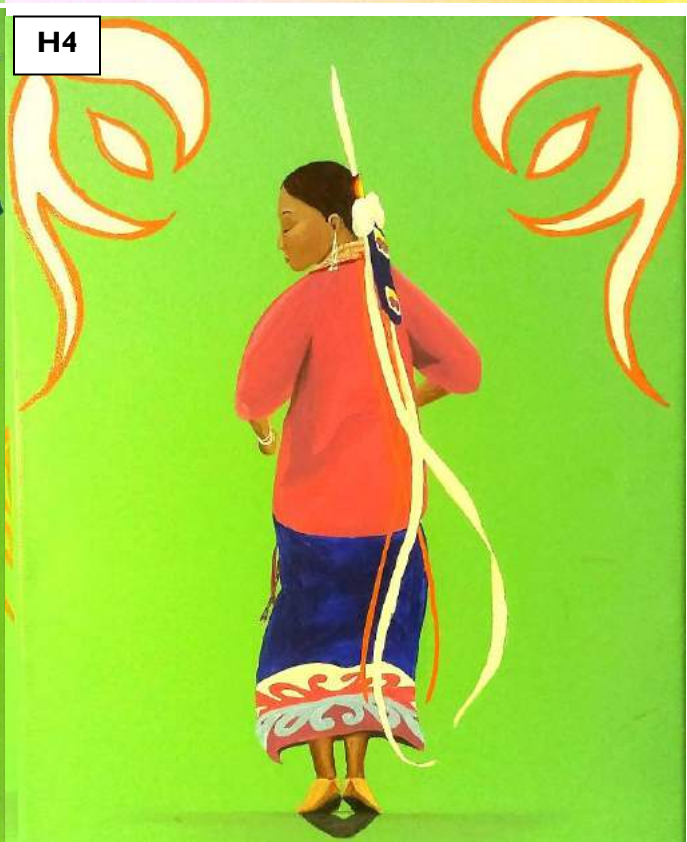
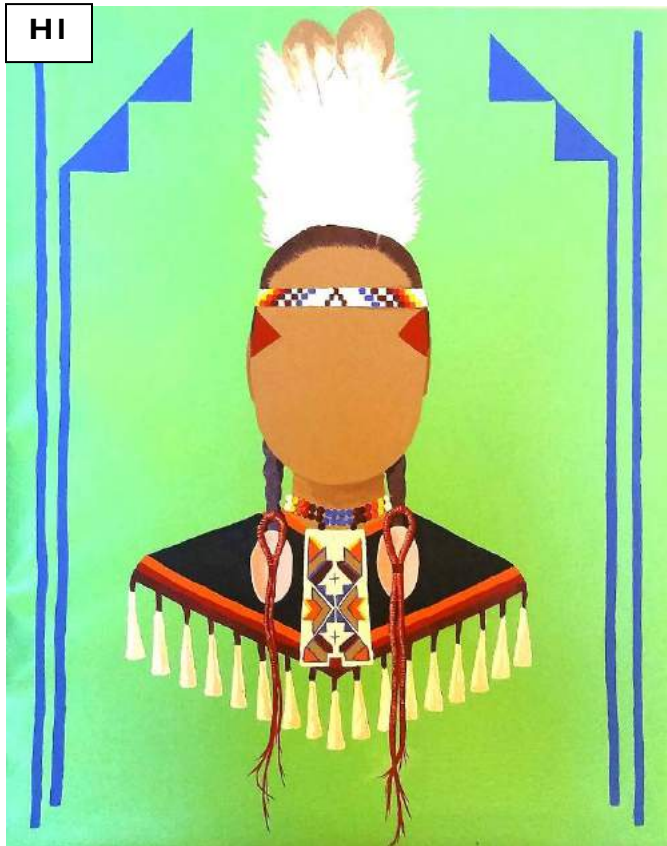


## Artist: G Continued



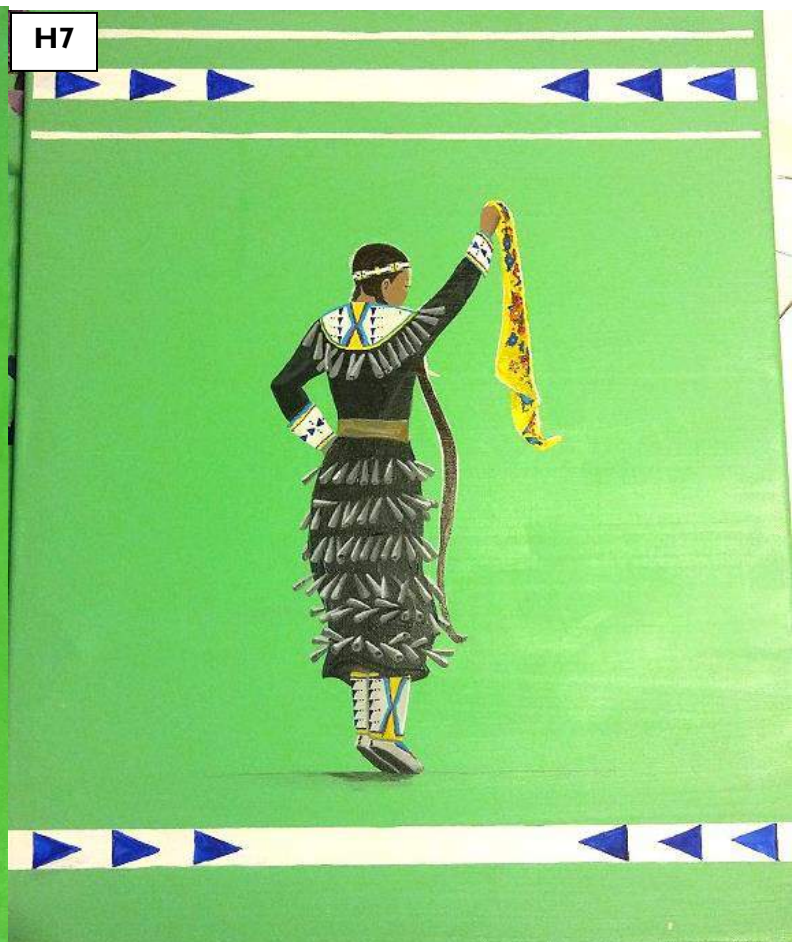


# Artist: H





## Artist: H Continued

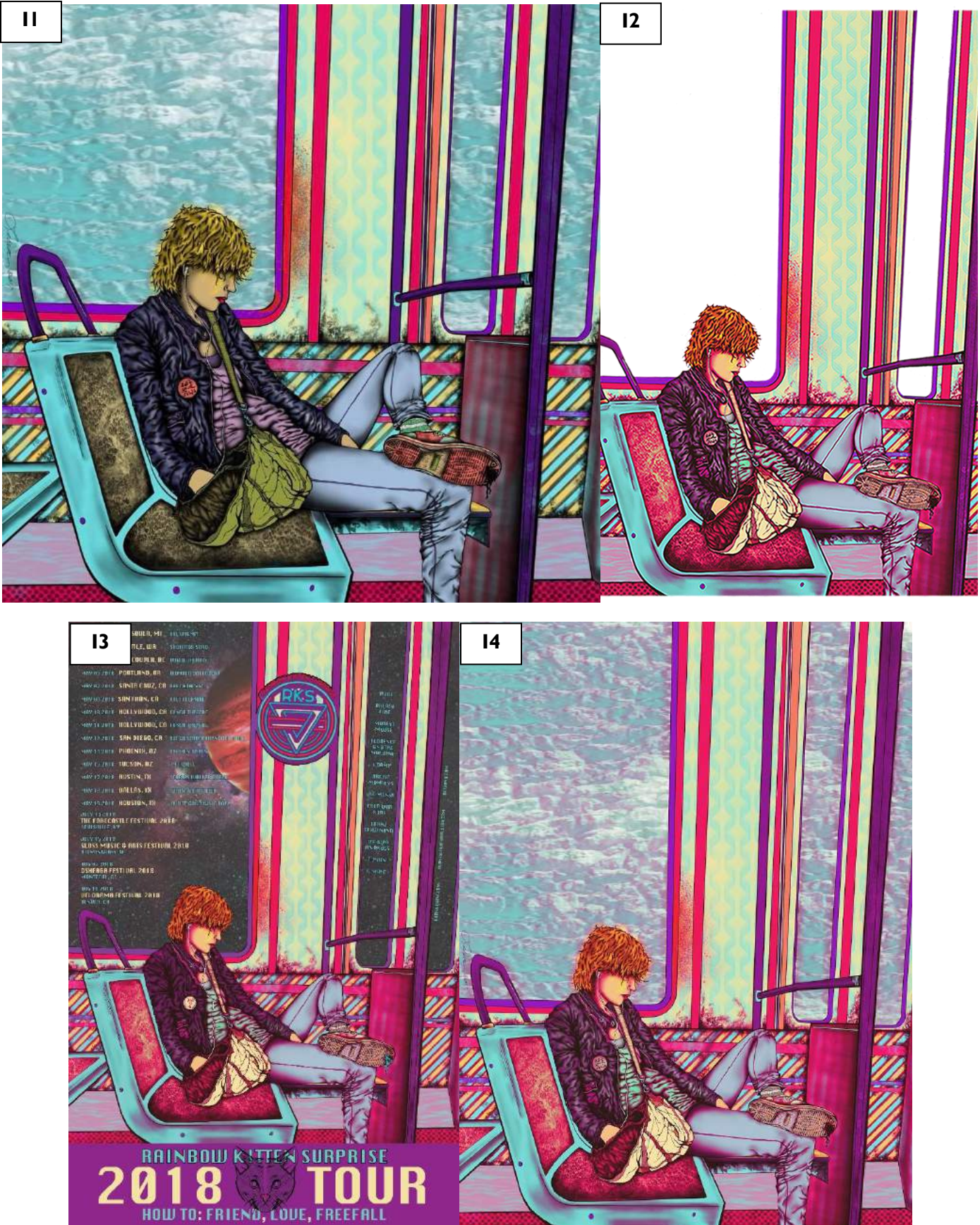


H8





Artist: I





## Artist: I Continued





## Artist: J

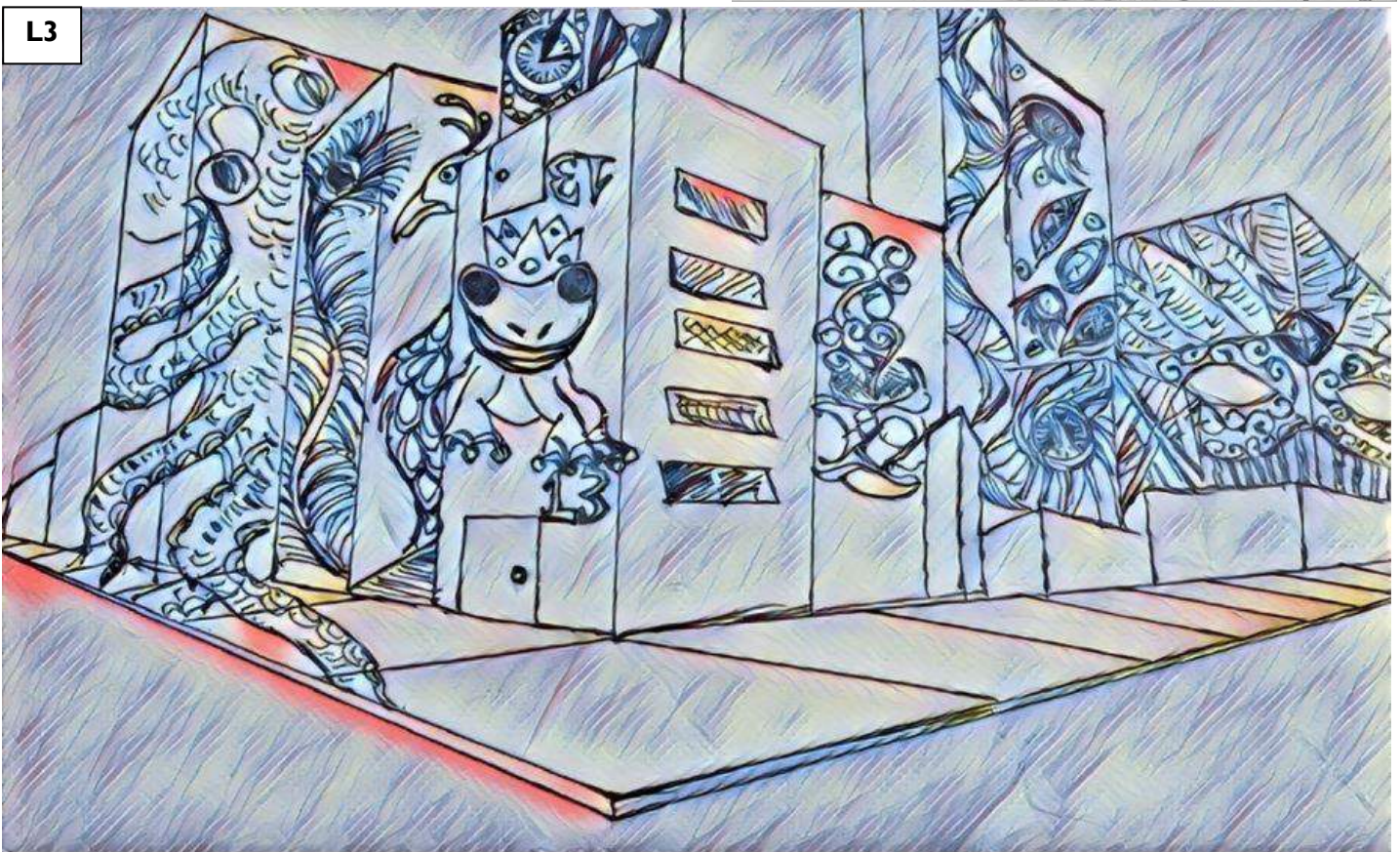
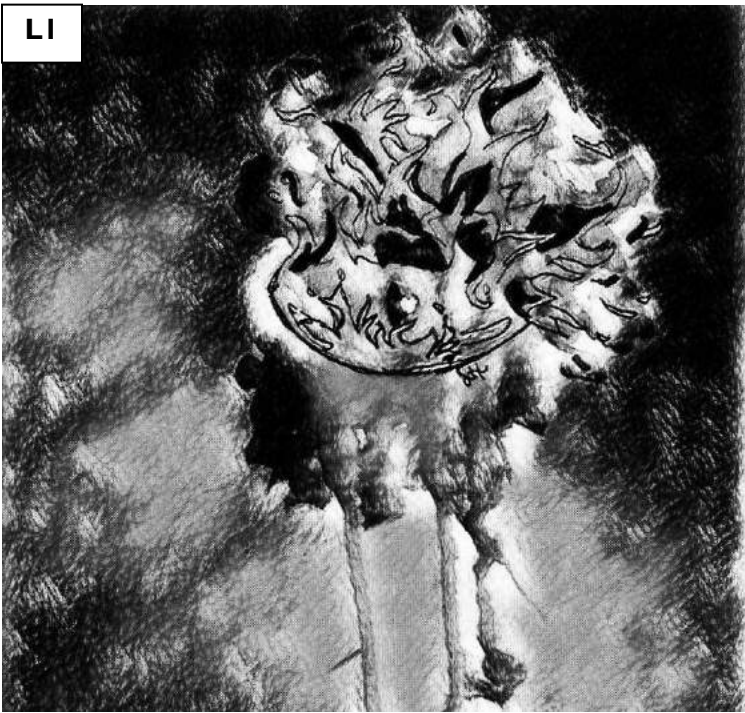


# Artist: K





# Artist: L





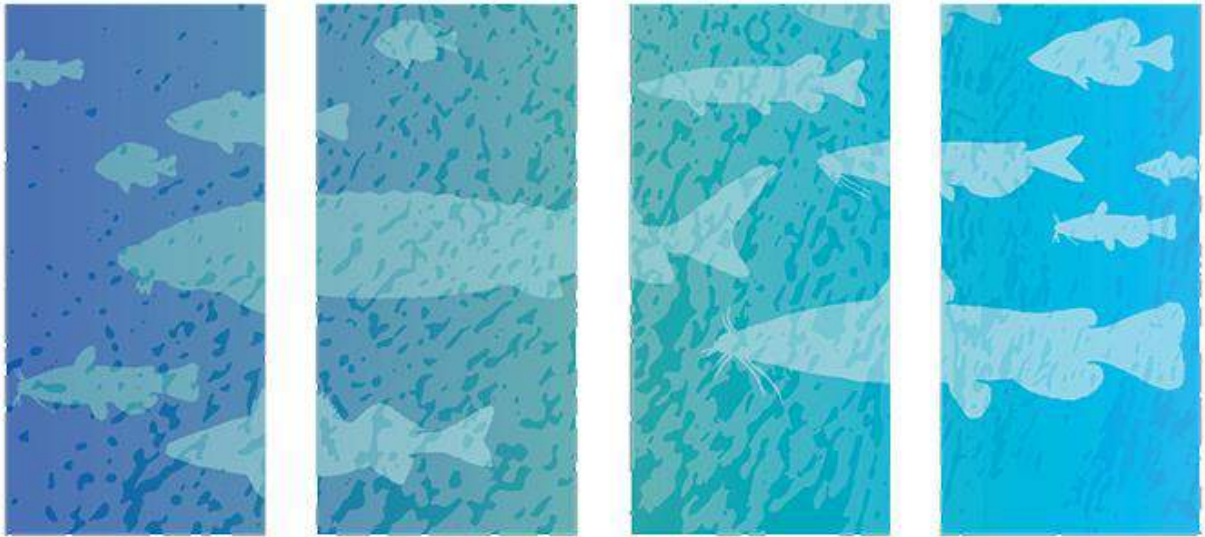
## Artist: L Continued





## Artist: M

MI





## Artist: M Continued

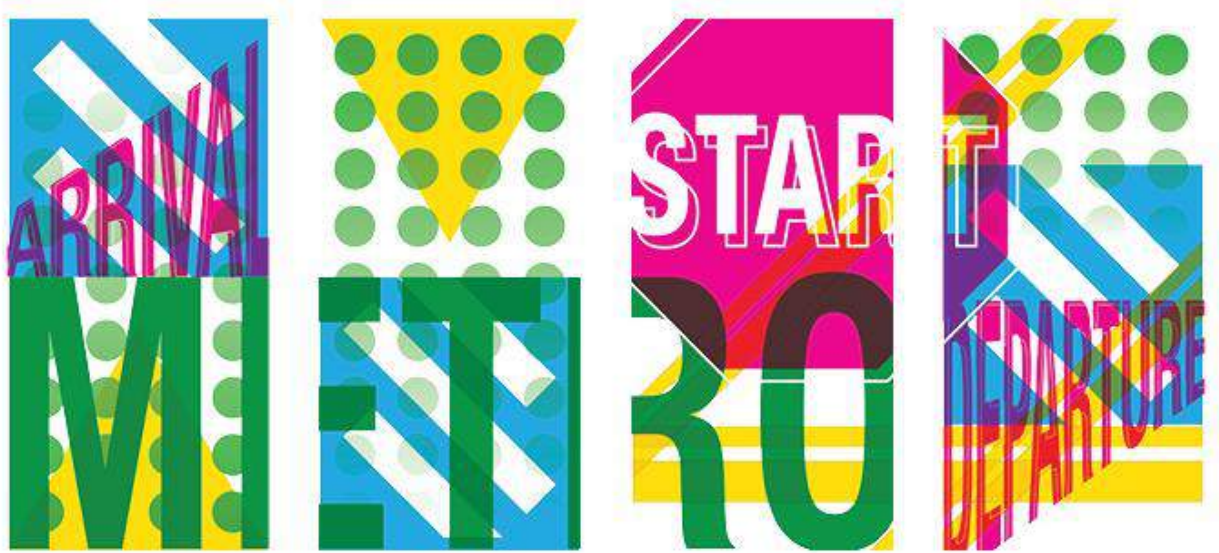
M2





## Artist: M Continued

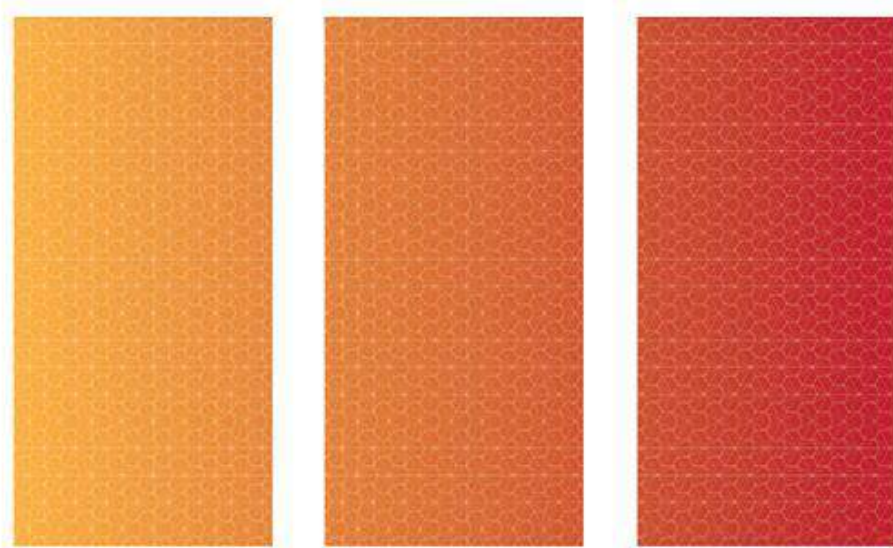
M3





## Artist: M Continued

M4



## Artist: M Continued

M5





# Artist: N



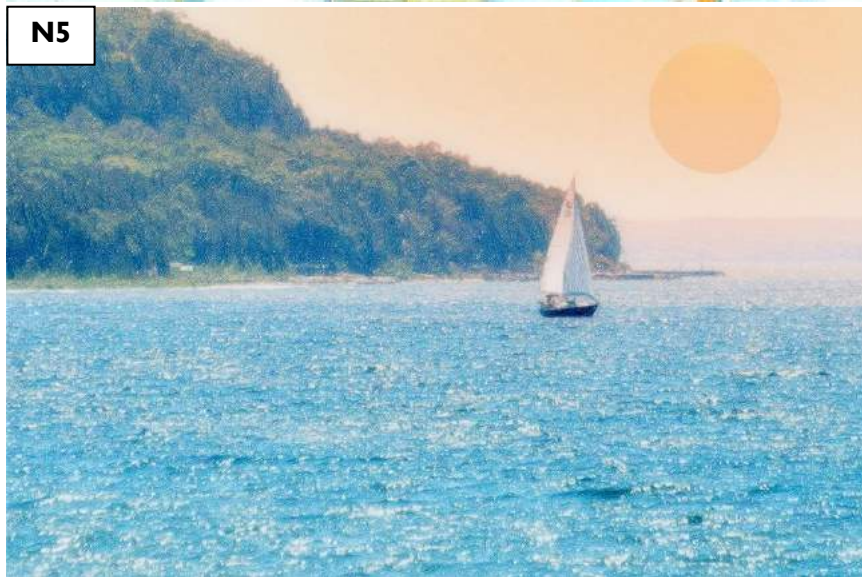


## Artist: N Continued

N4



N5



N6





## Artist: N Continued



## Artist: N Continued





## Artist: O





O8



O7



O9



O10





## Artist: P



## Artist: Q

Q1



Q2



Q3

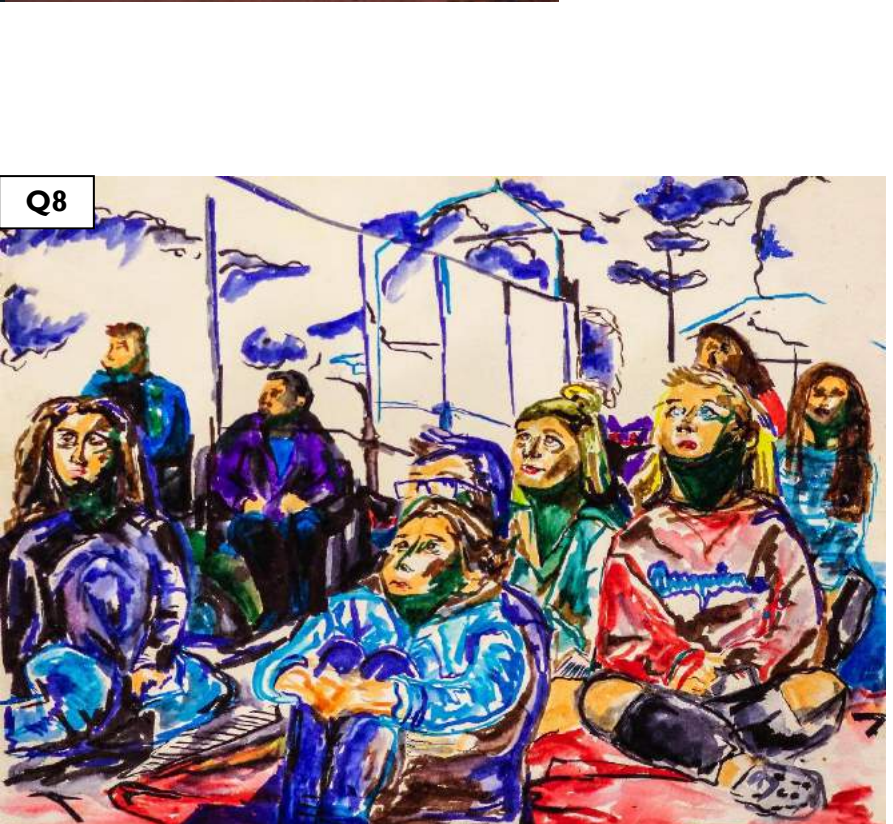
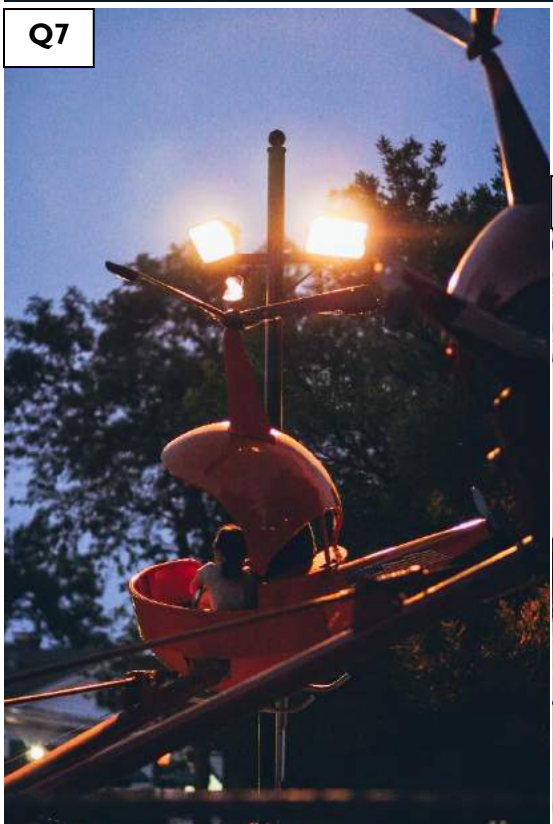


Q4

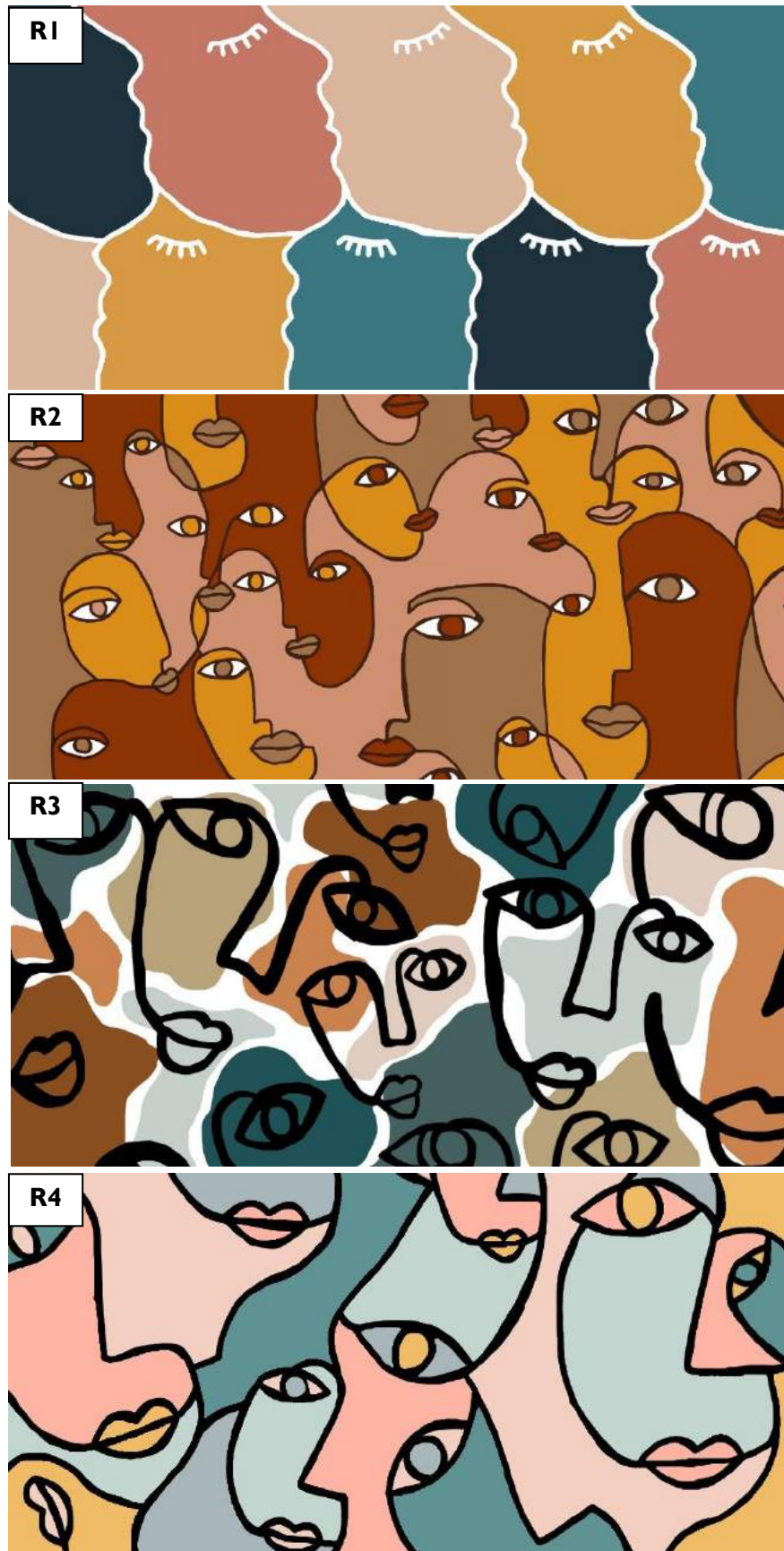




## Artist: Q Continued



## Artist: R



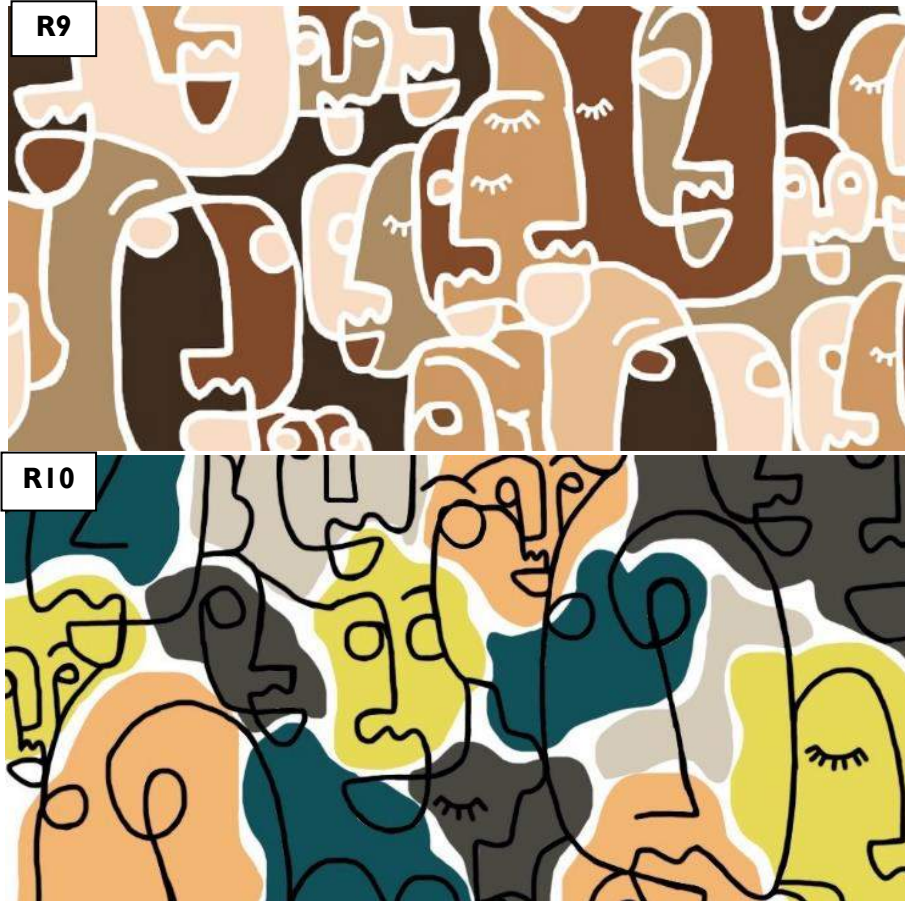


## Artist: R Continued

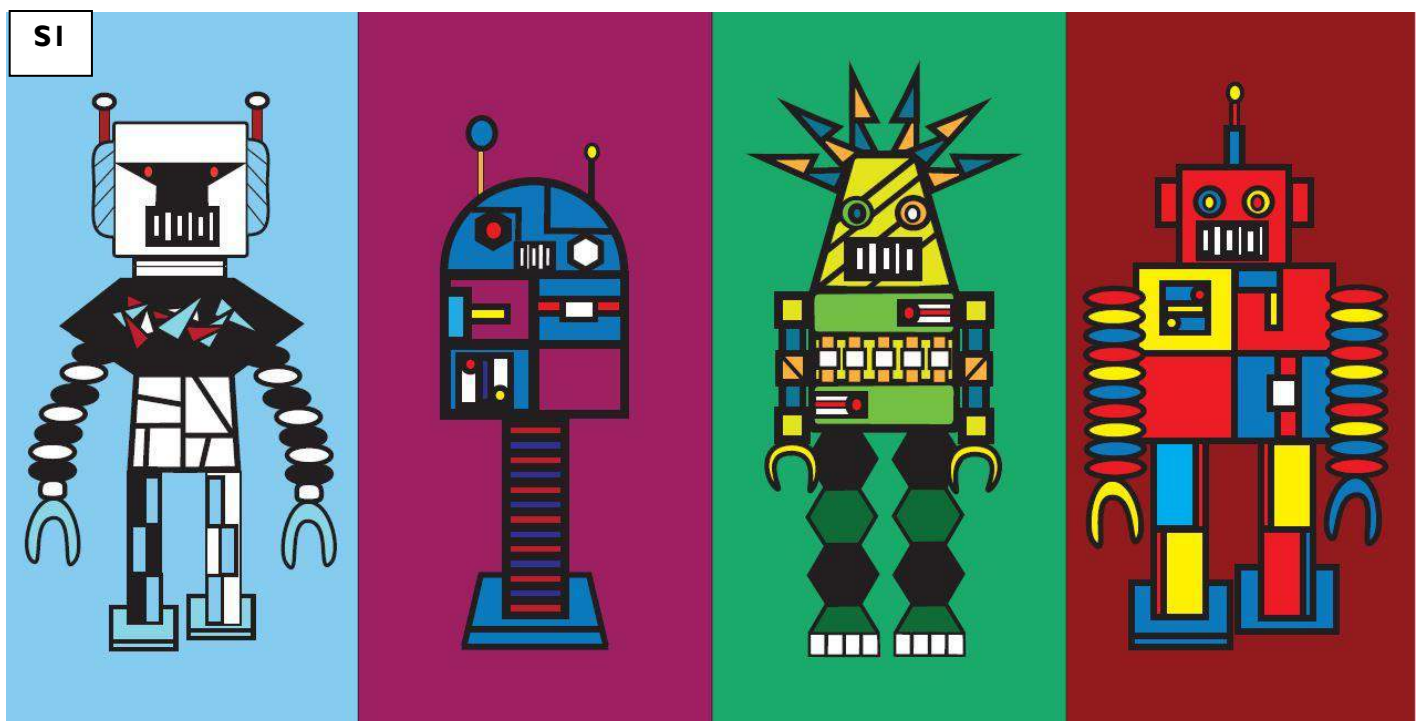




## Artist: R Continued



## Artist: S



Artist: T

TI





# Artist: U



## Artist: U Continued





## Artist: U Continued

U3





## Artist: U Continued





Report to the  
Traffic, Bicycle and Pedestrian Commission  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

Brad Strouf, Lieutenant

**AGENDA ITEM # S.I.**

To receive and place on file the report by the Police Department of the 2019 2nd quarter serious injury and fatality crashes.

