



AGENDA OF THE GREEN BAY PLAN COMMISSION

TUESDAY, MAY 26, 2020, 6:00 PM
Telephonic Meeting
Public may also view at
www.youtube.com/CityOfGreenBay

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. Roll Call.

- I. Members: Tim Gilbert – Chair, Sid Bremer – Vice-Chair, Ald. Veronica Corpus-Dax, Lisa Hanson, Jacob Miller, and Randall Petrouske

C. Approval of the Agenda.

- I. Approval of the agenda for the May 26, 2020, meeting of the Green Bay Plan Commission.

D. Approval of Minutes.

- I. Approval of the minutes from the May 11, 2020, meeting of the Green Bay Plan Commission.

E. Regular Business.

- I. Discussion with possible action on a communication by Ald. Kathy Lefebvre to look at residential policy per storm water runoff; residences are experiencing rain water runoff from elevated houses because of floodplain building evaluation requirements (FEMA).
2. Discussion with possible action regarding a communication by Ald. Mark Steuer to look at the feasibility, and various site locations, of a virtual drive-in theatre/performing arts venue, as is being done in numerous other locations.

3. (ZP 20-13) Public Hearing on the request to authorize a Conditional Use Permit (CUP) to establish a live-work use within a Low Density Residential (RI) district at 2475 Shady Oak Lane, submitted by Mimi & Chad Schroeder, petitioner. (Ald. J. Vander Leest, District 11)
4. (ZP 20-13) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) to establish a live-work use within a Low Density Residential (RI) district at 2475 Shady Oak Lane, submitted by Mimi and Chad Schroeder, petitioner (Ald. J. Vander Leest, District 11).
5. (ZP 20-15) Public Hearing on the request to authorize a Conditional Use Permit (CUP) to establish a two-family dwelling within an Office/Residential (OR) district at 1207 East Walnut Street, submitted by John Halle, 1207 East Walnut LLC, property owner (Ald. B. Galvin, District 4).
6. (ZP 20-15) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) to establish a two-family dwelling within an Office/Residential (OR) district at 1207 East Walnut Street, submitted by John Halle, 1207 East Walnut LLC, property owner (Ald. B. Galvin, District 4).
7. (ZP 20-16) Public Hearing on the request to amend the existing Green Bay Packaging Planned Unit Development (PUD) to include the expanded mill operation at 1601 North Quincy Street, submitted by Matt Szymanski, Green Bay Packaging, applicant (Ald. K. Lefebvre, District 6).
8. (ZP 20-16) Consideration with possible action on the request to amend the existing Green Bay Packaging Planned Unit Development (PUD) to include the expanded mill operation at 1601 North Quincy Street, submitted by Matt Szymanski, Green Bay Packaging, applicant (Ald. K. Lefebvre, District 6).
9. (PP 20-02) Consideration with Possible Action on the Request by the Department of Community & Economic Development to Institute a Zoning Action Notification Sign Policy as it relates to requests for a Conditional Use Permit (CUP), Zoning Designation Change, Planned Unit Development, Comprehensive Plan Amendment and/or Area Plan Creation/Amendment.

F. Informational.

1. Director's Report.
2. Date of next meeting: Monday, June 22, 2020.

G. Adjournment

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.

- 3) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this Plan Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Plan Commission for 5-26-20

Zoom Meeting Information

City Of Green Bay is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81977207710?pwd=L2FRd0tWMnNINClJL2RiQ3NVNzhVdz09>

Meeting ID: 819 7720 7710

Password: 983236

One tap mobile

+19292056099,,81977207710#,,1#,983236# US (New York)

+13017158592,,81977207710#,,1#,983236# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 819 7720 7710

Password: 983236

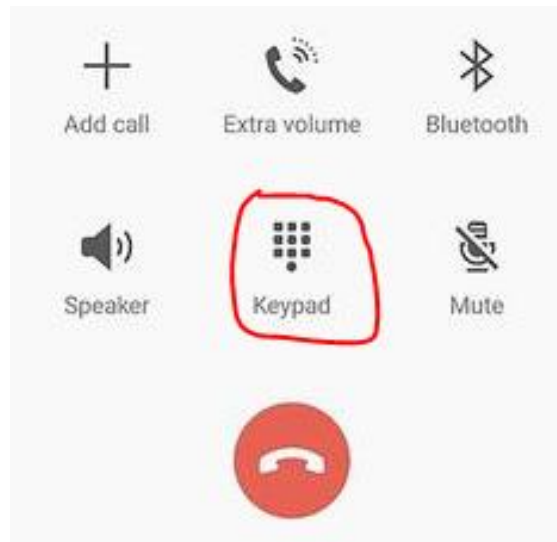
Find your local number: <https://us02web.zoom.us/u/kq22wwNy1>

Additional Information

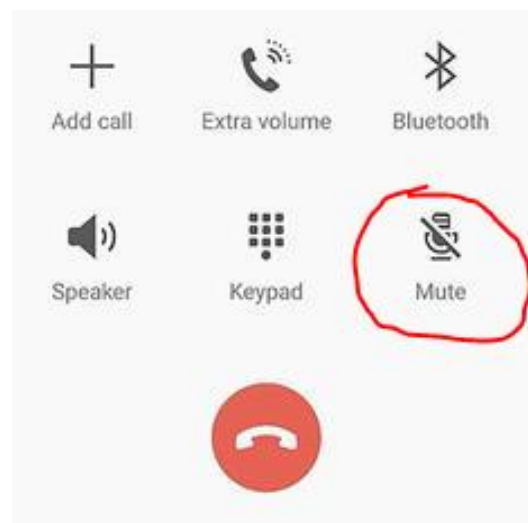
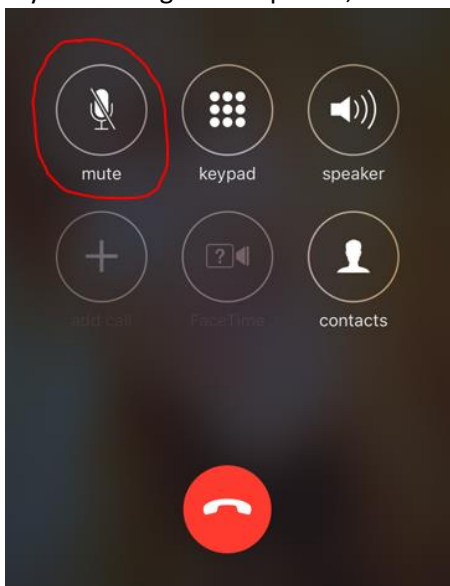
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users--if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





MINUTES OF THE GREEN BAY PLAN COMMISSION

MONDAY, MAY 11, 2020, 6:00 PM

Telephonic Meeting

public may also view at

www.youtube.com/CityOfGreenBay

A. VIRTUAL MEETING INFORMATION

I. This item contains a document which provides information to join this meeting via Zoom along with instructions.

B. ROLL CALL.

I. Members: Tim Gilbert – Chair, Sid Bremer – Vice-Chair, Ald. Veronica Corpus-Dax, Lisa Hanson, Jacob Miller, and Randall Petrouske

Present: Veronica Corpus-Dax, Lisa Hanson, Randall Petrouske, Jacob Miller, Sidney Bremer,

Excused: Timothy Gilbert

Others Present: Ald. Brian Johnson, Ald. Bill Galvin

C. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the May 11, 2020, meeting of the Green Bay Plan Commission.

Moved by Ald. Veronica Corpus-Dax, seconded by Lisa Hanson to approve the agenda. Motion carried.

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

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the April 13, 2020, meeting of the Green Bay Plan Commission.

Moved by Randall Petrouske, seconded by Ald. Veronica Corpus-Dax to the minutes. Motion carried.

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

E. REGULAR BUSINESS.

1. (ZP 20-09) Public Hearing on the request to authorize a Conditional Use Permit (CUP) for a single-family home in a Varied Density Residential (R3) district at 827 9Th Street, submitted by Shelly LeMense, LeMense Construction, applicant (Ald. B. Johnson, District 9).

Vice-Chair Sidney Bremer read into record the instructions and procedure for the Public Hearing and that the public hearing was properly posted.

Vice-Chair Sidney Bremer opened the public hearing regarding the request to authorize a Conditional Use Permit for 827 9th Street, submitted by LeMense Construction.

Vice-Chair Sidney Bremer asked three times if there was anyone present who wished to speak. Hearing/seeing no one, the public hearing was closed.

2. (ZP 20-09) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) for a single-family home in a Varied Density Residential (R3) district at 827 9Th Street, submitted by Shelly LeMense, LeMense Construction, applicant (Ald. B. Johnson, District 9).

Moved by Lisa Hanson, seconded by Ald. Veronica Corpus-Dax to approve the request to authorize a Conditional Use Permit (CUP) for a single-family home in a Varied Density Residential (R3) district at 827 9Th Street, subject to compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit. Motion carried.

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

3. (ZP 20-10) Public Hearing on the request to rezone a 10 ft. wide strip of Low Density Residential (R1) zoning to Highway Commercial (C2) located at 1828 South Ashland Avenue, submitted by Anthony Wied, Dino Stop, LLC, property owner (Ald. B. Johnson, District 9).

Vice-Chair Sidney Bremer read into record the instructions and procedure for the Public Hearing and that the public hearing was properly posted.

Vice-Chair Sidney Bremer opened the public hearing regarding the request to rezone a 10 ft. wide strip of Low Density Residential (R1) zoning to Highway Commercial (C2) located at 1828 South Ashland Avenue, submitted by Anthony Wied, Dino Stop, LLC.

Vice-Chair Sidney Bremer asked three times if there was anyone else who wished to speak. Hearing/seeing no one, the public hearing was closed.

4. (ZP 20-10) Consideration with possible action on the request to rezone a 10 ft. wide strip of Low Density Residential (R1) zoning to Highway Commercial (C2) located at 1828 South Ashland Avenue, submitted by Anthony Wied, Dino Stop, LLC, property owner (Ald. B. Johnson, District 9).

Moved by Lisa Hanson, seconded by Jacob Miller to open the floor for discussion. Motion carried. Yes- Jacob Miller, Lisa Hanson, Randall Petrouske, Sidney Bremer, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Lisa Hanson, seconded by Randall Petrouske to close the floor for discussion. Motion carried.

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

Moved by Randall Petrouske, seconded by Lisa Hanson to approve the request to rezone a 10 ft. wide strip of Low Density Residential (R1) zoning to Highway Commercial (C2) located at 1828 South Ashland Avenue, Motion carried.

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

5. (ZP 20-14) Public Hearing on the request to amend a Conditional Use Permit (CUP) to increase the occupancy for an existing shelter facility from 46 to 100 individuals located in an Office/Residential (OR) district at 430 South Clay Street, submitted by Pastor Manuelus Reacco, Transformation House, property owner, applicant (Ald. B. Galvin, District 4).

Vice-Chair Sidney Bremer read into record the instructions and procedure for the Public Hearing and that the public hearing was properly posted.

