



AGENDA OF THE GREEN BAY PLAN COMMISSION

MONDAY, SEPTEMBER 27, 2021, 6:00 PM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

1. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. Roll Call.

1. Members: Lisa Hanson - Chair, Jacob Miller - Vice-Chair, Ald. Veronica Corpus-Dax, Sidney Bremer, Derius Daniels, Autumn Linsmeier, and Ken Rovinski.

C. Approval of the Agenda.

1. Approval of the Agenda for the September 27, 2021, meeting of the Green Bay Plan Commission.

D. Approval of Minutes.

1. Approval of the minutes from the September 13, 2021, meeting of the Green Bay Plan Commission.

E. Regular Business.

1. (ZP 21-31) Public Hearing on a request to rezone 1460 Shawano Avenue from Low Density Residential District (RI) to Public Institutional (PI), submitted by Green Bay Community and Economic Development (Ald. M. Steuer, District 10).
2. (ZP 21-31) Consideration with possible action on a request to rezone 1460 Shawano Avenue from Low Density Residential District (RI) to Public Institutional (PI), submitted by Green Bay Community and Economic Development, property owner (Ald. M. Steuer, District 10).
3. (ZP 21-32) Public Hearing on a request to rezone 235 and 237 Elizabeth Street from General Commercial (CI) to Low Density Residential District (RI), submitted by Green Bay Community and Economic Development (Ald. C. Stevens, District 5).

4. (ZP 21-32) Consideration and possible action on a request to rezone 235 and 237 Elizabeth Street from General Commercial (C1) to Low Density Residential District (R1), submitted by Green Bay Community and Economic Development (Ald. C. Stevens, District 5).
5. (TA 21-05) Consideration with possible action on the review on updates to Article XVIII. Off-Street Parking, Drives, and Loading, Green Bay Municipal Code

F. Informational.

1. Director's Report.
2. PC 101: Green Bay Plan Commission Rules and Policies Examination
3. Date of next meeting: October 11, 2021.

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

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/84137675822?pwd=L2EyVlpDSlZGZ1FjcmlpWnZlOEVnUT09>

Meeting ID: 841 3767 5822

Password: 483400

One tap mobile

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+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 841 3767 5822

Password: 483400

Find your local number: <https://us02web.zoom.us/j/84137675822?pwd=L2EyVlpDSlZGZ1FjcmlpWnZlOEVnUT09>

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





Report to the Green Bay Plan Commission

MEETING DATE

September 27, 2021

PREPARED BY

Madison Smith

AGENDA ITEM # E.1

(ZP 21-31) Public Hearing on a request to rezone 1460 Shawano Avenue from Low Density Residential District (RI) to Public Institutional (PI), submitted by Green Bay Community and Economic Development (Ald. M. Steuer, District 10).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ZP 21-31 Class 2 Pub PC Mtg

For Official Notice:

**Public Notification
Proposed Rezoning
1460 Shawano Avenue
(ZP 21-31)**

The Green Bay Plan Commission will hold a public hearing on **Monday, September 27, 2021**, at 6:00 p.m. The meeting will be conducted at a virtual location. If you wish to participate in a Public Hearing, you may access the meeting by the internet or telephone, using the access code below.

Join Zoom Meeting

<https://us02web.zoom.us/j/84137675822?pwd=L2EyVlpDSiZGZlFjcmlpWnZlOEVnUT09>

Meeting ID: 841 3767 5822

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Find your local number: <https://us02web.zoom.us/j/84137675822?pwd=L2EyVlpDSiZGZlFjcmlpWnZlOEVnUT09>

The hearing is regarding the following:

(ZP 21-31) Consideration with possible action on the request to rezone 1460 Shawano Avenue from Low-Density Residential (RI) to Public Institutional (PI), submitted by the City of Green Bay, Department of Community & Economic Development (DCED) (Ald. M. Steuer, District 10).