**BACKGROUND**

**RECOMMENDATION**

There were no serious injury or fatal crashes in the 2nd quarter of 2019. Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Traffic, Bicycle and Pedestrian Commission  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

Dave Hansen, Traffic Engineer

**AGENDA ITEM # S.2.**

To refer to staff to study post development traffic counts of the Festival Foods and Kwik Trip area, more specifically the intersections of University Avenue & Danz Avenue, University Avenue & Peters Street, University Avenue & Clement Street, University Avenue/Sturgeon Bay Road & University Avenue, and University Avenue & University Avenue (a.k.a., Riviera Lane).

**BACKGROUND**

**RECOMMENDATION**

Refer to staff to study no earlier than the fall of 2019 in order to capture school-related traffic patterns.

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Traffic, Bicycle and Pedestrian Commission  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # S.3.**

To remove the NO PARKING zone on the north side of Pine Street from Adams Street to a point 120 feet west of Madison Street.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Traffic, Bicycle and Pedestrian Commission  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # S.4.**

To establish a NO PARKING zone on the north side of Pine Street from Adams Street to a point 50 feet east of Adams Street.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None





Report to the  
Traffic, Bicycle and Pedestrian Commission  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # S.5.**

To establish a NO PARKING 15-MINUTE LOADING ONLY zone on the north side of Pine Street from a point 50 feet east of Adams Street to a point 160 feet east of Adams Street.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Traffic, Bicycle and Pedestrian Commission  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # S.6.**

To establish a NO PARKING zone on the north side of Pine Street from a point 160 feet east of Adams Street to a point 120 feet west of Madison Street.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Economic Development Authority  
of the City of Green Bay

#### MEETING DATE

August 20, 2019

#### PREPARED BY

Wendy Townsend, Economic  
Coordinator

#### AGENDA ITEM # T.I.

To approve the posting of a Request for Proposal (RFP) for the Community Development Investment (CDI) Grant Program.

#### BACKGROUND

Each year the City of Green Bay seeks out "shovel ready" projects that meet the requirements laid out by Wisconsin Economic Development Corporation (WEDC) for the Community Development Investment Grant Program.

This program supports urban, small city and rural community redevelopment efforts by providing financial incentives for these "shovel ready" projects with emphasis on, but not limited to, downtown community-driven efforts. Funded activities should lead to measurable benefits in job opportunities, property values and/or leveraged investment by local and private partners. The project must be located within the City of Green Bay's city limits and follow the requirements laid out by the City and WEDC.

#### RECOMMENDATION

Staff is recommending the approval to post the RFP for the Community Investment Grant Program.

#### FISCAL IMPACT

#### ATTACHMENTS

- I. RFP-CDI

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# Request for Proposals

---

## Community Development Investment Grant Program

2019-2020

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Economic Development  
Authority  
of the  
City of Green Bay

Released: August 12, 2019

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# **Request for Proposals: Community Development Investment Grant 2019-2020**

## **I. Introduction**

### **A. Project Overview**

The Economic Development Authority of the City of Green Bay (EDA) is seeking shovel ready projects that meet the requirements laid out by Wisconsin Economic Development Corporation (WEDC) for the Community Development Investment Grant Program. WEDC will have final approval of project selection. Submittals are not guaranteed funding.



### **B. Program Description**

The program will support community redevelopment efforts by providing financial incentives for shovel-ready projects with emphasis on, but not limited to, downtown community-driven efforts. Funded activities should lead to measurable benefits in job opportunities, property values and/or leveraged investment by local and private partners.

### **C. Eligible Requirements:**

The project must be within the City of Green Bay's city limits.

The applicants will need to following the below criteria to receive grant assistance under the following restrictions:

- Grant recipients must provide a minimum 3:1 match investment in project costs.
- No more than 30 percent of the match investment may consist of other state and/or federal grant sources.
- Applicants must provide a signed resolution by the City of Green Bay authorizing the submittal of an application to the CDI Grant Program.
- Generally, applicants may only receive one CDI Grant per fiscal year; applicants within Designated Rural Counties may receive more than one grant per year, based on available funding.



**D. Eligible activities include:**

- Building renovation
- Historic preservation
- Demolition
- New construction
- Infrastructure investment
- Project or site development planning

**Eligible projects are:**

- Development of significant destination attractions
- Rehabilitation and reuse of underutilized or landmark buildings
- Infill development
- Historic preservation
- Infrastructure efforts, including disaster prevention measures, providing substantial benefit to downtown residents/property owners
- Mixed-use developments (not exclusively residential)

**E. Activities ineligible for grant assistance or match include, but are not limited to:**

- Past costs
- In-kind contributions
- Indirect construction costs (a.k.a. “soft” costs)

**F: The City of Green Bay will take the following into account when considering a CDI Grant:**

- Impact on the community
- Financial justification
- Previous planning efforts
- Readiness to proceed
- Involvement of public-private partnerships
- Other factors determined by WEDC

**G: Incentives and Available Funding (FY19):**

The grants will be limited to 25% of eligible project costs, with a maximum grant amount of up to \$250,000.

**E: Activities and Expected Outcomes:**

22:1 leverage of other investment.

## **II. Proposal Requirements**

### **A. Proposal Content and Organization**

To achieve a uniform review process and a degree of comparability, the proposals should be organized in the following order and contain all of the following information:

#### **1. Title Page**

Show the proposal title, the name of organization, address, telephone number(s), name of contact person, the date, and other relevant information.

#### **2. Investment**

Describe the project and provide a scope of work. Include preliminary project work that has been to date and submit drawings, renderings or maps describing what the proposed development will look like and how it relates to the community..

#### **3. Capacity**

Provide a timetable for the project, including start and completion dates.

#### **4. Financials**

Proposals should identify planned sources of financing for the project. Attach any proof of funding sources; i.e. loan approvals, financial statements, letters of credit etc.

#### **5. Experience**

Explain related experience in project development. Provide résumés of project team members, any examples of previous projects that may relate to this type of development.

### **Submittal Requirements**

Proposals must be received by the EDA by Friday, October 4, 2019, no later than 4:00 p.m. CDT

Please send proposals to:

City of Green Bay  
Department of Community & Economic Development  
Attn: Wendy Townsend  
100 N Jefferson St, Room 608  
Green Bay, WI 54301  
OR  
Email to: [wendyto@greenbaywi.gov](mailto:wendyto@greenbaywi.gov)

### III. Selection Process and Criteria

#### A. Selection Criteria

City staff will review and score proposals according to the following criteria:

| Factor                                                                                           |  |
|--------------------------------------------------------------------------------------------------|--|
| <b>Investment</b>                                                                                |  |
| Scope of work- project story<br>Community impact<br>Populations served<br>Project sustainability |  |
| <b>Capacity</b>                                                                                  |  |
| Time to complete<br>Time to attain<br>Jobs created for all ages, abilities and incomes           |  |
| <b>Financials</b>                                                                                |  |
| Planned sources of funding                                                                       |  |
| <b>Experience</b>                                                                                |  |
| Demonstrated success<br>Project team qualifications                                              |  |
| <b>Design Considerations</b>                                                                     |  |
| Location                                                                                         |  |
| Creativity                                                                                       |  |
| Economic Impact                                                                                  |  |

#### B. Questions and Comments

All questions can be submitted by email to the contact information provided below. Answers will then be provided weekly, via the City website ([www.greenbaywi.gov](http://www.greenbaywi.gov)), as a part of an addendum to this RFP.

Mail to: City of Green Bay  
Department of Community & Economic Development  
Attn: Wendy Townsend  
100 N Jefferson St, Room 608  
Green Bay, WI 54301  
OR  
Email to: [wendyto@greenbaywi.gov](mailto:wendyto@greenbaywi.gov)

#### C. Selection Process

The project selection process will involve the following primary steps:

##### I. Proposal review

2. *Staff recommendation of selected project*
3. *EDA approval of selected project*

#### **D. Timeline**

- Proposals due: Friday, October 4, 2019 by 4:00 p.m.
- EDA selection: Monday, October 14, 2019 at 5:00 p.m.

#### **E. Rules Governing Competitive Evaluation**

##### **1. Examination of Request for Proposals**

Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. .

##### **2. Contract Negotiations**

The highest-ranked project will submit a CDI Grant application to WEDC. The Project Manager will be responsible for contacting WEDC and working through the application process.

##### **3. Completeness, Addenda, Rejection, Cancellation, Preparation Cost**

This Request for Proposals (RFP) has been prepared by the EDA and does not purport to be all-inclusive or to contain all of the information a prospective purchaser or developer may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP.

The EDA reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. The EDA reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the EDA's or the City's best interest. All materials submitted in response to this RFP become the property of the EDA.

The EDA will not be responsible for costs associated with preparing proposals. By submitting a proposal, each Project Manager agrees to be bound in this respect and waives all claims regarding such costs and fees.



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # V.I.**

To approve request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Truck Driver (Streets) - Public Works
- b. Parking Enforcement Officer - Public Works
- c. 4K Naturalist - Parks, Recreation & Forestry

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Request to Fill Memo 08.13.19
2. Truck Driver - B. Roffers 07.11.19
3. Parking Enforcement Officer - B. Bouche 07.29.19
4. 4K Naturalist - J. Morse 07.30.19



# MEMORANDUM

---



Human Resources Department

To: Personnel Committee  
Joe Faulds, Human Resources Director

From: Adam Reidinger  
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: August 7, 2019

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2019 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Truck Driver – Replacement position due to the resignation of Brandon Roffers effective July 11, 2019. Salary range: \$19.57 - \$23.03 per hour.
- Parking Enforcement Officer – Replacement position due to the resignation of Benjamin Bouche effective July 29, 2019. Salary range: \$15.71 - \$18.48 per hour.
- 4K Naturalist – Replacement position due to the resignation of Jane Morse effective July 30, 2019. Salary: \$14.18 per hour.

**Position Fill Request  
Justification Report  
July 5, 2019**

**Position Title:** Truck Driver – DPW Operations Division/Street Section

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

  X   **Replacement Position**             **Not a Replacement Position**

This position is vacant as a result of the resignation of Brandon Roffers, effective at the end of the regular work day on Thursday, July 11, 2109.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is currently funded in the DPW operating budget. The current salary range for a Truck Driver is \$19.57/hour to \$23.03/hour (\$40,706 to \$47,902 annually)

- 3. Please list the functions and any special information regarding this position.**

Truck Drivers perform a full range of duties including, but not limited to, hauling material with dump trucks, operating equipment, plowing snow, spreading ice control material, pothole patching, beam guard rail repair, asphalt patching, daily equipment maintenance, and general labor assignments necessary for DPW to perform its core functions.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position does not generate revenue for the City. But the use of in-house labor and equipment reduces the need to contract services provided by DPW employees.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Loss of a Truck Driver position represents a reduction in DPW's ability to provide all Street Section services in a timely manner, including snow plowing, curbside yard and garden waste collection, pavement repair, etc.

- 6. If duties of position are presently being done, how are they done?**

Duties associated with any vacant position are assigned to other Street Section employees. When there is a lack of personnel, assignments are prioritized. Uncompleted assignments are postponed or not completed.

- 7. What service would be reduced or eliminated if this position is not filled?**

DPW cannot reduce or eliminate its core services. However, a reduction in staff will result in a lower level of service to residents, and will increase the amount of time required to complete those services.

**8. What are the alternative methods and costs of accomplishing the work?**

Reducing the level of services provided to City residents, working overtime to maintain the expected level of service, or outsourcing of services.

**9. Are there union issues?**

No

**10. Other supporting comments.**

None

## Position Justification Form

July 16, 2019

**Position Title:** Enforcement Attendant – DPW Parking Division

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

  X   Replacement Position             Not a Replacement Position

This Parking Enforcement Officer vacancy is the result of the resignation of Ben Bouche. Ben will end his tenure with Parking Division at the end of his regular work shift on Monday, July 29, 2019.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

This position is funded through the Parking Division's operating budget. Current wage is \$15.71 to \$18.48 per hour (\$32,677 to \$38,438 per year) plus the ability for increases above the control point based on performance/merit.

- 3. Please list the functions and any special information regarding this position.**

Parking Division provides well over 90% of the City's parking enforcement activity. The remaining parking enforcement activity is provided by Police Department as they can spare time. Currently there are five (5) Parking Division Parking Enforcement Officers for the entire City. Parking enforcement provided by Parking Division occurs Monday through Saturday.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

Parking Enforcement Officers generate parking citation revenue, which allows Parking Division to operate without funding from the City's tax levy revenue.

- 5. Please explain why current staff is unable to absorb duties of this position.**

See answers to 3 and 4 above. Full enforcement staffing is necessary to cover all enforcement zones, and generate the revenue that Parking Division needs to be financially independent from the City tax levy.

- 6. If duties of position are presently being done, how are they done?**

Without Parking Enforcement Officers, there is little to no parking enforcement activity in the City of Green Bay

- 7. What service would be reduced or eliminated if this position is not filled?**

Parking Division would continue to operate at its current level of parking enforcement for the City. But parking compliance/enforcement in the City and associated revenue would decrease. This would require Parking Division to either eliminate services, or require assistance from the City's tax levy to remain financially solvent.

- 8. What are the alternative methods and costs of accomplishing the work?**

Privatization

**9. Are there union issues?**

No.

**10. Other supporting comments.**

The City attempted to privatize the (then) Parking Utility in 1998, and was met with significant resistance. After seeing what occurred with privatization of the City of Chicago parking system, Green Bay is not interested in dealing with the increased costs and problems of a privatized public parking system. Green bay's current parking system is functioning well.



**Position Fill Request  
Justification Report  
(Aug. 2, 2019)**

**Position Title:**

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

  X   **Replacement Position**             **Not a Replacement Position**

One of the current naturalists for the 4K Oak learning center is resigning due to accepting a different position out of state.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

This position is budgeted for in the current budget at \$14.18 per hour. \$24,389 per year.

- 3. Please list the functions and any special information regarding this position.**

Naturalists provide a vital function for the implementation of the Nature Based 4K program at the Wildlife Sanctuary. This program is a partnership with the Green Bay School district and as such needs to have 1 teacher and 1 naturalist per classroom. The naturalist is educated and experienced to provide the lessons and implementation to keep the focus of the program nature based as well as collaborate with the teacher for lesson plans/curriculum.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position/program indirectly provides revenue through the per student reimbursement which helps fund the program.

- 5. Please explain why current staff is unable to absorb duties of this position.**

This position is focused on the 4K Oak learning center. It is a contracted position that has a particular skill set to help facilitate this program. Our other staff cannot absorb the duties of this position at this time because of their own roles/workloads.

- 6. If duties of position are presently being done, how are they done?**

N/A – The contract starts on Aug. 26 and the school year starts on Sept. 3

**7. What service would be reduced or eliminated if this position is not filled?**

1 classroom of the 4K Oak Learning Center could need to be reduced. 35-40 students would be displaced.

Per Department of Instruction we need to have a naturalist with each teacher in each classroom. We would have to reduce 1 classroom which would severely impact the success of the program.

**8. What are the alternative methods and costs of accomplishing the work?**

No alternatives at this time.

**9. Are there union issues?**

No

**10. Other supporting comments.**



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # V.2.**

To approve request to reclassify the Parks, Recreation & Forestry HVAC Specialist position from Pay Grade G of the City Pay Plan to Grade H.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Personnel Memo - HVAC Specialist Reclassification 8-13-19

# MEMORANDUM

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Human Resources Department

To: Personnel Committee  
Joseph Faulds, Human Resources Director

From: Dan Ditscheit  
Parks, Recreation & Forestry Director

Re: Request to reclassify the HVAC Specialist position in the Parks, Recreation & Forestry Department

Date: August 13, 2019

## RECOMMENDATION

- I. The Parks, Recreation & Forestry Department requests the following Reclassification
  - A. Reclassify the HVAC Specialist position from Pay Grade G (\$21.66 - \$25.49) to Pay Grade H (\$23.77 - \$27.96). The effective start date will be September 1, 2019.

## BACKGROUND

- II. The Green Bay Parks, Recreation & Forestry Department has 1 full time HVAC Specialist position. This is a fairly new position that was created several years ago. When this position was created, HVAC duties amounted to approximately 25% of the total job duties. Initially the intent of this position was to only deal with the smaller residential size HVAC units in the Park shelters. As this position evolved, other departments began utilizing the expertise of this individual. The HVAC units that are being serviced and replaced are larger and more complex in these larger buildings than the typical Park shelter HVAC system. HVAC duties are now over 60% of their total job duties. This is anticipated to increase even more as time progresses. In addition to the HVAC work, this position also completes basic electrical work throughout the Park system. Although this only amounts to approximately 5% of the job, it is a very specialized trade.

Currently the HVAC Specialist position is listed at Level G. The Park Mechanics and Sr. Carpenter are currently one step higher at level H. The Master Plumber and DPW Electricians are two steps higher at Level I. The technical nature of the HVAC Specialist warrants that this position should be more in line in pay scale with these other similar specialty positions. Carlson & Dettman have reviewed this position and recommend increasing this to a Level H position to be more in line with industry standard pay and other similar specialty positions in the Parks Department. We are recommending that the

current HVAC Specialist be initially placed at Step 5 of Level H.

#### **FISCAL IMPACT**

- III. This reclassification will create a \$216.61 increase in the 2020 budget. The total increase for this position after the 2% increase in October will be \$2,616.16. In 2020, the budget will be offset by reducing the number of drinking fountain replacements budgeted yearly. Over the past several years the Parks Department has included the replacement of 3 drinking fountains per year throughout the Park system. Nearly all of the drinking fountains have now been replaced, so we will recommend reducing the replacements to 1 per year. This modification will realize a savings of \$2,400 per year in the budget. There is enough funding in the 2019 budget to accommodate this reclassification starting on September 1, 2019.





Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # V.3.**

**Update and discussion on Green Bay Professional Police Association labor negotiations**

The Common Council may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Common Council may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # V.4.**

**Update and discussion on Green Bay Fire Fighters Local 141 labor negotiations**

The Common Council may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Common Council may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



## MUNICIPAL COURT MONTHLY FINANCIAL REPORT

See Instructions on page 3.

|                                                                                                                          |                               |                                                                    |                                   |                                             |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------|-----------------------------------|---------------------------------------------|
| County Name<br><b>Brown</b>                                                                                              |                               | County Code Number<br><b>05</b>                                    |                                   | Report for Month/Year<br><b>July 2019</b>   |
| Municipal Name (Indicate if Town, Village or City)<br><b>City of Green Bay</b>                                           |                               | Municipal Code Number<br><b>231</b>                                |                                   | Telephone Number<br><b>( 920 ) 448-4131</b> |
| <b>I. MUNICIPAL COURT OFFICIAL</b>                                                                                       | <b>Total Amount Collected</b> | <b>Share to be retained by Municipality</b>                        | <b>Share to be sent to County</b> | <b>Share to be Sent to State</b>            |
| 1. Forfeitures for Municipal Ordinance Violations<br>(Except for Municipal Ordinances in Conformity with Ch 348, Stats.) | 73832.88                      | 100%<br>73832.88                                                   |                                   |                                             |
| Adjustment (if applicable)                                                                                               |                               |                                                                    |                                   |                                             |
| 2. Municipal Court Costs<br>(Chapter 814, Subchapter II, s. 814.65, Stats.)                                              | 27358.81                      | 100% of amount in excess of \$5.00 for each forfeiture<br>23751.92 |                                   | \$5.00 for each forfeiture<br>3606.89       |
| Adjustment (if applicable)                                                                                               |                               |                                                                    |                                   |                                             |
| 3. Penalty Surcharges<br>(s. 757.05, Stats.)                                                                             | 18151.32                      |                                                                    |                                   | 100%<br>18151.32                            |
| Adjustment (if applicable)                                                                                               |                               |                                                                    |                                   |                                             |
| 4. County Jail Surcharges<br>(s. 302.48(1)(a), Stats.)                                                                   | 7101.57                       |                                                                    | 100%<br>7101.57                   |                                             |
| Adjustment (if applicable)                                                                                               |                               |                                                                    |                                   |                                             |
| 5. Driver Improvement Surcharges<br>(s. 346.655, Stats.)                                                                 | 9444.96                       |                                                                    | 50.3%<br>4751.56                  | 49.7%<br>4693.40                            |
| Adjustment (if applicable)                                                                                               |                               |                                                                    |                                   |                                             |
| 6. Crime Lab and Drug Enforcement Surcharges<br>(s. 165.755(4), Stats.)                                                  | 9128.42                       |                                                                    |                                   | 100%<br>9128.42                             |
| Adjustment (if applicable)                                                                                               |                               |                                                                    |                                   |                                             |
| 7. Domestic Abuse Surcharges<br>(s. 973.055(2)(b), Stats.)                                                               | 0                             |                                                                    |                                   | 100%<br>0                                   |
| Adjustment (if applicable)                                                                                               |                               |                                                                    |                                   |                                             |
| 8. Truck Weight Restrictions<br>(Municipal Ordinances in Conformity with Ch. 348, Stats., s. 66.12(3)(c))                | 0                             | \$150 for each forfeiture<br>0                                     |                                   | 100% of amount in excess of \$150.00<br>0   |
| Adjustment (if applicable)                                                                                               |                               |                                                                    |                                   |                                             |
| 9. Ignition Interlock Device Surcharge<br>(s. 343.301(5), Stats.)                                                        | 900                           |                                                                    | 100%<br>900                       |                                             |
| Adjustment (if applicable)                                                                                               |                               |                                                                    |                                   |                                             |
| 10. GPS Tracking Surcharge (for violations of ordinances conforming to s. 813.12 or s. 813.125, Stats.)                  | 0                             |                                                                    |                                   | 100%<br>0                                   |
| Adjustment (if applicable)                                                                                               |                               |                                                                    |                                   |                                             |
| 11. Safe Ride Program<br>(s. 85.55, Stats.)                                                                              | 1063.28                       |                                                                    |                                   | 100%<br>1063.28                             |
| Adjustment (if applicable)                                                                                               |                               |                                                                    |                                   |                                             |
| 12. Totals                                                                                                               | 146981.24                     | 97584.8                                                            | 12753.13                          | <b>Pay This Amount</b><br>36643.31          |

Continue onto next page.

## II. CERTIFICATION OF MUNICIPAL COURT OFFICIAL

I hereby certify that this report reflects all actions requiring forfeitures court costs and surcharges collected during the month designated.

Name: NEIL BASTEN Signature: Neil Basten Date: 8-1-19

## III. TREASURER'S CERTIFICATION

I hereby certify that the above amount due the state has been received. After so certifying a copy of this report will be returned to the signer of this report as a receipt and the stated amount will be remitted to the Department of Administration with this report.

Treasurer: Pat R. Marley Date: 8/6/19

In the event the Department of Administration has questions about this report and payment, who should we contact?

|                    |                        |                                  |
|--------------------|------------------------|----------------------------------|
| Name:              | Telephone Number       | Email Address                    |
| <u>NEIL BASTEN</u> | <u>(920 ) 448-4131</u> | <u>NEILBASTEN@GREENBAYWI.GOV</u> |

**RESOLUTION AUTHORIZING AMENDED  
CONDITIONAL-USE APPROVAL AT  
411 ST. JOHN STREET  
(ZP 19-13)**

**August 20, 2019**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That, pursuant to Zoning Petition 19-13 and the recommendation of the Plan Commission on July 8, 2019, the City of Green Bay does authorize an amendment to the conditional-use permit for the emergency shelter use in an Office/Residential (OR) District located on the following described property at 411 St. John Street:

PLAT OF ASTOR LOTS 4-5-6-7- 8-9-10-11 & 12 BLK 22  
(Tax Parcel No. 13-106)

Said conditional-use permit shall be granted subject to the following conditions:

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, 2023. 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.

~~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. ***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.***

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, other documented safety concerns and inadequate facilities.



d. The St. John the Evangelist Homeless Shelter staff shall provide reports to the Protection & Policy 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, Downtown Neighborhood Association and the Astor Neighborhood Association to address any concerns of neighbors.~~

e. **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.**

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.

~~h. St. John the Evangelist Homeless Shelter staff shall maintain a history of residence for the previous three years.~~

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

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.

Adopted \_\_\_\_\_

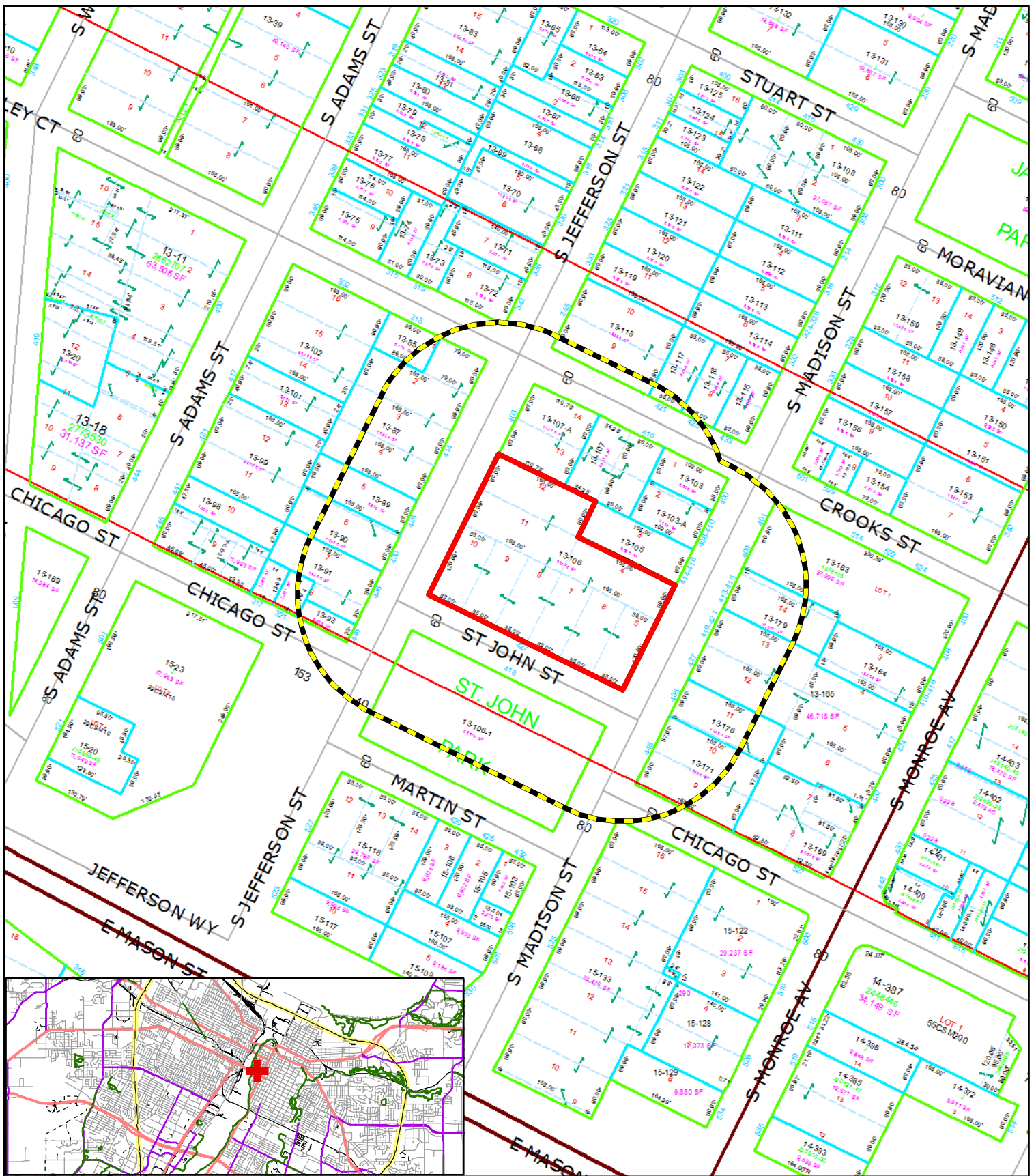
Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

PN

Attachment – Map



**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

**RESOLUTION AUTHORIZING CONDITIONAL-USE  
APPROVAL AT 2709 NICOLET DRIVE  
(ZP 19-14)**

**August 20, 2019**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That, pursuant to Zoning Petition 19-14 and the recommendation of the Plan Commission on July 8, 2019, the City of Green Bay does authorize a conditional-use permit to exceed both the height and area limitation in Chapter 13-615, Green Bay Zoning Code on the following described property at 2709 Nicolet Drive:

LOT 1 & OUTLOT 1 OF 7 CSM 439 (Tax Parcel No. 22-167)

Said conditional-use permit shall be granted 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.