Vice-Chair Sidney Bremer opened the public hearing regarding the request to amend a Conditional Use Permit (CUP) to increase the occupancy for an existing shelter facility from 46 to 100 individuals located in an Office/Residential (OR) district at 430 South Clay Street, submitted by Pastor Manuelus Reacco, Transformation House.

Vice-Chair Sidney Bremer asked three times if there was any present who wished to speak. Hearing/seeing no one, the public hearing was closed.

Vice-Chair Sidney Bremer asked three times if there was anyone else who wished to speak. Hearing/seeing no one, the public hearing was closed.

6. (ZP 20-14) Consideration with possible action on the request to amend a Conditional Use Permit (CUP) to increase the occupancy for an existing shelter facility from 46 to 100 individuals located in an Office/Residential (OR) district at 430 South Clay Street, submitted by Pastor Manuelus Reacco, Transformation House, property owner, applicant (Ald. B. Galvin, District 4).

Moved by Lisa Hanson, seconded by Randall Petrouske to open the floor for discussion. Motion carried.

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

Moved by Randall Petrouske, seconded by Ald. Veronica Corpus-Dax to approve the amendment for a Conditional Use Permit (CUP) to increase the occupancy for an existing shelter facility from 46 to 100 individuals located in an Office/Residential (OR) district at 430 South Clay Street, subject to the following additional condition:

During the time at which an official state of emergency impacting the City of Green Bay has been declared by the federal, state, or local government, and only for the duration of such emergency, the number of occupants and hours of operation may be increased to the maximum levels permitted within this CUP with the consent of the Director of Community and Economic Development, Zoning Administrator, or Chief Building Official.

Motion carried.

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

7. (ZP 20-11) Public Hearing on the request to amend Zoning Ordinance 1-19 (Whitney Park Townhomes) to expand a Planned Unit Development (PUD) at the 200 Block North Van Buren Street, submitted by GB Real Estate Investments, LLC, property owner (Ald. R Scannell, District 7).

Vice-Chair Sidney Bremer read into record the instructions and procedure for the Public Hearing and that the public hearing was properly posted.

Vice-Chair Sidney Bremer opened the public hearing regarding the request to amend Zoning Ordinance 1-19 (Whitney Park Townhomes) to expand a Planned Unit Development (PUD) at the 200 Block North Van Buren Street, submitted by GB Real Estate Investments, LLC.

Vice-Chair Sidney Bremer asked three times if there was any present who wished to speak. Hearing/seeing no one, the public hearing was closed.

Vice-Chair Sidney Bremer asked three times if there was anyone else who wished to speak. Hearing/seeing no one, the public hearing was closed.

8. (ZP 20-11) Consideration with possible action on the request to amend Zoning Ordinance 1-19 (Whitney Park Townhomes) to expand a Planned Unit Development (PUD) at the 200 Block North Van Buren Street, submitted by GB Real Estate Investments, LLC, property owner (Ald. R. Scannell, District 7)

Moved by Lisa Hanson, seconded by Ald. Veronica Corpus-Dax to open the floor for discussion. Motion carried.

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

Moved by Lisa Hanson, seconded by Ald. Veronica Corpus-Dax to close the floor for discussion. Motion carried.

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

Moved by Ald. Veronica Corpus-Dax, seconded by Randall Petrouske to approve the amendment of Zoning Ordinance 1-19 (Whitney Park Townhomes) to expand a Planned Unit Development (PUD) at the 200 Block North Van Buren Street, subject to the draft Planned Unit Development (PUD). Motion carried.

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

F. INFORMATIONAL.

I. Director's Report.

Kevin Vonck presented the Director's Report.

2. Date of next meeting: Monday, May 26, 2020.

G. ADJOURNMENT.

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

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



Report to the Green Bay Plan Commission

MEETING DATE

May 26, 2020

PREPARED BY

Kevin J. Vonck, CED Director

AGENDA ITEM # E.1

Discussion with possible action on a communication by Ald. Kathy Lefebvre to look at residential policy per storm water runoff; residences are experiencing rain water runoff from elevated houses because of floodplain building evaluation requirements (FEMA).

BACKGROUND

RECOMMENDATION

Recommendation: Refer to staff and bring back to Plan Commission in August.

FISCAL IMPACT

ATTACHMENTS

None



Report to the Green Bay Plan Commission

MEETING DATE

May 26, 2020

PREPARED BY

Kevin J. Vonck, CED Director

AGENDA ITEM # E.2

Discussion with possible action regarding a communication by Ald. Mark Steuer to look at the feasibility, and various site locations, of a virtual drive-in theatre/performing arts venue, as is being done in numerous other locations.

BACKGROUND

RECOMMENDATION

Recommendation: Refer to staff and report back to the Plan Commission in June.

FISCAL IMPACT

ATTACHMENTS

None



Report to the Green Bay Plan Commission

MEETING DATE

May 26, 2020

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # E.3

(ZP 20-13) Public Hearing on the request to authorize a Conditional Use Permit (CUP) to establish a live-work use within a Low Density Residential (RI) district at 2475 Shady Oak Lane, submitted by Mimi & Chad Schroeder, petitioner. (Ald. J. Vander Leest, District I I)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ZP 20-13 Class 2 Pub PC Mtg

For Official Notice:

**Public Notification
Proposed Conditional Use Permit (CUP)
2475 Shady Oak Drive
(ZP 20-13)**

The Green Bay Plan Commission will hold a public hearing on **Tuesday, May 26, 2020**, at 6:00 p.m. The meeting will be conducted at a virtual location with a live broadcast at: <https://www.youtube.com/CityOfGreenBay>. If you wish to participate in a Public Hearing, you may access the meeting by the internet or telephone, using the access code below. City of Green Bay is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81977207710?pwd=L2FRd0tWMnNINCIjL2RiQ3NVNzhVdz09>

Meeting ID: 819 7720 7710

Password: 983236

One tap mobile

+1 929 205 6099,,81977207710#,,1#,983236# US (New York)

+1 301 715 8592,,81977207710#,,1#,983236# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 819 7720 7710

Password: 983236

Find your local number: <https://us02web.zoom.us/j/81977207710?pwd=L2FRd0tWMnNINCIjL2RiQ3NVNzhVdz09>

The hearing is regarding the following:

A request to authorize a Conditional Use Permit (CUP) to establish a live-work use within a Low Density Residential (RI) district at 2475 Shady Oak, submitted by Mimi & Chad Schroeder, petitioner. (Ald. J. Vander Leest, District 11)

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

City of Green Bay
Department of Community and Economic Development
Attn: Paul Neumeyer
100 N. Jefferson St., Rm. 608
Green Bay, WI 54301

For additional information, contact Paul Neumeyer at (920) 448-3405 or paulne@greenbaywi.gov.

Publication Dates: May 11, 2020 and May 18, 2020



Report to the Green Bay Plan Commission

MEETING DATE

May 26, 2020

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # E.4

(ZP 20-13) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) to establish a live-work use within a Low Density Residential (RI) district at 2475 Shady Oak Lane, submitted by Mimi and Chad Schroeder, petitioner (Ald. J. Vander Leest, District 11).

BACKGROUND

Primary Address: 2475 Shady Oak Lane

Aldersperson/District: Ald. John Vander Leest/11

Reason for Request: To allow for a live-work unit consisting of a photography studio and photography studio owner's residence within the existing home.

Surrounding Zoning and Land Uses:

SUBJECT: Low Density Residential (RI) - Single-family dwellings

NORTH: Low Density Residential (RI) - Single-family dwellings

SOUTH: Low Density Residential (RI) - Single-family dwellings

EAST: Low Density Residential (RI) - Single-family dwellings

WEST: Low Density Residential (RI) - Single-family dwellings

Comprehensive Plan: The 2022 Smart Growth Plan designates this area as low density residential uses.

Consistency Analysis: While Ch. 66.1001 Wis. Stats. does not specifically require conditional uses to meet the consistency requirement, the proposed conditional use permit is consistent with the comprehensive plan. The proposed use of the subject property is compatible with and is not contradictory to the applicable recommended policy and the future land use map.

Report: The proposed live-work use is to be located at 2475 Shady Oak Lane. The subject site consists of one lot fronting Shady Oak Lane and approximately 14,909 sq. ft. or 0.34 acres. The existing two-story 4,054 sq. ft. brick ranch style home was constructed in 1991. The subject property has a Low Density Residential (RI) zoning which allows the occupancy by a live-work unit. Live-work units are defined in the Zoning Code as a dwelling unit in combination with a shop, office, studio, or other workspace within the same unit where the resident occupant both lives and works by Conditional Use Permit.

The petitioner did receive a Conditional Use Permit (CUP) to establish the same use at 815-827 South Monroe Avenue; however, the purchase of the property fell through. The petitioner wishes to establish the same a commercial photography studio use while also occupying the dwelling as their primary residence. A letter explaining the business use is included within the application packet attached to this report.

Planning Staff is recommending approval of the request as the establishment of live-work as it is compatible use with the established neighborhood as a low intensive use. Ald. J. Vander Leest, adjacent property owners within 200+ ft. of the property have been notified of the request.

The petitioner did conduct a neighborhood meeting on May 1, 2020, with immediate neighbors. Prior to the neighborhood meeting, staff did receive numerous objections to the request, Staff has since received additional inquiries opposing the request. Written objections to the request are attached within this agenda packet as well as a listing from the Alderman indicating a straw poll listing of neighbors opposed to the request. There is one letter of support also attached within this agenda packet.