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

City of Green Bay, DCED

Attn: Madison Smith

100 N. Jefferson St., Rm. 608

Green Bay, WI 54301

For additional information, contact Madison Smith at Madison.Smith@greenbaywi.gov or 920-448-3407.

Publication Dates: September 13, 2021, and September 20, 2021



Report to the Green Bay Plan Commission

MEETING DATE

September 27, 2021

PREPARED BY

Madison Smith

AGENDA ITEM # E.2

(ZP 21-31) Consideration with possible action on a request to rezone 1460 Shawano Avenue from Low Density Residential District (RI) to Public Institutional (PI), submitted by Green Bay Community and Economic Development, property owner (Ald. M. Steuer, District 10).

BACKGROUND

The City of Green Bay is proactively rezoning parcels for consistency and clean-up to comply with future land use goals; 1460 Shawano Avenue is partially zoned Low Density Residential (RI) and partially Public/Institution (PI). The request is to rezone the entire parcel to (PI). See attached.

Primary Address: 1460 Shawano Avenue

Aldersperson/District: Ald. Mark Steuer / District 10

Reason for Request: The City wants to proactively rezone parcels and clean-up zoning

Surrounding Zoning and Land Uses:

SUBJECT: RI (Low Density Residential-New Lots) - PI (Public Property/Institutional)

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

SOUTH: Low Density Residential (RI) - Single-family homes and Varied Density Residential (R3) - Residential

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

WEST: Low Density Residential (RI) - Single-family homes and Rail

Comprehensive Plan: The 2022 Smart Growth Plan designates the subject area/parcel rezoned fully to Public/Institution (PI).

Wisconsin State Statute Consistency Analysis:

Wisconsin Statute 66.0103 authorizes a local government to prepare a code of some or all of its general ordinances.

It is also important to note, 62.23(7b) (§) The governing body may enact, without referring the matter to the plan commission, an interim zoning ordinance to preserve existing zoning or uses in all or part of the extraterritorial zoning jurisdiction while the comprehensive zoning plan is being prepared. Such an ordinance may be enacted as an ordinary ordinance but shall be effective for no longer than 2 years after its enactment, unless extended as provided in this paragraph. Within 15 days of its passage, the governing body of the city shall publish the ordinance in a newspaper having general circulation in the area proposed to be zoned as a class I notice, under ch. 985, or as a notice, as described under s. 62.11 (4) (c) 2., and the city clerk shall mail a certified copy of the ordinance to the clerk of the county in which the extraterritorial jurisdiction is located and to the clerk of each town affected by the interim zoning ordinance and shall file a copy of the ordinance with the city plan commission. The governing body of the city may extend the interim zoning ordinance for no longer than one year, upon the recommendation of the joint extraterritorial zoning

committee established under par. (c). No other interim zoning ordinance shall be enacted affecting the same area or part thereof until 2 years after the date of the expiration of the interim zoning ordinance or the one year extension thereof. While the interim zoning ordinance is in effect, the governing body of the city may amend the districts and regulations of the ordinance according to the procedure set forth in par. (f).

The proposed rezone is consistent with the comprehensive plan. The proposed use of the subject property is compliant with the applicable recommended policy and the future land use map.

City of Green Bay Municipal Code:

Sec. 44-82. - Zoning amendments;

The Common Council may, by ordinance, change or supplement the regulations established by this article or amendments to this article.

(1) Initiation.

a. Proposed text amendments may be initiated by the Common Council, City Plan Commission, property owner, or resident of the City.

b. Proposed map amendments may be initiated by the Common Council, City Plan Commission, or the owner or owner's designated agent of the particular property to be rezoned.