Adopted \_\_\_\_\_

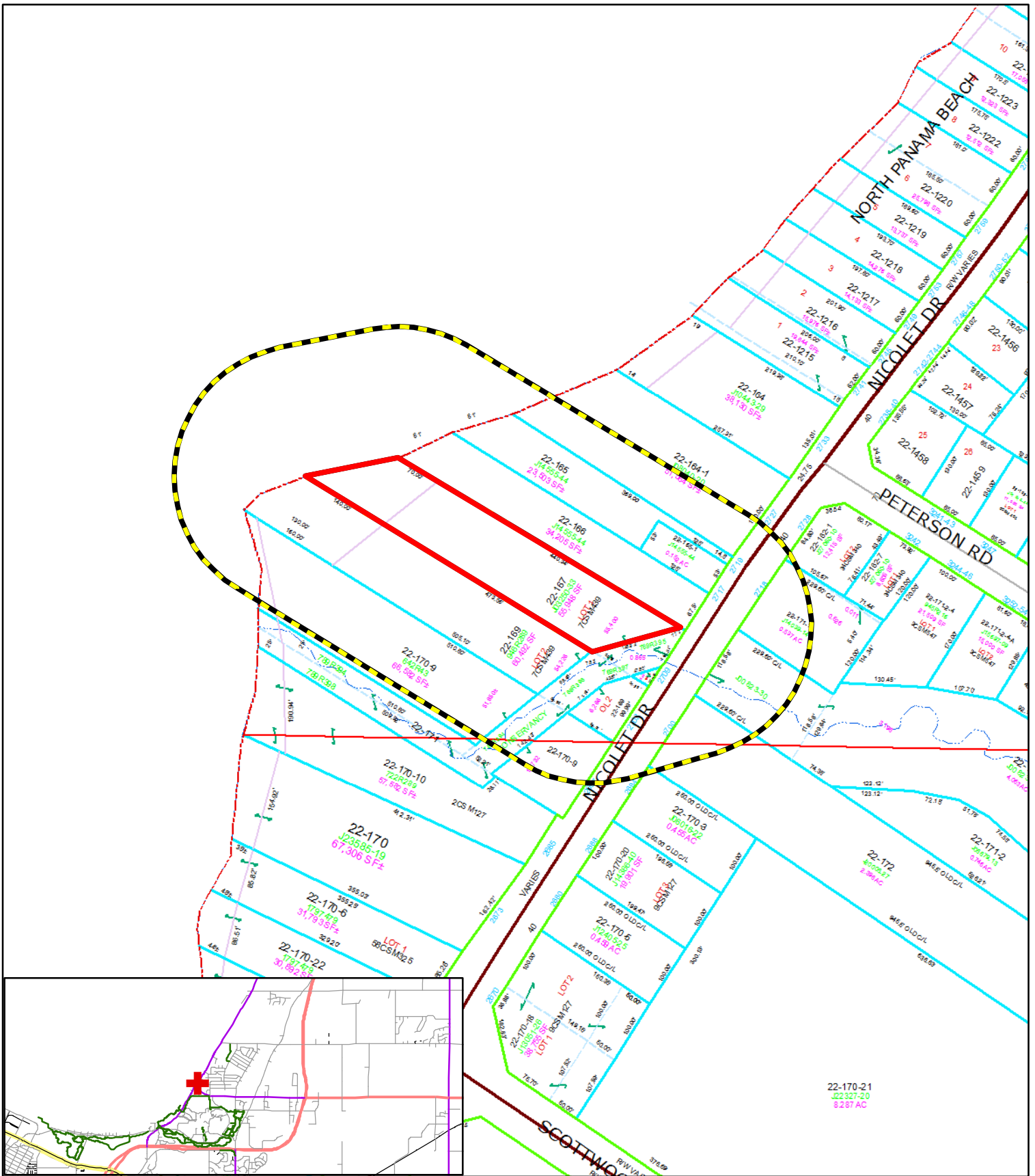
Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

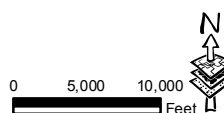
pn

Attachment – Map



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

- Subject Area
- 200' Property Owner Notice



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



**COMMON COUNCIL  
OF THE  
CITY OF GREEN BAY, WISCONSIN**

**August 20, 2019**

**Resolution No. \_\_\_\_**

---

**A Resolution Authorizing and Providing for the Sale and Issuance of  
\$15,495,000 General Obligation Corporate Purpose Bonds, Series 2019B,  
and All Related Details**

---

**RECITALS**

The Common Council (the “**Governing Body**”) of the City of Green Bay, Wisconsin (the “**Issuer**”) makes the following findings and determinations:

1. The Issuer needs funds for the following purposes (collectively, the “**Project**”):

| Maximum Amount<br>Authorized | Amount<br>Borrowed | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$3,410,000                  | \$_____,000        | street improvements;                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7,655,000                    | _____,000          | sewerage improvements, including, but not limited to, sanitary sewer and storm sewer improvements;                                                                                                                                                                                                                                                                                                                     |
| 650,000                      | _____,000          | parking lots and other parking facilities;                                                                                                                                                                                                                                                                                                                                                                             |
| 1,330,000                    | _____,000          | fire engines and other equipment of the fire department;                                                                                                                                                                                                                                                                                                                                                               |
| 950,000                      | _____,000          | parks and public grounds, including, but not limited to, improvements at Colburn Park and special facilities, buildings, and shelters improvements; and                                                                                                                                                                                                                                                                |
| 1,500,000                    | _____,000          | to provide financial assistance to blight elimination, slum clearance, community development, redevelopment, and urban renewal programs and projects under Sections 66.1105, 66.1301 to 66.1329 and 66.1331 to 66.1337 of the Wisconsin Statutes, including, but not limited to, environmental remediation, site preparation, engineering, and design within the City’s Tax Incremental District No. 5 relating to the |

| Maximum Amount<br>Authorized | Amount<br>Borrowed | Purpose                                                                                  |
|------------------------------|--------------------|------------------------------------------------------------------------------------------|
|                              |                    | construction of the City's Shipyard Project, a public recreation and entertainment area. |

2. On July 16, 2019, the Governing Body adopted resolutions including seven initial resolutions authorizing the issuance of general obligation bonds of the Issuer in the maximum principal amounts and for the purposes described above (the “**Initial Resolutions**”).

3. On July 16, 2019, the Governing Body also adopted a resolution authorizing and directing the publication of notice of the adoption of the Initial Resolutions (the “**Publication Resolution**”).

4. On July 16, 2019, the Governing Body also adopted a resolution authorizing the amounts and purposes specified in the Initial Resolutions to be combined into a single bond issue designated as “corporate purpose bonds” (the “**Authorizing Resolution**”).

5. The Clerk of the Issuer caused notice of the following actions:

- (i) *Notice of the adoption of the Initial Resolutions.* Notice of the adoption of the Initial Resolutions was given by publication in the Issuer’s official newspaper on July 19, 2019 in the manner and form directed by the Publication Resolution.
- (ii) *Notice of the sale of the Obligations.* Notice of the sale (the “**Notice to Bidders**”) of the \$15,495,000 City of Green Bay, Wisconsin General Obligation Corporate Purpose Bonds, Series 2019B (the “**Obligations**”) was given to media typically monitored by potential bidders in the manner and form directed by the Authorizing Resolution.

These notices are made of record in these proceedings, and the Governing Body ratifies the notices.

6. No sufficient petition for referendum on the question of the adoption or effectiveness of any Initial Resolution or the issuance of the Obligations was filed with the Clerk of the Issuer within 30 days after the date on which the Initial Resolutions were adopted.

7. In accordance with the Notice to Bidders and the bidding terms that were included in the document that was used for offering the Obligations for sale by competitive bid (the “**Notice of Sale**”), written bids for the sale of the Obligations were received and delivered to the Governing Body.

8. The Governing Body has considered all the bids it received. The Governing Body has decided to accept the bid of \_\_\_\_\_ (the “**Purchaser**”), or a group that it represents, to purchase the Obligations on the terms specified in the Purchaser’s bid. The

Purchaser bid the price of \$\_\_\_\_\_ (the “**Purchase Price**”), plus any accrued interest, for the entire issue of Obligations and specified that the Obligations maturing on April 1 in the years shown below will bear interest at the respective interest rates shown below:

| <u>Year</u> | <u>Principal Amount</u> | <u>Interest Rate</u> | <u>Year</u> | <u>Principal Amount</u> | <u>Interest Rate</u> |
|-------------|-------------------------|----------------------|-------------|-------------------------|----------------------|
|             | \$265,000               |                      |             | \$ 855,000              |                      |
| 2020        |                         | _____ %              | 2030        |                         | _____ %              |
|             | 285,000                 |                      |             | 890,000                 |                      |
| 2021        |                         | _____                | 2031        |                         | _____                |
|             | 300,000                 |                      |             | 910,000                 |                      |
| 2022        |                         | _____                | 2032        |                         | _____                |
|             | 590,000                 |                      |             | 945,000                 |                      |
| 2023        |                         | _____                | 2033        |                         | _____                |
|             | 610,000                 |                      |             | 975,000                 |                      |
| 2024        |                         | _____                | 2034        |                         | _____                |
|             | 630,000                 |                      |             | 1,010,000               |                      |
| 2025        |                         | _____                | 2035        |                         | _____                |
|             | 650,000                 |                      |             | 1,045,000               |                      |
| 2026        |                         | _____                | 2036        |                         | _____                |
|             | 675,000                 |                      |             | 1,075,000               |                      |
| 2027        |                         | _____                | 2037        |                         | _____                |
|             | 695,000                 |                      |             | 1,110,000               |                      |
| 2028        |                         | _____                | 2038        |                         | _____                |
|             | 830,000                 |                      |             | 1,150,000               |                      |
| 2029        |                         | _____                | 2039        |                         | _____                |

9. The Purchaser’s bid complies with all terms of the Notice to Bidders and the Notice of Sale.

10. The Issuer has taken all actions required by law and has the power to sell and issue the Obligations.

11. The Governing Body is adopting this resolution to sell the Obligations and provide for their issuance upon the terms and conditions set forth in this resolution.

### **RESOLUTIONS**

The Governing Body resolves as follows:

#### **Section 1. Definitions.**

In addition to the terms defined above, capitalized terms not otherwise defined herein shall have the meanings set forth below, unless the context clearly requires another meaning.

**“Book-Entry System”** means a system in which no physical distribution of certificates representing ownership of the Obligations is made to the owners of the Obligations but instead all outstanding Obligations are registered in the name of a securities depository appointed by the Issuer, or in the name of such a depository’s nominee, and the depository and its participants record beneficial ownership and effect transfers of the Obligations electronically.

**“Code”** means the Internal Revenue Code of 1986, as amended.

**“Continuing Disclosure Agreement”** means the Continuing Disclosure Agreement, dated as of the Original Issue Date, to be executed by the Issuer and delivered on the closing date of the Obligations.

**“Debt Service Fund”** means the fund created by the Issuer pursuant to Section 67.11 of the Wisconsin Statutes to provide for the payment of debt service on its general obligations.

**“Debt Service Fund Account”** has the meaning set forth in Section 17 hereof.

**“Depository”** means DTC or any successor appointed by the Issuer and acting as securities depository for the Obligations.

**“DTC”** means The Depository Trust Company.

**“Financial Officer”** means the Treasurer.

**“Fiscal Agent”** means Associated Trust Company, National Association, or any successor fiscal agent appointed by the Issuer to act as authentication agent, paying agent, and registrar for the Obligations pursuant to Section 67.10 (2) of the Wisconsin Statutes.

**“Governing Body”** has the meaning set forth in the recitals to this resolution.

**“Initial Resolutions”** has the meaning set forth in the recitals to this resolution.

**“Issuer”** means the City of Green Bay, Wisconsin.

**“Municipal Officers”** means the Mayor and the Clerk of the Issuer. These are the officers required by law to execute general obligations on the Issuer’s behalf.

**“Notice of Sale”** has the meaning set forth in the recitals to this resolution.

**“Obligations”** means the \$15,495,000 City of Green Bay, Wisconsin General Obligation Corporate Purpose Bonds, Series 2019B, which will be issued pursuant to this resolution.

**“Original Issue Date”** means September 11, 2019.

**“Project”** has the meaning set forth in the recitals to this resolution.

“**Purchase Agreement**” means the purchase contract entered into between the Issuer and the Purchaser evidencing the purchase of the Obligations as described in Section 15.

“**Purchase Price**” has the meaning set forth in the recitals to this resolution.

“**Purchaser**” has the meaning set forth in the recitals to this resolution.

“**Record Date**” means the 15th day (whether or not a business day) of the calendar month just before each regularly scheduled interest payment date for the Obligations.

“**Recording Officer**” means the Issuer’s Clerk.

“**Register**” means the register maintained by the Fiscal Agent at its designated office, in which the Fiscal Agent records:

- (i) The name and address of the owner of each Obligation.
- (ii) All transfers of each Obligation.

“**Treasurer**” means the Issuer’s Treasurer.

## **Section 2. Exhibits.**

The attached exhibits are also a part of this resolution as though they were fully written out in this resolution:

- (i) *Exhibit A* — Form of Obligation.
- (ii) *Exhibit B* — Notice to Electors of Sale.

## **Section 3. Corporate Purpose Bonds.**

The Issuer is combining the general obligation bonds authorized under the Initial Resolutions into a single bond issue and designating them as “**corporate purpose bonds**”.

## **Section 4. Purposes of Borrowing; Issuance of Obligations.**

The Governing Body authorizes the Obligations and orders that they be prepared, executed, and issued. The Obligations will be fully registered, negotiable, general obligation corporate purpose bonds of the Issuer in the principal amount of \$15,495,000. The Obligations will be issued pursuant to the provisions of Chapter 67 of the Wisconsin Statutes and the authority granted by the adoption of the Initial Resolutions to pay the costs of the Project and issuing the Obligations (including, but not limited to, printing costs and fees for underwriting, financial consultants, bond counsel, rating agencies, bond insurance, and registration, as applicable).



## **Section 5. Terms of Obligations.**

The Obligations will be named “City of Green Bay, Wisconsin General Obligation Corporate Purpose Bonds, Series 2019B.” The Obligations will be dated the Original Issue Date, even if they are actually issued or executed on another date. Each Obligation will also be dated the date on which it is authenticated by the Fiscal Agent. That date is its registration date.

The face amount of each Obligation will be \$5,000 or any multiple thereof up to the principal amount authorized for that maturity.

The Obligations will bear interest from the Original Issue Date. Interest will be due and payable on each April 1 and October 1, beginning on October 1, 2019, until the principal of the Obligations has been paid. Interest on each Obligation will be (i) computed on the basis of a 360-day year of twelve 30-day months and (ii) payable to the person in whose name the Obligation is registered on the Register at the end of the day on the applicable Record Date. The Issuer and the Fiscal Agent may treat the entity or person in whose name any Obligation is registered on the Register as the absolute owner of the Obligations for all purposes whatsoever under this resolution. The Obligations will be numbered consecutively as may be required to comply with any applicable rules or customs or as determined by the Municipal Officers executing the Obligations. The following table shows when the Obligations will mature and the rate of interest each maturity will bear:

| Principal<br>Maturity Date<br>(April 1) | Principal<br>Amount | Interest<br>Rate | Principal<br>Maturity Date<br>(April 1) | Principal<br>Amount | Interest<br>Rate |
|-----------------------------------------|---------------------|------------------|-----------------------------------------|---------------------|------------------|
| 2020                                    | \$265,000           | _____ %          | 2030                                    | \$ 855,000          | _____ %          |
| 2021                                    | 285,000             | _____            | 2031                                    | 890,000             | _____            |
| 2022                                    | 300,000             | _____            | 2032                                    | 910,000             | _____            |
| 2023                                    | 590,000             | _____            | 2033                                    | 945,000             | _____            |
| 2024                                    | 610,000             | _____            | 2034                                    | 975,000             | _____            |
| 2025                                    | 630,000             | _____            | 2035                                    | 1,010,000           | _____            |
| 2026                                    | 650,000             | _____            | 2036                                    | 1,045,000           | _____            |
| 2027                                    | 675,000             | _____            | 2037                                    | 1,075,000           | _____            |
| 2028                                    | 695,000             | _____            | 2038                                    | 1,110,000           | _____            |
| 2029                                    | 830,000             | _____            | 2039                                    | 1,150,000           | _____            |

The principal of, and interest on, the Obligations will be payable in lawful money of the United States of America.

**Section 6. Fiscal Agent.**

The Issuer appoints the Fiscal Agent to act as authentication agent, paying agent, and registrar for the Obligations. The appropriate officers of the Issuer are directed to enter into a fiscal agency agreement with the Fiscal Agent on behalf of the Issuer. The fiscal agency agreement may provide for the Issuer to pay the reasonable and customary charges of the Fiscal Agent for those services. The fiscal agency agreement shall require the Fiscal Agent to comply with all applicable federal and state regulations. Among other things, the Fiscal Agent shall maintain the Register.

**Section 7. Appointment of Depository.**

The Issuer appoints DTC to act as securities depository for the Obligations. An authorized representative of the Issuer has previously executed a blanket issuer letter of representations with DTC on the Issuer's behalf, and the Issuer ratifies and approves that document.

**Section 8. Book-Entry System.**

On the date of their initial delivery, the Obligations will be registered in the name of DTC or its nominee and maintained in a Book-Entry System. If the Issuer's relationship with DTC is terminated, then the Issuer may appoint another securities depository to maintain the Book-Entry System.

If on any date the Obligations are *not* being maintained in a Book-Entry System, then the Issuer will do the following:

- (i) At its expense, the Issuer will prepare, authenticate, and deliver to the beneficial owners of the Obligations fully-registered, certificated Obligations in the denomination of \$5,000 or any multiple thereof in the aggregate principal amount then outstanding. The beneficial owners will be those shown on the records of the Depository and its direct and indirect participants.
- (ii) The Issuer will appoint a fiscal agent to act as authentication agent, paying agent, and registrar for the Obligations under Section 67.10 (2) of the Wisconsin Statutes (the Fiscal Agent may be reappointed in this capacity).

**Section 9. Redemption.**

The Obligations maturing on or after April 1, 2027 are subject to redemption before their stated maturity dates, at the Issuer's option, in whole or in part, in the order of maturity selected by the Issuer, on April 1, 2026 and on any date thereafter. The redemption price will be 100% of the principal amount redeemed, plus accrued interest to the redemption date, and no premium will be paid. If payment of an Obligation called for redemption has been

made or provided for, then interest on the Obligation stops accruing on the stated redemption date. If less than all outstanding Obligations of a specific maturity are redeemed, then such Obligations will be redeemed in multiples of \$5,000 in accordance with Sections 10 and 11 hereof[, and if a portion, but not all, of a maturity that is subject to mandatory partial redemptions by operation of a sinking fund (as described below) is being redeemed, then the Issuer will select the amounts to be redeemed on future Sinking Fund Redemption Dates (as defined below) that are reduced as a result of the partial redemption].

[The Term Bonds are also subject to mandatory partial redemptions prior to their stated maturity dates by operation of a sinking fund. On the following redemption dates (each a “**Sinking Fund Redemption Date**”), the Issuer will redeem the following principal amounts (subject to reduction as provided in the immediately preceding paragraph) of the Term Bonds:

Term Bonds Maturing April 1, 20

| Sinking Fund<br>Redemption Date<br>(April 1) | Principal Amount<br>To be Redeemed |
|----------------------------------------------|------------------------------------|
| 20                                           | \$                                 |
| 20                                           |                                    |
| 20 (Stated Maturity)                         |                                    |

Term Bonds Maturing April 1, 20

| Sinking Fund<br>Redemption Date<br>(April 1) | Principal Amount<br>To be Redeemed |
|----------------------------------------------|------------------------------------|
| 20                                           | \$                                 |
| 20                                           |                                    |
| 20 (Stated Maturity)                         |                                    |

The redemption price will be 100% of the principal amount redeemed, plus accrued interest to the Sinking Fund Redemption Date, and no premium will be paid. The particular Term Bonds to be redeemed will be selected in accordance with Sections 10 and 11 hereof, and the Issuer will give notice of the redemption in the manner stated in said sections.]

**Section 10. Manner of Payment/Transfers/Under Book-Entry System.**

So long as the Obligations are being maintained in a Book-Entry System, the following provisions apply:

*Payment.* The Fiscal Agent is directed to pay the principal of, and interest on, the Obligations by wire transfer to the Depository or its nominee in accordance with the Depository’s rules that are then in effect.

*Transfers.* The Obligations are transferable, only upon the Register and only if the Depository ceases to act as securities depository for the Obligations and the Issuer appoints a successor securities depository. If that happens, then upon the surrender of the Obligations to the Fiscal Agent, the Issuer will issue new fully registered Obligations in the same aggregate principal amount to the successor securities depository, and the Obligations will be recorded as transferred to the successor securities depository in the Register.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after such Obligation has been called for redemption.

*Partial Redemption.* If less than all the Obligations of a particular maturity are to be redeemed, then the Depository and its direct and indirect participants will select the beneficial owners of the Obligations to be redeemed. If less than all the principal amount of a specific maturity is redeemed, then on the redemption date, upon surrender to the Fiscal Agent of the Obligation, the Issuer will issue one or more new Obligations in the principal amount outstanding after the redemption.

*Notice of Redemption.* Notice of the redemption of any of the Obligations will be sent to the Depository, in the manner required by the Depository, not less than 30, and not more than 60, days prior to the proposed redemption date. A notice of optional redemption may be revoked by sending notice to the Depository, in the manner required by the Depository, not less than 15 days prior to the proposed optional redemption date.

#### **Section 11. Manner of Payment/Transfers/Not Under Book-Entry System.**

If on any date the Obligations are *not* being maintained in a Book-Entry System, then the following provisions apply:

*Payment.* The Fiscal Agent will pay the principal of each Obligation upon its presentation and surrender on or after its maturity or earlier redemption date at the designated office of the Fiscal Agent, and the Fiscal Agent will pay, on each interest payment date, the interest on each Obligation by wire or other electronic money transfer, or by check of the Fiscal Agent sent by first class mail, to the person or entity in whose name the Obligation is registered on the Register at the end of the day on the applicable Record Date.

*Transfers.* Each Obligation is transferable, only upon the Register, for a like aggregate principal amount of the same maturity and interest rate in denominations of \$5,000 or any multiple thereof. A transfer may be requested by the registered owner in person or by a person with a written power of attorney. The Obligation shall be surrendered to the Fiscal Agent, together with a written instrument of transfer satisfactory to the Fiscal Agent signed by the registered owner or by the person with the written power of attorney. The Issuer will issue one or more new fully registered Obligations in the same aggregate principal amount to the transferee or transferees, as applicable, in exchange for the surrendered Obligations and upon the payment of a charge sufficient to reimburse the Issuer or the Fiscal Agent for any tax, fee, or other governmental charge required to be paid with respect to such registration.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after the Obligation has been called for redemption.

*Partial Redemptions.* If less than all the Obligations of a particular maturity are to be redeemed, then the Issuer or the Fiscal Agent will randomly select the Obligations to be redeemed. If less than all the principal amount of a specific maturity is redeemed, then on the redemption date, upon surrender to the Fiscal Agent of the Obligation, the Issuer will issue one or more new Obligations in the principal amount outstanding after the redemption.

*Notice of Redemption.* Notice of the redemption of any of the Obligations shall be sent by first class mail, not less than 30, and not more than 60, days before the redemption date, to the registered owners of the Obligations to be redeemed, at the respective addresses set forth in the Register. A notice of optional redemption may be revoked by sending a notice by first class mail, not less than 15 days prior to the proposed optional redemption date, to the registered owners of the Obligations which have been called for optional redemption.

## **Section 12. Form of Obligations.**

The Obligations shall be in substantially the form shown in Exhibit A. Omissions, insertions, or variations are permitted if they are deemed necessary or desirable and are consistent with this resolution or any supplemental resolution. The Issuer may cause the approving opinion of bond counsel to be printed or reproduced on the Obligations.

## **Section 13. Execution of Obligations.**

The Obligations shall be signed by the persons who are the Municipal Officers on the date on which the Obligations are signed. The Obligations shall be sealed with the Issuer's corporate seal (or a facsimile), if the Issuer has one, and they shall also be authenticated by the manual signature of an authorized representative of the Fiscal Agent.

The Obligations will be valid and binding even if before they are delivered any person whose signature appears on the Obligations is no longer living or is no longer the person authorized to sign the Obligations. In that event, the Obligations will have the same effect as if the person were living or were still the person authorized to sign the Obligations.

A facsimile signature may be used as long as at least one signature of a Municipal Officer is a manual signature or the Fiscal Agent's certificate of authentication has a manual signature. If a facsimile signature is used, then it will be treated as the officer's own signature.

## **Section 14. Continuing Disclosure.**

The appropriate officers of the Issuer are directed to sign the Continuing Disclosure Agreement, and the Issuer agrees to comply with all of its terms.



### **Section 15. Sale of Obligations.**

The Issuer awards the sale of the Obligations to the Purchaser at the Purchase Price, plus any accrued interest from the Original Issue Date to the date of delivery of the Obligations. The Issuer approves and accepts the Purchase Agreement signed and presented by the Purchaser. The Municipal Officers are directed (i) to sign the Purchase Agreement in the Issuer's name and (ii) to take any additional actions needed to effect the closing for the Obligations.

The Financial Officer is directed to comply with the terms of the Notice of Sale with respect to any good-faith deposit requirements.

The Municipal Officers are directed to sign the Obligations and to arrange for delivery of the Obligations to the Purchaser through the facilities of DTC in accordance with the Notice of Sale, the Purchase Agreement, and this resolution. The Obligations may be delivered to the Purchaser upon payment by the Purchaser of the Purchase Price, plus any accrued interest, as required by the Notice of Sale.

Unless waived by the Purchaser, the delivery of the Obligations is conditioned upon the Issuer furnishing the following items to the Purchaser:

- (i) The Obligations, together with the written, unqualified approving opinion of the law firm of Foley & Lardner LLP, bond counsel, evidencing the legality of the Obligations and that interest on the Obligations will be excluded from gross income for federal income tax purposes.
- (ii) A transcript of the proceedings relating to the issuance of the Obligations.
- (iii) A certificate showing that no litigation has been threatened or is pending that would affect the legality of the Obligations or the right of the Issuer to issue them at the time of their delivery.

### **Section 16. General Obligation Pledge; Tax Levy.**

For the prompt payment of the principal of, and interest on, the Obligations, the Issuer irrevocably pledges its full faith and credit. The Issuer hereby levies upon all taxable property in its territory a direct, annual, and irrevocable tax in an amount sufficient to pay, and for the express purpose of paying, the interest on the Obligations as it falls due and also to pay and discharge the principal of the Obligations at maturity.

This tax shall be carried from year to year into the Issuer's tax roll. It shall be collected in addition to all other taxes and in the same manner and at the same time as all other taxes. The amount of this tax that is carried into the Issuer's tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account available to pay debt service on the Obligations for such year. The tax for each year the levy is made will be in the following amounts:

| <u>Levy Year</u> | <u>Debt Service<br/>Amount Due in<br/>Following Year</u> | <u>Levy Year</u> | <u>Debt Service<br/>Amount Due in<br/>Following Year</u> |
|------------------|----------------------------------------------------------|------------------|----------------------------------------------------------|
| 2019             | \$ _____                                                 | 2029             | _____                                                    |
| 2020             | _____                                                    | 2030             | _____                                                    |
| 2021             | _____                                                    | 2031             | _____                                                    |
| 2022             | _____                                                    | 2032             | _____                                                    |
| 2023             | _____                                                    | 2033             | _____                                                    |
| 2024             | _____                                                    | 2034             | _____                                                    |
| 2025             | _____                                                    | 2035             | _____                                                    |
| 2026             | _____                                                    | 2036             | _____                                                    |
| 2027             | _____                                                    | 2037             | _____                                                    |
| 2028             | _____                                                    | 2038             | _____                                                    |

#### **Section 17. Debt Service Fund Account.**

The Issuer shall create a separate account within the Debt Service Fund solely for the Obligations (the “**Debt Service Fund Account**”), which shall be maintained and administered as provided in Section 67.11 of the Wisconsin Statutes. The Treasurer is directed to keep the proceeds of the taxes levied under this resolution, when they are collected, in the Debt Service Fund Account. Any accrued interest received on the Original Issue Date and the premium, if any, paid to the Issuer by the Purchaser in excess of the stated principal amount of the Obligations shall be deposited into the Debt Service Fund Account and used to pay interest on the Obligations. If the money in the Debt Service Fund Account is insufficient to make a payment of principal of, or interest on, the Obligations on a date on which such a payment is due, then the Issuer will promptly provide the necessary funds to make the payment from other available sources.

#### **Section 18. Borrowed Money Fund.**

The sale proceeds of the Obligations (not including any accrued interest or premium received) shall be deposited in and kept by the Treasurer in a separate fund. The fund will be designated with both the name of the Obligations and the name Borrowed Money Fund (the “**Borrowed Money Fund**”). Money in the Borrowed Money Fund, including any earnings, must be (i) used to pay the costs of the Project and issuing the Obligations or (ii) transferred to the Debt Service Fund Account as provided by law.

#### **Section 19. Official Statement.**

The Issuer ratifies and approves the preliminary offering document prepared and distributed in connection with the sale and issuance of the Obligations, and the Issuer authorizes and directs the final version of such document (the “**Official Statement**”) to be prepared prior to the issuance of the Obligations; *provided, however*, that the Official Statement shall be substantially in the form submitted to this meeting, with such modifications as the Municipal Officers approve. The Municipal Officers are directed to deliver copies of the Official Statement

to the Purchaser and, if the Purchaser requests, execute one or more copies on behalf of the Issuer. Execution and delivery of the Official Statement will conclusively evidence the approval of the Municipal Officers.

**Section 20. Publication of Notice.**

The Recording Officer is directed to publish notice that the Issuer has agreed to sell the Obligations. The notice shall be published in the Issuer's official newspaper, as a class 1 notice under Chapter 985 of the Wisconsin Statutes promptly after the execution of the Purchase Agreement. The notice shall be in substantially the form shown in Exhibit B. The Recording Officer shall obtain proof, in affidavit form, of the publication, and shall compare the notice as published with the attached form to make sure that no mistake was made in publication.

**Section 21. Authorization of Officers.**

The appropriate officers of the Issuer are directed to prepare and furnish the following items to the Purchaser and the attorneys approving the legality of the Obligations:

- (i) Certified copies of proceedings and records of the Issuer relating to the Obligations and to the financial condition and affairs of the Issuer.
- (ii) Other affidavits, certificates, and information that may be required to show the facts about the legality of the Obligations, as such facts appear on the books and records under the officer's custody or control or as are otherwise known to the officer.

All certified copies, affidavits, certificates, and information furnished for such purpose will be representations of the Issuer as to the facts they present.

**Section 22. Tax Law Covenants.**

The Issuer covenants that it will comply with all requirements of the Code and the Treasury Regulations promulgated thereunder, that must be satisfied so that interest on the Obligations will be excluded from gross income for federal income tax purposes.

**Section 23. Further Authorization.**

The Issuer authorizes its officers, attorneys, and other agents or employees to do all acts required of them to carry out the purposes of this resolution.

**Section 24. Conflict with Prior Acts.**

In case any part of a prior action of the Governing Body conflicts with this resolution, that part of the prior action is hereby rescinded.

**Section 25.   Severability of Invalid Provisions.**

If a court holds any provision of this resolution to be illegal or invalid, then the illegality or invalidity shall not affect any other provision of this resolution.

**Section 26.   Resolution Effective upon Adoption and Approval.**

This resolution takes effect upon its adoption and approval in the manner provided by law.

\* \* \* \* \*

Adopted:     August 20, 2019

Approved:    August \_\_\_, 2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**EXHIBIT A**

**FORM OF OBLIGATION**

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation (“DTC”), to the issuer or its agent for registration of transfer, exchange, or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

STATE OF WISCONSIN  
CITY OF GREEN BAY

No. R-\_\_\_\_\_ Registered  
\$ \_\_\_\_\_

GENERAL OBLIGATION CORPORATE PURPOSE BOND, SERIES 2019B

| <u>Interest<br/>Rate</u> | <u>Maturity<br/>Date</u> | <u>Original<br/>Issue Date</u> | <u>CUSIP</u> |
|--------------------------|--------------------------|--------------------------------|--------------|
| _____%                   | April 1, 20__            | September 11, 2019             | 392641 ____  |

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ DOLLARS

THE CITY OF GREEN BAY, WISCONSIN (herein called the “**Issuer**”), hereby acknowledges itself to owe, and for value received promises to pay the Principal Amount to the Registered Owner on the Maturity Date, and interest on the Principal Amount from the Original Issue Date at the annual rate of the Interest Rate. Interest is due and payable on each April 1 and October 1, beginning on April 1, 2020, until the Principal Amount has been paid. Interest is computed on the basis of a 360-day year of twelve 30-day months.

This Obligation is one of a duly authorized issue of bonds (the “**Obligations**”) of the Issuer of an aggregate principal amount of \$15,495,000, all of which are of like tenor, except as to denomination, interest rate, maturity date, and redemption provisions, issued by the Issuer pursuant to the provisions of Chapter 67 of the Wisconsin Statutes, and is authorized by (1) separate initial resolutions adopted by the governing body of the Issuer on July 16, 2019, for the following purposes: street improvements; sewerage improvements, including, but not limited to, sanitary sewer and storm sewer improvements; parking lots or other parking facilities; fire engines and other equipment of the fire department; parks and public grounds; and to provide financial assistance to blight elimination, slum clearance, community development, redevelopment, and urban renewal programs and projects; and (2) the resolution duly adopted by the governing body of the Issuer on August 20, 2019, entitled: “A Resolution Authorizing and Providing for the Sale and Issuance of \$15,495,000 General Obligation Corporate Purpose



Bonds, Series 2019B, and All Related Details” (the “**Resolution**”). The Obligations are issuable only in the form of fully registered bonds.

On the date of their initial delivery, the Obligations will be maintained in a system in which no physical distribution of certificates representing ownership of the Obligations is made to the owners of the Obligations but instead all outstanding Obligations are registered in the name of a securities depository appointed by the Issuer (a “**Depository**”), or in the name of the Depository’s nominee, and the Depository and its participants record beneficial ownership and effect transfers of the Obligations electronically (a “**Book-Entry System**”). So long as the Obligations are maintained in a Book-Entry System, then the principal of, and interest on, this Obligation will be paid by wire transfer to the Depository or its nominee in accordance with the Depository’s rules that are then in effect by ASSOCIATED TRUST COMPANY, NATIONAL ASSOCIATION or any successor fiscal agent appointed by the Issuer under Section 67.10 (2) of the Wisconsin Statutes (the “**Fiscal Agent**”), which will act as authentication agent, paying agent, and registrar for the Obligations.

If on any date the Obligations are *not* being maintained in a Book-Entry System, then (i) the principal of this Obligation will be paid by the Fiscal Agent upon its presentation and surrender on or after its maturity date or earlier redemption date at the designated office of the Fiscal Agent, and (ii) the interest on this Obligation will be paid by the Fiscal Agent on each interest payment date by wire or other electronic money transfer, or by check of the Fiscal Agent sent by first class mail, to the person or entity in whose name this Obligation is registered on the register (the “**Register**”) maintained by the Fiscal Agent at the end of the day on the 15<sup>th</sup> day (whether or not a business day) of the calendar month just before each regularly scheduled interest payment date (the “**Record Date**”). The Issuer and the Fiscal Agent may treat the entity or person in whose name any Obligation is registered on the Register as the absolute owner of this Obligation for all purposes.