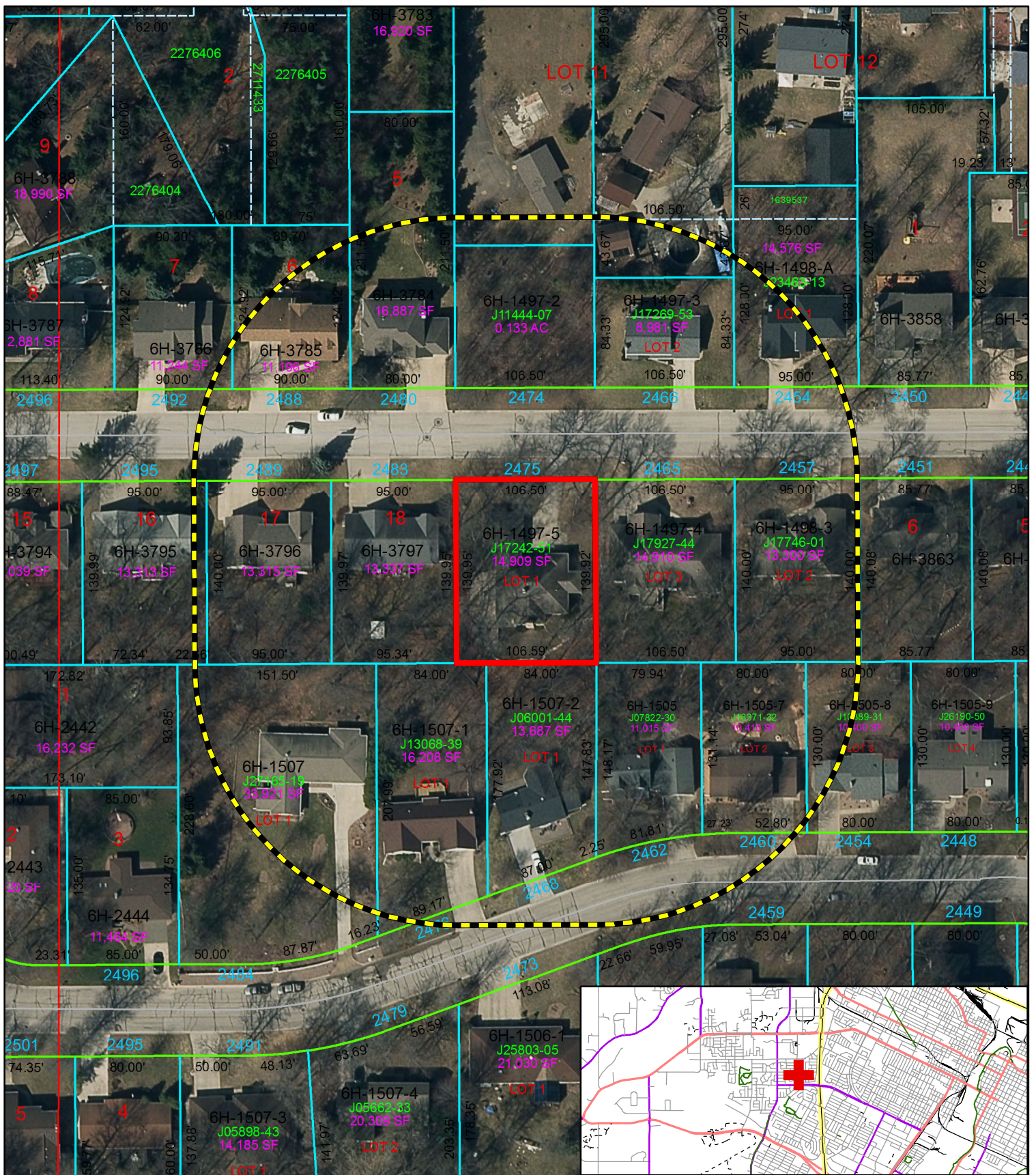
RECOMMENDATION

Staff is recommending approval of the request subject to live-work unit being limited to use by the applicant. If the use ceases or ownership changes, any new live-work use shall not be reestablished without Plan Commission and City Council review and approval.

FISCAL IMPACT

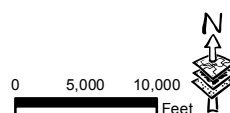
ATTACHMENTS

1. ZP 20-13 letter
2. Applicant letter
3. Using a residential area to put a photography business into at 2475 Shady Oak Drive
4. FW_ Multi Use Permit
5. Follow up Shady Oak Drive
6. Sauvy Letter
7. Proposed Conditions Use Permit - 2475 Shady Oak Drive
8. Conditional Use Permit----NO, NO, NO---NOT EVER



Zoning Petition (ZP 20-13)
Proposed Conditional Use Permit (CUP)
2475 Shady Oak Drive

- Proposed CUP
- 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

April 16, 2020

Dear City of Green Bay Planning Commission,

We are seeking approval for a Conditional Use Permit for a Live/Work arrangement located at 2475 Shady Oak Drive, Green Bay, WI 54304. This Conditional Use Permit is a contingency for the purchase of said property as it currently meets all criteria of the live/work criteria set forth by the City of Green Bay..

We previously applied and were approved for a Conditional Use Permit for 815-827 South Monroe Avenue, Green Bay, WI 54301 back in Feb./March only to be bumped the following morning. It has taken us almost 2 months to find another live/work option and we believe that 2475 Shady Oak Drive is just that.

Schroeder Photography, Ltd. start out in our home in 1996. We were also a tenant in the historic DePere buildings that were destroyed by fire at the end of April last year. The property located at 2475 Shady Oak Drive would be a great option for us and the studio moving forward.

After the fire, we had to let our staff go as we were and are still, renting space from a few photographers in the area while we try to find our new location. Once re-established, we would, at most, hire 1-2 part-time team members.

The parking spots located at the home would be sufficient for clients and staff as only 1-2 cars are typical for a session.

Outdoor signage would be designed in compliance with Section 13.2000, Regulations of Signs, Green Bay Municipal Ordinance. Signage Permit Application will be submitted upon Conditional Use Permit granted.

The hours for the studio would be "By Appointment" however, the appointments would be Monday through Friday, 9 a.m.- 6 p.m. with an occasional later appointment during the Summer months and *very* seldom on a Saturday.

We hope to landscape the property for outdoor portrait areas which should only enhance the visual appeal from the road. Enclosed are a few photos of landscaping we have done for the studio in the past.

In addition, plat map and the legal description of the property have also been enclosed.

We grew up in this area and look forward to returning to the Green Bay area!

Thank you for your time and consideration.

If you have any further questions or concerns, please feel free to contact us at (920) 376-0480

Sincerely,

Mimi & Chad Schroeder

From: [David Anderson](#)
To: [David Buck](#)
Subject: Using a residential area to put a photography business into at 2475 Shady Oak Drive
Date: Saturday, April 18, 2020 4:47:21 PM

Hello Mr. David Buck,

We received a letter on April 17, 2020 that Mimi and Chad Schroeder would like to purchase the residential property at 2475 Shady Oak Drive and use it for a photography business. They want to run this business from 9 a.m. -6 p.m. Monday through Friday with an occasional later appointment. In addition, they will have it open on some Saturdays. They are seeking a permit from the city to do this from a home. They are seeking a permit to put Signage out in front of this home, too. Let it be known this is a residential private area not a business area. We have contacted John Vanderleest about this. We are extremely opposed to anyone moving a business into our neighborhood. The impact of allowing this to happen would create a quiet street into one that is having many strangers in our neighborhood and traffic. We built our home in 1992 on Shady Oak. It is a beautiful neighborhood on a quiet street. People taking pictures in front or anywhere at 2475 would be disruptive. We pay good taxes to live here. They should only buy that house for one purpose as a residential owner only. Please do not allow the permits that they are seeking this would be an injustice to all the neighbors that live on Shady Oak Drive.

Respectfully Submitted,

David R. and Diane C. Anderson
2454 Shady Oak Drive
Green Bay, WI. 54304

From: [David Buck](#)
To: [Paul Neumeyer](#)
Subject: FW: Multi Use Permit
Date: Monday, April 20, 2020 8:55:05 AM

[Another...](#)

From: Herman Kafura [mailto:707@netnet.net]
Sent: Sunday, April 19, 2020 7:03 PM
To: David Buck <DavidBu@greenbaywi.gov>
Subject: Multi Use Permit

Mr Buck:

I live at 2457 Shady Oak Lane in Green Bay.
On Saturday I had a personal conversation with my alderman, John Vanderleest, concerning a request for a multi-use permit someone has applied for for a house next to me on Shady Oak Drive. The prospective owner of this house wants this address to be used for both a residence and for a place of business.

Like the rest of the neighborhood on Shady Oak Drive, I am totally OPPOSED to granting the prospective buyer this multi-use permit. This is a nice, quiet neighborhood with little traffic and lots of children. Granting this request would jeopardize what we enjoy most about our neighborhood and would make a drastic unwanted change in where we live.

I am especially opposed due to the proximity this business would be to my own house.

I and my wife ask that this multi-use request be DENIED.

Herman and Christina Kafura
2457 Shady Oak Drive
Green Bay 54304

From: [John Vander Leest](#)
To: [David Buck](#)
Subject: Follow up Shady Oak Drive
Date: Monday, April 20, 2020 1:14:45 AM

The following neighbors are opposed to the conditional use permit on Shady Oak Drive

2495 - Larry Gierczak
2496 - Pat & Jill Zelzer
2488 - Heather Lee & Hudson Denny
2480 - John & Janie Behrendt
2474 - Richard & Janice Paplham
2466 - Ann Schmidt
2457- Herman & Christina Kafura
2454 - David & Diane Anderson
2451 - Phil & Kim Kurimski

There are 2 other that are neutral but want more information

2489 - Michael Hansen
2483 - Bonnie Van Egeren

John S. Vander Leest

**David R. Sauvey
3063 Eclipse Drive
Green Bay, WI 54311
920-468-1767**

May 4, 2020

Mr. Tim Gilbert
Mr. Sidney Bremer
Ms. Lisa Hanson
Mr. Jacob Miller
Hon. Veronica Corpus-Dax
Mr. Randal Petrouske II
Mr. Jerry Wiezbiskie
c/o Green Bay Plan Commission
100 N. Jefferson Street
Green Bay, WI 54301

Ladies and Gentlemen:

I am writing to you regarding the application for a conditional use permit (CUP) filed by Chad and Mimi Schroeder for the property located at 2475 Shady Oak in Green Bay. My father, Raymond N. Sauvey, and his wife, Sandy, built this house in 1992-93, and Dad lived there up until a few months before his death in February, 2020. Sandy died in 2012. For tax reasons, the house was deeded to Sandy in the late 90s, and subsequently titled in the name of the Sandra Sauvey Family Trust. I am acting on behalf of the Trust in the sale of the house. That sale is contingent upon the granting of the CUP.

Please be advised that I, as well as my six siblings and Dad's four step-children, Pat, David, John and Lynn Burke, are all in favor of granting the permit. A photography studio, as proposed by the Schroeders, is a perfect use for the house.

I note that the Schroeders applied for a CUP for a property on Monroe back in February for the same use, and the permit was unanimously approved by this Committee and subsequently granted by the Common Council. Unfortunately, the sale of that house fell through at the last minute. Hence, the current application for the Shady Oak property.

As I understand the requirements for the granting of a CUP, as found in the Municipal Ordinances, there is no reason to deny the application. Live-work studios are specifically allowed in residential areas, with a CUP, so the Schroeder's application for this property is appropriate. This is not a business that will have a detrimental impact on the neighborhood. Indeed, my father operated his insurance and financial planning business out of his home office for a number of years, until he decided not to renew his licenses when he turned 89, and it had no deleterious effect on the neighborhood. A photo studio will not increase traffic or be harmful to the surrounding houses in any way. The structure of the building will not change. The driveway is long enough to accommodate the one or two vehicles that might be present during an appointment (by contrast, when all the kids visited Dad, we would clog up the street). A photography studio will certainly not adversely affect anyone's property values. This is an unusual street, in that there are small houses and a duplex on one end, and the equivalent distance of three blocks away (there are no cross streets) there are \$350K+ houses.

Based on my experience on the Allouez Board of Zoning Appeals, I have no doubt that someone in the neighborhood, who doesn't want any kind of change at all, might claim that the CUP shouldn't be granted because "this is a residential area." As noted above, the City has already determined that a live-work studio such as this is allowed in a residential area. What I am unclear about from my research is what effect these types of "not in my back yard" complaints have on the decision to grant a CUP. I know that Dad's next-door neighbor to the west (the house on the east side is vacant) is in favor of the permit, as is the neighbor to the west of her. They have both met the Schroeders and think them to be lovely people. Regardless, I would expect your Commission to look at the objective factors, which all favor the granting of the permit, rather than be swayed by the personal likes or dislikes of the neighbors.