(2) Amendments.

a. Application by property owner or resident. A property owner or resident wishing to amend the text of this chapter shall meet with Planning Department staff to discuss the proposed amendment and may then file an application form with the City Clerk accompanied by a nonrefundable application fee as may be established by the Council from time to time by resolution to cover costs of public notice and administrative review.

b. Neighborhood meeting. A neighborhood meeting may be required by staff as part of a zoning amendment. The coordination and costs of such meeting shall be the responsibility of the petitioner.

c. Action by Plan Commission. After review and consideration of the amendment, the Plan Commission shall forward its recommendations to the Common Council.

d. Public hearing. The Common Council or the Plan Commission, upon designation by the Common Council, shall hold a public hearing with a Class 2 public notice. The notice shall be published at least two times prior to the hearing. In case of a protest against such change, duly signed and acknowledged either by:

1. The owners of 20 percent or more of the land included in such proposed change;

2. The owners of 20 percent or more of the land immediately adjacent and extending 100 feet therefrom; or

3. The owners of 20 percent or more of the land directly opposite thereto extending 100 feet from the street frontage of such opposite land, such amendment shall not become effective unless approved by a three-fourths vote of the members of the Council.

e. Action by Common Council. Council action to approve the amendment shall be done by ordinance.

f. Re-application time-period. The Plan Commission will not consider any application of a property owner or owner's designated agent for a zoning map amendment within a one-year period following a denial of the same request by the Common Council, except that the Plan Commission may permit a new application if the request is significantly altered or at the discretion of the Zoning Administrator for a different zoning district or for amended property boundaries.

(3) Additional requirements in floodplain districts. Map or text amendments that affect property in floodplain districts shall comply with the requirements of Sections 44-1169 and 44-1170 of the zoning chapter.

(Code 1984, § 13.204)

Report: The subject property is located on the southwest corner of 1460 Shawano Avenue., Parcel #: 6-240). The total acreage is 5.149, located within the City of Green Bay and Brown County. The subject area is located within a Community Development Grant Area (CDBG). The parcel is currently owned by the First Assembly of God Church and is zoned as Low Density Residential. The subject area is not located in a Flood Plain and relies on City Water with light traffic in the residential district.

The proposal put forth by the City of Green Bay is to complete and comply the entire parcel owned by the

church as a Public Institution (PI). Proactive zoning is a way for the City to help maintain the health, safety and general welfare of city residents. The Planning and Zoning Division has laid the City out into neighborhoods, and on a prescribed schedule, inspections are performed within the City of Green Bay. Any owner of a property found in violation of the Zoning Ordinance is notified and given 10 or 30 days, depending upon the type of violation, to bring their property into compliance with the Zoning Ordinance.

The Zoning Ordinance Section 44-854. – Purpose. States:

The Public Institutional District (PI) is intended to provide for a district for public and civic buildings and large institutional uses that otherwise may not fit into other zoning districts because of their specialized land use needs and public purpose. This designation serves as a notice to those owning or buying land in proximity to publicly-owned land, which is not ordinarily subject to the regulations of this chapter. (Code 1984, § 13.1001)

The proposed parcel to be rezoned at 1460 Shawano Avenue will require complete rezone requirements in Section 44-854 of the Municipal Code. The proposed rezone does not conflict with the current and future land uses as reflected in the City's Comprehensive Plan. Ald. Mark Steuer and adjacent property owners have been notified of the request. As of the drafting of this report, staff has received no comments or objections.

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. ZP 21-31 Future Landuse Map
2. ZP 21-31 Zoning Map
3. ZP 21-31 BW Map
4. ZP 21-31 Color Map
5. ZP 21-31 Draft Ordinance
6. ZP 21-31 Aerial Photo