The principal of, and interest on, this Obligation is payable in lawful money of the United States of America. For the prompt payment of the principal of, and interest on, this Obligation, the Issuer has irrevocably pledged its full faith and credit. The Issuer has levied upon all taxable property in its territory a direct, annual, and irrepealable tax sufficient in amount to pay, and for the express purpose of paying, the interest on this Obligation as it falls due and the principal of this Obligation on the Maturity Date.

The Obligations maturing on or after April 1, 2027 are subject to redemption before their stated maturity dates, at the Issuer’s option, in whole or in part, in the order of maturity selected by the Issuer, on April 1, 2026 and on any date thereafter. The redemption price will be 100% of the principal amount redeemed, plus accrued interest to the redemption date, and no premium will be paid. If payment of an Obligation called for redemption has been made or provided for, then interest on the Obligation stops accruing on the stated redemption date. If less than all outstanding Obligations of a specific maturity are redeemed, then such Obligations will be redeemed in multiples of \$5,000 as set forth below[, and if a portion, but not all, of a maturity that is subject to mandatory partial redemptions by operation of a sinking fund (as described below) is being redeemed, then the Issuer will select the amounts to be redeemed on future Sinking Fund Redemption Dates (as defined below) that are reduced as a result of the partial redemption.]

[The Obligations maturing on April 1 in the years 20\_\_ and 20\_\_ (collectively, the “**Term Bonds**”) are also subject to mandatory partial redemptions prior to their stated maturity dates, by operation of a sinking fund. On the following redemption dates (each a “**Sinking Fund Redemption Date**”) the Issuer will redeem the following principal amounts (subject to reduction as provided in the immediately preceding paragraph) of the Term Bonds:

Term Bonds Maturing April 1, 20\_\_

| Sinking Fund<br>Redemption Date<br>(April 1) | Principal Amount<br>To be Redeemed |
|----------------------------------------------|------------------------------------|
| 20__                                         | \$ _____                           |
| 20__                                         | _____                              |
| 20__ (Stated Maturity)                       | _____                              |

Term Bonds Maturing April 1, 20\_\_

| Sinking Fund<br>Redemption Date<br>(April 1) | Principal Amount<br>To be Redeemed |
|----------------------------------------------|------------------------------------|
| 20__                                         | \$ _____                           |
| 20__                                         | _____                              |
| 20__ (Stated Maturity)                       | _____                              |

The redemption price will be 100% of the principal amount redeemed, plus accrued interest to the Sinking Fund Redemption Date, and no premium will be paid. The particular Term Bonds to be redeemed will be selected in the manner set forth below, and the Issuer will give notice of the redemption in the manner described below.].

So long as the Obligations are being maintained in a Book-Entry System, the following provisions apply:

*Transfers.* The Obligations are transferable, only upon the Register and only if the Depository ceases to act as securities depository for the Obligations and the Issuer appoints a successor securities depository. If that happens, then upon the surrender of the Obligations to the Fiscal Agent, the Issuer will issue new fully registered Obligations in the same aggregate principal amount to the successor securities depository and the Obligations will be recorded as transferred to the successor securities depository in the Register.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after such Obligation has been called for redemption.

*Partial Redemption.* If less than all the Obligations of a particular maturity are to be redeemed, then the Depository and its direct and indirect participants will select the beneficial owners of the Obligations to be redeemed. If less than all the principal amount of a specific maturity is redeemed, then on the redemption date and upon surrender to the Fiscal Agent of the Obligation, the Issuer will issue one or more new Obligations in the principal amount outstanding after the redemption.

*Notice of Redemption.* Notice of the redemption of any of the Obligations will be sent to the Depository, in the manner required by the Depository, not less than 30, and not more than 60, days prior to the proposed redemption date. A notice of optional redemption may be revoked by sending notice to the Depository, in the manner required by the Depository, not less than 15 days prior to the proposed optional redemption date.

If on any date the Obligations are *not* being maintained in a Book-Entry System, then the following provisions apply:

*Transfers.* Each Obligation is transferable, only upon the Register, for a like aggregate principal amount of the same maturity and interest rate in denominations of \$5,000 or any multiple thereof. A transfer may be requested by the registered owner in person or by a person with a written power of attorney. The Obligation shall be surrendered to the Fiscal Agent, together with a written instrument of transfer satisfactory to the Fiscal Agent signed by the registered owner or by the person with the written power of attorney. The Issuer will issue one or more new fully registered Obligations, in the same aggregate principal amount to the transferee or transferees, as applicable, in exchange for the surrendered Obligations and upon the payment of a charge sufficient to reimburse the Issuer or the Fiscal Agent for any tax, fee, or other governmental charge required to be paid with respect to such registration.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after such Obligation has been called for redemption.

*Partial Redemption.* If less than all the Obligations of a particular maturity are to be redeemed, then the Issuer or the Fiscal Agent will randomly select the Obligations to be redeemed. If less than all the principal amount of a specific maturity is redeemed, then on the redemption date and upon surrender to the Fiscal Agent of the Obligation, the Issuer will issue one or more new Obligations in the principal amount outstanding after the redemption.

*Notice of Redemption.* Notice of the redemption of any of the Obligations shall be sent by first class mail, not less than 30, and not more than 60, days before the redemption date, to the registered owners of any Obligations to be redeemed, at the respective addresses set forth in the Register. A notice of optional redemption

may be revoked by sending a notice by first class mail, not less than 15 days prior to the proposed optional redemption date, to the registered owners of the Obligations which have been called for optional redemption.

The Issuer certifies, recites, and declares that all acts, conditions, and procedures required by law to exist, to have happened, and to be performed, leading up to and in the issuing of this Obligation and of the issue of which it is a part, do exist, have happened, and have been performed in regular and due form, time, and manner as required by law; that the indebtedness of the Issuer, including this Obligation and the issue of which it is a part, does not exceed any limitation, general or special, imposed by law; and that a valid, direct, annual and irrepealable tax has been levied by the Issuer sufficient to pay the interest on this Obligation when it falls due and also to pay and discharge the principal of this Obligation at maturity.

*[Signature Page Follows]*

IN WITNESS WHEREOF, the Issuer, by its governing body, has caused this Obligation to be executed in its name and on its behalf by the manual or facsimile signatures of its Mayor and Clerk and to be sealed with its corporate seal (or a facsimile thereof), if any, all as of the Original Issue Date.

CITY OF GREEN BAY, WISCONSIN

By: \_\_\_\_\_  
Mayor

[SEAL]

And: \_\_\_\_\_  
Clerk

Certificate of Authentication

Dated: September \_\_\_, 2019

This Obligation is one of the Obligations described in the Resolution.

ASSOCIATED TRUST COMPANY, NATIONAL ASSOCIATION,  
as Fiscal Agent

By: \_\_\_\_\_  
Authorized Signatory



## ASSIGNMENT

For value received, the undersigned hereby sells, assigns, and transfers unto

PLEASE INSERT SOCIAL SECURITY OR  
OTHER IDENTIFYING NUMBER OF ASSIGNEE

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(Please Print or Type Name and Address of Assignee)

the within-mentioned Obligation and all rights thereunder and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney-in-fact, to transfer the same on the books of the registry in the office of the Fiscal Agent, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed

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NOTICE: Signatures must be guaranteed by an “eligible guarantor institution” meeting the requirements of the Fiscal Agent. Those requirements include membership or participation in the Securities Transfer Association Medallion Program (“STAMP”) or such other “signature guarantee program” as may be determined by the Fiscal Agent in addition to, or in substitution for, STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

Note: The signature to this assignment must correspond with the name as written on the face of the within Obligation in every particular, without any alteration or change. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of the person’s authority to act must accompany this Obligation.

## **EXHIBIT B**

### **NOTICE TO THE ELECTORS OF THE CITY OF GREEN BAY, WISCONSIN RELATING TO BOND SALE**

On August 20, 2019, pursuant to Chapter 67 of the Wisconsin Statutes, a resolution was offered, read, approved, and adopted whereby the City of Green Bay, Wisconsin authorized the borrowing of money and entered into a contract to sell general obligation corporate purpose bonds in the principal amount of \$15,495,000. It is anticipated that the closing of this bond financing will be held on or about September 11, 2019. A copy of all proceedings had to date with respect to the authorization and sale of said bonds is on file and may be examined in the office of the City Clerk, at 100 North Jefferson Street, Green Bay, Wisconsin between the hours of 9:00 a.m. and 4:30 p.m. on weekdays.

This notice is given pursuant to Section 893.77 of the Wisconsin Statutes, which provides that an action or proceeding to contest the validity of such financing, for other than constitutional reasons, shall be commenced within 30 days after the date of publication of this notice.

Publication Date: August \_\_\_\_, 2019

/s/ Kris A. Teske  
City Clerk

## **CERTIFICATIONS BY CLERK**

I, Kris A. Teske, certify that I am the duly qualified and acting Clerk of the City of Green Bay, Wisconsin (the “**Municipality**”), and as such I have in my possession, or have access to, the complete corporate records of the Municipality and of its Common Council (the “**Governing Body**”), and that attached to this certificate is a true, correct, and complete copy of the resolution (the “**Resolution**”) entitled:

### **A Resolution Authorizing and Providing for the Sale and Issuance of \$15,495,000 General Obligation Corporate Purpose Bonds, Series 2019B, and All Related Details**

I further certify as follows:

1. **Meeting Date.** On August 20, 2019, a meeting of the Governing Body was held beginning at \_\_\_\_\_ p.m.
2. **Posting.** On August \_\_\_, 2019 (and not less than 24 hours prior to the meeting), I posted, or caused to be posted, at the Municipality’s offices in Green Bay, Wisconsin a notice setting forth the date, time, location, and subject matter of said meeting. The notice specifically referred to the Resolution.
3. **Notification of Media.** On August \_\_\_, 2019 (and not less than 24 hours prior to the meeting), I communicated or caused to be communicated, the date, time, location, and subject matter of said meeting to those news media that have filed a written request for such notice and to the official newspaper of the Municipality, if any. The communication specifically referred to the Resolution.
4. **Open Meeting Law Compliance.** The meeting was a regular meeting of the Governing Body that was held in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and state statutes.
5. **Members Present.** The meeting was duly called to order by the Mayor (the “**Presiding Officer**”), who chaired the meeting. Upon roll call, I noted and recorded that there were \_\_\_ members of the Governing Body present at the meeting, such number being a quorum of the Governing Body.
6. **Consideration of and Roll Call Vote on Resolution.** Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was the Resolution. A proper quorum of the Governing Body was present for the consideration of the Resolution, and each member of the Governing Body had received a copy of the Resolution. All rules of the Governing Body that interfered with the consideration of the Resolution, if any, were suspended by a two-thirds vote of the Governing Body. The Resolution was then introduced, moved, and seconded, and after due consideration, upon roll call, \_\_\_ of the Governing Body members voted Aye, \_\_\_ voted Nay, and \_\_\_ Abstained.

7. **Adoption of Resolution.** The Resolution was supported by the affirmative vote of a majority of a quorum of the members of the Governing Body in attendance. The Presiding Officer then declared that the Resolution was adopted, and I recorded the adoption of the Resolution.

8. **Approval of Presiding Officer.** The Resolution was approved by the Presiding Officer on August \_\_, 2019, and I have recorded the approval. The approval is evidenced by the signature of the Presiding Officer on the copy of the Resolution to which this certificate is attached.

9. **Publication of Notice.** I have caused the Notice to Electors, in the form of Exhibit B to the Resolution, to be published in the place specified in the Resolution.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the Municipality, if any, on this certificate as of August \_\_, 2019.

---

Clerk

[SEAL]

**COMMON COUNCIL  
OF THE  
CITY OF GREEN BAY, WISCONSIN**

**August 20, 2019**

**Resolution No. \_\_\_\_**

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**A Resolution Authorizing and Providing for the Sale and Issuance of  
\$2,540,000 General Obligation Promissory Notes, Series 2019C,  
and All Related Details**

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**RECITALS**

The Common Council (the “**Governing Body**”) of the City of Green Bay, Wisconsin (the “**Issuer**”) makes the following findings and determinations:

1. The Issuer needs funds to finance improvements and renovations to municipal buildings, and the purchase of vehicles and equipment for various municipal departments, improvements to public parks (collectively, the “**Project**”).
2. On July 16, 2019, the Governing Body adopted an initial resolution authorizing the issuance of general obligation promissory notes of the Issuer in the principal amount of approximately \$2,540,000 for the purposes of the Project (the “**Initial Resolution**”).
3. The Clerk of the Issuer caused notice of the sale (the “**Notice to Bidders**”) of the \$2,540,000 City of Green Bay, Wisconsin General Obligation Promissory Notes, Series 2019C (the “**Obligations**”) to be given to media typically monitored by potential bidders in the manner and form directed by the Initial Resolution. The Notice to Bidders is made of record in these proceedings, and the Governing Body ratifies the notice.
4. In accordance with the Notice to Bidders and the bidding terms that were included in the document that was used for offering the Obligations for sale by competitive bid (the “**Notice of Sale**”), written bids for the sale of the Obligations were received and delivered to the Governing Body.
5. The Governing Body has considered all the bids it received. The Governing Body has decided to accept the bid of \_\_\_\_\_ (the “**Purchaser**”), or a group that it represents, to purchase the Obligations on the terms specified in the Purchaser’s bid. The Purchaser bid the price of \$ \_\_\_\_\_ (the “**Purchase Price**”), plus any accrued interest, for the entire issue of Obligations and specified that the Obligations maturing on April 1 in the years shown below will bear interest at the respective interest rates shown below:

| Maturity Date | Principal | Interest |
|---------------|-----------|----------|
|---------------|-----------|----------|



| <u>(April 1)</u> | <u>Amount</u> | <u>Rate</u> |
|------------------|---------------|-------------|
| 2020             | \$120,000     | _____ %     |
| 2021             | 150,000       | _____       |
| 2022             | 255,000       | _____       |
| 2023             | 260,000       | _____       |
| 2024             | 270,000       | _____       |
| 2025             | 280,000       | _____       |
| 2026             | 290,000       | _____       |
| 2027             | 295,000       | _____       |
| 2028             | 305,000       | _____       |
| 2029             | 315,000       | _____       |

6. The Purchaser's bid complies with all terms of the Notice to Bidders and the Notice of Sale.

7. The Issuer has taken all actions required by law and has the power to sell and issue the Obligations.

8. The Governing Body is adopting this resolution to sell the Obligations and provide for their issuance upon the terms and conditions set forth in this resolution.

### **RESOLUTIONS**

The Governing Body resolves as follows:

#### **Section 1. Definitions.**

In addition to the terms defined above, capitalized terms not otherwise defined herein shall have the meanings set forth below, unless the context clearly requires another meaning.

**“Book-Entry System”** means a system in which no physical distribution of certificates representing ownership of the Obligations is made to the owners of the Obligations but instead all outstanding Obligations are registered in the name of a securities depository appointed by the Issuer, or in the name of such a depository's nominee, and the depository and its participants record beneficial ownership and effect transfers of the Obligations electronically.

**“Code”** means the Internal Revenue Code of 1986, as amended.

**“Continuing Disclosure Agreement”** means the Continuing Disclosure Agreement, dated as of the Original Issue Date, to be executed by the Issuer and delivered on the closing date of the Obligations.

**“Debt Service Fund”** means the fund created by the Issuer pursuant to Section 67.11 of the Wisconsin Statutes to provide for the payment of debt service on its general obligations.

**“Debt Service Fund Account”** has the meaning set forth in Section 16 hereof.

**“Depository”** means DTC or any successor appointed by the Issuer and acting as securities depository for the Obligations.

**“DTC”** means The Depository Trust Company.

**“Financial Officer”** means the Treasurer.

**“Fiscal Agent”** means Associated Trust Company, National Association, or any successor fiscal agent appointed by the Issuer to act as authentication agent, paying agent, and registrar for the Obligations pursuant to Section 67.10 (2) of the Wisconsin Statutes.

**“Governing Body”** has the meaning set forth in the recitals to this resolution.

**“Initial Resolution”** has the meaning set forth in the recitals to this resolution.

**“Issuer”** means the City of Green Bay, Wisconsin.

**“Municipal Officers”** means the Mayor and the Clerk of the Issuer. These are the officers required by law to execute general obligations on the Issuer’s behalf.

**“Notice of Sale”** has the meaning set forth in the recitals to this resolution.

**“Obligations”** means the \$2,540,000 City of Green Bay, Wisconsin General Obligation Promissory Notes, Series 2019C, which will be issued pursuant to this resolution.

**“Original Issue Date”** means September 11, 2019.

**“Project”** has the meaning set forth in the recitals to this resolution.

**“Purchase Agreement”** means the purchase contract entered into between the Issuer and the Purchaser evidencing the purchase of the Obligations as described in Section 14.

**“Purchase Price”** has the meaning set forth in the recitals to this resolution.

**“Purchaser”** has the meaning set forth in the recitals to this resolution.

**“Record Date”** means the 15th day (whether or not a business day) of the calendar month just before each regularly scheduled interest payment date for the Obligations.

**“Recording Officer”** means the Issuer’s Clerk.

**“Register”** means the register maintained by the Fiscal Agent at its designated office, in which the Fiscal Agent records:

- (i) The name and address of the registered owner of each Obligation.
- (ii) All transfers of each Obligation.

“**Treasurer**” means the Issuer’s Treasurer.

**Section 2. Exhibits.**

The attached exhibits are also a part of this resolution as though they were fully written out in this resolution:

- (i) *Exhibit A* — Form of Obligation.
- (ii) *Exhibit B* — Notice to Electors of Sale.

**Section 3. Purposes of Borrowing; Issuance of Obligations.**

The Governing Body authorizes the Obligations and orders that they be prepared, executed, and issued. The Obligations will be fully registered, negotiable, general obligation promissory notes of the Issuer in the principal amount of \$2,540,000. The Obligations will be issued pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes to pay the costs of the Project and issuing the Obligations (including, but not limited to, printing costs and fees for underwriting, financial consultants, bond counsel, rating agencies, bond insurance, and registration, as applicable).

**Section 4. Terms of Obligations.**

The Obligations will be named “City of Green Bay, Wisconsin General Obligation Promissory Notes, Series 2019C.” The Obligations will be dated the Original Issue Date, even if they are actually issued or executed on another date. Each Obligation will also be dated the date on which it is authenticated by the Fiscal Agent. That date is its registration date.

The face amount of each Obligation will be \$5,000 or any multiple thereof up to the principal amount authorized for that maturity.

The Obligations will bear interest from the Original Issue Date. Interest will be due and payable on each April 1 and October 1, beginning on April 1, 2020, until the principal of the Obligations has been paid. Interest on each Obligation will be (i) computed on the basis of a 360 day year of twelve 30 day months and (ii) payable to the person in whose name the Obligation is registered on the Register at the end of the day on the applicable Record Date. The Issuer and the Fiscal Agent may treat the entity or person in whose name any Obligation is registered on the Register as the absolute owner of the Obligations for all purposes whatsoever under this resolution. The Obligations will be numbered consecutively as may be required to comply with any applicable rules or customs or as determined by the Municipal Officers executing the Obligations. The following table shows when the Obligations will mature and the rate of interest each maturity will bear:

| Principal<br>Maturity Date<br>( <u>April 1</u> ) | Principal<br><u>Amount</u> | Interest<br><u>Rate</u> |
|--------------------------------------------------|----------------------------|-------------------------|
| 2020                                             | \$120,000                  | _____ %                 |

|      |         |       |
|------|---------|-------|
| 2021 | 150,000 | _____ |
| 2022 | 255,000 | _____ |
| 2023 | 260,000 | _____ |
| 2024 | 270,000 | _____ |
| 2025 | 280,000 | _____ |
| 2026 | 290,000 | _____ |
| 2027 | 295,000 | _____ |
| 2028 | 305,000 | _____ |
| 2029 | 315,000 | _____ |

The principal of, and interest on, the Obligations will be payable in lawful money of the United States of America.

**Section 5. Fiscal Agent.**

The Issuer appoints the Fiscal Agent to act as authentication agent, paying agent, and registrar for the Obligations. The appropriate officers of the Issuer are directed to enter into a fiscal agency agreement with the Fiscal Agent on behalf of the Issuer. The fiscal agency agreement may provide for the Issuer to pay the reasonable and customary charges of the Fiscal Agent for those services. The fiscal agency agreement shall require the Fiscal Agent to comply with all applicable federal and state regulations. Among other things, the Fiscal Agent shall maintain the Register.

**Section 6. Appointment of Depository.**

The Issuer appoints DTC to act as securities depository for the Obligations. An authorized representative of the Issuer has previously executed a blanket issuer letter of representations with DTC on the Issuer's behalf, and the Issuer ratifies and approves that document.

**Section 7. Book-Entry System.**

On the date of their initial delivery, the Obligations will be registered in the name of DTC or its nominee and maintained in a Book-Entry System. If the Issuer's relationship with DTC is terminated, then the Issuer may appoint another securities depository to maintain the Book-Entry System.

If on any date the Obligations are not being maintained in a Book-Entry System, then the Issuer will do the following:

- (i) At its expense, the Issuer will prepare, authenticate, and deliver to the beneficial owners of the Obligations fully-registered, certificated Obligations in the denomination of \$5,000 or any multiple thereof in the aggregate principal amount then outstanding. The beneficial owners will be those shown on the records of the Depository and its direct and indirect participants.

- (ii) The Issuer will appoint a fiscal agent to act as authentication agent, paying agent, and registrar for the Obligations under Section 67.10 (2) of the Wisconsin Statutes (the Fiscal Agent may be reappointed in this capacity).

## **Section 8. Redemption.**

The Obligations maturing on and after April 1, 2027 are subject to redemption before their stated maturity dates, at the Issuer's option, in whole or in part, in the order of maturity selected by the Issuer, on April 1, 2026 and on any date thereafter. The redemption price will be 100% of the principal amount redeemed, plus accrued interest to the redemption date, and no premium will be paid. If payment of an Obligation called for redemption has been made or provided for, then interest on the Obligation stops accruing on the stated redemption date. If less than all outstanding Obligations of a specific maturity are redeemed, then such Obligations will be redeemed in multiples of \$5,000 in accordance with Sections 9 and 10 hereof.

## **Section 9. Manner of Payment/Transfers/Under Book-Entry System.**

So long as the Obligations are being maintained in a Book-Entry System, the following provisions apply:

*Payment.* The Fiscal Agent is directed to pay the principal of, and interest on, the Obligations by wire transfer to the Depository or its nominee in accordance with the Depository's rules that are then in effect.

*Transfers.* The Obligations are transferable, only upon the Register and only if the Depository ceases to act as securities depository for the Obligations and the Issuer appoints a successor securities depository. If that happens, then upon the surrender of the Obligations to the Fiscal Agent, the Issuer will issue new fully registered Obligations in the same aggregate principal amount to the successor securities depository, and the Obligations will be recorded as transferred to the successor securities depository in the Register.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after such Obligation has been called for redemption.

*Partial Redemption.* If less than all the Obligations of a particular maturity are to be redeemed, then the Depository and its direct and indirect participants will select the beneficial owners of the Obligations to be redeemed. If less than all the principal amount of a specific maturity is redeemed, then on the redemption date, upon surrender to the Fiscal Agent of the Obligation, the Issuer will issue one or more new Obligations in the principal amount outstanding after the redemption.

*Notice of Redemption.* Notice of the redemption of any of the Obligations will be sent to the Depository, in the manner required by the Depository, not less than 30, and not more than 60, days prior to the proposed redemption date. A notice of optional redemption may be



revoked by sending notice to the Depository, in the manner required by the Depository, not less than 15 days prior to the proposed optional redemption date.

**Section 10. Manner of Payment/Transfers/Not Under Book-Entry System.**

If on any date the Obligations are not being maintained in a Book-Entry System, then the following provisions apply:

*Payment.* The Fiscal Agent will pay the principal of each Obligation upon its presentation and surrender on or after its maturity or earlier redemption date at the designated office of the Fiscal Agent, and the Fiscal Agent will pay, on each interest payment date, the interest on each Obligation by wire or other electronic money transfer, or by check of the Fiscal Agent sent by first class mail, to the person or entity in whose name the Obligation is registered on the Register at the end of the day on the applicable Record Date.

*Transfers.* Each Obligation is transferable, only upon the Register, for a like aggregate principal amount of the same maturity and interest rate in denominations of \$5,000 or any multiple thereof. A transfer may be requested by the registered owner in person or by a person with a written power of attorney. The Obligation shall be surrendered to the Fiscal Agent, together with a written instrument of transfer satisfactory to the Fiscal Agent signed by the registered owner or by the person with the written power of attorney. The Issuer will issue one or more new fully registered Obligations in the same aggregate principal amount to the transferee or transferees, as applicable, in exchange for the surrendered Obligations and upon the payment of a charge sufficient to reimburse the Issuer or the Fiscal Agent for any tax, fee, or other governmental charge required to be paid with respect to such registration.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after the Obligation has been called for redemption.

*Partial Redemptions.* If less than all the Obligations of a particular maturity are to be redeemed, then the Issuer or the Fiscal Agent will randomly select the Obligations to be redeemed. If less than all the principal amount of a specific maturity is redeemed, then on the redemption date, upon surrender to the Fiscal Agent of the Obligation, the Issuer will issue one or more new Obligations in the principal amount outstanding after the redemption.

*Notice of Redemption.* Notice of the redemption of any of the Obligations shall be sent by first class mail, not less than 30, and not more than 60, days before the redemption date, to the registered owners of the Obligations to be redeemed, at the respective addresses set forth in the Register. A notice of optional redemption may be revoked by sending a notice by first class mail, not less than 15 days prior to the proposed optional redemption date, to the registered owners of the Obligations which have been called for optional redemption.

**Section 11. Form of Obligations.**

The Obligations shall be in substantially the form shown in Exhibit A. Omissions, insertions, or variations are permitted if they are deemed necessary or desirable and

are consistent with this resolution or any supplemental resolution. The Issuer may cause the approving opinion of bond counsel to be printed or reproduced on the Obligations.

#### **Section 12. Execution of Obligations.**

The Obligations shall be signed by the persons who are the Municipal Officers on the date on which the Obligations are signed. The Obligations shall be sealed with the Issuer's corporate seal (or a facsimile), if the Issuer has one, and they shall also be authenticated by the manual signature of an authorized representative of the Fiscal Agent.

The Obligations will be valid and binding even if before they are delivered any person whose signature appears on the Obligations is no longer living or is no longer the person authorized to sign the Obligations. In that event, the Obligations will have the same effect as if the person were living or were still the person authorized to sign the Obligations.

A facsimile signature may be used as long as at least one signature of a Municipal Officer is a manual signature or the Fiscal Agent's certificate of authentication has a manual signature. If a facsimile signature is used, then it will be treated as the officer's own signature.

#### **Section 13. Continuing Disclosure.**

The appropriate officers of the Issuer are directed to sign the Continuing Disclosure Agreement, and the Issuer agrees to comply with all of its terms.

#### **Section 14. Sale of Obligations.**

The Issuer awards the sale of the Obligations to the Purchaser at the Purchase Price, plus any accrued interest from the Original Issue Date to the date of delivery of the Obligations. The Issuer approves and accepts the Purchase Agreement. The Municipal Officers are directed (i) to sign the Purchase Agreement in the Issuer's name and (ii) to take any additional actions needed to effect the closing for the Obligations.

The Financial Officer is directed to comply with the terms of the Notice of Sale with respect to any good-faith deposit requirements.

The Municipal Officers are directed to sign the Obligations and to arrange for delivery of the Obligations to the Purchaser through the facilities of DTC in accordance with the Notice of Sale, the Purchase Agreement, and this resolution. The Obligations may be delivered to the Purchaser upon payment by the Purchaser of the Purchase Price, plus any accrued interest, as required by the Notice of Sale.

Unless waived by the Purchaser, the delivery of the Obligations is conditioned upon the Issuer furnishing the following items to the Purchaser:

- (i) The Obligations, together with the written, unqualified approving opinion of the law firm of Foley & Lardner LLP, bond counsel, evidencing the legality of the Obligations and that interest on the Obligations will be excluded from gross income for federal income tax purposes.

- (ii) A transcript of the proceedings relating to the issuance of the Obligations.
- (iii) A certificate showing that no litigation has been threatened or is pending that would affect the legality of the Obligations or the right of the Issuer to issue them at the time of their delivery.

**Section 15. General Obligation Pledge; Tax Levy.**

For the prompt payment of the principal of, and interest on, the Obligations, the Issuer irrevocably pledges its full faith and credit. The Issuer hereby levies upon all taxable property in its territory a direct, annual, and irrepealable tax in an amount sufficient to pay, and for the express purpose of paying, the interest on the Obligations as it falls due and also to pay and discharge the principal of the Obligations at maturity.

This tax shall be carried from year to year into the Issuer's tax roll. It shall be collected in addition to all other taxes and in the same manner and at the same time as all other taxes. The amount of this tax that is carried into the Issuer's tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account available to pay debt service on the Obligations for such year. The tax for each year the levy is made will be in the following amounts:

| <u>Levy Year</u> | <u>Debt Service<br/>Amount Due in<br/>Following Year</u> |
|------------------|----------------------------------------------------------|
| 2019             | \$ _____                                                 |
| 2020             | _____                                                    |
| 2021             | _____                                                    |
| 2022             | _____                                                    |
| 2023             | _____                                                    |
| 2024             | _____                                                    |
| 2025             | _____                                                    |
| 2026             | _____                                                    |
| 2027             | _____                                                    |
| 2028             | _____                                                    |

**Section 16. Debt Service Fund Account.**

The Issuer shall create a separate account within the Debt Service Fund solely for the Obligations (the "**Debt Service Fund Account**"), which shall be maintained and administered as provided in Section 67.11 of the Wisconsin Statutes. The Treasurer is directed to keep the proceeds of the taxes levied under this resolution, when they are collected, in the Debt Service Fund Account. Any accrued interest received on the Original Issue Date and the premium, if any, paid to the Issuer by the Purchaser in excess of the stated principal amount of the Obligations shall be deposited into the Debt Service Fund Account and used to pay interest on the Obligations. If the money in the Debt Service Fund Account is insufficient to make a payment of principal of, or interest on, the Obligations on a date on which such a payment is due,

then the Issuer will promptly provide the necessary funds to make the payment from other available sources.

**Section 17. Borrowed Money Fund.**

The sale proceeds of the Obligations (not including any accrued interest or premium received) shall be deposited in and kept by the Treasurer in a separate fund. The fund shall be designated with both the name of the Obligations and the name Borrowed Money Fund (the “**Borrowed Money Fund**”). Money in the Borrowed Money Fund, including any earnings, shall be (i) used to pay the costs of the Project and issuing the Obligations or (ii) transferred to the Debt Service Fund Account as provided by law.

**Section 18. Official Statement.**

The Issuer ratifies and approves the preliminary offering document prepared and distributed in connection with the sale and issuance of the Obligations, and the Issuer authorizes and directs the final version of such document (the “**Official Statement**”) to be prepared prior to the issuance of the Obligations; *provided, however*, that the Official Statement shall be substantially in the form submitted to this meeting, with such modifications as the Municipal Officers approve. The Municipal Officers are directed to deliver copies of the Official Statement to the Purchaser and, if the Purchaser requests, execute one or more copies on behalf of the Issuer. Execution and delivery of the Official Statement will conclusively evidence the approval of the Municipal Officers.

**Section 19. Publication of Notice.**

The Recording Officer is directed to publish notice that the Issuer has agreed to sell the Obligations. The notice shall be published in the Issuer’s official newspaper, as a class 1 notice under Chapter 985 of the Wisconsin Statutes promptly after the execution of the Purchase Agreement. The notice shall be in substantially the form shown in Exhibit B. The Recording Officer shall obtain proof, in affidavit form, of the publication, and shall compare the notice as published with the attached form to make sure that no mistake was made in publication.

**Section 20. Authorization of Officers.**

The appropriate officers of the Issuer are directed to prepare and furnish the following items to the Purchaser and the attorneys approving the legality of the Obligations:

- (i) Certified copies of proceedings and records of the Issuer relating to the Obligations and to the financial condition and affairs of the Issuer.
- (ii) Other affidavits, certificates, and information that may be required to show the facts about the legality of the Obligations, as such facts appear on the books and records under the officer’s custody or control or as are otherwise known to the officer.

All certified copies, affidavits, certificates, and information furnished for such purpose will be representations of the Issuer as to the facts they present.

**Section 21. Tax Law Covenants.**

The Issuer covenants that it will comply with all requirements of the Code and the Treasury Regulations promulgated thereunder, that shall be satisfied so that interest on the Obligations will be excluded from gross income for federal income tax purposes.

**Section 22. Further Authorization.**

The Issuer authorizes its officers, attorneys, and other agents or employees to do all acts required of them to carry out the purposes of this resolution.

**Section 23. Conflict with Prior Acts.**

In case any part of a prior action of the Governing Body conflicts with this resolution, that part of the prior action is hereby rescinded.

**Section 24. Severability of Invalid Provisions.**

If a court holds any provision of this resolution to be illegal or invalid, then the illegality or invalidity shall not affect any other provision of this resolution.

**Section 25. Effective Date.**

This resolution takes effect upon its adoption and approval in the manner provided by law.

\* \* \* \* \*

Adopted: August 20, 2019

Approved: August \_\_\_, 2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## EXHIBIT A

### FORM OF OBLIGATION

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation (“DTC”), to the issuer or its agent for registration of transfer, exchange, or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

STATE OF WISCONSIN  
CITY OF GREEN BAY

No. R-\_\_\_\_ Registered  
\$ \_\_\_\_\_

#### GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2019C

| <u>Interest<br/>Rate</u> | <u>Maturity<br/>Date</u> | <u>Original<br/>Issue Date</u> | <u>CUSIP</u> |
|--------------------------|--------------------------|--------------------------------|--------------|
| _____%                   | April 1, 20__            | September 11, 2019             | 392641 ____  |

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ DOLLARS

THE CITY OF GREEN BAY, WISCONSIN (herein called the “**Issuer**”), hereby acknowledges itself to owe, and for value received promises to pay the Principal Amount to the Registered Owner on the Maturity Date, and to pay interest on the Principal Amount from the Original Issue Date at the annual rate of the Interest Rate. Interest is due and payable on each April 1 and October 1, beginning on April 1, 2020, until the Principal Amount has been paid. Interest is computed on the basis of a 360 day year of twelve 30 day months.