In summary, I believe that the Schroeders' conditional use permit should be granted, and respectfully ask you to do so. Thank you in advance for your time and consideration. Please do not hesitate to call me if you have any questions.

Very Truly Yours,

A handwritten signature in cursive script that reads "David R. Sauvey". The signature is fluid and elegant, with a long, sweeping underline that extends to the right.

David R. Sauvey.

From: [Phil Kurimski](#)
To: [Paul Neumeyer](#); [District Eleven](#)
Subject: Proposed Conditions Use Permit - 2475 Shady Oak Drive
Date: Wednesday, May 20, 2020 3:26:49 PM

Dear Paul and John,

I am writing in regards to the Proposed Conditions Use Permit for 2475 Shady Oak Drive. As a resident on Shady Oak Drive, I am vehemently opposed to this permit being granted. This is a low traffic residential neighborhood without any sidewalks. Shady Oak Drive is not a through street, therefore there are a lot of walkers that will walk on the street with their dogs and families at all times of the day. Also, since the local schools do not bus students to these areas, students have to walk to and from the local schools. The increased vehicle traffic on our street would cause an unnecessary risk to people and children who walk on the street. I am also concerned about property values with a commercial entity on our street. Therefore I am asking that the Proposed Conditions Use Permit for 2475 Shady Oak Drive NOT be granted.

Sincerely,

Phillip Kurimski
2451 Shady Oak Drive
Green Bay, WI 54304
(920) 461-9670

From: [Herman Kafura](#)
To: [Paul Neumeyer](#)
Subject: Conditional Use Permit----NO, NO, NO---NOT EVER
Date: Wednesday, May 20, 2020 8:26:25 PM

I live at 2457 Shady Oak Drive. I have been following the drama of the application for the conditional use permit on Shady Oak Drive and am VEHEMENTLY OPPOSED to this action. My reasons are the same as others who have already submitted objections. This is NOT the place for a business to be operating. You would think by now that the people who have applied for this permit would get the message....we simply do not want this activity in the neighborhood. This business would only be one house away from my house. I am actually in the middle of this problem. DO NOT APPROVE THIS PERMIT. Thank you

Herman G.Kafura
2457 Shady Oak Drive



Report to the Green Bay Plan Commission

MEETING DATE

May 26, 2020

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # E.5

(ZP 20-15) Public Hearing on the request to authorize a Conditional Use Permit (CUP) to establish a two-family dwelling within an Office/Residential (OR) district at 1207 East Walnut Street, submitted by John Halle, 1207 East Walnut LLC, property owner (Ald. B. Galvin, District 4).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ZP 20-15 Class 2 Pub PC Mtg

For Official Notice:

**Public Notification
Proposed Conditional Use Permit (CUP)
1207 East Walnut Street
(ZP 20-15)**

The Green Bay Plan Commission will hold a public hearing on **Tuesday, May 26, 2020**, at 6:00 p.m. The meeting will be conducted at a virtual location with a live broadcast at: <https://www.youtube.com/CityOfGreenBay>. If you wish to participate in a Public Hearing, you may access the meeting by the internet or telephone, using the access code below. City of Green Bay is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81977207710?pwd=L2FRd0tWMnNINCtjL2RiQ3NVNzhVdz09>

Meeting ID: 819 7720 7710

Password: 983236

One tap mobile

+1 929 205 6099,,81977207710#,,1#,983236# US (New York)

+1 301 715 8592,,81977207710#,,1#,983236# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 819 7720 7710

Password: 983236

Find your local number: <https://us02web.zoom.us/u/kq22wvNyl>

The hearing is regarding the following:

A request to authorize a Conditional Use Permit (CUP) for a two-family home in an Office/Residential (OR) district at 1207 East Walnut Street, submitted by John Halle, 1207 East Walnut LLC, property owner. (Ald. B. Galvin, District 4)

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

City of Green Bay

Department of Community and Economic Development

Attn: Paul Neumeyer

100 N. Jefferson St., Rm. 608

Green Bay, WI 54301

For additional information, contact Paul Neumeyer at (920) 448-3405 or paulne@greenbaywi.gov.

Publication Dates: May 11, 2020 and May 18, 2020



Report to the Green Bay Plan Commission

MEETING DATE

May 26, 2020

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # E.6

(ZP 20-15) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) to establish a two-family dwelling within an Office/Residential (OR) district at 1207 East Walnut Street, submitted by John Halle, 1207 East Walnut LLC, property owner (Ald. B. Galvin, District 4).

BACKGROUND

Primary Address: 1207 East Walnut Street

Alderman/District: Ald. Bill Galvin/4

Reason for Request: To allow for the conversion of the structure to a two-family dwelling.

Surrounding Zoning and Land Uses:

SUBJECT: Office/Residential (OR) - Mixed use

NORTH: Office/Residential (OR) - Single-family homes

SOUTH: Office/Residential (OR) - Single-family homes

EAST: Office/Residential (OR) - Multiple family units

WEST: - Office/Residential (OR) - Single & Two-family dwellings

Comprehensive Plan: The 2022 Smart Growth Plan designates this area as high density residential uses.

Consistency Analysis: While Ch. 66.1001 Wis. Stats. does not specifically require conditional uses to meet the consistency requirement, the proposed conditional use permit is consistent with the comprehensive plan. The proposed use of the subject property is compatible with and is not contradictory to the applicable recommended policy and the future land use map.

Report: The site, also known as 1207-1209 East Walnut Street is a mixed use structure with a first floor former commercial use with an existing residence on the second level. The home dates back to 1923 and has the appearance of single-family, four-square design of the era. The site is approximately 6100 sq. ft. or 0.14 acres. Approval of the request will allow the applicant to acquire the necessary permits to convert the first floor of the structure to a two-family dwelling.

Planning staff feels approval of this request is keeping with surrounding land uses and is an appropriate conversion to a two-family dwelling. Ald. B. Galvin and adjacent property owners have been notified of the request. As of the drafting of this report, staff has received one inquiry and no objections to this request.

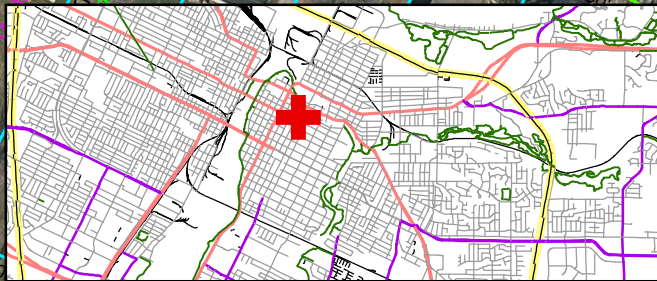
RECOMMENDATION

Staff is recommending approval of the request, subject to compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit.

FISCAL IMPACT

ATTACHMENTS

- I. ZP 20-15 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 PN



Report to the Green Bay Plan Commission

MEETING DATE

May 26, 2020

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # E.7

(ZP 20-16) Public Hearing on the request to amend the existing Green Bay Packaging Planned Unit Development (PUD) to include the expanded mill operation at 1601 North Quincy Street, submitted by Matt Szymanski, Green Bay Packaging, applicant (Ald. K. Lefebvre, District 6).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ZP 20-16 Class 2 Pub PC Mtg

For Official Notice:

**Public Notification
Proposed Planned Unit Development (PUD) Amendment
1601 North Quincy Street
(ZP 20-16)**

The Green Bay Plan Commission will hold a public hearing on **Tuesday, May 26, 2020**, at 6:00 p.m. The meeting will be conducted at a virtual location with a live broadcast at: <https://www.youtube.com/CityOfGreenBay>. If you wish to participate in a Public Hearing, you may access the meeting by the internet or telephone, using the access code below. City of Green Bay is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81977207710?pwd=L2FRd0tWMnNINCtjL2RiQ3NVNzhVdz09>

Meeting ID: 819 7720 7710

Password: 983236

One tap mobile

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+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 819 7720 7710

Password: 983236

Find your local number: <https://us02web.zoom.us/u/kq22wvNyl>

The hearing is regarding the following:

A request to amend the existing Green Bay Packaging Planned Unit Development (PUD) to include the expanded mill operation at 1601 North Quincy Street, submitted by Matt Szymanski, Green Bay Packaging, applicant. (Ald. K. Lefebvre, District 6)

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

City of Green Bay

Department of Community and Economic Development

Attn: Paul Neumeyer

100 N. Jefferson St., Rm. 608

Green Bay, WI 54301

For additional information, contact Paul Neumeyer at (920) 448-3405 or paulne@greenbaywi.gov.

Publication Dates: May 11, 2020 and May 18, 2020



Report to the Green Bay Plan Commission

MEETING DATE

May 26, 2020

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # E.8

(ZP 20-16) Consideration with possible action on the request to amend the existing Green Bay Packaging Planned Unit Development (PUD) to include the expanded mill operation at 1601 North Quincy Street, submitted by Matt Szymanski, Green Bay Packaging, applicant (Ald. K. Lefebvre, District 6).

BACKGROUND

Reason for Request: To allow dimensional modifications to accommodate the expanded plant operation on the subject site.

Zoning and Land Uses:

Subject Property: General Industrial District (GI)	Manufacturing Facility-Green Bay Packaging
North: General Industrial District (GI)	Water Treatment Facility-Georgia Pacific
South: General Industrial District (GI)	Manufacturing Facility – Proctor & Gamble
East: General Industrial District (GI)	Warehousing & Outdoor Storage
West: D/A	Fox River

Comprehensive Plan: The 2022 Smart Growth Plan designates this area for general industrial uses. The proposed PUD amendment is in compliance with the recommendations of the Comprehensive Plan.

Report: In late 2018, Green Bay Packaging, Inc. began what is estimated to be a 2-4 year paper mill construction/expansion project at 1601-1603 North Quincy Street, southeast of the I-43 / Leo Frigo Bridge known as WolfPack. The new facility is expanding upon the existing 72 year old mill with a two-story 451,458 square foot manufacturing facility increasing the existing 162,980 square foot facility footprint.

Due to timing constraints and State wide support for the project, the WolfPack construction began under General Industrial (GI) requirements. During an initial review of the site plan, staff had the following comments: A Conditional Use Permit for structures exceeding the maximum height restriction.

Chapter 13-1821, of the Green Bay Zoning Code requiring newly constructed parking lots exceeding 25 parking spaces to provide 10% interior lot landscaping.

Provide screening of loading dock areas as directed in Chapter 13-1813(c) screening, Green Bay Zoning Code.

Provide the location and required screening of any ground-mounted and roof-mounted mechanicals per Chapter 13-1815, Green Bay Zoning.

Provide the proposed first floor elevation(s), stamped by a professional in NAVD.

Two-way commercial/industrial required drive maximums of 35 feet at the property line and 45 feet at the curb line with a symmetrical taper per Chapter 13-1717(d)(3), Green Bay Zoning Code.