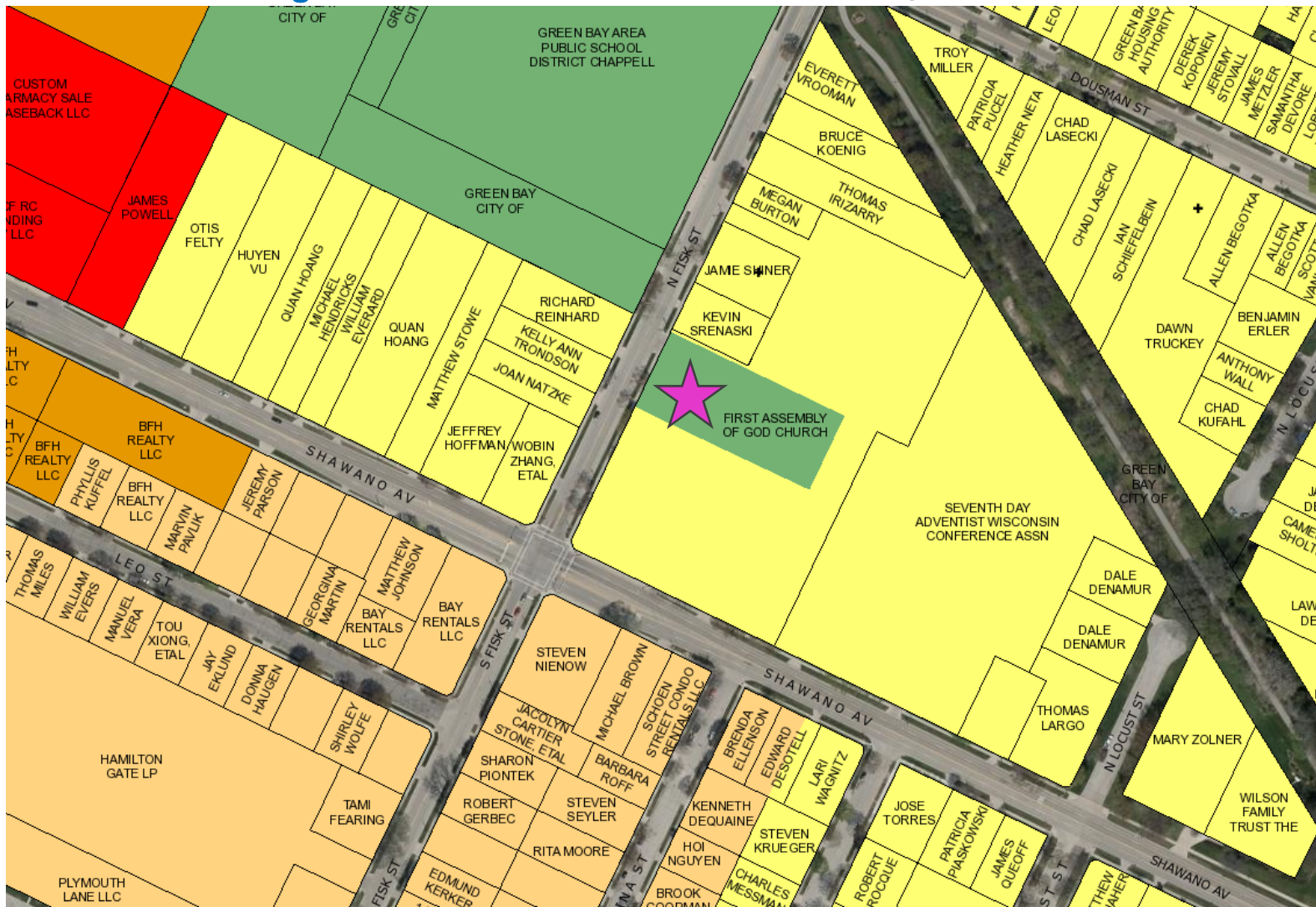
Future Landuse — Parcel# 6-240, 1460 Shawano Avenue, Green Bay



Future Landuse Legend

- Business Park
- Commercial
- General Industry
- High Intensity Retail, Office or Housing
- Institution
- School
- Other Public or Semi Public
- Water
- Low Density Residential
- Low / Medium Density Housing
- Medium / High Density Housing
- Light Industry
- Medium Intensity Retail, Office or Housing
- Traditional Neighborhood Development
- Unknown
- Undevelop
- Parks
- Downtown
- Private Open Space
- Wetlands