This Obligation is one of a duly authorized issue of notes (the “**Obligations**”) of the Issuer of an aggregate principal amount of \$2,540,000, all of like tenor, except as to denomination, interest rate, maturity date, and redemption provisions, issued by the Issuer pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, and is authorized by (1) an initial resolution adopted by the governing body of the Issuer on July 16, 2019, and (2) the resolution duly adopted by the governing body of the Issuer on August 20, 2019, entitled: “A Resolution Authorizing and Providing for the Sale and Issuance of \$2,540,000 General Obligation Promissory Notes, Series 2019C, and All Related Details” (the “**Resolution**”). The Obligations are issuable only in the form of fully registered notes.

On the date of their initial delivery, the Obligations will be maintained in a system in which no physical distribution of certificates representing ownership of the Obligations is made to the owners of the Obligations but instead all outstanding Obligations are registered in the name of a securities depository appointed by the Issuer (a “**Depository**”), or in the name of the Depository’s nominee, and the Depository and its participants record beneficial ownership and effect transfers of the Obligations electronically (a “**Book-Entry System**”). So long as the Obligations are maintained in a Book-Entry System, then the principal of, and interest on, this Obligation will be paid by wire transfer to the Depository or its nominee in accordance with the Depository’s rules that are then in effect by ASSOCIATED TRUST COMPANY, NATIONAL ASSOCIATION or any successor fiscal agent appointed by the Issuer under Section 67.10 (2) of the Wisconsin Statutes (the “**Fiscal Agent**”), which will act as authentication agent, paying agent, and registrar for the Obligations.

If on any date the Obligations are *not* being maintained in a Book-Entry System, then (i) the principal of this Obligation will be paid by the Fiscal Agent upon its presentation and surrender on or after its maturity date or earlier redemption date at the designated office of the Fiscal Agent, and (ii) the interest on this Obligation will be paid by the Fiscal Agent on each interest payment date by wire or other electronic money transfer, or by check of the Fiscal Agent sent by first class mail, to the person or entity in whose name this Obligation is registered on the register (the “**Register**”) maintained by the Fiscal Agent at the end of the day on the 15<sup>th</sup> day (whether or not a business day) of the calendar month just before each regularly scheduled interest payment date (the “**Record Date**”). The Issuer and the Fiscal Agent may treat the entity or person in whose name this Obligation is registered on the Register as the absolute owner of this Obligation for all purposes.

The principal of, and interest on, this Obligation is payable in lawful money of the United States of America. For the prompt payment of the principal of, and interest on, this Obligation, the Issuer has irrevocably pledged its full faith and credit. The Issuer has levied upon all taxable property in its territory a direct, annual, and irrevocable tax sufficient in amount to pay, and for the express purpose of paying, the interest on this Obligation as it falls due and the principal of this Obligation on the Maturity Date.

The Obligations maturing on or after April 1, 2027 are subject to redemption before their stated maturity dates, at the Issuer’s option, in whole or in part, in the order of maturity selected by the Issuer, on April 1, 2026 and on any date thereafter. The redemption price will be 100% of the principal amount redeemed, plus accrued interest to the redemption date, and no premium will be paid. If payment of an Obligation called for redemption has been made or provided for, then interest on the Obligation stops accruing on the stated redemption date. If less than all outstanding Obligations of a specific maturity are redeemed, then such Obligations will be redeemed in multiples of \$5,000 as set forth below.

So long as the Obligations are being maintained in a Book-Entry System, the following provisions apply:

*Transfers.* The Obligations are transferable, only upon the Register and only if the Depository ceases to act as securities depository for the Obligations and the Issuer appoints a successor securities depository. If that happens, then upon the

surrender of the Obligations to the Fiscal Agent, the Issuer will issue new fully registered Obligations in the same aggregate principal amount to the successor securities depository and the Obligations will be recorded as transferred to the successor securities depository in the Register.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after such Obligation has been called for redemption.

*Partial Redemption.* If less than all the Obligations of a particular maturity are to be redeemed, then the Depository and its direct and indirect participants will select the beneficial owners of the Obligations to be redeemed. . If an Obligation has been called for redemption but less than all the principal amount of a specific maturity is redeemed, then on the redemption date and upon surrender to the Fiscal Agent of the Obligation, the Issuer will issue one or more new Obligations in the principal amount outstanding after the redemption.

*Notice of Redemption.* Notice of the redemption of any of the Obligations will be sent to the Depository, in the manner required by the Depository, not less than 30, and not more than 60, days prior to the proposed redemption date. A notice of optional redemption may be revoked by sending notice to the Depository, in the manner required by the Depository, not less than 15 days prior to the proposed optional redemption date.

If on any date the Obligations are *not* being maintained in a Book-Entry System, then the following provisions apply:

*Transfers.* Each Obligation is transferable, only upon the Register, for a like aggregate principal amount of the same maturity and interest rate in denominations of \$5,000 or any multiple thereof. A transfer may be requested by the registered owner in person or by a person with a written power of attorney. The Obligation shall be surrendered to the Fiscal Agent, together with a written instrument of transfer satisfactory to the Fiscal Agent signed by the registered owner or by the person with the written power of attorney. The Issuer will issue one or more new fully registered Obligations, in the same aggregate principal amount to the transferee or transferees, as applicable, in exchange for the surrendered Obligations and upon the payment of a charge sufficient to reimburse the Issuer or the Fiscal Agent for any tax, fee, or other governmental charge required to be paid with respect to such registration.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after such Obligation has been called for redemption.

*Partial Redemption.* If less than all the Obligations of a particular maturity are to be redeemed, then the Issuer or the Fiscal Agent will randomly select the Obligations to be redeemed. If less than all the principal amount of a specific maturity is redeemed, then on the redemption date and upon surrender to the Fiscal Agent of the Obligation, the Issuer will issue one or more new Obligations in the principal amount outstanding after the redemption.

*Notice of Redemption.* Notice of the redemption of any of the Obligations shall be sent by first class mail, not less than 30, and not more than 60, days before the redemption date, to the registered owners of any Obligations to be redeemed, at the respective addresses set forth in the Register. A notice of optional redemption may be revoked by sending a notice by first class mail, not less than 15 days prior to the proposed optional redemption date, to the registered owners of the Obligations which have been called for optional redemption.

The Issuer certifies, recites, and declares that all acts, conditions, and procedures required by law to exist, to have happened, and to be performed, leading up to and in the issuing of this Obligation and of the issue of which it is a part, do exist, have happened, and have been performed in regular and due form, time, and manner as required by law; that the indebtedness of the Issuer, including this Obligation and the issue of which it is a part, does not exceed any limitation, general or special, imposed by law; and that a valid, direct, annual and irrevocable tax has been levied by the Issuer sufficient to pay the interest on this Obligation when it falls due and also to pay and discharge the principal of this Obligation at maturity.

IN WITNESS WHEREOF, the Issuer, by its governing body, has caused this Obligation to be executed in its name and on its behalf by the manual or facsimile signatures of its Mayor and Clerk and to be sealed with its corporate seal (or a facsimile thereof), if any, all as of the Original Issue Date.

CITY OF GREEN BAY, WISCONSIN

By: \_\_\_\_\_  
Mayor

[SEAL]

And: \_\_\_\_\_  
Clerk

Certificate of Authentication

Dated: September \_\_, 2019

This Obligation is one of the Obligations  
described in the Resolution.

ASSOCIATED TRUST COMPANY, NATIONAL ASSOCIATION,  
as Fiscal Agent

By: \_\_\_\_\_  
Authorized Signatory



## ASSIGNMENT

For value received, the undersigned hereby sells, assigns, and transfers unto

PLEASE INSERT SOCIAL SECURITY OR  
OTHER IDENTIFYING NUMBER OF ASSIGNEE

---

(Please Print or Type Name and Address of Assignee)

the within-mentioned Obligation and all rights thereunder and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney-in-fact, to transfer the same on the books of the registry in the office of the Fiscal Agent, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed

---

NOTICE: Signatures must be guaranteed by an “eligible guarantor institution” meeting the requirements of the Fiscal Agent. Those requirements include membership or participation in the Securities Transfer Association Medallion Program (“STAMP”) or such other “signature guarantee program” as may be determined by the Fiscal Agent in addition to, or in substitution for, STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

Note: The signature to this assignment must correspond with the name as written on the face of the within Obligation in every particular, without any alteration or change. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of the person’s authority to act must accompany this Obligation.

## **EXHIBIT B**

### **NOTICE TO THE ELECTORS OF THE CITY OF GREEN BAY, WISCONSIN RELATING TO NOTE SALE**

On August 20, 2019, pursuant to Section 67.12(12) of the Wisconsin Statutes, a resolution was offered, read, approved, and adopted whereby the City of Green Bay, Wisconsin authorized the borrowing of money and entered into a contract to sell general obligation promissory notes in the principal amount of \$2,540,000. It is anticipated that the closing of this note financing will be held on or about September 11, 2019. A copy of all proceedings had to date with respect to the authorization and sale of said notes is on file and may be examined in the office of the City Clerk, at 100 North Jefferson Street, Green Bay, Wisconsin between the hours of 9:00 a.m. and 4:30 p.m. on weekdays.

This notice is given pursuant to Section 893.77 of the Wisconsin Statutes, which provides that an action or proceeding to contest the validity of such financing, for other than constitutional reasons, shall be commenced within 30 days after the date of publication of this notice.

Publication Date: August \_\_\_\_, 2019

/s/ Kris A. Teske

City Clerk

## **CERTIFICATIONS BY CLERK**

I, Kris A. Teske, certify that I am the duly qualified and acting Clerk of the City of Green Bay, Wisconsin (the “**Municipality**”), and as such I have in my possession, or have access to, the complete corporate records of the Municipality and of its Common Council (the “**Governing Body**”), and that attached to this certificate is a true, correct, and complete copy of the resolution (the “**Resolution**”) entitled:

### **A Resolution Authorizing and Providing for the Sale and Issuance of \$2,540,000 General Obligation Promissory Notes, Series 2019C, and All Related Details**

I further certify as follows:

1. **Meeting Date.** On August 20, 2019, a meeting of the Governing Body was held beginning at \_\_\_\_ p.m.
2. **Posting.** On August \_\_\_\_, 2019 (and not less than 24 hours prior to the meeting), I posted, or caused to be posted, at the Municipality’s offices in Green Bay, Wisconsin a notice setting forth the date, time, location, and subject matter of said meeting. The notice specifically referred to the Resolution.
3. **Notification of Media.** On August \_\_\_\_, 2019 (and not less than 24 hours prior to the meeting), I communicated or caused to be communicated, the date, time, location, and subject matter of said meeting to those news media that have filed a written request for such notice and to the official newspaper of the Municipality, if any. The communication specifically referred to the Resolution.
4. **Open Meeting Law Compliance.** The meeting was a regular meeting of the Governing Body that was held in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and state statutes.
5. **Members Present.** The meeting was duly called to order by the Mayor (the “**Presiding Officer**”), who chaired the meeting. Upon roll call, I noted and recorded that there were \_\_\_\_ members of the Governing Body present at the meeting, such number being a quorum of the Governing Body.
6. **Consideration of and Roll Call Vote on Resolution.** Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was the Resolution. A proper quorum of the Governing Body was present for the consideration of the Resolution, and each member of the Governing Body had received a copy of the Resolution. All rules of the Governing Body that interfered with the consideration of the Resolution, if any, were suspended by a two-thirds vote of the Governing Body. The Resolution was then introduced, moved, and seconded, and after due consideration, upon roll call, \_\_\_\_ of the Governing Body members voted Aye, \_\_\_\_ voted Nay, and \_\_\_\_ Abstained.

7. **Adoption of Resolution**. The Resolution was supported by the affirmative vote of a majority of a quorum of the members of the Governing Body in attendance. The Presiding Officer then declared that the Resolution was adopted, and I recorded the adoption of the Resolution.

8. **Approval of Presiding Officer**. The Resolution was approved by the Presiding Officer on August \_\_, 2019, and I have recorded the approval. The approval is evidenced by the signature of the Presiding Officer on the copy of the Resolution to which this certificate is attached.

9. **Publication of Notice**. I have caused the Notice to Electors, in the form of Exhibit B to the Resolution, to be published in the place specified in the Resolution.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the Municipality, if any, on this certificate as of August \_\_, 2019.

---

Clerk

[SEAL]

**FINAL PAYMENTS RESOLUTION**  
**August 20, 2019**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That the City Clerk be and is hereby instructed to draw FINAL ORDERS in favor of the following contractors for their projects in the amounts listed as follows:

**1. SEWERS 3-18**  
**VINTON CONSTRUCTION COMPANY**

|                                  |                        |
|----------------------------------|------------------------|
| TOTAL AMOUNT EARNED:             | \$ 1,201,366.93        |
| LESS AMOUNT RETAINED:            | <u>\$ 0.00</u>         |
|                                  | \$ 1,201,366.93        |
| LESS AMOUNT PREVIOUSLY PAID:     | <u>\$ 1,171,332.76</u> |
| <b>AMOUNT DUE THIS ESTIMATE:</b> | <b>\$ 30,034.17</b>    |

**ACCOUNT NUMBERS**  
**412500E-55355-63068: \$30,034.17**  
**PO #1800112**

Adopted \_\_\_\_\_, 2019

Approved \_\_\_\_\_, 2019

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

SEF





Report to the  
Finance Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # X.6.**

Resolution authorizing 2019 transfer of \$20,632.48 from Contingency for expenses related to Oneida trust matter.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Resolution - Authorizing Transfer from Contingency for legal fee for Oneida trust

**RESOLUTION AUTHORIZING  
TRANSFER OF FUNDS**

**August 20, 2019**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

Pursuant to the recommendation of the Finance Committee at its meeting of August 13, 2019, the following transfer of funds is hereby authorized:

|       | <u>ACCOUNT</u>                                           | <u>AMOUNT</u> |
|-------|----------------------------------------------------------|---------------|
| From: | 101099-59001 Contingency                                 | \$ 20,632.48  |
| To:   | 101140-53021 Legal Expenses                              |               |
|       | Vendor: Strang, Patteson, Renning, Lewis & Lacy          |               |
|       | IBIA: Kuffel, Bruss, Syndergaard, Kolb, Howey, Duquaine  |               |
|       |                                                          | \$ \$4,985.46 |
|       | Vendor: Von Briesen & Roper                              |               |
|       | IBIA: Baumgart, Orlando, Debenedetto, Cornelius, Kestell |               |
|       |                                                          | \$15,647.02   |

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**RESOLUTION AUTHORIZING PREPAYMENT OF  
TWO STATE TRUST FUND LOANS**

**August 20, 2019**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

Pursuant to the recommendation of the Finance Committee at its meeting of August 13, 2019, the City of Green Bay authorizes the prepayment of the following state trust fund loans with combined principal outstanding of \$955,368.77, plus interest of \$26,650.02, using Debt Service fund balance:

STF 02018077.01    2017 Neighborhood enhancement fund

STF 02019018.01    2018 Neighborhood enhancement fund

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**GENERAL ORDINANCE NO. 18-19**

**AN ORDINANCE  
AMENDING SECTION 29.208,  
GREEN BAY MUNICIPAL CODE,  
RELATING TO PARKING REGULATIONS**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

**SECTION 1.** Section 29.208, Green Bay Municipal Code, is hereby amended by removing therefrom the following NO PARKING zone:

PINE STREET, north side, from Adams Street to a point 120 feet west of Madison Street.

**SECTION 2.** Section 29.208, Green Bay Municipal Code, is hereby amended by adding thereto the following NO PARKING zones:

PINE STREET, north side, from Adams Street to a point 50 feet east of Adams Street.

PINE STREET, north side, from a point 160 feet east of Adams Street to a point 120 feet west of Madison Street.

**SECTION 3.** Section 29.208, Green Bay Municipal Code, is hereby amended by adding thereto a NO PARKING 15-MINUTE LOADING ONLY zone:

PINE STREET, north side, from a point 50 feet east of Adams Street to a point 160 feet east of Adams Street.

Dated at Green Bay, Wisconsin this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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City Clerk

SEF



**ZONING ORDINANCE NO. 07-19**

**AN ORDINANCE REZONING PROPERTY LOCATED  
AT 2607 NICOLET DRIVE FROM GENERAL COMMERCIAL (C1) TO LOW  
DENSITY RESIDENTIAL (R1)  
(ZP 19-17)**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS  
FOLLOWS:

**SECTION 1.** Section 13-108, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning the following described property located at 2607 Nicolet Drive from General Commercial (C1) to Low Density Residential (R1) District:

PRT GOVT LOT 2 S23 T24N R21 E COM INSECTN S LINE & WLY LINE BAY  
SHORE ROAD N 23 DE G 25 MIN 15 SEC E 43 FT TO BEG CONT NELY 147.9  
FT N 65 DEG 55 MIN 14 SEC W 282.9 FT S 41 DEG 21 MIN 40 SEC W 151.2  
FT S 65 DEG 15 MIN E 330.1 FT TO BEG

Tax Parcel No.: 22-176-2

**SECTION 2.** All ordinances or parts of ordinances, in conflict herewith are hereby repealed.

**SECTION 3.** This ordinance shall not take effect until a public hearing is held thereon as provided by Section 13-204, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

**ZONING ORDINANCE NO. 00-19**  
**PAGE 2**

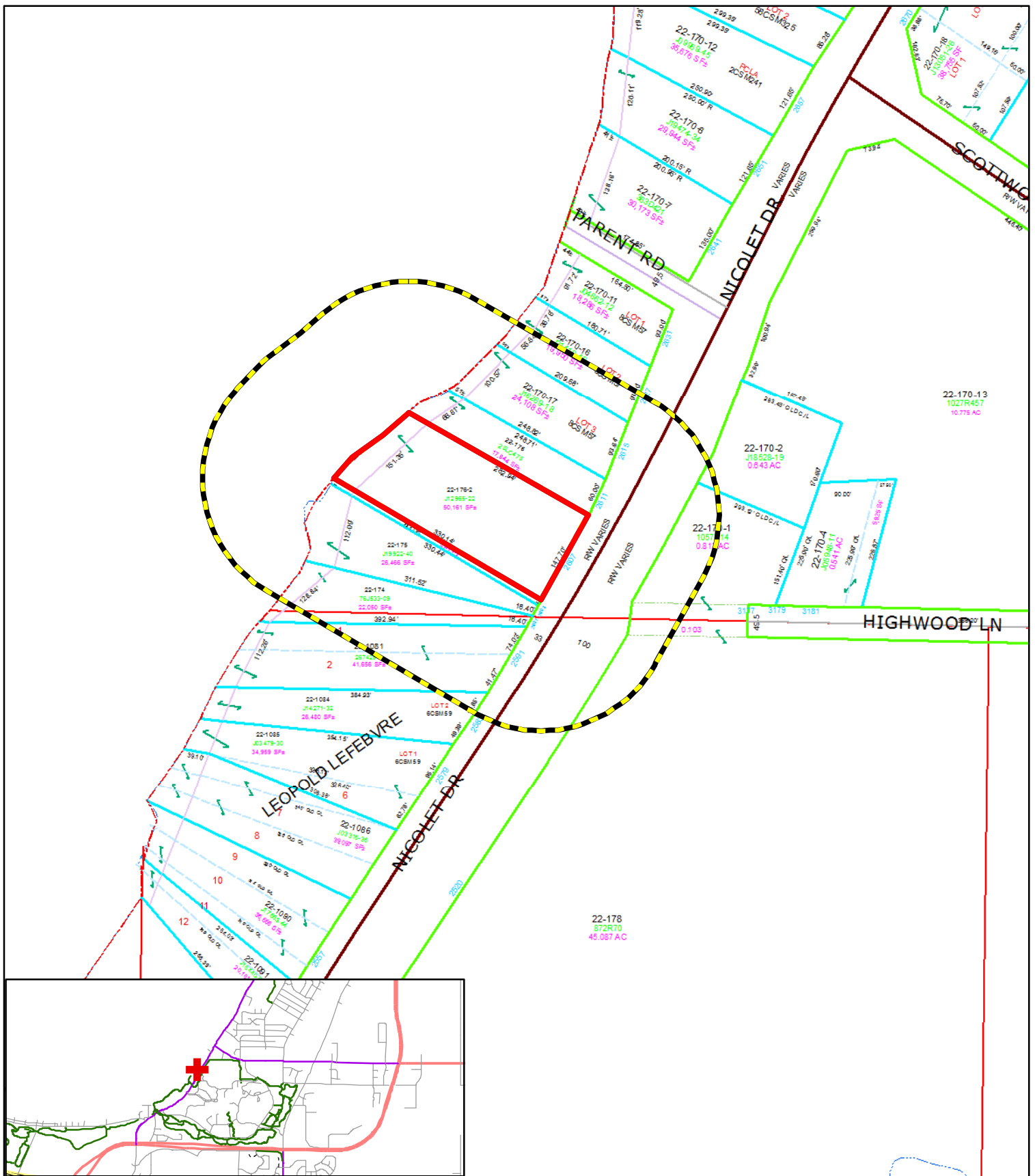
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Clerk

pn

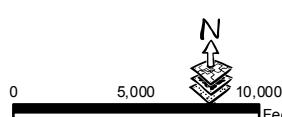
Attachment – Map

8-13-19



**Comprehensive Plan Amendment (CPA 19-03)/  
Zoning Petition (ZP 19-17) Proposed Rezoning  
2607 Nicolet Drive**

- Parcel Boundary
- 200' Property Owner Notice



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

## **MISCELLANEOUS ORDINANCE NO. 02-19**

### **AN ORDINANCE ADOPTING AN AMENDMENT TO THE SMART GROWTH 2022 COMPREHENSIVE PLAN OF THE CITY OF GREEN BAY PERTAINING TO PROPERTY LOCATED AT 2607 NICOLET DRIVE (CPA 19-03)**

WHEREAS, pursuant to §§62.23(2) and (3), Wis. Stats., the City of Green Bay is authorized to prepare, adopt, and amend a comprehensive plan as defined in §66.1001(4)(a), Wis. Stats.; and

WHEREAS, the Common Council of the City of Green Bay has adopted written procedures (known as the Public Participation Plan for Periodic Comprehensive Plan Amendments) designed to foster public participation in every stage of the preparation of periodic comprehensive plan amendments required by §66.1001(4)(a), Wis. Stats.; and

WHEREAS, the Plan Commission of the City of Green Bay, by a majority vote of the entire Commission recorded in its official minutes, has adopted a resolution recommending the Common Council adopt Comprehensive Plan Amendment CPA 19-03; and

WHEREAS, the City of Green Bay has held at least one public hearing on this ordinance in compliance with the requirements of §66.1001(4)(d), Wis. Stats. It is the Common Council's belief that this comprehensive plan amendment is necessary and consistent with the overall goals, policies, and other related elements of the plan.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

**SECTION 1.** The Common Council has adopted the Smart Growth 2022 Comprehensive Plan for the purpose of guiding future land-use decision making, but recognizes that from time to time amendments may be necessary to reflect changes in the land use and planning needs of the community.

**SECTION 2.** The Common Council does hereby enact this ordinance to formally adopt Comprehensive Plan Amendment CPA 19-03 pursuant to §66.1001(4)(c), Wis. Stats. A copy of the comprehensive plan amendment is attached to this ordinance.

**SECTION 3.** This ordinance shall take effect upon passage by a majority of the members-elect of the Common Council and publication as required by law.

Dated at Green Bay, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

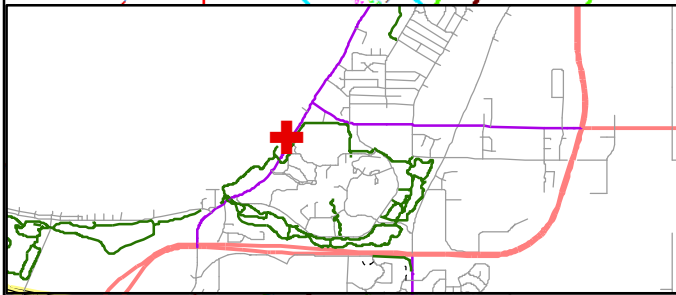
\_\_\_\_\_  
Mayor

ATTEST:

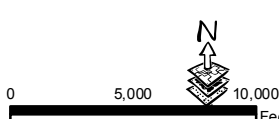
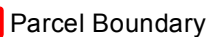
\_\_\_\_\_  
Clerk

Enclosure – Map





## 2607 Nicolet 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.



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

August 20, 2019

**PREPARED BY**

**AGENDA ITEM # Y.4.**

General Ordinance No. 28-18

An ordinance to repeal and recreate Section 6.15 Green Bay Municipal Code, relating to special events.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. DRAFT GO 28-18 - Repeal and Recreate Section 6.15 relating to Special Events (USE THIS ONE)

**GENERAL ORDINANCE NO. 28-18**

**AN ORDINANCE  
TO REPEAL AND RECREATE SECTION 6.15  
GREEN BAY MUNICIPAL CODE,  
RELATING TO SPECIAL EVENTS**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

**SECTION 1.** Section 6.15, Green Bay Municipal Code, is hereby repealed and recreated as follows:

Sec. 6.15. Special events.

*(1) Definitions.*

- (a) *Attendees.* The total number of participants and spectators in attendance at an event. Vendors are not considered attendees.
- (b) *Customary use of a park.* Customary use of a park will depend on the type of park engaged for that activity and will be determined by the Director of Parks, Recreation and Forestry or his/her designee.
- (c) *Large events.* Special events involving crowd sizes over 5,000 attendees, as well as events specifically designated as large events, such as those involving the use of fireworks or pyrotechnics, the use of the bay or the Fox River, major physical activity by participants, moderate to severe exposure of spectators to hazards, and/or the inclusion of animals or alcoholic beverages. Large events may include, but are not limited to, team or individual sporting events, circuses, carnivals with rides, parades with floats, marathons or similar races, walks for charity, social gatherings, music festivals, art festivals, farmers markets, performances, and exhibitions. Vehicle barriers may be required for large events.
- (d) *Medium events.* Special events involving crowd sizes between 1,000 and 5,000 attendees, as well as events specifically designated as medium events, such as those involving physical activity by participants, moderate exposure of spectators to hazards, and/or the inclusion of animals or alcoholic beverages. Medium events may include, but are not limited to, team or individual sporting events, circuses, carnivals with rides, parades with floats, marathons or similar races, walks for charity, social gatherings, music festivals, art festivals, farmers markets, performances, and exhibitions.

- (e) *Person*. Any person, firm, partnership, association, corporation, company, or organization of any kind.
- (f) *Resident*. A resident is any person who maintains his/her primary living quarters within the City of Green Bay city limits.
- (g) *Safety Manager*. The Safety Manager of the City of Green Bay or his/her designee.
- (h) *Simple events*. Special events involving a small non-profit or neighborhood association where the principal applicants reside within the City of Green Bay city limits. Simple events are limited to neighborhood or small non-profit events that take place either in a City park or occur as a block party. Simple events involve crowd sizes of fewer than 250 attendees, limited physical activity by participants, and no severe exposure of spectators to hazards. Simple events may include, but are not limited to, picnics, annual meetings, movies in the park, and block parties.
- (i) *Small events*. Special events involving crowd sizes of fewer than 1,000 attendees, as well as events specifically designated as small events, such as those involving limited physical activity by participants and/or no exposure of spectators to hazards. Small events may include, but are not limited to, team or individual sporting events, walks for charity, social gatherings, small-budget film making, music festivals, art festivals, farmers markets, performances, and exhibitions.
- (j) *Special Event*. An athletic event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show, or other similar display which interferes with the normal flow or regulation of traffic upon the streets, sidewalks, and/or rights-of-way, or the customary use of parks or other public grounds.
- (k) *Special Event Committee*. In an effort to streamline the approval process for the benefit of applicants, a Special Event Committee is established so that applications may be reviewed by all necessary City staff at one time instead of requiring individual approvals. The Special Event Committee shall be made up of the Special Event Coordinator, the Safety Manager, and at least one (1) representative from each of the following City departments: Police Department, Fire Department, Department of Public Works, Community and Economic Development Department, and the Parks Department. The Special Event Committee shall be responsible for evaluating and taking action on applications for special events.

- (l) *Special Event Coordinator.* The person who will coordinate between applicants and City departments, ensuring appropriate departmental approval of special events applications.
  - (m) *Special Hazard Events.* Special events involving greater potential for exposure of spectators to hazards. Special hazard events may include, but are not limited to, professional or collegiate sporting events, vehicle races, athletic events in the bay or on the Fox River, and fireworks displays. Vehicle barriers may be required.
- (2) *Permit required.* No person shall conduct, manage, or engage in a special event unless a permit has been approved by and obtained from the Special Event Coordinator and Special Events Committee. Any person seeking to offer goods and/or services at a special event is responsible for verifying that the required permit has been approved as described herein prior to participating in the event.
- (3) *Exceptions.* This section shall not apply to funeral processions or governmental agencies acting within the scope of their functions.
- (4) *Application.*
- (a) *Deadlines.* An application for a special event permit shall be filed with the Special Event Coordinator in the following timeframes:
    - 1. For a large, medium, or small event, not less than sixty (60) days before the event is to take place.
    - 2. For a simple event, not less than fifteen (15) days before the event is to take place.
    - 3. *Late applications.* The Special Event Coordinator, where good cause is shown, may consider any application which is not timely filed, and shall assess a late fee as described in the Special Event Fee Schedule.
  - (b) *Filing and contents.* The applicant shall submit the application form prescribed by the Special Events Committee, which shall set forth the following information:
    - 1. The name, address, and telephone number of the person seeking to conduct such event.
    - 2. The name, address, and telephone number of the applicant.
    - 3. The date(s) of the special event. If the special event consists of a series of consecutive or successive events occurring in the same location, include all applicable dates.
    - 4. A detailed map identifying all relevant information, including, but not limited to:
      - a. The event location or route to be traveled, the starting and termination point(s), and any other important points along the route;



- b. The portions of the sidewalk, street, or other right-of-way proposed to be included or utilized in the event;
  - c. The location of all assembly areas for the event;
  - d. The location of any tents or other structures;
  - e. The location of any vendor(s) not located within a tent or other structure;
  - f. Points of ingress and egress;
  - g. Any location at which alcohol will be sold; and
  - h. Any other important points to be noted.
- 5. A written description of the event location or route to be traveled, the starting point, the termination point, and any other important points to be noted (e.g., "Starting at 100 N. Jefferson, then West on Walnut St. to Washington St., ending at the Cherry Street ramp."). The written description must match the map provided.
  - 6. A written description of the location of any assembly areas for such event. Streets and nearest intersections should be used in describing the location (e.g., "At City Hall, located at 100 N. Jefferson St.," or, "In the City Hall parking lot located at the corner of Jefferson St. and Cherry St."). The written description must match the map provided.
  - 7. The approximate number of attendees anticipated, the number of animals and vehicles included in the event, the type of animals, a description of the vehicles, and a description of how the animals and vehicles will be utilized (e.g., walking, performing, on exhibit only, etc.).
  - 8. The start and end time of the event. For any event continuing past 10:00 p.m., the applicant must indicate whether any necessary permits have been obtained pursuant to City noise ordinances.
  - 9. If multiple activities will occur during the special event, a list of times when any activity of the event will begin, as well as the time when participants are expected to begin gathering at all assembly areas.
  - 10. The distance to be maintained between each part or activity of the event. If multiple vendors will be present during the special event, the distance of vendor booths should also be identified.
  - 11. Whether alcoholic beverages will be served and/or consumed in conjunction with the event, the locations of such activities, and whether all necessary licenses have been obtained.
  - 12. Verification that the applicant agrees to pay, within thirty (30) days of billing, the costs of any additional city services. If the applicant fails to pay all such costs within thirty (30) days of billing, the applicant may be denied a permit for future events.
  - 13. Any additional information which the Special Event Coordinator finds reasonably necessary to determine whether a permit should be issued.

- (c) *Insurance and indemnification.* Proof of insurance or indemnification is required for all events, except for recognized neighborhood associations hosting simple events. The applicant shall furnish a certificate of insurance and indemnification meeting the requirements set by resolution of the Common Council.
- (d) *Application Fee.* A non-refundable application fee to cover the administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed, in accordance with the Special Event Fee Schedule.

(5) *Administration.*

- (a) *Action upon application.* Upon receipt, the application shall be reviewed as provided for in this ordinance. The Special Event Coordinator shall provide written notice of the issuance or denial of the permit within fifteen (15) days of receipt of an application. If the application is denied, the notice shall state the reasons for the denial.
  - (b) *Event designation.* The Special Event Coordinator, in consultation with the Safety Manager, will have full discretion to determine whether the proposed event qualifies as a simple, small, medium, or large event, based on the information in the application and the specific features of the proposed special event, regardless of the applicant's designation on the application. The Special Event Coordinator and Safety Manager will also have full discretion as to whether the proposed event poses any special hazard(s) and/or requires any additional permit(s).
  - (c) *Special Event Fee Schedule.* The Special Event Fee Schedule shall be established by resolution of the Common Council. The Safety Manager shall review the Special Event Fee Schedule no less than annually to determine whether the fees reflect the actual costs incurred by the City, and shall make recommendations to the Common Council regarding changes to the Special Event Fee Schedule resolution. A copy of the Special Event Fee Schedule shall be available in the City Clerk's Office and on the City's website.
  - (d) *Special Hazard Fee.* A special hazard fee will be charged for special hazard events in addition to the application fee. Special hazard fees will be invoiced to the applicant after the application has been approved and it has been determined that the event qualifies as a special hazard event. The special hazard fee will be established by the Special Event Fee Schedule.
  - (e) *Cancellation Fee.* A cancellation fee may be charged for any events cancelled within 15 days of the scheduled event date. The cancellation fee will be established by the Special Event Fee Schedule.
- (6) *Additional city services.* If the special event will require more than minimal use of any city equipment or services, the applicant shall pay the actual costs for the use of such equipment or services. This may include, but is not limited to,

Community and Economic Development Department services, Parks, Recreation and Forestry services, Fire Department services, Police Department services, Department of Public Works services, and/or barricades.