Chapter 13-908, Table 9-2, and Green Bay Zoning Code that refers to requiring a maximum impervious surface of 80 percent. Green Bay Packaging would request the maximum be 85% impervious surface.

After several months, it was felt that an amendment to the Planned Unit Development (PUD) was an appropriate method to address staff's comments by consolidating all issues under one document and allow for the flexibility to address the unique expansion and redevelopment of the site. A copy of the draft PUD is

attached within this agenda. Earlier this year, a Planned Unit Development (PUD) was developed to address modified signage requirements for the campus under ZP 20-01 and ZO 1-20.

Staff is recommending approval of the request to amend the PUD and believes the request is unique to this particular situation, will not adversely affect the integrity of the northeast-side industrial corridor and will not be detrimental to the area. Alderperson Kathy Lefebvre and property owners within 400+ feet have been notified of the request. Staff has not received any inquiries about the proposed PUD as of the drafting of this report.

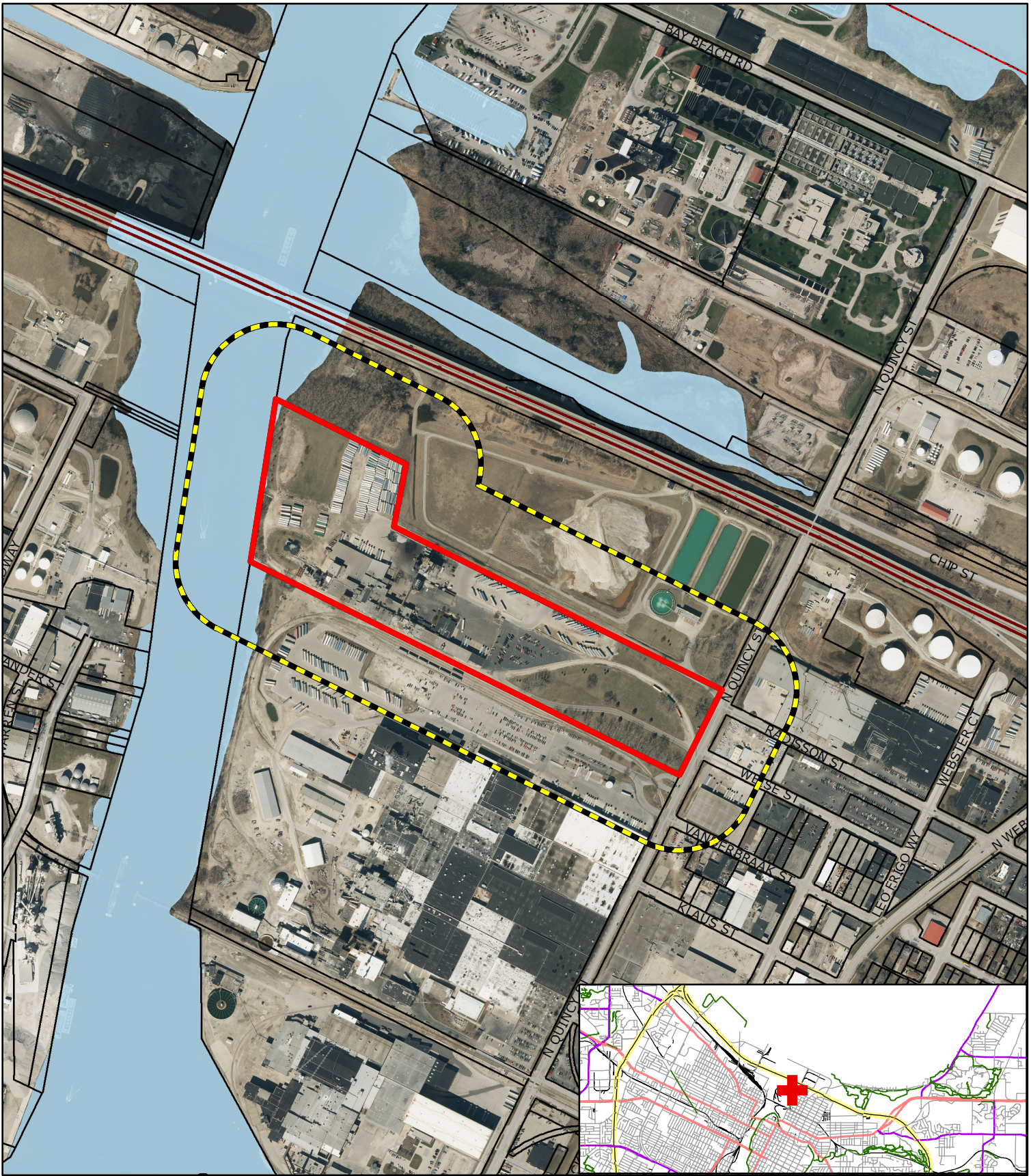
RECOMMENDATION

Approval of the request, subject to the draft amendment to the Planned Unit Development District (PUD) Ordinance.

FISCAL IMPACT

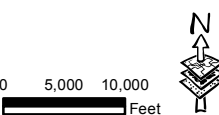
ATTACHMENTS

1. ZP 20-16 letter
2. ZO xx-20_Draft Amendment Green Bay Packaging
3. Exhibits A-D



Zoning Petition (ZP 20-16)
Proposed Planned Unit Development (PUD) - Amendment
1601 North Quincy Street

-  Subject Area
-  400' 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

ZONING ORDINANCE NO. XX-20

AN ORDINANCE
AMENDING THE PLANNED UNIT DEVELOPMENT (PUD) OVERLAY DISTRICT
FOR BUILDING EXPANSION AT 1601 NORTH QUINCY STREET
(ZP 20-16)

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 amending a Planned Unit Development District on the following described property:

Legal Description: THAT PART OF PC 1 ESFR DESC IN 280 D 184 & IN 372 D 97- 99 & IN J00396-09.

Tax Parcel: 20-684-A

SECTION 2. Pursuant to Section 13-1900, et seq., Green Bay Municipal Code, as they apply, the following conditions are imposed:

- A. Purpose and Intent. The purpose and intent of the Planned Unit Development (PUD) amendment is to allow for a mill expansion under the Wolf Pack project. The new facility is expanding upon the existing mill with 451,458 square foot manufacturing facility. The PUD will adjust dimensional requirements to accommodate the proposed expansion providing requirements typically found in a heavier industrial district. The general appearance and design of the site shall generally comply with the attached Exhibits.
- B. Permitted Uses. The land uses which may be established and/or maintained on the subject property are as follows:
1. The production, storage and shipment of full service packaging products and related offices.
 2. Accessory uses as allowed under Chapter 13-911, Table 9-3, Green Bay Zoning Code.
- C. Dimensional and Area Requirements. Dimensional and area requirements for principle structures on the subject property shall be as required as follows:
1. Setbacks Unless otherwise stated, setbacks shall exclude buildings and parking:
 - a. Front yard: North Quincy Avenue: 17 feet.
 - b. Interior side yard: Zero Feet (0')
 - c. Rear Yard (Fox River): 50 foot building setback.

2. Heights of Structures: Principal buildings shall not exceed 98 feet in overall height.
 3. Impervious Coverage: Impervious surfaces shall not exceed 82% of the site and may include interior lot landscaping as part of the calculation.
- D. Architecture. All building elevations shall generally comply Exhibits B and C and with the following requirements:
Building materials. All building facades shall be designed with architecturally-finished materials. All subsequent additions and outbuildings constructed after the erection of an original building or buildings shall be constructed of comparable materials and designed in a manner consistent with the original design, unless the entire building is being renovated. Where appropriate, consistent color scheme(s) shall be used for external mechanical equipment, tanks and other like equipment.
- E. Lighting. All lighting on the subject property shall be regulated as set forth in Section 13-500, Green Bay Municipal Code.
- F. Signage. All signage shall be compliant with Zoning Ordinance 1-20.
- G. Site Plan Review & Standards
1. A site plan shall be submitted and reviewed per Chapter 13-1800.
 2. Any future parking lot expansion shall be compliant with requirements found in Chapter 13-1821, Green Bay Zoning Code.
 3. A landscape buffer shall be provided along the North Quincy Street frontage/ setback consistent with planting and screening requirements as allowed by American Transmission Company (ATC) and/or Wisconsin Public Service (WPS). A minimum 2 foot berm shall be provided with dense plantings creating a screening wall between the existing and proposed driveway.
- H. Parking/Driveways.
1. All parking shall be regulated as required in Chapter 13-1700.
 2. Driveways/Curb-Cuts along North Quincy Street (See Exhibit D)
 - a. The southern drive shall be limited to 40 feet at the property line and 58 feet at the curb line.
 - b. The existing northern most shall remain and be considered permitted as such (64 feet at the property line and 73 feet at the curb line).
- I. Landscaping. A detailed landscape plan shall be submitted for review as part of the site plan review.

- J. A stormwater management plan, meeting the standards established by the City's Department of Public Works, shall be submitted to and approved by the City prior to the issuance of a building permit. See Chapter 30, Green Bay Municipal Code.
- K. Compliance all Federal, State and local ordinances related to construction within the established floodplain boundary.
- L. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the PUD.

SECTION 3. The provisions of this ordinance, including, without limitation, the granting of a conditional use permit and all obligations, conditions, restrictions, and limitations related thereto shall run with and be jointly and severally binding upon the fee simple owner and the beneficial owner of all or any portion of the subject property.

All obligations, requirements, and rights of the owner shall run with the land and shall automatically be assigned to be binding upon and inure to the benefit of its successors and assigns, including, but not limited to, any entity acquiring any financial interest in the subject property and/or any subsequent owner and/or beneficial owner of all or any portion of the subject property.

SECTION 4. Each exhibit which is attached to this ordinance is deemed to be and is expressly made a part of and incorporated into this ordinance to the same extent as if each such exhibit and the plans identified therein had been set forth in its entirety in the body of this ordinance.

SECTION 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 6. In addition to all other remedies available to the City of Green Bay, the City may decline to issue any building or other permits otherwise required by any ordinance of this City while any violation of this ordinance remains uncured.

SECTION 7. If any provision in this ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such a decision shall not affect the validity of any other provision of this ordinance. It is hereby declared to be the intention of the City of Green Bay that all provisions of this ordinance are separable.

SECTION 8. 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 _____, 2020.