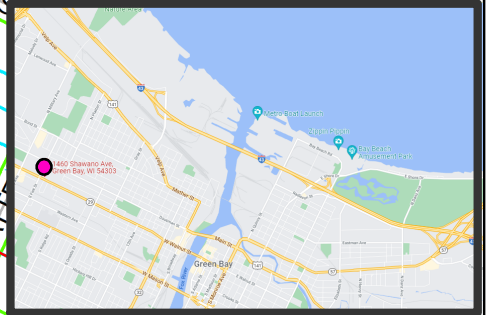
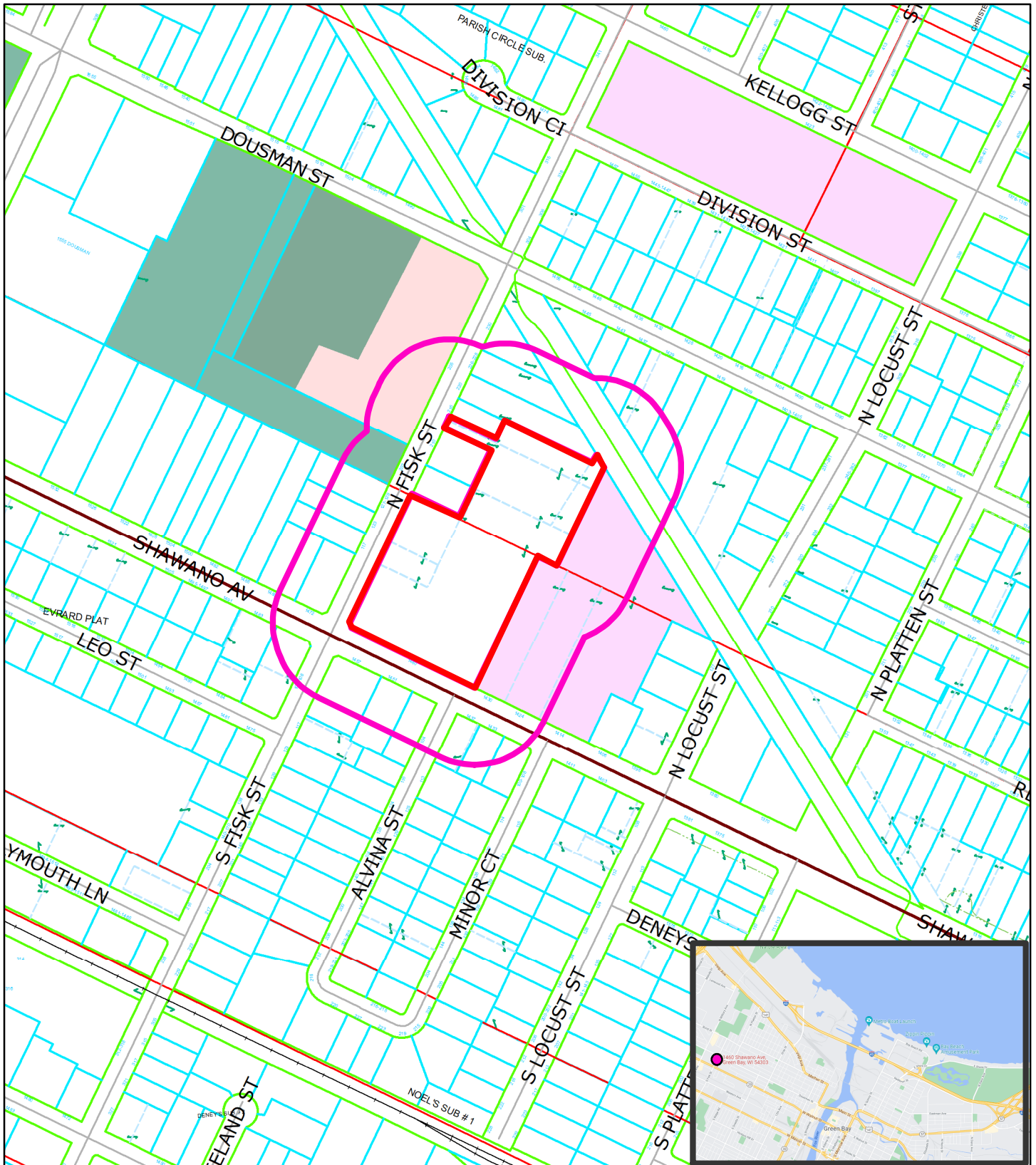
Current Zoning – Parcel# 6-240, 1460 Shawano Avenue, Green Bay