- (a) To ensure public safety for the event and the City, the City reserves the right to require special events to maintain minimum levels of dedicated fire/EMS services and police/security services throughout the duration of the event. Estimated minimum services will be determined prior to the event, but may reasonably increase or decrease as actual event conditions change to ensure public safety. Actual public safety services shall be determined at the sole discretion of the Police Chief and Fire Chief, or their respective designees. Outside vendors may be retained for such services; however, City approval of such vendors and services shall be obtained prior to the event.
- (7) *Public Safety and Security Resource Staffing for Special Events.* Public Safety and Security Staff consisting of the Police Chief, Fire Chief, and Director of Public Works, or their designees, will determine the need for multiple or additional resources based on special risk considerations, which will be communicated to the event organizer. Public Safety and Security Staff may waive the requirement for services depending on the event, location, time of year, etc. Costs associated with these resources are the responsibility of the event organizer.
- (8) *Event risk considerations.* Event risk considerations may affect the required Police, Fire, Medical, or Public Works resources referenced in Sections (6) and (7). Examples of event risk considerations include, but are not limited to:
- (a) The time of day during which the event takes place (i.e., day or night);
  - (b) Whether alcohol will be available for sale and/or consumption;
  - (c) The total duration of the event;
  - (d) The type of event;
  - (e) Whether the event will be general admission or contain reserved seating for spectators;
  - (f) The location and geography of the event, including whether the event will span multiple locations;
  - (g) The anticipated traffic control needs associated with the event;
  - (h) The time of year at which the event takes place and the type of weather expected;
  - (i) Whether the event has been held in the past, and whether there were any associated problems; and
  - (j) Whether the event will involve the use of fireworks or other pyrotechnics.
- (9) *Standards for issuance.* The Special Event Coordinator shall perform an initial review of the application for completeness, then forward it to the Special Event Committee for action. The Special Event Committee may consult with the Safety Manager and other city departments as necessary, and consider any

other such information obtained by or provided to the Special Event Coordinator, prior to taking action on the application. The permit shall be issued when the Special Event Committee has determined that:

- (a) The applicant has complied with all of the application requirements of Section (4).
  - (b) The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic in the vicinity of its location.
  - (c) The conduct of the event will not require the diversion of so great a number of police officers as to prevent normal police protection to the City.
  - (d) The concentration of persons, animals, and vehicles at the event will not unduly interfere with proper fire and police protection of or ambulance service to areas in the vicinity of the event.
  - (e) The conduct of the event will not unduly interfere with the operation of hospitals, schools, or other public institutions.
  - (f) In the case of a parade, race, or march, the event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays.
  - (g) The special event will not conflict or interfere with another special event for which a permit has already been approved.
  - (h) There are a sufficient number of parking spaces within a reasonable distance to accommodate the number of vehicles expected.
  - (i) Adequate sanitation or other necessary health facilities will be available at the event.
  - (j) The conduct of the event is not reasonably likely to cause injury to persons or property.
- (10) *Appeal procedure.* An applicant may appeal the denial of a special event permit to the Protection and Policy committee. The applicant shall file written notice of appeal with the City Clerk within seven (7) days after receiving notice of the denial. Within fifteen (15) days of receipt of the appeal, the Committee shall give the applicant an opportunity to be heard.
- (11) *Notice to city and other officials.* Immediately upon the approval of a special event permit, the Special Event Coordinator shall send a copy thereof to the Mayor, the Chief of Police, the Fire Chief, the Director of Parks, Recreation and Forestry, the Director of Community and Economic Development, and the Director of Public Works.
- (12) *Duties of permittee.* Once the application is granted, the applicant becomes the permittee. All permittees shall comply with all permit directions and conditions and with all applicable laws and ordinances, and shall follow all safety directives from the Police Department, Fire Department, and/or Department of Public Works. The permittee's failure to follow any safety directives, or his/her allowance of any unsafe conditions to develop or continue,

shall be grounds for citation and for denial of future special event permit applications.

(13) *Public conduct during special events.*

(a) *Generally.* All attendees at any special event must obey all City ordinances, including Section 27.304, Conduct at Public Events, as amended from time to time. The permittee shall take necessary remedial measures to ensure attendee compliance with City ordinances and to prevent unsafe conditions from developing or continuing, up to and including stopping the special event if attendee conduct is creating a nuisance or disturbance.

(b) *Public conduct during parades, races, walks, or marches.*

- i. *Interference.* No person shall obstruct, impede, interfere with, or unreasonably hamper any parade, race, walk, march, or parade assembly, nor any person, vehicle, or animal participating or used in a parade.
- ii. *Driving through parades, races, walks, or marches.* No person shall drive a vehicle between the vehicles or persons comprising a parade, race, walk, or march when such vehicles or persons are in motion and are conspicuously designated as participating in such an event.
- iii. *Parking on parade, race, walk, or march route.* The Chief of Police may prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of a parade, race, walk, or march. The Chief of Police shall post signs to such effect, and no person shall park or leave unattended any vehicle in violation thereof.

**SECTION 2.** All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

**SECTION 3.** Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:



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Clerk

LJM

08/20/19

**ZONING ORDINANCE NO. 6-19**

**AN ORDINANCE REZONING  
VARIOUS PROPERTIES LOCATED IN THE  
SHIPYARD INVESTMENT NEIGHBORHOOD  
(ZP 19-15)**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

**SECTION 1.** Section 13-108, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning of various parcels in the Shipyard Investment Neighborhood, as detailed in the attached map and property list.

**SECTION 2.** All ordinances or parts of ordinances, in conflict herewith are hereby repealed.

**SECTION 3.** This ordinance shall not take effect until a public hearing is held thereon as provided by Section 13-204, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

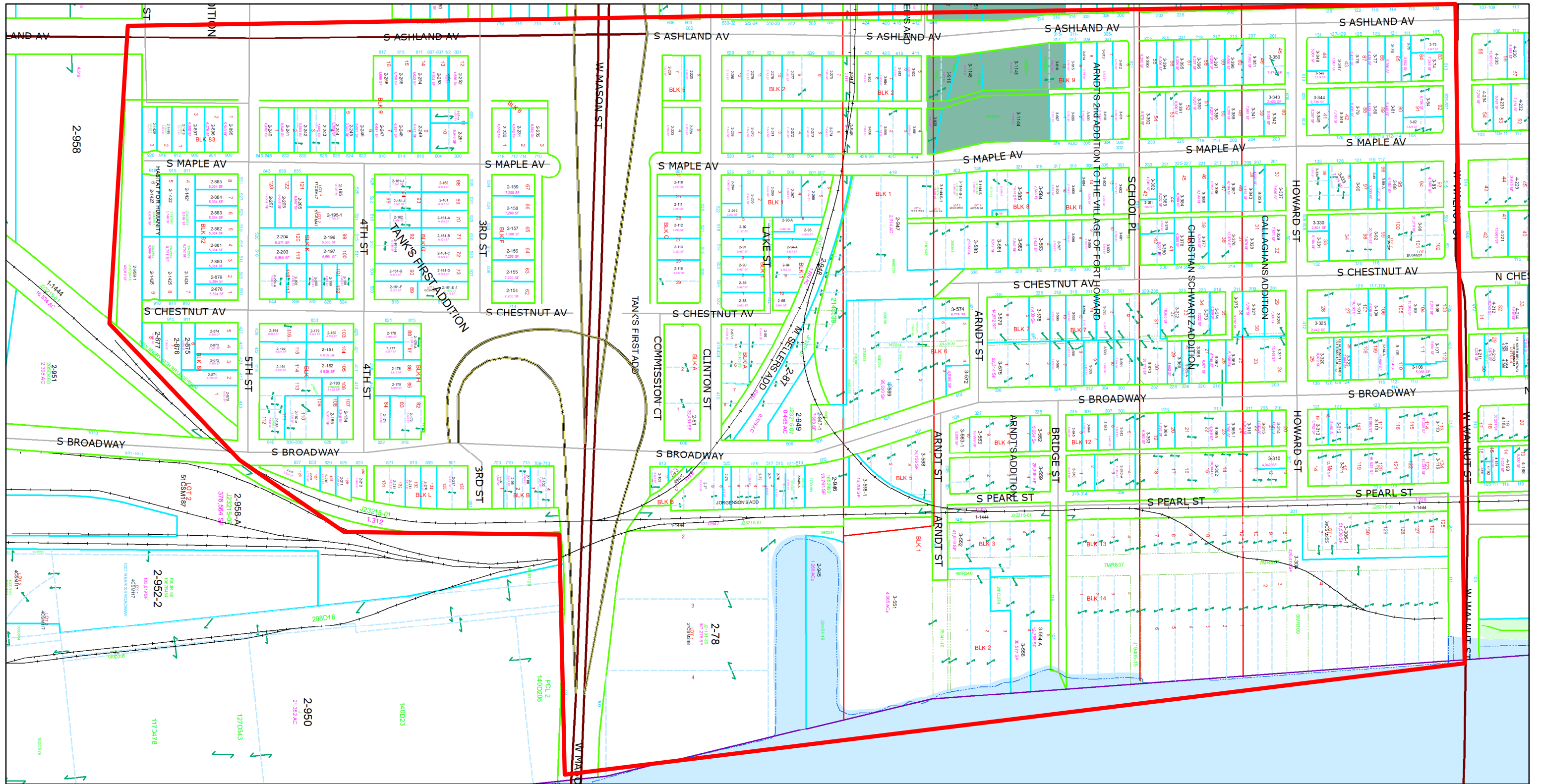
\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

SJH

Attachment – Map & Property List



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 City of Green Bay Department of Community and Economic Development. SJH 08 Aug 2019 \\DeptData\Planning\City\CityActions\Zoning\_Petitions\ZoningPetitions2019\ZP 19-15 (Rezone Various Shipyard properties)\Shipyard Base Map.mxd

## Shipyard Investment Neighborhood

0 75 150 300 Feet

Neighborhood Boundary

| PARCEL    | LOCATION                 | EXISTING ZONING | PROPOSED ZONING | CHANGE           |
|-----------|--------------------------|-----------------|-----------------|------------------|
| 2-113     | 515 CLINTON ST           | C1              | OR              | CUP to CUP       |
| 2-181     | 421 FOURTH ST            | R3              | OR              | CUP to CUP       |
| 2-194     | 426 FIFTH ST             | R3              | OR              | CUP to CUP       |
| 2-87-1    | 416-424 CLINTON ST       | LI              | D1              | CUP to CUP       |
| 3-392     | 230 S MAPLE AV           | OR              | R2              | CUP to CUP       |
| 3-574     | 421 ARNDT ST             | D2              | D1              | CUP to CUP       |
|           |                          |                 |                 |                  |
| 2-178     | 821 S CHESTNUT AV        | R3              | C1              | CUP to NP        |
| 2-185     | 828 S BROADWAY           | OR              | C1              | CUP to NP        |
|           |                          |                 |                 |                  |
| 2-1418    | 912 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1419    | 916 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1420    | 920 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1421    | 911 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1422    | 915 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1423    | 919 S MAPLE AV           | R3              | R2              | CUP to PERMITTED |
| 2-1424    | 910 S CHESTNUT AV        | R3              | R2              | CUP to PERMITTED |
| 2-1425    | 914 S CHESTNUT AV        | R3              | R2              | CUP to PERMITTED |
| 2-1426    | 918 S CHESTNUT AV        | R3              | R2              | CUP to PERMITTED |
| 2-154     | 714 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-156     | 514 THIRD ST             | R1              | R2              | CUP to PERMITTED |
| 2-159     | 534 THIRD ST             | R1              | R2              | CUP to PERMITTED |
| 2-161-E-1 | 810 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-161-I   | 522 FOURTH ST            | OR              | R2              | CUP to PERMITTED |
| 2-200     | 832 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-202     | 836 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-202-A   | 844 S CHESTNUT AV        | R1              | R2              | CUP to PERMITTED |
| 2-204     | 520 FIFTH ST             | R1              | R2              | CUP to PERMITTED |
| 2-207     | 843 S MAPLE AV           | R1              | R2              | CUP to PERMITTED |
| 2-195     | 529 FOURTH ST            | R1              | R2              | CUP to PERMITTED |
| 2-231     | 712-714 S MAPLE AV       | R1              | R2              | CUP to PERMITTED |
| 2-241     | 832 S MAPLE AV           | R1              | R2              | CUP to PERMITTED |
| 2-246     | 822 S MAPLE AV           | R1              | R2              | CUP to PERMITTED |
| 2-253     | 807-807 1/2 S ASHLAND AV | R1              | R2              | CUP to PERMITTED |
| 2-254     | 811 S ASHLAND AV         | R1              | R2              | CUP to PERMITTED |
| 2-270     | 524 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-271     | 522 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-272     | 508 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-273     | 504 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-274     | 500 S MAPLE AV           | OR              | R2              | CUP to PERMITTED |
| 2-275     | 503 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-277     | 515 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-278     | 521 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-279     | 527 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-280     | 529 S ASHLAND AV         | OR              | R2              | CUP to PERMITTED |
| 2-81      | 606 S BROADWAY           | OR              | D1              | CUP to PERMITTED |
| 2-878     | 501 FIFTH ST             | R3              | R2              | CUP to PERMITTED |
| 2-879     | 505 FIFTH ST             | R3              | R2              | CUP to PERMITTED |
| 2-880     | 511 FIFTH ST             | R3              | R2              | CUP to PERMITTED |

|            |                      |    |    |                  |
|------------|----------------------|----|----|------------------|
| 2-881      | 515 FIFTH ST         | R3 | R2 | CUP to PERMITTED |
| 2-882      | 519 FIFTH ST         | R3 | R2 | CUP to PERMITTED |
| 2-883      | 523 FIFTH ST         | R3 | R2 | CUP to PERMITTED |
| 2-895      | 900 S MAPLE AV       | R3 | R2 | CUP to PERMITTED |
| 2-896      | 904 S MAPLE AV       | R3 | R2 | CUP to PERMITTED |
| 2-897      | 906 S MAPLE AV       | R3 | R2 | CUP to PERMITTED |
| 3-1144-B   | 339 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-1144-B-1 | 411 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-1144-B-2 | 403 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-329      | 501 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-330      | 506-508 HOWARD ST    | OR | R2 | CUP to PERMITTED |
| 3-331      | 132 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-333      | 125 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-334      | 133 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-337      | 201 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-339      | 207 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-340      | 209 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-341      | 204 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-343      | 609 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-344      | 608 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-345      | 600 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-346      | 126 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-347      | 127-129 S ASHLAND AV | OR | R2 | CUP to PERMITTED |
| 3-348      | 131 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-349      | 610 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-350      | 611 HOWARD ST        | OR | R2 | CUP to PERMITTED |
| 3-351      | 207 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-376      | 214 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-377      | 222 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-378      | 224 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-379      | 508 SCHOOL PL        | OR | R2 | CUP to PERMITTED |
| 3-380      | 230 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-381      | 510 SCHOOL PL        | OR | R2 | CUP to PERMITTED |
| 3-382      | 233 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-383      | 231 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-384      | 225-227 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-385      | 221 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-386      | 217 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-387      | 213 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-388      | 208 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-390      | 216 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-391      | 220 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-393      | 235 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-394      | 225 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-395      | 221 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-396      | 219 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-397      | 217 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-398      | 213 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-582      | 328 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-583      | 322 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |



|        |                      |    |    |                  |
|--------|----------------------|----|----|------------------|
| 3-584  | 319 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-585  | 321 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-597  | 318 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-598  | 312 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-599  | 308 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-600  | 304 S CHESTNUT AV    | OR | R2 | CUP to PERMITTED |
| 3-602  | 301 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-603  | 305 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-604  | 309 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-605  | 315 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-606  | 317 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-607  | 316 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-609  | 308 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-610  | 304 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-611  | 300-302 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-612  | 621 SCHOOL PL        | OR | R2 | CUP to PERMITTED |
| 3-613  | 305-307 S ASHLAND AV | OR | R2 | CUP to PERMITTED |
| 3-614  | 309 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-615  | 311-313 S ASHLAND AV | OR | R2 | CUP to PERMITTED |
| 3-73   | 105 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-74   | 613 W WALNUT ST      | OR | R2 | CUP to PERMITTED |
| 3-75   | 111 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-76   | 121 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-77   | 123 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-78   | 125 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-79   | 122 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-80   | 116-118 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-81   | 112-114 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-82   | 108 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-89   | 119 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-898  | 426-428 S MAPLE AV   | OR | R2 | CUP to PERMITTED |
| 3-89-A | 117 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-90   | 121 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-901  | 414 S MAPLE AV       | OR | R2 | CUP to PERMITTED |
| 3-902  | 411 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-903  | 415 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-904  | 423 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |
| 3-905  | 427 S ASHLAND AV     | OR | R2 | CUP to PERMITTED |

|         |                    |    |    |           |
|---------|--------------------|----|----|-----------|
| 2-100   | 715 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-102   | 709 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-110   | 607 S MAPLE AV     | OR | OR | NO CHANGE |
| 2-111   | 525 CLINTON ST     | OR | OR | NO CHANGE |
| 2-112   | 521 CLINTON ST     | OR | OR | NO CHANGE |
| 2-172   | 818 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-174   | 822 S BROADWAY     | C1 | C1 | NO CHANGE |
| 2-175   | 414 FOURTH ST      | C1 | C1 | NO CHANGE |
| 2-176   | 418 FOURTH ST      | C1 | C1 | NO CHANGE |
| 2-187-A | 836-838 S BROADWAY | C1 | C1 | NO CHANGE |
| 2-208   | 837 S BROADWAY     | C1 | C1 | NO CHANGE |

|         |                       |    |    |           |
|---------|-----------------------|----|----|-----------|
| 2-212   | 823 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-213   | 821 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-215   | 813 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-209   | 833 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-210   | 829 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-211   | 825 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-216   | 809 S BROADWAY        | C1 | C1 | NO CHANGE |
| 2-268   | 501-507 S MAPLE AV    | OR | OR | NO CHANGE |
| 2-223   | 604-606 S MAPLE AV    | OR | OR | NO CHANGE |
| 2-224   | 600 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-225   | 601-603 S ASHLAND AV  | OR | OR | NO CHANGE |
| 2-226   | 607 S ASHLAND AV      | OR | OR | NO CHANGE |
| 2-263   | 522 CLINTON ST        | OR | OR | NO CHANGE |
| 2-264   | 535 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-265   | 527 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-266   | 521 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-267   | 509 S MAPLE AV        | OR | OR | NO CHANGE |
| 2-72    | 519 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-76    | 525 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-77    | 531 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-98    | 719 S BROADWAY        | C1 | C1 | NO CHANGE |
| 3-100   | 117-119 S CHESTNUT AV | D1 | D1 | NO CHANGE |
| 3-101   | 125 S CHESTNUT AV     | D1 | D1 | NO CHANGE |
| 3-105   | 112-114 S BROADWAY    | D1 | D1 | NO CHANGE |
| 2-876   | 915 S CHESTNUT AV     | R3 | R3 | NO CHANGE |
| 2-870   | 413 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-871   | 417 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-872   | 421 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-873   | 425 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-875   | 911 S CHESTNUT AV     | R3 | R3 | NO CHANGE |
| 2-70    | 515 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-71    | 517 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-78    | 100 W MASON ST        | D2 | D2 | NO CHANGE |
| 2-874   | 427 FIFTH ST          | R3 | R3 | NO CHANGE |
| 2-877   | 915 S CHESTNUT AV     | R3 | R3 | NO CHANGE |
| 2-946   | 505 S BROADWAY        | D1 | D1 | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-948   | S CHESTNUT AV         | PI | PI | NO CHANGE |
| 2-949-A | 511-513 S BROADWAY    | D1 | D1 | NO CHANGE |
| 2-97    | 723 S BROADWAY        | C1 | C1 | NO CHANGE |
| 3-104-A | 116 S BROADWAY        | D1 | D1 | NO CHANGE |
| 3-106   | 110 S BROADWAY        | D1 | D1 | NO CHANGE |
| 3-107   | 405 W WALNUT ST       | D1 | D1 | NO CHANGE |
| 3-110   | 317 W WALNUT ST       | D1 | D1 | NO CHANGE |
| 3-113   | 123 S BROADWAY        | D1 | D1 | NO CHANGE |
| 3-114   | 120 S PEARL ST        | D1 | D1 | NO CHANGE |
| 3-1300  | 126-1 S BROADWAY      | D1 | D1 | NO CHANGE |

|         |                      |    |    |           |
|---------|----------------------|----|----|-----------|
| 3-1301  | 126-2 S BROADWAY     | D1 | D1 | NO CHANGE |
| 3-1144  | S ASHLAND AV         | PI | PI | NO CHANGE |
| 3-1146  | 319-323 S ASHLAND AV | PI | PI | NO CHANGE |
| 3-1148  | S ASHLAND AV         | PI | PI | NO CHANGE |
| 3-116   | 100 BLOCK S PEARL ST | D1 | D1 | NO CHANGE |
| 3-306-1 | 201 W WALNUT ST      | D2 | D2 | NO CHANGE |
| 3-312   | 127 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-313   | 131 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-314   | 201 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-316   | 211 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-320   | 128 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-322   | 124 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-369-A | 226 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-563-1 | 339 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-588   | 316 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-642   | 301 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-643   | 307 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-579   | 335 S CHESTNUT AV    | D1 | D1 | NO CHANGE |
| 3-591   | 300 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-645   | 315 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-311   | 100 BLOCK S PEARL ST | D1 | D1 | NO CHANGE |
| 3-315   | 205 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-317   | 200 S BROADWAY       | PI | PI | NO CHANGE |
| 3-325   | 412 HOWARD ST        | D1 | D1 | NO CHANGE |
| 3-326   | 201 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-327   | 209 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-363   | S BROADWAY           | D1 | D1 | NO CHANGE |
| 3-364   | 223 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-365   | 217 S BROADWAY       | PI | PI | NO CHANGE |
| 3-365-1 | S BROADWAY           | PI | PI | NO CHANGE |
| 3-366   | S BROADWAY           | PI | PI | NO CHANGE |
| 3-367   | 218 S BROADWAY       | PI | PI | NO CHANGE |
| 3-368   | 220 S BROADWAY       | PI | PI | NO CHANGE |
| 3-369   | 228 S BROADWAY       | PI | PI | NO CHANGE |
| 3-370   | 232 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-372   | 225 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-373   | 223 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-374   | 219 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-375   | 211 S CHESTNUT AV    | PI | PI | NO CHANGE |
| 3-554-A | 101 BRIDGE ST        | D2 | D2 | NO CHANGE |
| 3-556   | 119 BRIDGE ST        | D2 | D2 | NO CHANGE |
| 3-562   | 325 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-563   | 327 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-568   | 401 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-568-1 | S BROADWAY           | D1 | D1 | NO CHANGE |
| 3-575   | 336 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-578   | 325 S CHESTNUT AV    | D1 | D1 | NO CHANGE |
| 3-587   | 324 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-589   | 312 S BROADWAY       | D1 | D1 | NO CHANGE |
| 3-590   | 304 S BROADWAY       | D1 | D1 | NO CHANGE |

|         |                         |    |    |           |
|---------|-------------------------|----|----|-----------|
| 3-593   | 305 S CHESTNUT AV       | PI | PI | NO CHANGE |
| 3-594   | 311 S CHESTNUT AV       | PI | PI | NO CHANGE |
| 3-595   | 315 S CHESTNUT AV       | PI | PI | NO CHANGE |
| 3-596   | 319 S CHESTNUT AV       | D1 | D1 | NO CHANGE |
| 3-644   | 309 S BROADWAY          | D1 | D1 | NO CHANGE |
| 3-85    | 515 W WALNUT ST         | D1 | D1 | NO CHANGE |
| 3-92    | 118 S CHESTNUT AV       | D1 | D1 | NO CHANGE |
| 3-96    | 509 W WALNUT ST         | D1 | D1 | NO CHANGE |
| 3-919   | S OAKLAND AV            | PI | PI | NO CHANGE |
| 3-920   | S MAPLE AV              | PI | PI | NO CHANGE |
| 3-98    | 409 W WALNUT ST         | D1 | D1 | NO CHANGE |
| 3-552   | 345 S PEARL ST          | LI | LI | NO CHANGE |
| 3-559   | 301 BRIDGE ST           | LI | LI | NO CHANGE |
| 3-640   | 310-314 S PEARL ST      | LI | LI | NO CHANGE |
| 3-640-A | 306 S PEARL ST          | LI | LI | NO CHANGE |
| 3-306   | 111 W WALNUT ST         | LI | LI | NO CHANGE |
| 3-99    | 100 BLOCK S CHESTNUT AV | D1 | D1 | NO CHANGE |

|         |                    |    |    |           |
|---------|--------------------|----|----|-----------|
| 2-161-F | 500 FOURTH ST      | R1 | R2 | NP to CUP |
| 2-243   | 828 S MAPLE AV     | R1 | R2 | NP to CUP |
| 2-252   | 801 S ASHLAND AV   | R1 | R2 | NP to CUP |
| 2-240   | 840-846 S MAPLE AV | R1 | R2 | NP to CUP |
| 2-89    | 504 CLINTON ST     | C1 | OR | NP to CUP |
| 2-90    | 508 CLINTON ST     | C1 | OR | NP to CUP |
| 2-91    | 514 CLINTON ST     | C1 | OR | NP to CUP |
| 2-92    | 516 CLINTON ST     | C1 | OR | NP to CUP |
| 2-93-A  | 519 LAKE ST        | C1 | OR | NP to CUP |
| 3-88    | 113 S MAPLE AV     | OR | D1 | NP to CUP |

|       |                      |    |    |                  |
|-------|----------------------|----|----|------------------|
| 2-180 | 425 FOURTH ST        | R3 | OR | PERMITTED TO CUP |
| 2-182 | 417 FOURTH ST        | R3 | OR | PERMITTED TO CUP |
| 2-191 | 418 FIFTH ST         | R3 | OR | PERMITTED TO CUP |
| 2-192 | 422-422 1/2 FIFTH ST | R3 | OR | PERMITTED TO CUP |
| 2-269 | 530 S MAPLE AV       | OR | R2 | PERMITTED TO CUP |
| 2-885 | 531 FIFTH ST         | R3 | R2 | PERMITTED TO CUP |
| 2-884 | 527 FIFTH ST         | R3 | R2 | PERMITTED TO CUP |
| 3-342 | 200 S MAPLE AV       | OR | R2 | PERMITTED TO CUP |
| 3-389 | 210 S MAPLE AV       | OR | R2 | PERMITTED TO CUP |
| 3-601 | 300 S CHESTNUT AV    | OR | R2 | PERMITTED TO CUP |
| 3-310 | 307 HOWARD ST        | LI | D1 | PERMITTED TO CUP |
| 3-362 | 301 S PEARL ST       | LI | D1 | PERMITTED TO CUP |
| 3-899 | 420 S MAPLE AV       | OR | R2 | PERMITTED TO CUP |

|       |                     |    |    |                 |
|-------|---------------------|----|----|-----------------|
| 3-328 | 208 S CHESTNUT AV   | OR | R2 | PERMITTED to NP |
| 3-84  | 605-607 W WALNUT ST | OR | R2 | PERMITTED to NP |

|       |                |    |    |                        |
|-------|----------------|----|----|------------------------|
| 2-184 | 824 S BROADWAY | OR | C1 | PERMITTED to PERMITTED |
| 2-107 | S BROADWAY     | LI | D1 | PERMITTED to PERMITTED |
| 2-109 | 613 S BROADWAY | LI | D1 | PERMITTED to PERMITTED |
| 2-116 | 505 CLINTON ST | C1 | OR | PERMITTED to PERMITTED |

|         |                       |       |    |                        |
|---------|-----------------------|-------|----|------------------------|
| 2-155   | 508 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-157   | 520 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-158   | 524 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-160   | 535 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161   | 531 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-A | 525 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-B | 519 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-C | 515 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-D | 507 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-H | 510 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-J | 528 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-162   | 516 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-161-G | 504 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-179   | 833 S CHESTNUT AV     | R3    | OR | PERMITTED to PERMITTED |
| 2-177   | FOURTH ST             | R3    | C1 | PERMITTED to PERMITTED |
| 2-178-A | 815 S CHESTNUT AV     | R3    | C1 | PERMITTED to PERMITTED |
| 2-183   | 413 FOURTH ST         | R3    | C1 | PERMITTED to PERMITTED |
| 2-188   | 840 S BROADWAY        | C1/R3 | C1 | PERMITTED to PERMITTED |
| 2-195-1 | 521 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-196   | 515 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-197   | 511 FOURTH ST         | R1    | R2 | PERMITTED to PERMITTED |
| 2-198   | 824-826 S CHESTNUT AV | R1    | R2 | PERMITTED to PERMITTED |
| 2-199   | 828 S CHESTNUT AV     | R1    | R2 | PERMITTED to PERMITTED |
| 2-203   | 510 FIFTH ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-205   | 835 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-206   | 839 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-217   | 801 S BROADWAY        | C2    | C1 | PERMITTED to PERMITTED |
| 2-230   | 718 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-232   | 710 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-242   | 830 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-244   | 826 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-245   | 824 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-247   | 818 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-248   | 814 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-249   | 810 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-251   | 800 S MAPLE AV        | R1    | R2 | PERMITTED to PERMITTED |
| 2-251-A | 609 THIRD ST          | R1    | R2 | PERMITTED to PERMITTED |
| 2-255   | 815 S ASHLAND AV      | R1    | R2 | PERMITTED to PERMITTED |
| 2-256   | 817 S ASHLAND AV      | R1    | R2 | PERMITTED to PERMITTED |
| 2-252-1 | S ASHLAND AV          | R1    | R2 | PERMITTED to PERMITTED |
| 2-86    | 410 CLINTON ST        | LI    | D1 | PERMITTED to PERMITTED |
| 2-947   | 419 S MAPLE AV        | D2    | D1 | PERMITTED to PERMITTED |
| 2-87    | S BROADWAY            | LI    | D1 | PERMITTED to PERMITTED |
| 2-88    | 502 CLINTON ST        | C1    | OR | PERMITTED to PERMITTED |
| 2-93    | 517 LAKE ST           | C1    | OR | PERMITTED to PERMITTED |
| 2-94    | 505 LAKE ST           | LI    | OR | PERMITTED to PERMITTED |
| 2-947-1 | 504 S BROADWAY        | LI    | D2 | PERMITTED to PERMITTED |
| 2-949   | 506 S BROADWAY        | LI    | D1 | PERMITTED to PERMITTED |
| 2-94-A  | 515 LAKE ST           | C1    | OR | PERMITTED to PERMITTED |
| 2-95    | 520 S CHESTNUT AV     | LI    | OR | PERMITTED to PERMITTED |



|       |                      |       |    |                        |
|-------|----------------------|-------|----|------------------------|
| 3-569 | 420 S BROADWAY       | D2    | D1 | PERMITTED to PERMITTED |
| 3-572 | 402 S BROADWAY       | D2    | D1 | PERMITTED to PERMITTED |
| 3-581 | 334 S CHESTNUT AV    | OR    | R2 | PERMITTED to PERMITTED |
| 3-581 | 334 S CHESTNUT AV    | OR    | R2 | PERMITTED to PERMITTED |
| 3-580 | 338 S CHESTNUT AV    | OR    | R2 | PERMITTED to PERMITTED |
| 3-608 | S MAPLE AV           | OR    | R2 | PERMITTED to PERMITTED |
| 3-616 | 315-317 S ASHLAND AV | PI/OR | PI | PERMITTED to PERMITTED |

**MISCELLANEOUS ORDINANCE NO. 01-19**

**AN ORDINANCE  
ADOPTING AN AMENDMENT TO THE  
SMART GROWTH 2022 COMPREHENSIVE PLAN OF THE CITY OF  
GREEN BAY PERTAINING TO VARIOUS PROPERTIES  
LOCATED IN THE SHIPYARD NEIGHBORHOOD  
(CPA 19-04)**

WHEREAS, pursuant to §§62.23(2) and (3), Wis. Stats., the City of Green Bay is authorized to prepare, adopt, and amend a comprehensive plan as defined in §66.1001(4)(a), Wis. Stats.; and

WHEREAS, the Common Council of the City of Green Bay has adopted written procedures (known as the Public Participation Plan for Periodic Comprehensive Plan Amendments) designed to foster public participation in every stage of the preparation of periodic comprehensive plan amendments required by §66.1001(4)(a), Wis. Stats.; and

WHEREAS, the Plan Commission of the City of Green Bay, by a majority vote of the entire Commission recorded in its official minutes, has recommended to the Common Council to adopt Comprehensive Plan Amendment CPA 19-04; and

WHEREAS, the City of Green Bay has held at least one public hearing on this ordinance in compliance with the requirements of §66.1001(4)(d), Wis. Stats. It is the Common Council's belief that this comprehensive plan amendment is necessary and consistent with the overall goals, policies, and other related elements of the plan.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

**SECTION 1.** The Common Council has adopted the Smart Growth 2022 Comprehensive Plan for the purpose of guiding future land-use decision making, but recognizes that from time to time amendments may be necessary to reflect changes in the land use and planning needs of the community.

**SECTION 2.** The Common Council does hereby enact this ordinance to formally adopt Comprehensive Plan Amendment CPA 19-04 pursuant to §66.1001(4)(c), Wis. Stats. A copy of the comprehensive plan amendment is attached to this ordinance.