APPROVED:

Mayor

ATTEST:

Clerk

Attachments:

Exhibit A: Overall Site Plan
Exhibit B: Northern Building Facade
Exhibit C: Southern Building Facade
Exhibit D: Site Access

DRAFT

PROJECT WOLFPACK

GREEN BAY PACKAGING INC.
1601 QUINCY STREET
GREEN BAY, WI 54302

SITE SUMMARY

ZONING:	GI - GENERAL INDUSTRY
BUILDING USE:	MANUFACTURING
SITE/LOT AREA:	1,546,270 SQ. FT. / 35.50 AC.
IMPERVIOUS AREA:	1,225,336 SQ. FT. / 28.13 AC.
GREENSPACE PROVIDED:	320,934 SQ. FT. / 7.37 AC. (20.75%)
BUILDING CLASSIFICATION:	TYPE III, NON-COMBUSTIBLE, FULLY PROTECTED
OCCUPANCY TYPE:	F-1, FACTORY WITH S-1 AND B USES

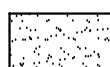
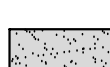
PARKING REQUIREMENTS (PER CITY CODE)

TYPE	UNIT / AREA	STALLS REQUIRED	STALLS PROVIDED
GENERAL OFFICE	1 SPACE PER 300 S.F. OF THE FIRST 8,000 S.F. GFA / 1 SPACE PER 1,000 S.F. GFA IN EXCESS OF 8,000 S.F.	38,000 S.F. (2 FLOORS) = 27 + 30 = 57	ADMINISTRATION PARKING LOT = 180 STALLS (6 ARE ACCESSIBLE)
GENERAL INDUSTRIAL	1 SPACE PER 1,000 S.F. GFA UP TO 20,000 S.F. PLUS 1 SPACE PER 2,000 S.F. GFA IN EXCESS OF 20,000 S.F. OR PER 5 REGULAR EMPLOYEES, WHICHEVER IS GREATER	482,600 S.F. (2 FLOORS) = 20 + 221 = 241 STALLS	NORTHWEST PARKING LOT = 190 STALLS (5 ARE ACCESSIBLE)
	TOTAL:	298	319

SETBACKS

	PARKING	BUILDING
FRONT YARD	0	0
SIDE YARD	6	6
REAR YARD	6	6

PAVEMENT LEGEND

SYMBOL	DESCRIPTION
	ASPHALT PAVEMENT
	HEAVY DUTY ASPHALT PAVEMENT
	STANDARD CONCRETE PAVEMENT
	HEAVY DUTY CONCRETE PAVEMENT
	GRAVEL PAVING
	SEEDED AREAS