Zoning Legend



-  RR - Rural Residential
-  R1 - Low Density Residential-New Lots
-  R2 - Medium Density Residential
-  R3 - Varied Density Residential
-  OR - Office Residential
-  NC - Neighborhood Commercial
-  C1 - Commercial One
-  C2 - Commercial Two
-  C3 - Commercial Three
-  D1 - Downtown One
-  D2 - Downtown Two
-  GI - General Industry
-  S-RLI - Special District Light Industry
-  LI - Light Industry
-  BP - Business Park
-  PI - Public Property / Institutional
-  CON - Conservancy



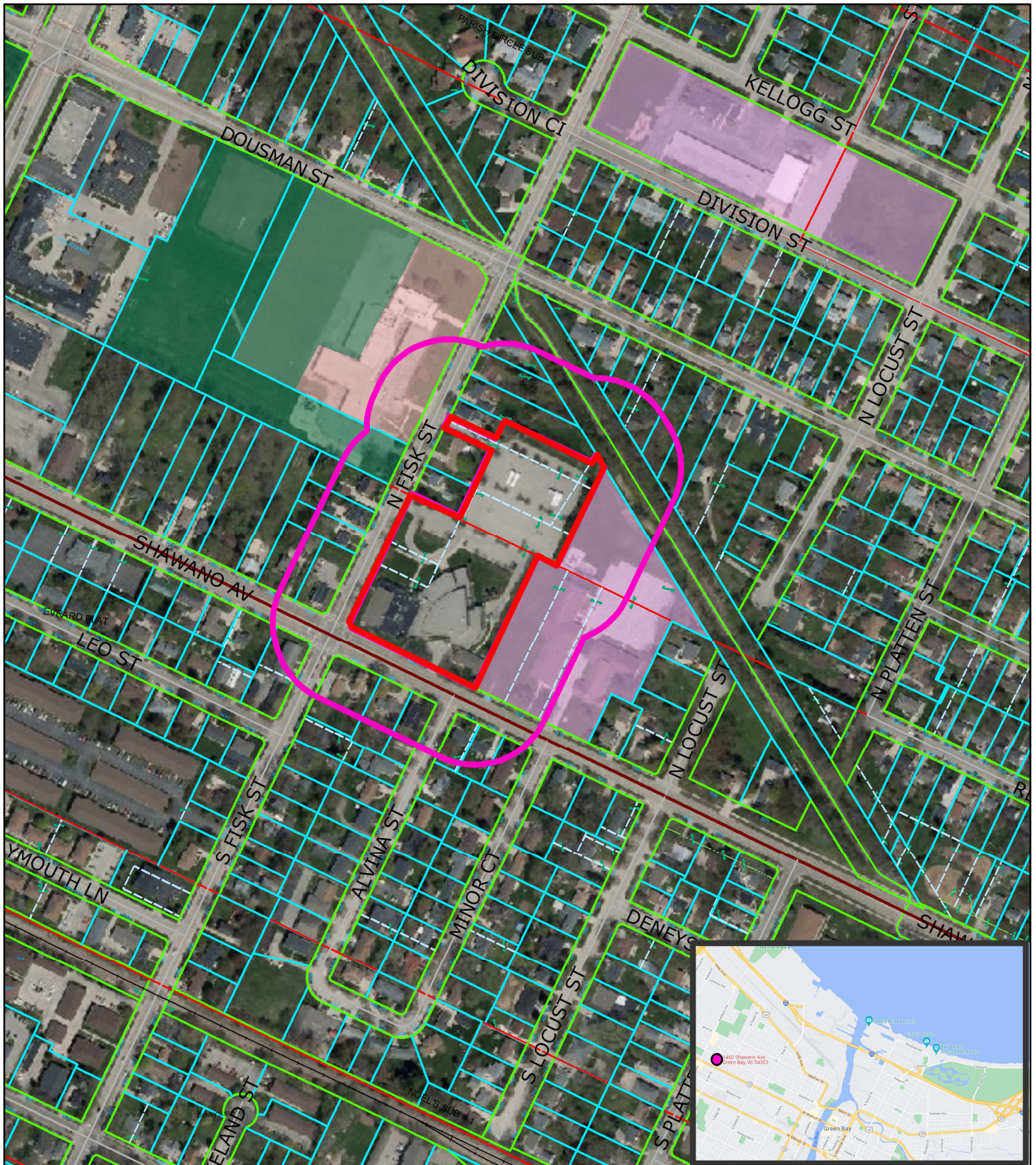
**(ZP 21-31) Rezone 1460 Shawano Avenue
from Low-Density Residential (R1) to
Public Institutional (PI)
Green Bay, WI, 54303**