**SECTION 3.** This ordinance shall take effect upon passage by a majority of the members-elect of the Common Council and publication as required by law.

Dated at Green Bay, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

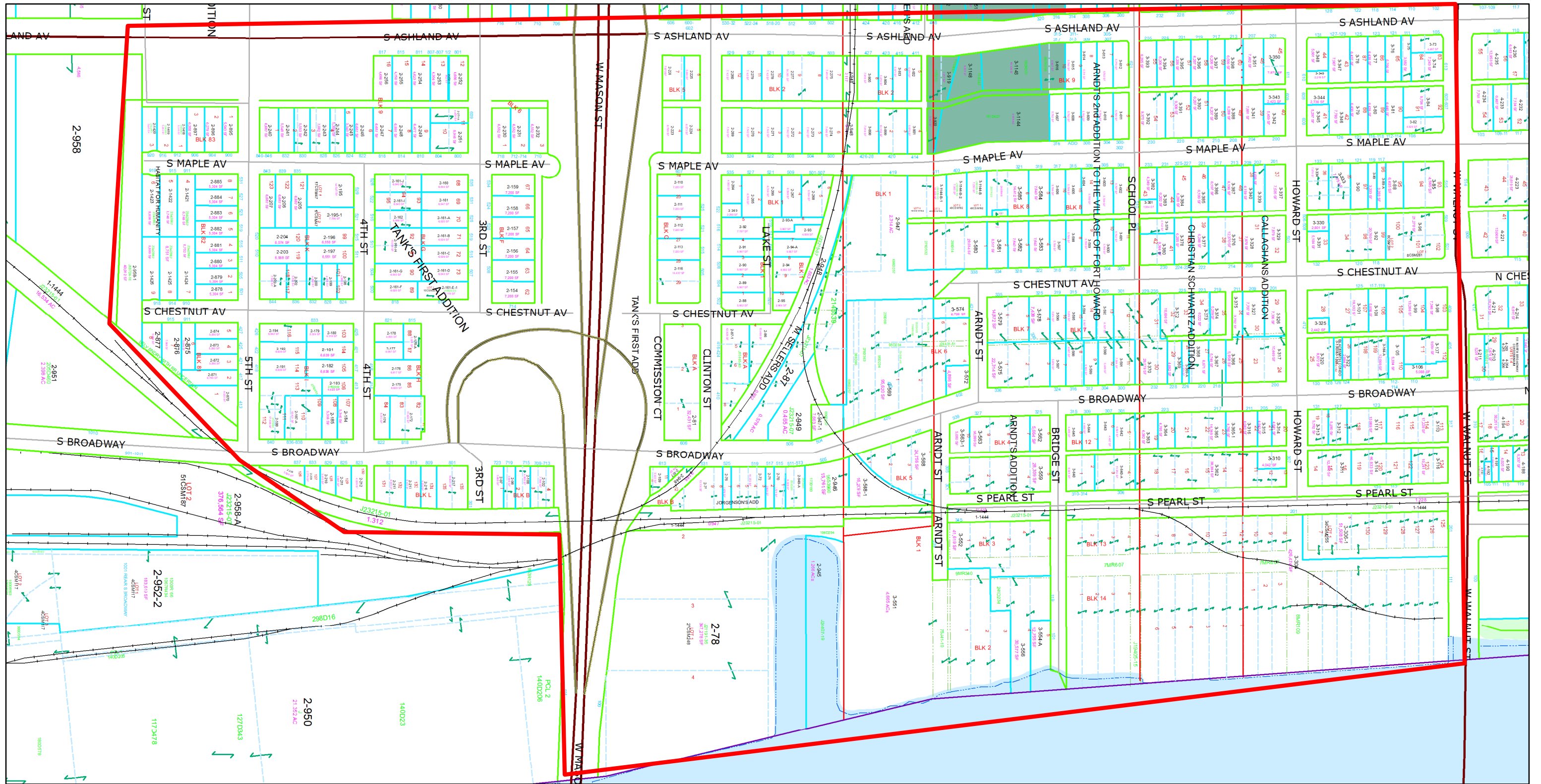
APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

Enclosure – Map



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 City of Green Bay Department of Community and Economic Development. SJH 08 Aug 2019 1\DeptData\Planning\City\CityActions\Zoning\_Petitions\ZoningPetitions2019\ZP 19-15 (Rezone Various Shipyard properties)\Shipyard Base Map.mxd

## Shipyard Investment Neighborhood

0 75 150 300 Feet

Neighborhood Boundary

## GENERAL ORDINANCE NO. 19-19

### AN ORDINANCE TO REPEAL AND RECREATE SUBCHAPTER 13-1700 GREEN BAY MUNICIPAL CODE, OFF-STREET PARKING, DRIVES AND LOADING

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

**SECTION 1.** Subchapter 13-1700, Green Bay Municipal Code, is hereby repealed and recreated as follows:

#### **SECTION I – GENERAL PROVISIONS**

**13-1701. Purpose.** Access, parking and loading facility regulations are established to alleviate or prevent congestion of the public right-of-way, provide for the parking and loading needs of uses and structures, and enhance the compatibility between parking and loading areas and their surroundings. Parking facilities include but are not limited to all driveways, drive aisles, parking spaces, loading areas, and other items associated with access to the site, vehicle parking and loading/unloading operations.

**13-1702. Submission of Site Plan.** Any application for a building permit or zoning certificate requiring or including the provision of off-street parking or loading shall include a site plan. Said plan shall be drawn to scale and fully dimensioned depicting access, parking and loading facilities in compliance with this ordinance.

**13-1703. Nonconforming Facilities.** Existing access, parking and loading facilities that were lawfully constructed but are nonconforming to current requirements of this ordinance may be maintained and repaired subject to the following:

- (a) Maintenance and repair of nonconforming facilities is limited to patching and resurfacing where the base is not exposed. Maintenance and repair that exposes the base material is considered reconstruction and must meet the requirements of this ordinance with the following exception:
  - (1) Minor Rehabilitation. Items like replacing catch basins, replacing damaged landscaped islands, repairing cracks/small sinkholes, etc., is permitted. Minor rehabilitation is limited to no greater than 500 square feet or 10% of the surface area annually, whichever is greater.
- (b) Shared driveways (driveways located on multiple lots and typically situated over lot lines) that existed prior to the adoption of this Chapter may remain legal driveways. No new or reconstructed shared driveways may be established unless cross-access easements are recorded with the Register of Deeds.
- (c) Existing nonconforming access, parking and loading facilities shall not be reconstructed, expanded or increased in an area unless the entire facility is brought into compliance with requirements of this code.
- (d) Existing access, parking and loading facilities shall not be reduced below the requirements for a similar new use or, if currently nonconforming, they shall not be reduced further.



**13-1704. Change of Use.** When the use of a building or site is changed or the intensity of use is increased through the addition of dwelling units, floor area, capacity, or other unit of measurement used for determining parking and loading requirements, parking and loading facilities shall be provided for such change or intensification of use as specified in Section 13-1714. *Figure 2: Number of Off-Street Parking Spaces Required by Land Use.*

**13-1705. Use Limitations.** Access, parking and loading facilities shall be used for their intended purposes.

- (a) Access, parking and loading facilities shall not be used for storage, display, sales, rental, or repair of motor vehicles or other goods nor for the storage of inoperable vehicles or snow.
- (b) All vehicles shall be in condition for safe and legal performance on public right-of-ways, be registered, and display current license plates.
- (c) No vehicle or equipment shall be used as living quarters.
- (d) Single- and two-family uses are permitted to temporarily use required access and parking areas for recreation and social activities, maintenance of licensed operable vehicles owned/operated by residents of the unit (such as washing, changing fluids, rotating tires), and other activities accessory to the principal single- or two-family use. All such activities/uses shall be limited so that they are discontinued between the hours of 10 p.m. and 7 a.m.

**13-1706. Surfacing.**

- (a) All off-street parking facilities and driveways leading to such parking facilities, and all other areas upon which motor vehicles may traverse or be parked shall be graded and surfaced with a dust-free all-weather hard surface material capable of carrying a wheel load of 4,000 pounds.
  - (1) Acceptable surfacing materials include asphalt, concrete, brick, cement pavers, or similar material approved by the City and installed and maintained per industry standards.
- (b) Residential drives serving single- and two-family dwellings may contain a grass center, provided that the areas on which the vehicle's wheels touch are a minimum of 12 to 18 inches in width.

**13-1707. General Maintenance.** Access, parking and loading facilities shall be kept free of dirt, dust, debris, and waste. In winter months, required access, parking and loading facilities that are available to the public shall be cleared of snow within a reasonable time per City Ordinance 9.30.

**13-1708. Abandoned Facilities.** Parking facilities which have been abandoned, no longer provide access to legal parking area(s), no longer service an approved principal or accessory use, and/or are not included on the approved site plan shall be removed, in their entirety, to the curb/pavement line at the owner's expense.

- (a) Removed parking facilities shall be replaced with curb, sidewalk (where applicable) and vegetated ground cover.

**13-1709. Access Limitation by Use.** Access to property shall be directed to the most appropriate street classification for the use it is serving.

- (a) Single- and two-family dwelling units shall not have driveways or other access points onto a collector or arterial street that is not primarily residential unless such street has the only available frontage.
- (b) Nonresidential, mixed-use and multi-family uses shall not have driveways or other access points onto a residential local street unless such street has the only available frontage.

- (c) Driveway access existing prior to the adoption of this ordinance is exempt from the access limitation and may be reconstructed at its present size and location.
- (d) Exception to this limitation is permitted if determined by the Department of Public Works based on findings of a traffic impact analysis.

### 13-1710. Access Distance from

**Intersections.** Driveway approaches measured along the property line shall be a minimum of 25 feet from the intersection of the street right-of-way lines on a corner lot or 35 feet from the point of intersection of the face of the curbs, whichever is greater. See *Figure 1: Access Distance from Intersections*.

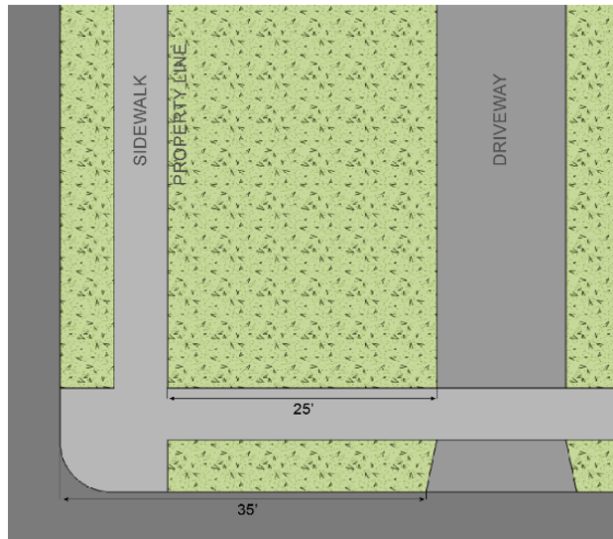
**13-1711. Angle of Intersection with Right-of-Way.** All driveways and other access points shall intersect with any public right-of-way at an angle of 90 degrees wherever possible but in no case shall the angle be less than 75 degrees.

**13-1712. Visibility Standards.** All driveways and other access points shall comply with the visibility standards of Section 13-510.

**13-1713. Traffic Control.** Traffic generated by any use shall be channelized and controlled in a manner that avoids congestion on public streets and other safety hazards.

- (a) All parking and loading areas except those serving single- and two-family dwellings shall be designed so that vehicles enter and exit property in a forward motion so as not to back onto public streets. If deemed necessary for traffic safety, turn-around areas may be required.
- (b) Each required off-street parking space except those serving single- and two-family dwellings shall open directly onto a driveway or drive aisle of such width and design as to provide safe and efficient means of vehicular access, as regulated in Section 13-1718 and *Figure 9: Parking Space Design Standards*.

Figure 1: Access Distance from Intersections



## SECTION 2 – OFF-STREET PARKING AND CIRCULTION

### 13-1714: Minimum Number of Required Off-Street Parking Spaces

- (a) Calculation. Off-street parking requirements for each land use are generally tied to capacity, net floor area, or the number of employees at the subject property during the largest work shift.
  - (1) The term “capacity” means the maximum number of persons that may be accommodated by the use as determined by its design or by building code regulations, whichever is greater. Both indoor and outdoor uses are included in maximum capacity.
  - (2) The term “employees on the largest work shift” means the maximum number of employees working at the facility during a single given day, regardless of the time period and whether any such person is a full-time versus part-time employee.
  - (3) The term “net floor area” shall mean the total floor area inside the building envelope on all levels of a building excluding mechanical rooms, permanent accessory

storage/freezers/coolers, stairwells/elevators, uninhabitable attics or basements, underground parking and other areas deemed appropriate by the Zoning Administrator.

- (4) When calculating the number of off-street parking spaces resulting in a fraction, each fraction of one half (1/2) or more shall be considered a space.
  - (5) Where future potential uses of a building may generate additional parking demand, the City may require a parking plan for the site showing how the anticipated parking demand will be met. The City may require the additional land area identified as anticipated parking to be placed in reserve as landscaped open space until needed.
- (b) Parking spaces for uses with multiple components, such as hotels with dining and conference facilities, shall be based on the sum of the parking requirements of the separate components.
  - (c) Buildings built on speculation or not initially occupied (unknown use) shall be required to provide one (1) stall per three hundred (300) square feet of net floor area.
  - (d) In addition to the requirements in *Figure 2: Number of Off-Street Parking Spaces Required by Land Use*, one (1) parking space shall be provided for each commercial vehicle or vehicle necessary for the operation of the use that is maintained on the premises.
  - (e) See *Figure 2: Number of Off-Street Parking Spaces Required by Land Use* for a list of the number of parking spaces required by land use.
    - (I) Parking Requirement Exceptions in the Downtown Zoning District (D)
      - i. Within the Downtown Zoning District (D), the minimum required parking space requirements for nonresidential uses are waived.
      - ii. Residential uses within the Downtown Zoning District (D) need only provide evidence of the availability of off-street public or private parking within the district in the amount of 1 (one) parking space per dwelling unit.
      - iii. When off-street parking facilities are provided, such facilities shall meet all requirements of this Chapter, except in respect to the required number of spaces.

**Figure 2: Number of Off-Street Parking Spaces Required by Land Use**

|             | Land-Use                                               | Minimum Number of Off-Street Parking Spaces Required                             | Notes                                                                                                                                   |
|-------------|--------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Residential | Single- and two-Family Dwellings, detached or attached | 2 spaces per dwelling unit, 1 space per unit must be an enclosed (garage) space. | Exception for narrow lots, as outlined in Section 13-1716 (c).                                                                          |
|             | Multiple-Family Dwelling                               | 1 Space per dwelling unit plus 1 visitor space per 4 units.                      |                                                                                                                                         |
|             | Senior (Elderly) Housing                               | 1 space per dwelling unit.                                                       | If senior housing has the potential to be converted to general housing, proof of ability to provide additional parking may be required. |

|                                  |                                                                               |                                                                                                                   |                                                                                                                                                                |
|----------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | Carriage House                                                                | 1 space per dwelling unit.                                                                                        |                                                                                                                                                                |
|                                  | Live-work Unit and/or Home Occupations                                        | Same as dwelling unit requirement.                                                                                | 1 space shall be accessible for client parking, if applicable.                                                                                                 |
|                                  | Mobile Home                                                                   | 1 per dwelling unit.                                                                                              |                                                                                                                                                                |
|                                  | Rooming/Boarding House                                                        | 2 spaces per 3 bedrooms for rent plus 2 spaces per 3 employees on the largest shift.                              |                                                                                                                                                                |
|                                  | Community Living Arrangement                                                  | 2 space per 3 employees on the largest shift plus 1 visitor space for every 4 residents based on capacity.        |                                                                                                                                                                |
|                                  | Dormitories, student housing, fraternity or sorority house, convent/monastery | To be determined by Zoning Administrator based on parking study.                                                  | Parking study required.                                                                                                                                        |
|                                  | Shelter facility, transitional housing                                        | 1 space per 5 residents based on capacity plus 2 spaces per 3 employees on the largest shift.                     |                                                                                                                                                                |
|                                  | Nursing home, assisted living                                                 | 1 space per 4 beds plus 3 spaces per 4 employees on the largest shift.                                            |                                                                                                                                                                |
| <b>Educational</b>               | Adult/family daycare home                                                     | Same as dwelling unit requirement plus 1 drop-off space.                                                          | Drop-off space may be on-street adjacent to residence with Approval of the Department of Public Works.                                                         |
|                                  | Group daycare center, preschool                                               | 2 spaces per 3 employees on the largest shift plus 1 space per 7 students based on capacity.                      |                                                                                                                                                                |
|                                  | School, grades K-12                                                           | 2 spaces per 3 employees on the largest shift plus 1 space per 5 students of legal driving age based on capacity. | Existing schools not meeting this standard may be required to provide a parking management plan but shall not be required to add the minimum number of spaces. |
|                                  | College or university, other adult learning center                            | To be determined by Zoning Administrator based on parking study.                                                  | Parking study required.                                                                                                                                        |
|                                  | Trade school, arts school, dance school, etc.                                 | 2 spaces per 3 employees on the largest shift plus 1 space per 5 students based on capacity.                      | If students are expected to drive, Parking study required.                                                                                                     |
| <b>Institutional &amp; Civic</b> | Community center, neighborhood center, cultural institution, library          | Parking equal to 30 percent of persons based on design capacity.                                                  |                                                                                                                                                                |
|                                  | Cemetery                                                                      | To be determined by Zoning Administrator based on parking study.                                                  | Parking study required.                                                                                                                                        |

|                   |                                                                               |                                                                                                       |                                                                                                                                                                    |
|-------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | Hospital                                                                      | To be determined by Zoning Administrator based on parking study.                                      | Parking study required.                                                                                                                                            |
|                   | Clinic or healthcare facility including veterinary                            | 1 space per 2 exam rooms plus 2 spaces per 3 employees on the largest shift.                          |                                                                                                                                                                    |
|                   | Park, playground or recreational center                                       | 1 space per each 4 persons of maximum design capacity.                                                |                                                                                                                                                                    |
|                   | Religious institution, place of worship                                       | 1 space per each 5 persons based on design capacity of the main assembly area.                        |                                                                                                                                                                    |
| <b>Commercial</b> | Offices                                                                       |                                                                                                       |                                                                                                                                                                    |
|                   | General office, government office, bank/financial institution, medical office | 1 space per 500 square feet net floor area.                                                           |                                                                                                                                                                    |
|                   | Artist's studio                                                               | 1 space per 500 sq. ft. net floor area devoted to sales or display.                                   |                                                                                                                                                                    |
|                   | Accommodation and Food Service                                                |                                                                                                       |                                                                                                                                                                    |
|                   | Hotel, motel and bed and breakfast                                            | 1 space per guest room plus 2 spaces per 3 employees on the largest shift.                            | Additional spaces as needed for conference/meeting or restaurant facilities.                                                                                       |
|                   | Restaurant (with or without drive-through), tavern/bar, nightclub             | 1 space per 300 sq. ft. of net floor area plus 1 space per 500 sq. ft. exterior seating area.         | Drive-through facilities shall include queuing space for at least 3 vehicles in advance of the menu board and 3 vehicles between the menu board and pickup window. |
|                   | Service Businesses                                                            |                                                                                                       |                                                                                                                                                                    |
|                   | Personal or business service businesses not listed below                      | 1 spaces per 500 sq. ft. net floor area plus 1 space per 1,000 sq. ft. outside sales or display area. | Includes any service uses not specifically listed.                                                                                                                 |
|                   | Barber shop/beauty salon, spa                                                 | 2 spaces per 3 work station plus 2 spaces per 3 employees on the largest shift.                       |                                                                                                                                                                    |
|                   | Funeral home                                                                  | 1 space per each 5 persons based on design capacity of the main assembly hall.                        |                                                                                                                                                                    |
|                   | Retail                                                                        |                                                                                                       |                                                                                                                                                                    |



|                                                                                     |                                                                                                                  |                                                                                                                                |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| General retail sales and rental                                                     | 1 space per 500 sq. ft. net floor area plus 1 space per 1,000 sq. ft. outside sales or display area.             | Includes any retail uses not specifically listed.                                                                              |
| Motor vehicle rental/sales                                                          | 1 space per 500 sq. ft. of net floor area plus adequate storage space for vehicles displayed/maintained on-site. |                                                                                                                                |
| Motor vehicle repair (major or minor), service station, convenience store           | 1 space per 500 sq. ft. of net floor area used for sales or customer service plus 2 spaces per service bay.      | Service bay shall not be counted as a parking space.                                                                           |
| Commercial Recreation and Entertainment                                             |                                                                                                                  |                                                                                                                                |
| Auditorium, assembly hall, theater, convention center, and other places of assembly | 1 space per each 5 persons based on design capacity of the main assembly area.                                   |                                                                                                                                |
| Indoor recreation facilities, health clubs, fitness centers, adult entertainment    | 1 spaces per 500 sq. ft. net floor area.                                                                         |                                                                                                                                |
| Outdoor recreation facility                                                         | To be determined by Zoning Administrator based on parking study.                                                 | Parking study required.                                                                                                        |
| Marina                                                                              | 2 spaces per 3 slips.                                                                                            | Additional spaces as needed for accessory uses such as boat sale/rental/service, retail, recreation and restaurant facilities. |
| Boat landing                                                                        | 4 spaces per launch.                                                                                             | Spaces associate with launches shall be double depth to accommodate vehicles with trailers.                                    |
| Golf course, bowling alley or similar use                                           | 2 spaces per hole, lane or similar recreation station.                                                           | Additional spaces for accessory uses such as retail, tavern/bar and restaurant facilities.                                     |
| Campground                                                                          | 2 spaces per 3 camp site plus 2 spaces per 3 employees on the largest shift.                                     | Additional spaces for accessory uses such as retail, tavern/bar and restaurant facilities.                                     |

|                                  |                                                                                                                                                                     |                                                                                                                    |                                                                    |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Industrial, Production & Storage | Agriculture                                                                                                                                                         | 2 spaces per 3 employees on the largest shift.                                                                     | Additional spaces for accessory uses such as on-site retail.       |
|                                  | Industrial uses, including limited production and processing, light industrial, general industrial, heavy industrial, and other industrial uses not specified below | 2 spaces per 3 employees on the largest shift.                                                                     | Customer/visitor parking may also be required based on office use. |
|                                  | Contractor office and showroom                                                                                                                                      | 1 space per 500 square feet net floor area.                                                                        |                                                                    |
|                                  | Self-service storage facility                                                                                                                                       | 1 space per 500 sq. ft. net floor area of office or sales area plus 1 space per 10 individual storage units.       |                                                                    |
|                                  | Wholesaling, warehousing, and distribution                                                                                                                          | 1 space per 500 sq. ft. net floor area of office or sales area plus 2 spaces per 3 employees on the largest shift. |                                                                    |
|                                  | Other industrial activities that are conducted largely out-of-doors, including concrete, asphalt, and rock crushing facility, scrap yard, recycling, etc.           | 2 spaces per 3 employees on the largest shift.                                                                     |                                                                    |
| Transportation                   | Ground transportation service                                                                                                                                       | To be determined by Zoning Administrator based on parking study.                                                   | Parking study required.                                            |
|                                  | Freight terminal- motor, rail or ship                                                                                                                               | 3 spaces per 4 employees on the largest shift.                                                                     |                                                                    |
|                                  | Package delivery service                                                                                                                                            | 2 spaces per 3 employees on the largest shift.                                                                     | Additional parking may be required for delivery service vehicles.  |
|                                  | Airport                                                                                                                                                             | To be determined by Zoning Administrator based on parking study.                                                   | Parking study required.                                            |
| Public Service & Utility         | Government or public utility uses and buildings, public safety buildings                                                                                            | To be determined by Zoning Administrator.                                                                          | Based on type of use (offices, storage, production, etc.).         |
|                                  | Communication facilities                                                                                                                                            | As approved by CUP.                                                                                                |                                                                    |
|                                  | Yard waste site                                                                                                                                                     | As approved by CUP.                                                                                                |                                                                    |

- (f) Limit on the Number of Off-Street Parking Spaces Provided. No site plan may be approved for a multiple-family or nonresidential use which contains more than two (2) times the development's minimum number of required parking spaces, except as granted through a conditional use permit. Parking facilities containing 20 stalls or less are exempt from this regulation. The following criteria shall be reviewed in considering a conditional use permit request:
  - (1) The proposed development has unique or unusual characteristics (such as high sales volume or low parking turnover) which creates a parking demand that exceeds the maximum ratio and does not typically apply to comparable uses.
  - (2) The lot is designed to allow for more intensive future site development that will create and utilize the additional parking demand.
  - (3) The need for additional parking cannot be reasonably met through provision of shared parking with nearby uses.
- (g) Parking Studies. Where a parking study is required, the study shall be performed by a qualified transportation engineer or transportation planner. The study shall contain information on the anticipated number of employees, customers, visitors, clients, shifts, events, or deliveries to the use, and may refer to other studies or similar situations elsewhere.

### **SECTION 3 – REGULATIONS SPECIFIC TO SINGLE- AND TWO-FAMILY USES**

**13-1715. Single- and Two-Family Residential Driveways.** Driveways shall lead from the public right-of-way directly to a garage opening or parking space and are regulated as follows:

- (a) Number of Driveways. Single-family uses are permitted one driveway per lot unless otherwise regulated in the ordinance, subject to the design regulations specified herein. Two-family uses are permitted two driveways per lot unless otherwise regulated in the ordinance, subject to the design regulations specified herein.
- (b) Minimum Driveway Setback from Property Lines.
  - (1) Narrow Lots. On lots with less than 60 feet of lot width/frontage, driveways shall be set back a minimum of one (1) foot from the side lot line.
    - i. On lots where the available side yard area prohibits the ability to create/maintain an 8-foot wide driveway and the required setback as listed below, the setback may be administratively reduced or eliminated.
  - (2) Detached Garages. Driveways leading to detached garages shall meet the applicable side or rear setbacks for accessory structures established in the district in which it is situated or shall meet the side setback of an existing detached garage, whichever is less.
  - (3) Attached Garages. Driveways leading to attached garages shall meet the applicable side or rear setbacks for principal structures established in the district in which it is situated or shall meet the side setback of the existing attached garage, whichever is less.
  - (4) Uncovered Parking. Driveways leading to uncovered parking areas shall meet the applicable side or rear setbacks established within the parking section or shall meet the side setback of the existing legal uncovered parking area, whichever is less.

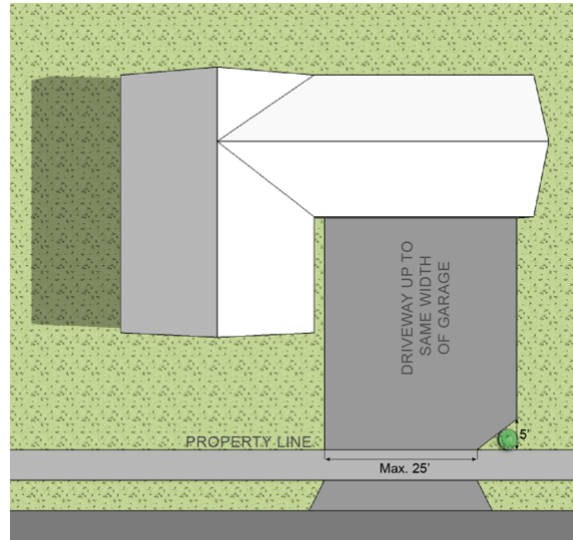
(c) Driveway Width

- (1) Driveways shall be a minimum width of eight (8) feet. Driveways leading to garages are limited to a maximum width of 25 feet at the property line and 30 at the curb/pavement line (2.5 foot apron flares), but may increase to the width of the garage. See *Figure 3.A: Single & Two-Family Drive Width-Standard* & *3.B: Single & Two-Family Drive Width-Enlarged with Taper*.

Figure 3.A: Single & Two-Family Drive Width-Standard

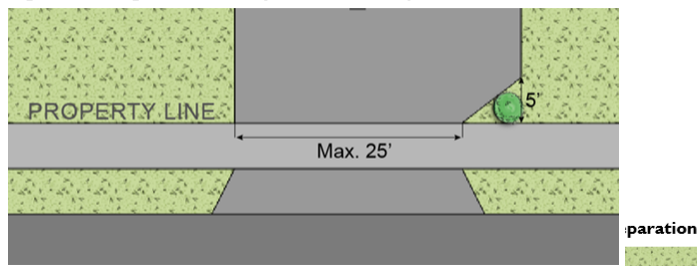


Figure 3.B: Single & Two-Family Drive Width-Enlarged with Taper

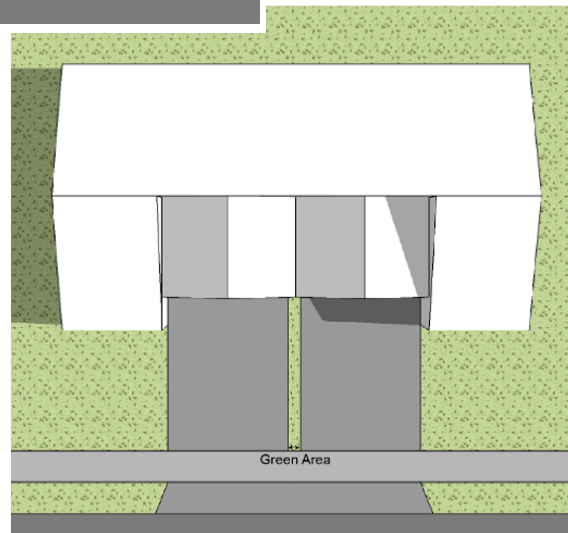


- (2) Where no garage exists, the maximum driveway width shall be twelve (12) feet.
- (3) Where the width of the driveway at the garage or other legal parking space exceeds the maximum width of the driveway at the property line, the driveway shall be tapered between the garage or the edge of a legal uncovered space and the property line starting a minimum of five (5) feet inside the parcel. Said taper “triangle” shall contain vegetation or other item designed to limit vehicular trespass. See *Figure 3.C: Single & Two-Family Drive Width-Taper Detail*.

Figure 3.C: Single & Two-Family Drive Width-Taper Detail



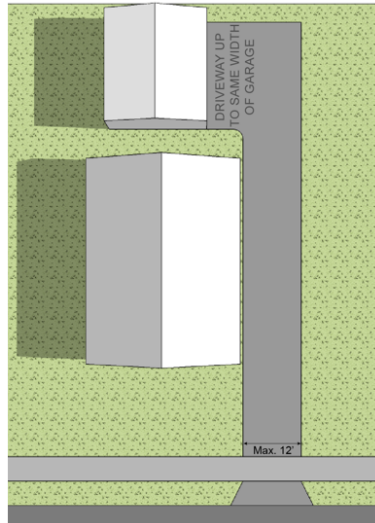
- a. When leading to a legal uncovered space, the driveway width shall be the least possible needed and shall not exceed 25 feet in width at the property line.
- (4) Driveways for two-family dwellings with adjacent garages are limited to



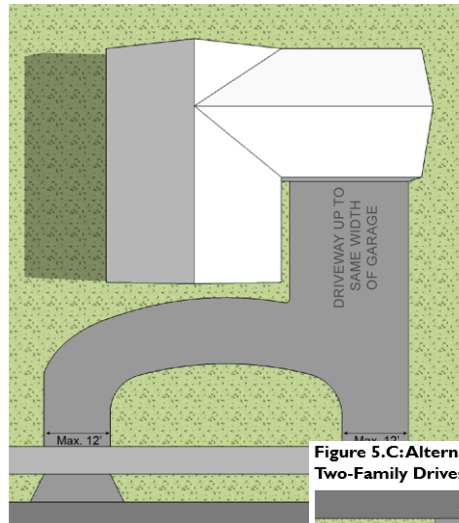
the 25 feet maximum width at the property line for each individual driveway. Each individual driveway must be separated by a minimum of a 2-foot green area extending the full length from the property line to the garage/uncovered parking space. Separation area shall contain vegetation or other item designed to limit vehicular trespass. See *Figure 4: Two-Family Drive Separation*.

- (5) Side-Loading Drives: The maximum width of driveway leading to a side-loaded garage shall not exceed 12 feet, except for the area directly leading of the garage, where it can be increased to the width of the garage. See *Figure 5.A: Alternative Single & Two-Family Drives-Side Loading*.
  - a. The driveway shall not be located within the side yard setback.
- (6) Circular Drives: The maximum width of circular, horseshoe, and similar type driveways shall not exceed 12 feet, except for the area directly leading of the garage, where it can be increased to the width of the garage. See *Figure 5.B: Alternative Single & Two-Family Drives-Circular*.
  - a. The driveway shall not be located within the side yard setback.
  - b. The inside edge of the arc of the driveway shall be at least 15 feet from the lot line.
  - c. The interior area between the drive and the street must be landscaped.

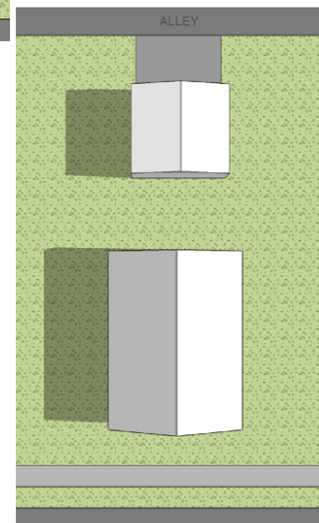
**Figure 5.A: Alternative Single & Two-Family Drives-Side Loading**



**Figure 5.B: Alternative Single & Two-Family Drives-Circular**



**Figure 5.C: Alternative Single & Two-Family Drives-Alley**



- (7) Alley Drives: The driveway may extend to the garage opening or may extend into the lot for 30 feet in width and 40 feet in depth but shall not extend into the side



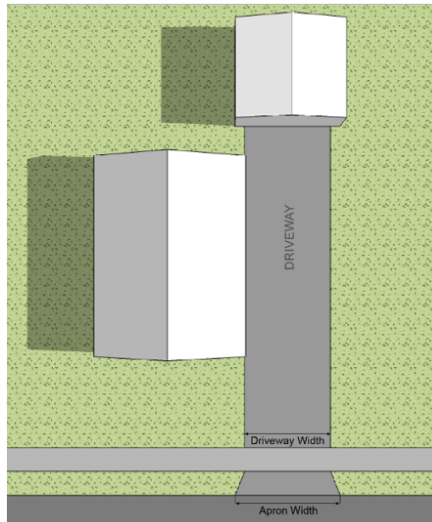
yard setbacks. See *Figure 5.C: Alternative Single & Two-Family Drives-Alley*.