LEGEND

EXISTING

	PROPERTY / LOTLINE
-----	EASEMENT LINE
- - - - -	WATER EDGE
- - WET	WETLAND BOUNDARY
d d d d d	WETLAND / MARSH
- x - x - x - x -	FENCE LINE
> << <	CULVERT
- - - - -	STORM SEWER
- - - - -	SANITARY SEWER
-<-<	SANITARY SEWER FORCEMAIN
- I -	WATER
- G -	GAS
- - OE	OVERHEAD ELECTRIC
- UE	UNDERGROUND ELECTRIC
- UT	UNDERGROUND TELEPHONE
- UTV	UNDERGROUND TV
- OHL	OVERHEAD UTILITY
- UTL	UNDERGROUND UTILITY
- FBO	UNDERGROUND FIBER OPTIC
990	CONTOUR (MAJOR)
989	CONTOUR (MINOR)
(circle)	DECIDUOUS TREE
(star)	CONIFEROUS TREE
~~~~~	TREE LINE
○	MANHOLE/STRUCTURE
□	CATCH BASIN
⊕	HYDRANT
⋈	VALVE
⊗	CURB STOP
⊘	POWER POLE
▣	UTILITY PEDESTAL / CABINET

**PROPOSED**

	LOT LINE
	RIGHT OF WAY
	EASEMENT
	CULVERT
	STORM SEWER
	SANITARY SEWER
	WATER
	GAS
	OVERHEAD ELECTRIC
	UNDERGROUND ELECTRIC
	UNDERGROUND TV
	CONTOUR
	CATCH BASIN

# DIGGERS HOTLINE

Dial **811** or (800)242-8511  
www.DiggersHotline.com

## SPECIFICATIONS REFERENCE

ALL CONSTRUCTION SHALL COMPLY WITH THE CITY OF GREEN BAY STANDARD SPECIFICATIONS, CURRENT EDITION, WISDOT STANDARD SPECIFICATIONS, 2019 EDITION, WISDOT CONSTRUCTION AND MATERIALS MANUAL, CURRENT EDITION, WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES STATE PLUMBING CODE, CURRENT EDITION, AND STANDARD SPECIFICATION FOR SEWER & WATER CONSTRUCTION IN WISCONSIN, 6th EDITION, UNLESS DIRECTED OTHERWISE.

## PROJECT DATUM

HORIZONTAL COORDINATES HAVE BEEN REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) = GB + 483.67'.

## TOPOGRAPHIC SURVEY

THIS PROJECT'S TOPOGRAPHIC SURVEY CONSISTS OF DATA COLLECTED IN SEPTEMBER OF 2018 BY GEI CONSULTANTS.

## LEGAL DESCRIPTION

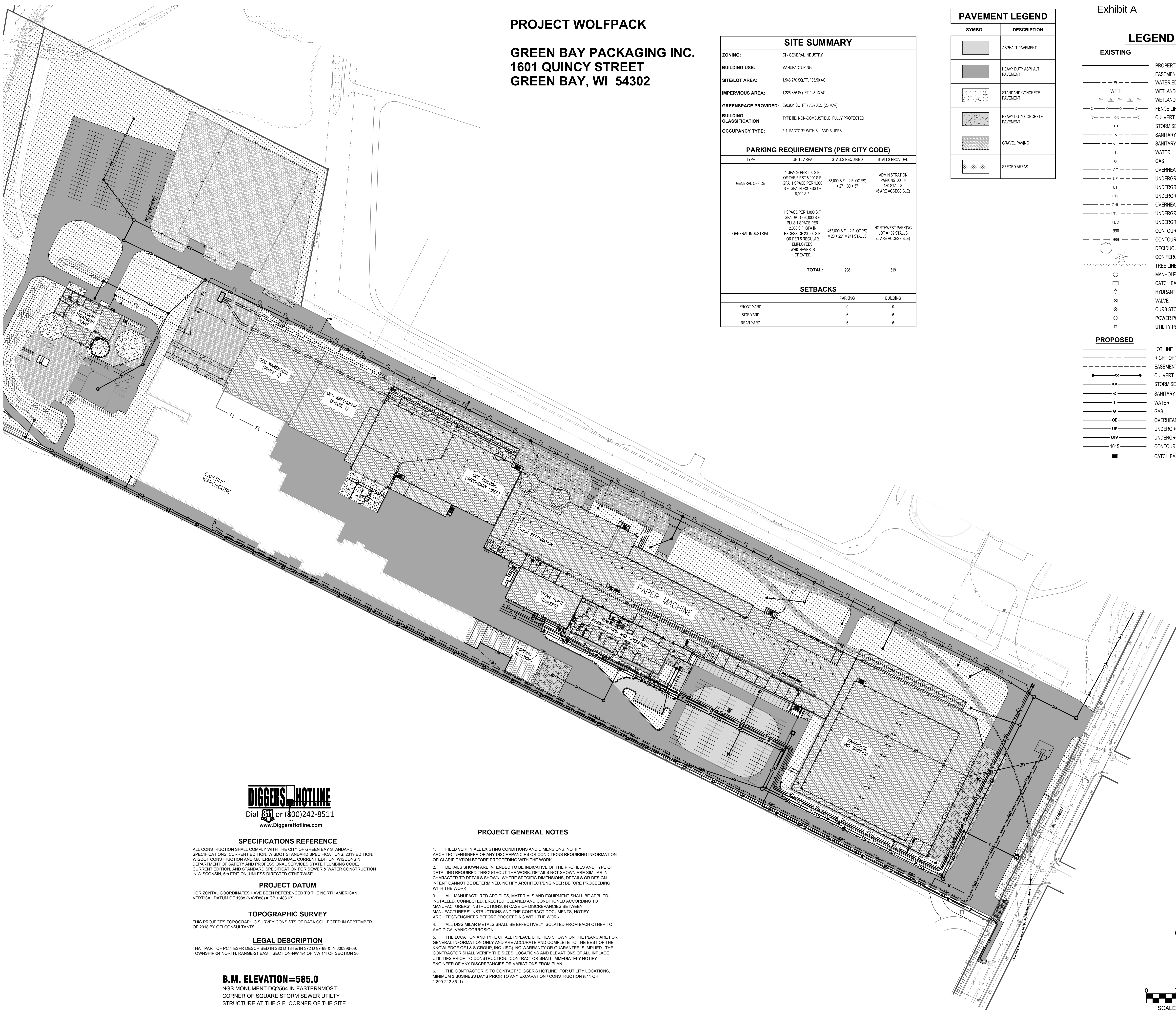
THAT PART OF PC 1 ESRF DESCRIBED IN 280 D 184 & IN 372 D 97-99 & IN J00398-09.  
TOWNSHIP-24 NORTH, RANGE-21 EAST, SECTION-NW 1/4 OF NW 1/4 OF SECTION 30

**B.M. ELEVATION=585.0**

NGS MONUMENT DQ2564 IN EASTERNMOST  
CORNER OF SQUARE STORM SEWER UTILITY  
STRUCTURE AT THE S.E. CORNER OF THE SITE

## PROJECT GENERAL NOTES

1. FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION FROM ARCHITECT/ENGINEER.
2. DETAILS SHOWN ARE INTENDED TO BE INDICATIVE OF THE PROFILES AND TYPE OF DETAILS REQUIRED THROUGHOUT THE WORK. DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO DETAILS SHOWN WHERE SPECIFIC DIMENSIONS, DETAILS OR DESIGN INFORMATION CANNOT BE DETERMINED. NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
3. ALL MANUFACTURED ARTICLES, MATERIALS AND EQUIPMENT SHALL BE APPLIED, INSTALLED, CONNECTED, ERECTED, CLEANED AND CONDITIONED ACCORDING TO MANUFACTURER'S INSTRUCTIONS. IN CASE OF DISCREPANCIES BETWEEN MANUFACTURER'S INSTRUCTIONS AND THE CONTRACT DOCUMENTS, NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
4. ALL DISMISSAL MATERIAL SHALL BE EFFECTIVELY ISOLATED FROM EACH OTHER TO AVOID GALVANIC CORROSION.
5. THE LOCATION AND TYPE OF ALL INPLACE UTILITIES SHOWN ON THE PLANS ARE FOR GENERAL INFORMATION ONLY AND ARE ACCURATE AND COMPLETE TO THE BEST OF THE KNOWLEDGE OF I & GROUP, INC. (SG). NO WARRANTY OR GUARANTEE IS IMPLIED. THE CONTRACTOR SHALL VERIFY THE SIZES, LOCATIONS AND ELEVATIONS OF ALL INPLACE UTILITIES PRIOR TO ANY CONSTRUCTION. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM PLAN.
6. THE CONTRACTOR IS TO CONTACT "DIGGERS HOTLINE" FOR UTILITY LOCATIONS.
- MINIMUM 3 BUSINESS DAYS PRIOR TO ANY EXCAVATION / CONSTRUCTION (811 OR 800-485-5841)

[illegible]

CERTIFIED FOR CONSTRUCTION  
REV: _____ DATE: _____

APPROVAL

SIGNATURE	DATE
-----------	------

DESIGNED:	DATE:
DRAWN: TMK	DATE: 11/05/19

**KSH**  
KSH Solutions Inc.  
Markham, Canada



  
Green Bay Packaging Inc.  
**PROJECT WOLFPACK**  
**DEPT. 100 - CIVIL**

**PROPOSED OVERALL  
SITE PLAN**

PROJECT	DRAWING NUMBER	PAGE	REV.
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10-1119B	100-E-1020		B
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TYPE	ISO PROJ. #	ISO DWG #
	10-00105	00-10-15

18-22105	CU-10-AD		
CLIENT NUMBER:			

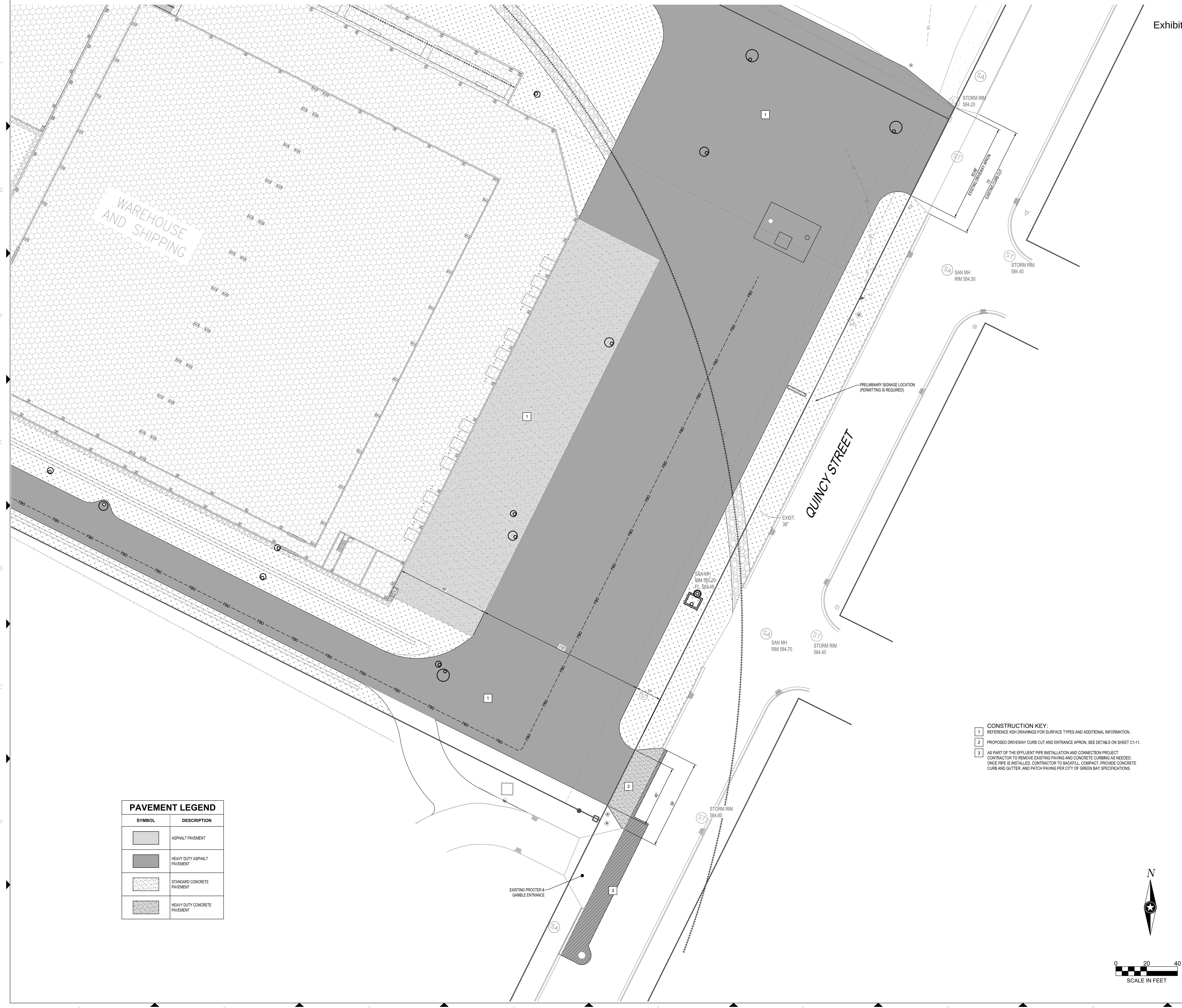










[illegible]

CERTIFIED FOR CONSTRUCTION  
REV.: DATE:

### APPROVAL

SIGNATURE	DATE
-----------	------

DESIGNED:	DATE:
DRAWN: TMK	DATE: 11/05/19



  
Green Bay Packaging Inc.  
**PROJECT WOLFPACK**  
**DEPT. 100 - CIVIL**

### ADMINISTRATION BUILDING PROPOSED SITE PLAN

PROJECT		DRAWING NUMBER		PAGE	REV.
10-1119B		100-E-1029			B
ISS. FROM #	ISS. TO #	ISS. DATE			
18-22105	C2-11-AD				

CLIENT NUMBER





## Report to the Green Bay Plan Commission

### MEETING DATE

May 26, 2020

### PREPARED BY

David Buck, Staff

### AGENDA ITEM # E.9

(PP 20-02) Consideration with Possible Action on the Request by the Department of Community & Economic Development to Institute a Zoning Action Notification Sign Policy as it relates to requests for a Conditional Use Permit (CUP), Zoning Designation Change, Planned Unit Development, Comprehensive Plan Amendment and/or Area Plan Creation/Amendment.

### BACKGROUND

**Reason for Request:** To increase notification for nearby property owners, tenants and other parties who are near, go past or have interest in the area near a property of a pending Zoning Petition.

**Comprehensive Plan:** The 2022 Smart Growth Green Bay Comprehensive Plan does not provide specific guidance regarding a neighborhood notification sign policy. However, it does recommend policies that promote transparency and enhance neighborhood support and engagement.

**Analysis:** Public notification policy for zoning actions by the Green Bay Plan Commission is determined by the adoption of the Plan Commission Rules and Policies, which are included within this agenda packet.

Currently, Public Hearing notices are published within the Green Bay Press Gazette and posted at City Hall and on the City website. Zoning action notification letters are mailed directly to adjoining and nearby property owners within 200 ft. for sites less than three (3) acres and 400 ft. for sites three (3) acres or greater, which was expanded in 2015 from a standard 200 ft. notice area. City staff copies the Alderperson of the district in which the property is located or adjacent as well as neighborhood associations, business districts and other known special interest groups that may be affected by a request. In many cases, staff suggests and sometimes requires neighborhood meetings. When newspaper circulation was far greater, the public notice was considered the standard means of informing the public. However, the affected property owner letter became a more effective tool to contact property owners directly for most municipalities.

Criticism that the notification area was too small and less effective than desired has been a topic of discussion in the past, especially on sensitive or controversial petitions, and it has been expressed that a considerable amount of interested parties are not informed. Additionally, notification letters are limited to property owners so that tenants and interested parties that may be outside the 200/400 ft. notice area are not made aware of a pending action and the city relies on landlords informing renters and on general word-of-mouth to share information on an action. While the city has increased the notice area, it has not provided the desired outcome of connecting with all parties interested or potentially impacted.

The debate surrounding appropriate notification has led many communities and counties to also institute the policy of posting a sign on the property involved in an action request. This suggestion has been discussed by the Plan Commission in the past but was not instituted primarily based on “cost and time associated with placing signage, potential lack of visibility to the public, potential site constraints, sign clutter and effects of weather on the sign”. In order to reach a broader more equitable group of the interested community members, the Community and Economic Development staff is asking the Plan Commission to reconsider



instituting a neighborhood notification sign policy.

Over the last decade, the trend of renting versus owning has increased in popularity as a housing choice with tenants staying longer at the same location or neighborhood. Tenants have become more involved in the community and especially their immediate neighborhood. Area businesses and institutions, employers and the development community also have considerable interest in zoning actions that take place near them. As the city continues to redevelop, there seems to be a much broader interest in the revitalization areas from those outside the immediate vicinity of the zoning action. These segments of the population are currently “falling through the cracks” of our notification policy. Staff believes a neighborhood notification sign helps to fill this gap and has many advantages including reaching tenants not just land owners, informing residents and other interested parties that are outside the notice area but who may frequent or go through an area being considered for action and those residents not involved with a neighborhood association, if one is present.

Staff is recommending the Plan Commission amend their Rules and Policies to include a zoning action notification sign policy as follows and outlined on the attached information sheet:

The Commission shall direct city staff to place a zoning action notification sign on any property in which an application has been submitted for a Conditional Use Permit (CUP), zone change, Planned Unit Development review, Comprehensive Plan amendment and/or area plan creation/amendment. The notification sign will be supplied and installed by the city no less than seven (7) days prior to the scheduled Plan Commission meeting and shall remain in place until Common Council action has occurred or the petition is withdrawn. Sign(s) will be securely installed on the subject property at a location most visible to the public and within five (5) ft. of the public right-of-way upon which the lot fronts:

- a. Lots fronting on two or more public rights-of-way may be required to have one sign on each right-of-way, if as deemed necessary by staff.
- b. For lots with frontages over 400 feet, additional sign(s) may be required, as deemed necessary by city staff.
- c. In instances where an existing building is on the property line, city staff will work with the applicant to place in a front, street-level window or door. If there is no suitable location which is visible to the public, city staff will determine location or whether a sign will be required.
- d. Signs shall not be located where they might result in unsafe sight obstruction per Ordinance, within the vision sight triangle, or be posted on trees or utility poles. No landscaping, fencing, or other obstruction should hinder the ability to see the sign from the right-of-way.
- e. The applicant shall maintain the sign in good order until the sign is required to be removed.

Staff has researched the cost and required staff time needed for this policy and believes the improved transparency and equity of the overall notification practice outweigh the nominal cost of sign creation and labor associated with installation/removal. Included in your agenda packet is a letter of support from staff of the Green Bay Neighborhood Leadership Council.

## RECOMMENDATION

Staff is recommending approval to amend the Plan Commission Rules and Policies adding Number 26 - Zoning Action Notification Sign, as proposed.

## FISCAL IMPACT



## ATTACHMENTS

1. GBPC Rules and Policies
2. Zoning Action Notification Sign Policy 4.27.20
3. Zoning Action Signs 18x24_FINAL
4. GB Neighborhood Support Letter - Sign Policy



**CITY OF GREEN BAY**  
**PLAN COMMISSION RULES AND POLICIES**

Adopted June 24, 1968  
Amended May 12, 1975  
Amended February 12, 1979  
Amended December 10, 1979  
Amended August 11, 1980  
Amended October 11, 1982  
Amended June 27, 1983  
Amended September 26, 1983  
Amended June 11, 1984  
Amended December 10, 1984  
Amended August 26, 1985  
Amended October 10, 1988  
Amended April 24, 1989  
Amended October 6, 1992  
Amended February 8, 1999  
Amended November 11, 2002  
Amended July 21, 2003  
Amended September 27, 2004  
Amended December 7, 2015

1. Membership of the City Plan Commission is accepted as a public service.
2. Commissioners are unpaid except for reimbursement of expenses to attend meetings or functions related to Commission activities, when such expenses are officially approved by the Commission.
3. A Commissioner who concludes that a matter before the Commission involves or could involve a conflict of interest on the part of the Commissioner, he/she shall disclose on the records of the Plan Commission the nature and extent of such interest.
4. Each Commissioner may decide whether invitations to attend or participate in public or private functions may be appropriately accepted. The Commissioners are careful to indicate when they are representing the Commission and when they are speaking for themselves. Such allied efforts contributing to the work and purposes of city planning are unpaid, except on infrequent occasions when out-of-pocket expenses may be necessary to allow for constructive participation. The Commission must be officially advised and approve such expenses.
5. Commission members are not to engage in any private and profitable employment or in any personal business transaction in which the fact of membership on the Commission or any knowledge of its action unique to membership would be qualification for such employment or a significant reason for the personal business transaction, unless otherwise permitted by law and unless disclosure is made as provided in the General Code of Ordinances, 1.90(6) (a).