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. MS

Parcel Numbers:
6-240

0 100 200 400 Feet

- Subject Parcels
- Notification Area
200'



**(ZP 21-31) Rezone 1460 Shawano Avenue
from Low-Density Residential (R1) to
Public Institutional (PI)
Green Bay, WI, 54303**

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Parcel Numbers:
6-240

0 100 200 400 Feet

- Subject Parcels
- Notification Area 200'

ZONING ORDINANCE NO. XX-XX

AN ORDINANCE REZONING THE PROPERTY LOCATED AT 1460 SHAWANO AVENUE FROM LOW-DENSITY RESIDENTIAL (R1) DISTRICT TO PUBLIC INSTITUTIONAL (PI) DISTRICT (ZP 21-31)

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

SECTION 1. Section 44-29, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning the following described property located at 1460 Shawano Avenue from Low-Density Residential (R1) District to Public Institutional (PI) District:

That part of Private Claim Number 1, West Side of Fox River, and that part of Lots 38 and 39, Dousman and Elmore's Second Addition, City of Green Bay, Brown County, Wisconsin described as follows: Beginning at the southwest corner of Parcel A, Brown County Certified Survey Map Number 260 as recorded in Volume 1 of Certified Survey Maps, Page 461, as Document Number 604163; thence N64°-07'-45"W, 355.73 feet, along the northerly rights-of-way line of Shawano Avenue, (also known as State Highway 29); thence N19°-12'-15"W, 14.17 feet, to the easterly rights-of-way line of Fisk Street; thence N25°-40'-50"E, 373.47 feet, along said easterly rights-of-way line of Fisk Street, to a northerly line of the parcel described in Brown County Document Number 2093407; thence S64°-17'-26"E, 135.00 feet, along said northerly line of Document Number 2093407, to a westerly line of said Document Number 2093407; thence N25°-40'-50"E, 190.54 feet, along said westerly line of said Document Number 2093407 and westerly line of said Document Number 2093406, to a southerly line of said Document Number 2093406; thence N64°-17'-36"W, 135.00 feet along said southerly line of said Document Number 2093406, to the easterly rights-of-way line of Fisk Street (also being a westerly line of said Document Number 2093406); thence N25°-40'-50"E, 32.00 feet along said easterly rights-of-way line of Fisk Street, to a northerly line of Document Number 2124353; thence S64°-17'-36"E, 135.00 feet along said northerly line of Document Number 2124353, to a westerly line of Document Number 2124353; thence N25°-40'-50"E, 53.22 feet, along said westerly line of Document Number 2124353, to a northerly line of Document Number 2124353; thence S64°-16'-25"E, 251.17 feet along said northerly line of Document Number 2124353, to a westerly line of Document Number 2124353; thence N32°-15'-29"E, 22.49 feet, along said westerly line of Document Number 2124353, to a northerly line of Document Number 2124353; thence S31°-44'-32"E, 38.58 feet along said northerly line of Document Number 2124353, to the easterly line of said Lot 39, Dousman and Elmore's Second Addition; thence S25°-47'-13"W, 282.83 feet, along said easterly line of said Lot 39, to the northerly line of said Parcel A, Certified Survey Map Number 260; thence N64°-16'-25"W, 54.87 feet, along said the