- (8) In no case shall the maximum driveway width(s) be cumulatively greater than 50 percent of the lot frontage.

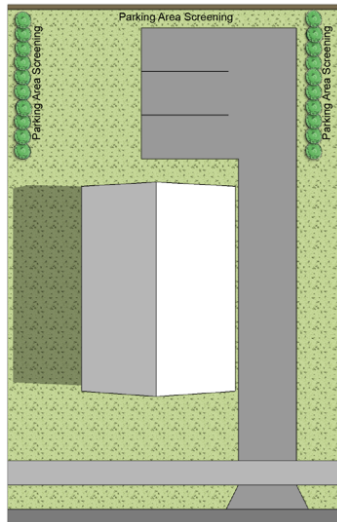
### 13-1716: Parking for Single- and Two-Family Uses

- (a) A minimum number of legal parking spaces shall be provided in conformance with Section 13-1714 and *Figure 2: Number of Off-Street Parking Spaces Required by Land Use*.
- (b) On a lot containing a single- or two-family dwelling unit, off-street parking shall not be located between the principal structure and a street right-of-way, except within residential driveways leading to a legal parking space or as otherwise permitted in this chapter.
- (1) Parking spaces must be provided either within a garage, in a driveway, or uncovered parking spaces on the same lot of the use it is serving and shall meet the requirements of this Section. See *Figure 6.A: Single & Two-Family Parking Space-Garage* or *6.B: Single & Two-Family Parking Space-Uncovered*.

Figure 6.A: Single & Two-Family Parking Space-Garage



6.B: Single & Two-Family Parking Space-Uncovered

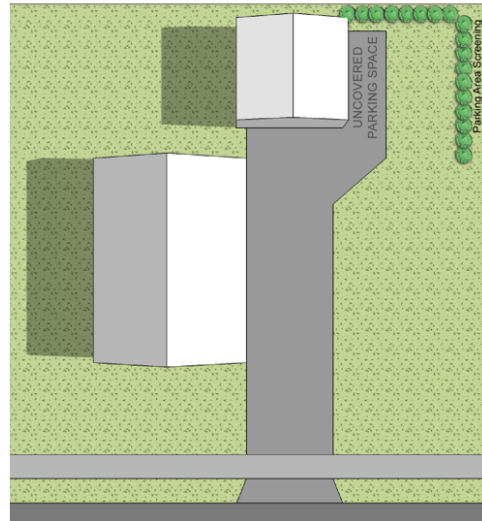


- (2) Driveway Parking. Driveways shall not count towards minimum parking stall requirement except as provided for narrow lots in Section 13-1716 below.
- (3) Uncovered Parking Spaces (Not Located in Driveways).  
a. No more than four (4) uncovered parking spaces are permitted per unit per lot.

b. Uncovered parking spaces may be located in the rear yard and shall be setback from the side and rear lot lines by no less than 2.5 feet. Said spaces shall be screened from view per Section 13-1716(f). See *Figure 6.B: Single & Two-Family Parking Space-Uncovered*.

c. One (1) uncovered parking space is permitted in the side yard alongside a garage provided said space is not located between the building and the street and shall be setback from the side and rear lot lines by no less than 2.5 feet. Said space shall be screened from view per Section 13-1716(f). See *Figure 7: Single & Two-Family Parking Space Beside Garage*.

Figure 7: Single & Two-Family Parking Space Beside Garage



d. Front Yard Parking Space Exception. For single- or two-family lots with attached single stall garages that are unable to provide parking as regulated in this ordinance, a single parking space may be established next to the driveway between the front façade of the residence and the public right-of-way as regulated below:

e. Front yard space is limited to no greater than eight (8) feet in width beyond the garage door opening but shall not be located in front of the primary entrance to the residence.

f. Lots shall not exceed the maximum impervious surface ratio for the applicable zoning district.

(c) Driveway as Legal Parking Space for Single- and Two-Family Uses on Narrow Lots.

(1) Driveways may be considered legal “stacked” (meaning in front of one another) parking spaces for required stalls. A driveway parking space need not lead to a legal parking space but must be a minimum of eight (8) feet wide and fifteen (15) feet deep.

(d) Except for driveways leading to legal parking spaces or otherwise regulated in this ordinance, parking is not permitted in the front yard.

(e) The Director of Community and Economic Development and/or Director of Public Works may permit residential vehicles to be parked on the front, side, and rear yards of single- and two-family dwellings as follows:

(1) On the days games are played in Green Bay by professional football teams of the National Football League.

- (2) During the day of a special event held at Lambeau Field when the event is expected to exceed an estimated attendance of 20,000 or more individuals.
- (f) Uncovered parking spaces situated beyond the front façade of the principal structure must be screened with a minimum of 5-foot tall vegetation, fencing, or other material that creates a solid screen, impervious to sight from adjacent properties, excluding views from where access is provided.
- (g) Parking of commercial vehicles and trailers in residential districts. The intent of this section is to preserve the orderly appearance and quiet enjoyment of residential neighborhoods while allowing reasonable flexibility for parking business-related vehicles. Specifically, this applies to motor vehicles that are driven off-site by a resident but are kept on the premises when not in use. This section shall apply to the following types of vehicles: (1) commercial trucks, tractors, vans, pickups, or other motor vehicles not exceeding 10,000 pounds gross vehicle weight; and (2) commercial trailers capable of being trailed behind a commercial motor vehicle that is allowed to be parked on the premises by this section.
  - (1) Engines of commercial vehicles may not run continuously. A 30-minute engine warm-up time shall be permitted immediately prior to the commercial vehicle and/or any other motorized equipment leaving the premises. The warm-up period shall begin no earlier than 7:00 a.m. and end no later than 10:00 p.m.
  - (2) Commercial trailers parked outside in residential districts shall be fully enclosed or be empty when not in transport.
  - (3) Commercial trailers parked in residential districts shall be actually trailed and transported from the property no less than once per week.

**SECTION 4 – REGULATIONS SPECIFIC TO MULTIPLE-FAMILY, MIXED-USE, INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL USES**

**13-1717. Multi-Family Residential, Mixed-Use, Institutional, Commercial, and Industrial Use Driveways.**

- (a) Number of Driveways. A maximum of one two-way driveway or two one-way driveways shall be permitted from each street right-of-way to which a lot or parcel has frontage, except under the following circumstances:
  - (1) Multiple two-way driveways may be permitted on one street frontage provided the distance between the driveway centerlines is no less than 200 feet.
  - (2) Mixed two-way and one-way driveways may be permitted on one street frontage provided the distance between the driveway centerlines is no less than 200 feet.
  - (3) One three-lane driveway consisting of a one twelve-foot ingress lane, a three-foot mountable rumble strip dividing island, and two ten-foot egress lanes may be administratively permitted per street frontage with concurrence of the Zoning Administrator and Traffic Engineer. This option should be limited to sites on streets with high traffic volumes and speeds and/or unique timeframes of mass ingress/egress, or other conditions making a standard driveway operate less than optimally.

- (4) Additional driveways may be permitted if necessary for the public safety and sufficient level of traffic circulation with approval of the Director of Public Works.
- (b) Minimum Driveway Setback.
- (1) Driveways shall be setback as established for buildings in the zoning district for which the property they service is situated.
- i. Driveway access through the front yard setback area should be designed to minimize its presence within the front yard to the greatest extent practical.
- (2) Parking facility perimeter buffers. Parking facilities in any yard abutting a public street or public walkway shall be separated from the street or walkway by a landscaped buffer meeting the requirements of Section 13-1822. Parking facilities accessing parking areas abutting residential uses in residential districts shall be separated by a perimeter landscape buffer meeting the requirements of Section 13-1820.
- (c) Distances between curb openings.
- (1) On the same parcel - The minimum distance between one-way driveways at the curb line shall be no less than 15 feet. Minimum distance between two-way drives at the curb line shall be 200 feet from center.
- (2) On adjoining parcels - Where two adjoining driveways abut, the maximum opening at the curb shall be the maximum for a single driveway, as listed in Section 13-1717(d). Both parcels must share the curb opening.
- (d) Driveway Width
- (1) Driveway sizes are regulated at the property/right-of-way line and the curb/road pavement line as follows (See *Figure 8: Three-Lane, Full Access Drive Detail*):
- i. One-Lane, One-Way Access Drives.

| <b>One-Way Drives<br/>(Single Direction<br/>– Ingress or<br/>Egress)</b> | <b>Maximum Width<br/>of Drive at<br/>Property &amp;<br/>Setback Line</b> | <b>Maximum Width<br/>of drive at Curb or<br/>Pavement Line</b> |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------|
| Autos & Single Axle<br>Trucks                                            | 15 feet                                                                  | 25 feet                                                        |
| Semi-Trailers                                                            | 20 feet                                                                  | 30 feet                                                        |

- ii. Two-Lane, Full Access Drives.

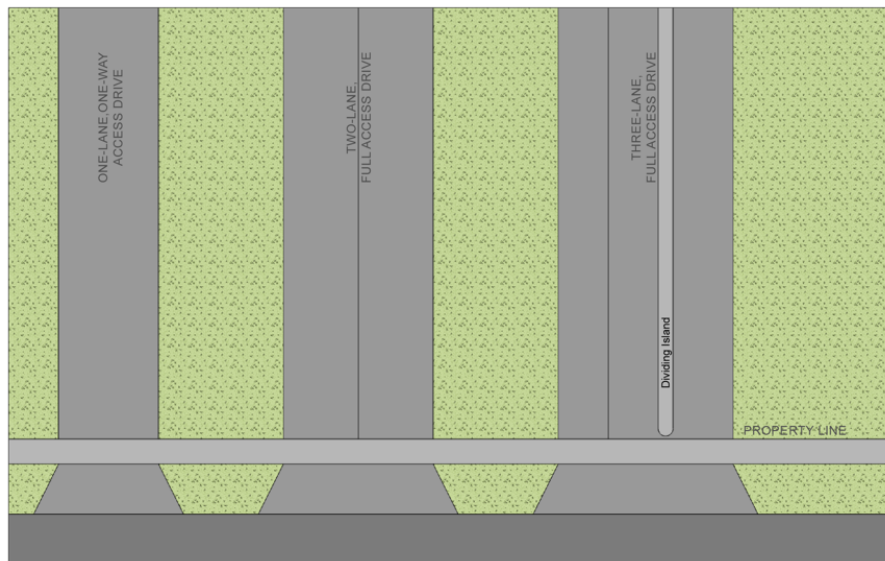
| <b>Two-Way Drives<br/>(One-Ingress &amp;<br/>One-Egress Lane)</b> | <b>Maximum Width<br/>of Drive at<br/>Property &amp;<br/>Setback Line</b> | <b>Maximum Width<br/>of drive at Curb or<br/>Pavement Line</b> |
|-------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------|
|                                                                   |                                                                          |                                                                |

|                            |         |         |
|----------------------------|---------|---------|
| Autos & Single Axle Trucks | 25 feet | 35 feet |
| Semi-Trailers              | 30 feet | 40 feet |

- iii. Three-Lane, Full Access Drive (consisting of one twelve-foot ingress lane, a three-foot mountable “rumble strip” dividing island, and two ten-foot egress lanes).

| Three-Lane Drives<br>(One-Ingress, Divider & Two-Egress Lanes) | Maximum Width of Drive at Property & Setback Line | Maximum Width of drive at Curb or Pavement Line |
|----------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------|
| All                                                            | 35 feet                                           | 45 feet                                         |

Figure 8: One-Lane, Two-Lane and Three-Lane Access Drive Detail



- (e) Flow. Traffic may be restricted as to direction of flow.

- (1) Driveways approved for one-way movement only or three-lane drives shall be equipped with signage and pavement markings indicating its direction to motorists.
- (2) Signs for directional movement of traffic shall be constructed and installed in accordance with City of Green Bay Standard Specifications and Construction Standards for Public Works.

### 13-1718: Off-Street Parking and Traffic Circulation Standards for Multiple-Family and Nonresidential Uses.

- (a) Location. Required parking and loading spaces shall be located on the same lot or development site as the use served unless otherwise regulated in this ordinance.



- (l) Off-site parking may be located up to one thousand (1,000) feet from the lot containing the use being served if the under common ownership or protected by a recorded instrument acceptable to the City.
- (b) Setbacks. Parking areas shall be setback as established for buildings in the zoning district for which the property it services is situated.
  - (l) Special Provisions for Nonconforming Parking Facilities. Legally established parking facilities constructed prior to the effective date of this ordinance which do not meet the minimum setbacks required by this ordinance shall be permitted to be reconstructed with reduced setbacks, subject to approval of a parking plan by the Zoning Administrator. Said parking lot layout shall be designed in accordance with the dimensions identified in *Figure 9: Parking Space Design Standards*. Parking lot setback reductions shall only be permitted in the following instances:
    - i. To prevent the loss of legal parking spaces required by this ordinance.
    - ii. To prevent the loss of required internal circulation aisles.
- (c) Circulation. Parking facilities shall be designed to provide for the safe and efficient movement of all traffic entering, exiting, and circulating on the site. Circulation patterns shall conform to the general rules of the road. All traffic control measures shall meet the requirements of the Manual of Uniform Traffic Control Devices.
- (d) Marking. All off-street parking and traffic circulation areas shall be marked, striped, and maintained in a clear and visible manner which clearly indicates parking spaces, pedestrian walkways, and other designated areas.
- (e) Curbing. A minimum 6-inch high curb shall be installed within parking areas where parking surface is adjacent to pedestrian and/or bicycle ways and internal landscape islands, except:
  - (l) Where bio-filtration or bio-retention methods of stormwater management are utilized as part of an approved grading and drainage plan, alternatives to the installation of curbing may be considered by the Department of Public Works, provided that measures are taken to protect landscaping from vehicular circulation damage.
- (f) Access. Each off-street parking space shall open directly upon a drive aisle or driveway that is wide enough to provide a safe and efficient means of vehicular access without directly maneuvering a vehicle into any pedestrian way or public right-of-way.
- (g) Lighting. All off-street parking and traffic circulation areas shall be lit to ensure their safe and efficient use during evening hours. An illumination level shall meet the standards of Section 13-500.
- (h) Landscaping and Screening. Parking lots shall meet the landscaping requirements of Section 13-1820 through 13-1825.
- (i) Parking Space Design Standards. Other than handicapped parking and permitted parking in residential driveways, each off-street parking space shall comply with the minimum requirements of *Figure 9: Parking Space Design Standards*.

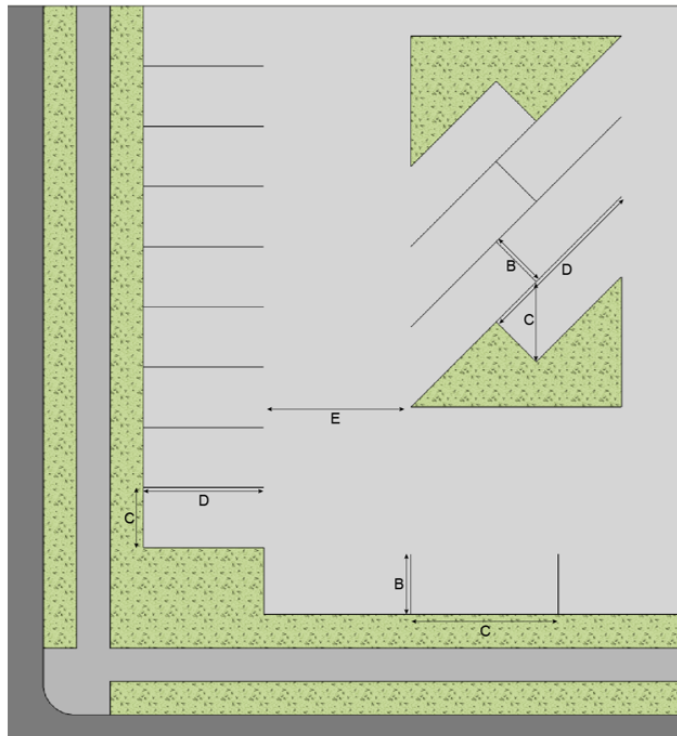
**Figure 9: Parking Space Design Standards**

| Angle (A)    | Width (B)<br>* | Curb Length<br>(C) | Stall Depth (D)<br>** | 1-Way<br>Aisle<br>Width (E) | 2-Way Aisle<br>Width (E) |
|--------------|----------------|--------------------|-----------------------|-----------------------------|--------------------------|
| 0 (Parallel) | 9'             | 22                 | 8'6"                  | 14'                         | 22'                      |
| 45°          | 9'             | 12'                | 18'9"                 | 14'                         | 22'                      |
| 60°          | 9'             | 9'10"              | 19'10"                | 18'                         | 22'                      |
| 90°          | 9'             | 8'6"               | 18'                   | 20'                         | 22'                      |

\* Subcompact spaces may account for up to 20 percent of the total parking area required. They may be reduced in size to a width of 8' and a stall depth of 12 percent less than (D) above and must be grouped and signed appropriately.

\*\* Parking spaces that use an appropriately sized curb overhang over a landscaped island or buffer may be reduced in depth by 1.5'. A concrete curb or other means shall be provided to prevent parked vehicles from damaging plant materials.

Figure 9: Parking Space Design Standards



**SECTION 5 – ALTERNATE PARKING OPTIONS FOR MULTIPLE-FAMILY, MIXED-USE, INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL USES**

**13-1719. Shared Parking Facilities.**

- (a) Joint parking facilities which provide required parking for two or more uses are allowed a reduction in required number of parking spaces as specified below:
  - (1) Up to a 15 percent reduction in the number of required parking spaces for 4 or more separate uses, 10 percent for 3 separate uses, and 5 percent for 2 separate uses may be utilized for a collective parking facility.
- (b) Day-Night Use Parking Facility. Shared day-night use parking facilities may provide a reduction in required number of parking spaces as specified below:
  - (1) Up to 70 percent of the parking facilities of nighttime/Sunday uses may be supplied by off-street parking facilities of daytime uses. Up to 70 percent of the parking facilities of daytime uses may be supplied by the off-street parking facilities of nighttime/Sunday uses.
  - (2) Daytime uses. For the purpose of this section, the following uses are considered as primarily daytime uses: banks, offices, certain retail stores and personal service shops, service and repair shops, wholesale, and similar uses as determined by the Zoning Administrator.
  - (3) Nighttime and Sunday uses. For the purpose of this section, the following uses are considered as primarily nighttime and weekend uses: theater, bowling alley, tavern/nightclub, auditorium incidental to a public or parochial schools, churches, and similar uses as determined by the Zoning Administrator.
  - (4) The applicant shall show that there is no substantial conflict in the principal operating hours of the buildings or uses for which shared parking is proposed.
  - (5) The use for which application is being made for shared parking shall be located within one thousand (1,000) feet of the use providing the parking facilities.
- (c) A legally binding instrument, executed by the parties concerned, for joint use of off-street parking facilities shall be approved by the City Attorney and filed with the City within sixty (60) days after City approval of the joint parking use. Said agreement shall cover a period of no less than twenty (20) years. Shared use parking privileges shall continue in effect only so long as such an instrument remains in effect, and if such instrument becomes legally ineffective, parking shall be provided as otherwise required in this ordinance.

**13-1720. Valet Parking.**

- (a) Up to fifty (50) percent of the off-street parking for restaurants, hotels, theaters, and similar uses may be fulfilled by maintaining a valet parking service for customers.
- (b) The valet service shall provide service to and from the main entrance with a passenger loading area, as approved by the Department of Public Works.
- (c) The parking area shall be located no farther than one thousand (1,000) feet from the main entrance.

**13-1721. Employee Off-Site Parking.** Retail, service businesses, large employers, major institutions and similar uses are encouraged to provide designated employee parking.

- (a) If a shuttle service is provided, such parking may be off-site in a remote location.

**13-1722. Ride-Sharing and Autonomous Vehicles.** The intent of this section is to encourage the installation of passenger loading zone spaces to meet demand for passenger pick-up/drop-off generated by ride-sharing and/or autonomous vehicles on all land uses except single- and two-family residential dwellings.

- (a) **Reduction to Required Parking Spaces.** The number of required parking spaces for a use may be reduced by 10 percent for each passenger loading zone space provided up to a maximum of 30 percent.

- (1) The Zoning Administrator is authorized, at his or her discretion, to require the submission of a parking study per Section 13-1714(g) upon making the determination that such a reduction will result in a shortage of parking spaces needed for the subject land-use.

- (b) **Passenger Loading Zone Space Standards.**

- (1) **Location.** Each passenger loading zone space shall be located within 100 feet of the primary entrance/exit of a stand-alone use. Passenger loading zone spaces located in shopping centers and other multiple use developments may be located more than 100 feet from the primary entrance/exit of a tenant when placed in a centralized location, provided that a minimum of five (5) foot wide pedestrian access to all tenants of the development is present.
  - (2) Passenger loading zone spaces shall be separate and distinct from parking facility drive aisles, fire lanes, off-street loading areas, or other uses not explicitly dedicated to passenger loading/unloading.
  - (3) **Dimensions.** Minimum of eight (8) feet wide by twenty-two (22) feet long with appropriate taper for safe ingress/egress.
  - (4) **Design.** All vehicular ingress/egress to and from passenger loading zone spaces shall be in forward motion only. All passenger loading zone spaces shall be clearly marked and signed to signify that they are for loading and unloading of passengers and shall not be used for other purposes.
  - (5) **Amenities.** Amenities such as sitting areas, shade structures, and landscaping are encouraged to be provided adjacent to the passenger loading zone spaces.
  - (6) **Accessibility.** Passenger loading zone spaces shall be compliant with the Americans with Disability Act (ADA).

## **SECTION 6 – PEDESTRIAN AND BICYCLE ACCESS AND PARKING**

### **13-1723: Pedestrian and Bicycle Access**

- (a) **Quantity.** For all multi-family, commercial, institutional, and industrial uses, a minimum of one pedestrian/bicycle access way is required to at least one street frontage.

- (b) Off-Site Connections. Pedestrian/bicycle access shall include appropriate connections to existing and planned public pedestrian and bicycle facilities. If none exist, the connection is unnecessary, however the site plan must depict a location such access can be installed should public pedestrian and bicycle facilities be installed in the right of way in the future.
- (c) On-Site Connections. The entire development shall provide walkways for full and safe pedestrian and bicycle circulation within the development.
  - (1) Walkways shall provide pedestrian access through or around off-street parking areas from public walks and/or bicycle facilities to building entries which directly and continuously connect areas of pedestrian origin and destination.
  - (2) Design Requirements.
    - i. Walkways shall have an acceptable dust-free surface not less than 5 feet in width, be separate from the parking lot drive aisle and delineated with pavement markings or alternate paving materials.
    - ii. The entirety of the on-site pedestrian walkway system shall be consistent with the Americans with Disabilities Act.
    - iii. The material and layout of the pedestrian walkway shall be continuous as the pedestrian access crosses a driveway or internal drive.

**13-1724: Bicycle Parking Standards for Multiple-Family and Nonresidential Uses.**

- (a) Required provision of bicycle parking areas.
  - (1) For all multi-family, commercial, institutional, and industrial uses, a minimum of four (4) bicycle spaces shall be provided if off-street parking for vehicles is provided.
  - (2) For parking lots containing more than 40 automobile parking spaces, off-street bicycle parking spaces shall be provided equal to five (5) percent of the automobile parking space requirement, or twenty (20) bicycle parking spaces, whichever is less.
  - (3) A nonresidential use's automobile parking requirement may be reduced by providing additional bicycle parking. After the bicycle parking requirement has been met, a minimum of four (4) bicycle parking spaces may be provided in lieu of one (1) required automobile parking space, with a maximum reduction of up to five (5) automobile parking spaces.
- (b) Specifications for Bicycle Parking Spaces.
  - (1) All bicycle parking provided shall be on a hard-surfaced area and be set back from walls and other objects so as to be functional. Freestanding bicycle parking racks shall be securely fastened to the ground.
  - (2) Bicycle parking spaces and racks shall be located in a convenient and visible area no farther from the principal entrance to the building served than the closest automobile parking space. With the permission of the Department of Public Works, bicycle parking may be located in the public right-of-way.
  - (3) Bicycle parking spaces shall be installed in conformance with setback requirements applicable to automobile parking lots. The placement of the racks shall not conflict with pedestrians and motorized traffic movements.



- (4) Covered spaces. If accessory automobile parking spaces are covered, bicycle parking spaces shall also be covered.

## **SECTION 7 – OFF-STREET LOADING STANDARDS**

**13-1725. Off-Street Loading Requirements.** Off-street loading space shall be provided for any nonresidential use which requires the receipt or distribution of materials or merchandise by trucks or similar vehicles and which will have a gross floor area of five thousand (5,000) square feet or more, subject to following minimum standards:

- (a) The off-street loading requirement for buildings with less than 20,000 square feet of gross floor area may be satisfied by the designation of a loading zone area on the site. This loading zone area shall be separate from any required off-street parking area, and access to it shall not conflict with automobile or pedestrian circulation within the site.
- (b) Buildings with 20,001 to 50,000 square feet of gross floor shall provide one (1) loading space.
- (c) Buildings with 50,001 to 100,000 square feet of gross floor shall provide two (2) loading spaces.
- (d) Buildings with 101,000 or more square feet of gross floor shall provide one (1) additional loading space per additional 300,000 sq. ft.

### **13-1726. Size and location**

- (a) Semi-trailer spaces shall be at least 55 feet in length, 10 feet in width, and 14 feet in height, plus necessary additional maneuvering space.
- (b) No loading space shall be located in a front yard or at the front of a building. Loading spaces shall not be located between any building and a public street unless provided with adequate screening and landscaping, in compliance with Chapter 13-1800.
- (c) Spaces shall be at least fifty (50) feet from the property line of any residential property or residentially-zoned property.
- (d) All loading spaces and driveways shall be surfaced with a dustless all-weather material meeting the standards for off-street parking areas and driveways and subject to the approval of the City Engineer.

**SECTION 2.** All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

**SECTION 3.** Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

LJM

08/20/19

## **DRAFT PARKING CODE – CHANGES SUMMARY**

### **SECTION 1 – GENERAL PROVISIONS**

- A. **13-1701. Purpose** – Better define what’s included in a parking facility.
- B. **13-1703. Nonconforming Facilities**
- **Shared Driveways.** New or reconstructed shared driveways require cross-access easements.
  - **Existing Nonconforming Facilities.** Shall not be reconstructed or expanded unless the entire facility is brought into compliance with requirements of this code.
- C. **13-1705. Use Limitations** - Single and two-family uses are permitted to temporarily use driveways and parking areas for recreational and social activities, maintenance of licensed operable vehicles owned/operated by residents of the unit.
- D. **13-1708. Abandoned Facilities.** If facility is no longer serving a permitted use, providing access to a legal parking area, or on an approved site plan it must be removed in its entirety at the owners expense.
- E. **13-1709. Access Limitation by Use.**
- Single and two family dwelling units shall not have driveways onto a collector or arterial street that is not primarily residential unless such street has the only available frontage.
  - Nonresidential, mixed-use and multi-family uses shall not have driveways onto a residential local street unless such street has the only available frontage.
  - Exemption for existing as well as findings of a traffic impact analysis.
- F. **13-1711. Angle of Intersection with Right-of-Way** - All driveways and other access points shall intersect with any public right-of-way at an angle of not less than 75 degrees, and shall intersect at an angle of 90 degrees wherever possible.

### **SECTION 2 – OFF-STREET PARKING AND CIRCULATION**

- A. **13-1714: Minimum Number of Required Off-Street Parking Spaces.**
- **Floor Area.** Use net floor area versus gross floor area in determining minimum parking requirements. Net floor area excludes mechanical rooms, permanent accessory storage/freezers/coolers, stairwells/elevators, uninhabitable attics or basements, underground parking, etc.
  - **Building Built on Speculation.** Added that buildings built with unknown use shall be required to provide one stall per 300 square feet from 1 per 200 square feet.
  - **Downtown Exception.** Parking requirements waived in the Downtown Zoning District except residential uses which require 1 stall per unit. Developer only needs to provide evidence of availability of off-street public or private parking.
  - **Number of Off-Street Parking Spaces Required by Land Use.** Decreased the required number of stalls for land uses.
  - **Limit on the Number of Off-Street Parking Spaces Provided.** Require a CUP for developments providing more than two times the minimum required parking, except through a CUP. Exemption for lots of 20 stalls or less. Included CUP criteria.

### **SECTION 3 – REGULATIONS SPECIFIC TO SINGLE- AND TWO-FAMILY USES**

#### **A. 13-1715. Single- and Two-Family Residential Driveways.**

- **Number of Driveways.** Single-family uses are permitted one driveway per lot.
- **Driveway Setback.** On lots with less than 60 feet of lot width, setback minimum of 1 foot. Admin. exception if 8 foot driveway can't be achieved.
- **Driveway setback.** Linked to garage or uncovered parking space setback.
- **Driveway Width.** Minimum width of 8 feet. Max width 25 feet at property line and match garage opening within lot. Taper area required for of wider driveway must include item to prohibit vehicular trespass. Max. 12 feet if no garage.

#### **B. 13-1716: Parking for Single- and Two-Family Uses**

- **Uncovered Parking Spaces (Not Located in Driveways).** No more than 4 uncovered parking spaces are permitted per unit per lot and must be screened. Allow 1 screened uncovered space alongside garage. Allow 1 front yard parking space exception for lots that can't provide required spaces but must not be located in front of homes entrance.
- **Parking Space Design for Single and Two Family Uses on Narrow Lots.** Allow driveways spaces to be considered legal "stacked" spaces.
- **Screening.** Uncovered parking spaces situated beyond the front façade of the principal structure must be screened with 5' "solid" barrier.

### **SECTION 4 – REGULATIONS SPECIFIC TO MULTIPLE-FAMILY, MIXED-USE, INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL USES**

#### **A. 13-1717. Multi-Family Residential, Mixed-Use, Institutional, Commercial, and Industrial Use Driveways.**

- **Number of Driveways.** Added ability to have a three-lane driveway (one ingress lane, mountable dividing island, and two egress lanes) at 35/45'. Limited to sites on streets with high traffic volumes and speeds and/or unique timeframes of mass ingress/egress, or other conditions making a standard driveway less than optimal.
- **Driveway Width.** Increased one-way drives for semis from 15/25' to 20/30'.
- **Driveway Width.** Increased two-way drives for autos from 20/30' to 25/35' and for semis from 25/35' to 30/40'.

#### **B. 13-1718: Off-Street Parking and Traffic Circulation Standards for Multiple-Family and Nonresidential Uses**

- **Special Provision for Nonconforming Parking Facilities.** Zoning Administrator may allow reduced setbacks for the reconstruction of parking facilities if meeting code will result in a loss of required spaces or functionality of internal circulation.
- **Marking.** Off-street parking & circulation areas shall be marked, striped, and maintained in a clear and visible manner (indicates spaces, walkways, and other designated areas)
- **Curbing.** Minimum 6-inch-high curb required around parking areas that are adjacent to pedestrian and/or bicycle ways and internal landscape islands, except to allow bio-retention to be utilized.

## **SECTION 5 – ALTERNATE PARKING OPTIONS FOR MULTIPLE-FAMILY, MIXED-USE, INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL USES**

### **A. 13-1719. Shared Parking Facilities.**

- **Joint Parking.** Added that up to a 15 percent reduction in the number of required parking spaces for 4 or more separate uses, 10 percent for 3 separate uses, and 5 percent for 2 separate uses in a collective parking facility.
- **Nighttime and Sunday Uses.** Defined as theatres, bowling alleys, tavern/nightclub, auditoriums incidental to a public or parochial schools, churches, multiple-family apartments, and similar uses.

### **B. 13-1722. Ride-Sharing and Autonomous Vehicles.**

- Required spaces for a use may be reduced by 10 percent for each passenger loading zone space provided up to a maximum of 30 percent. Must be clearly marked/signed, no more than 100' from entrance, have full pedestrian connection and be ADA compliant.

## **SECTION 6 – PEDESTRIAN AND BICYCLE ACCESS AND PARKING**

### **A. 13-1723: Pedestrian and Bicycle Access**

- **Quantity.** A pedestrian/bicycle access way is required to at least one street frontage
- **Off-Site Connections.** Pedestrian/bicycle access shall connect to existing and planned pedestrian/bicycle facilities. If none exist, must at least show how it could be installed.
- **On-Site Connections.** Must provide walkways for pedestrian and bicycle access within the development site. Separated from off-street parking areas, dust free surface, and ADA compliant.

### **B. 13-1724: Bicycle Parking Standards for Multiple-Family and Nonresidential Uses**

- **Number of Spaces.** Minimum of 4 bicycle spaces shall be provided. For lots containing more than 40 auto spaces, bicycle parking spaces shall be provided equal to 5 percent of the auto space requirement or 20, whichever is less.
- **Incentive.** After the bicycle parking requirement has been met, 4 bicycle parking spaces may be provided in lieu of 1 required automobile parking space, with a maximum reduction of up to 5 automobile parking spaces.
- **Design.** Bicycle parking must be on hard surface, secured to ground, located no farther than auto spaces (ROW with DPW ok), not conflict with pedestrians or automobiles, covered if automobile spaces are covered.