6. Discretion and the judgment of a reasonable, prudent person shall be exercised in the acceptance or giving of gifts which may tend to influence the Commissioner in the discharge of duties, or grant in the discharge of the Commissioner's duties an improper favor, service or thing of value, except campaign contribution under the General Code of Ordinances, 1.90(7).
7. Except as public meetings of the Commission, its members do not discuss the resolution of specific zoning cases scheduled or likely to come before the Commission with applicants, their representatives, or others with a direct interest. Questions of fact and clarification concerning these cases are normally addressed to the Commission staff and/or alderman of the ward and/or Mayor.



8. Initial rezoning petitions will be reviewed by the Commission no earlier than two weeks from the date of the referral by the Common Council and whenever possible placed on the agenda for the following meeting. The interim period will allow time for Commission and staff review of the petition in addition to public exposure and opinion on the issue.
9. The Commission will notify those property owners within 100 feet of a pending rezoning issue prior to the first discussion by the Plan Commission unless in the staff's opinion the rezoning action is of a minor or corrective nature or the rezoning action would necessitate notification of too large a number of persons for staff time to permit. **(See Number 25)**
10. Commission members conduct themselves at Commission meetings in a fair, understanding, and as gracious a manner as circumstances permit. They seek to be considerate of all individuals' attitudes, and the difference of opinion almost always involved.
11. In the Plan Commissioners' behavior and actions, each member is keenly aware of the Commission's responsibility together with its staff to Green Bay as a whole in all primary aspects, both with respect to the present and longer range future. Numerous organizations and individuals contribute significantly to one or several elements of the city, but very few are obligated to continuously consider the entire physical city, its present population and condition, and its future development and inhabitants.
12. The Commission or its staff may require an affidavit of ownership for rezoning petitions, site plans, and other communications and submittal. This affidavit is to be used to certify that the present owner is knowledgeable about plans or communications being presented to the Commission and/or City of Green Bay about their property.
13. The Commission or Director of Planning may schedule rezoning petitions over two separate meetings of the Commission when such are determined to require extra review. The first review of the petition is to be informational, at which time the petitioner and interested parties may explain and discuss the proposal. The second meeting will be a staff review of the petitions and for Commission comment and recommendation.
14. The Commission staff will annually prepare the proposed change to be considered for inclusion in the comprehensive plan, with explanatory information. The Commission will review these proposals and decide on them annually during the first quarter of each year for adoption as a part of an annual resolution updating and recertifying the plan. This, however, does not restrict amendments to the plan by the Commission at other times.
15. Subdivisions and certified survey maps may be reviewed and denied by the staff without Commission action when such subdivisions or certified survey maps are incomplete or do not comply with the adopted city or state regulations. Written response from the staff to the owner or surveyor is required with the reasons for rejection when such action is necessary.
16. The following matters are authorized and directed by the Plan Commission to be administered by the Executive Director, the Principal City Planner, or the Senior City Planner on behalf of the Plan Commission.
  - a. Approve subdivisions, plats, certified survey maps when in compliance with Chapter 14, General Code of Ordinances. Plan Commission may review the subdivision/plat/CSM upon request of the Plan Commission, the developer, or the surveyor.
  - b. Site plans for off-street parking, when in full compliance with Chapter 13, General Code of Ordinances or as decided in accordance with specific standards set by the Commission. Site plans may be administered and approved by the Senior City Planner, when both the Executive Director and Principal Planner are absent.



- c. Fences "where a required four foot or eight foot fence extends within a front yard setback of any adjoining zone, a bumper guard may replace such fence within the setback area if approved by the Plan Commission as being desirable for safety and aesthetics of the area", 13.41(5). (Note that the current fence ordinance prohibits fences higher than three feet within front yard setback.)
  - d. When the fence required in 13.41(5) will be located more than 25 feet from the adjoining residential district to be protected, such requirement may be waived, and a curb or similar device substituted if approved by the department as being desirable for safety and aesthetics.
  - e. "In commercial and industrial districts only where setback areas are required, the parking area may extend into the street setback area to within 15 feet of the street right-of-way line with the permission of the Plan Commission if curbs, bumpers, and decorative fences are installed as required by the Commission for safety and the protection of property", 13.41(4). The department may act for the Commission.
  - f. Consider and comment on circuit court notices the city receives to vacate subdivision plats, or portions within, pursuant to Section 236.36 of the Wisconsin Statutes.
17. The office of chairperson, vice-chairperson and secretary and others as may be deemed necessary be annually elected by a majority of those members present, such election to be held each June.
  18. Request to receive all Commission agendas or minutes from individuals or businesses must be reimbursed at the rate of \$10.00 for either, per year, starting June 1, 1986.
  19. Previous rules regarding auto salvage and scrap yards adopted June 8, 1959, and amended April 8, 1963 and June 11, 1973, remain in affect for permits issued prior to the adoption of General Ordinance 14-88, which sets forth subsequent approvals per 13.135.
  20. The Commission will not reconsider a rezoning or conditional use request within a period of one year after denial by the City Council unless major and verifiable circumstances from the original request can be documented.
  21. That an alderperson cannot initiate a rezoning request on behalf of a constituent, with the intention of waving the fee.
  22. That the City of Green Bay continues to charge \$300.00 for each rezoning request and that the fee can only be changed through an appeal to the Plan Commission.
  23. That the City of Green Bay charge an administration fee for the following requests: Alley Vacation, Development District Map Amendment, Driveway Variance, Easement Discontinuance, Official Map/Area Development Plan Amendment, Plat of Right-of-Way, Street Name Change, Street Vacation, Surplus Property, and "Other" requests in which no fee has been established.

The administration fees shall be waived only if a City of Green Bay department head submits the petition for a project that benefits solely the City of Green Bay or a joint project for the City of Green Bay and another agency. Administration fees are non-refundable.



24. The Chairperson may invoke a requirement to use Appearance Slips when the Chairperson finds it necessary, to systematically and more accurately receive citizen comments on matters before the Commission. Also, when citizens speak to the Commission they must await suspension of the operating Rules of the meeting by the Commission to enable them to speak, confine their remarks to the matter under discussion, and must avoid personality references. No citizen may speak more than twice on the matter under discussion and their comments may not exceed five minutes each time, unless the time is extended by the Chairperson. Written statements are welcome and will be distributed to Commission Members.
25. The Commission will notify property owners within 200 ft. of a pending rezoning and/or comprehensive plan amendment if the total requested area is less than 3 acres in size. For areas greater than 3 acres, the Commission will notify property owners within 400 ft. of the total requested area. The Commission directs staff to contact the affected Alderperson(s) to determine if additional notification is necessary as a result of unique circumstances related to the request or neighborhood, and to continue to notice neighborhood associations, business districts, and any other special interest group that may be affected by a request. Notices shall also be placed on available social media platforms as adopted by the City of Green Bay. (12/7/15)



# Zoning Action Notification Sign Policy

## Purpose:

Increase notification for nearby property owners who may also have received a notification letter. However, it also engages tenants and other parties who are near, go past or have interest in the area near a property of a pending Zoning Petition.

## Actions Requiring Sign Posting:

- 1) Conditional Use Permit Requests.
- 2) Zone Changes & Planned Development Reviews.
- 3) Comprehensive/Area Plan Amendments.

**Fee:** No fee

## Posting Guidelines

1. Sign(s) will be supplied by the city and are 24" x 18" metal signs either placed on a building façade or inserted in yard sign frames (see example).
2. Notification sign(s) will be placed on the property related to the action by city staff no less than seven days prior to Plan Commission meeting and remain in place until Council action has occurred or the petition is withdrawn.
3. Sign(s) will be securely installed on the subject property at a location deemed most visible to the public, within five (5) feet of the public right-of-way upon which the lot fronts.
  - a. Lots fronting on two or more public rights-of-way may have one sign on each right-of-way, if as deemed necessary by staff.
  - b. For lots with long frontage over 400 feet, additional sign(s) may be placed, if as deemed necessary by staff.
  - c. In instances where an existing building is on the property line, city staff will work with the applicant to place in a front, street-level window or door. If there is no suitable location which is visible to the public, city staff will determine location or whether a sign will be required).
4. Signs shall not be located where they might result in unsafe sight obstruction, per Ordinance or within the vision sight triangle.
5. Signs shall not be posted on trees or utility poles.
6. No landscaping, fencing, or other obstruction should hinder the ability to see the sign from the right-of-way.
7. The applicant shall maintain the sign in good order until the sign is required to be removed. The status of the sign should be checked frequently and fallen signs or obstructions be immediately corrected.
8. Notification sign(s) will be removed following final Council action has occurred or the petition is withdrawn.





**DEPARTMENT OF COMMUNITY  
& ECONOMIC DEVELOPMENT**



# NOTICE OF ZONING ACTION

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**920-448-3300**

**[greenbaywi.gov](http://greenbaywi.gov)**

**CALL OR VISIT OUR WEBSITE  
FOR MORE INFORMATION**





City of Green Bay  
Department of Community and Economic Development

Dear Commissioners,

As both the Neighborhood Support Specialist for the City of Green Bay and the Green Bay Neighborhood Leadership Council I want to express my support for the new Notification Sign Policy. One of the primary functions of neighborhood associations is to help notify residents of new developments and zoning actions within the neighborhood. This is made possible in part by the City of Green Bay including neighborhood associations on the mailing list for when zoning action letters are sent out to impacted properties and areas. But what if there is no neighborhood association? Up until now, the City of Green Bay relied solely on notification letters. The major drawback to the notification letter is they are only mailed to property owners in a limited area surrounding the proposed zoning action. This is sufficient if you own your home and live in a neighborhood primarily comprised of owner-occupied homes. However, if you happen to rent and want to be kept abreast of the changes in your neighborhood you will not receive notification. The City's new Notification Sign policy helps fill a gap in the line of communication between local government, developers, and residents by placing a physical, visible sign on the property in question which allows neighbors, renters and property owners alike, to become informed of the changes happening in their neighborhood and engaged in the public participation process.

Thank you for your consideration in approving this policy and helping the public notification process for the City of Green Bay become more equitable and effective.

Sincerely,

William Peters  
Neighborhood Support Specialist  
Green Bay Neighborhood Leadership Council  
City of Green Bay