ZONING ORDINANCE NO. ##-##

PAGE 2

northerly line of said Parcel A, Certified Survey Map Number 260, to the northwest corner of said Parcel A, Certified Survey Map Number 260; thence S25°-42'-01"W, 378.96 feet along the westerly line of said Parcel A, Certified Survey Map Number 260, to the point of beginning.

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 44-82, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2021.

APPROVED:

Mayor, Eric Genrich

ATTEST:

Clerk, Celestine Jeffreys

ms

Attachment – Map





Report to the Green Bay Plan Commission

MEETING DATE

September 27, 2021

PREPARED BY

Madison Smith

AGENDA ITEM # E.3

(ZP 21-32) Public Hearing on a request to rezone 235 and 237 Elizabeth Street from General Commercial (CI) to Low Density Residential District (RI), submitted by Green Bay Community and Economic Development (Ald. C. Stevens, District 5).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ZP 21-32 Class 2 Pub PC Mtg

For Official Notice:

**Public Notification
Proposed Rezoning
235 & 237 Elizabeth Street
(ZP 21-32)**

The Green Bay Plan Commission will hold a public hearing on **Monday, September 27, 2021**, at 6:00 p.m. The meeting will be conducted at a virtual location. If you wish to participate in a Public Hearing, you may access the meeting by the internet or telephone, using the access code below.

Join Zoom Meeting

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One tap mobile

+13126266799,,84137675822# US (Chicago)

+16468769923,,84137675822# US (New York)

Dial by your Location:

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Find your local number: <https://us02web.zoom.us/j/84137675822?pwd=L2EyVlpDSlZGZlFjcmlpWnZlOEVnUT09>

The hearing is regarding the following:

(ZP 21-32) Consideration with possible action on the request to rezone 235 & 237 Elizabeth Street from General Commercial (C1) to Low Density Residential District (R1), submitted by City of Green Bay, Department of Community and Economic Development (DCED) (Ald. C. Stevens, District 5).

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

City of Green Bay, DCED

Attn: Madison Smith

100 N. Jefferson St., Rm. 608

Green Bay, WI 54301

For additional information, contact Madison Smith at Madison.Smith@greenbaywi.gov or 920-448-3407.

Publication Dates: September 13, 2021, and September 20, 2021



Report to the Green Bay Plan Commission

MEETING DATE

September 27, 2021

PREPARED BY

Madison Smith

AGENDA ITEM # E.4

(ZP 21-32) Consideration and possible action on a request to rezone 235 and 237 Elizabeth Street from General Commercial (C1) to Low Density Residential District (R1), submitted by Green Bay Community and Economic Development (Ald. C. Stevens, District 5).

BACKGROUND

Primary Address: 235 and 237 Elisabeth Street (Parcel(s): 19-324-3, 19-324)

Aldersperson/District: Ald. Craig Stevens / District 5

Reason for Request: The City of Green Bay is proactively rezoning parcels for consistency and clean-up to comply with future land use goals. The owners of each parcel are: Doyle and Cordova.

Surrounding Zoning and Land Uses:

SUBJECT PROPERTY: Commercial One (C1) - General Commercial

NORTH: Low Density Residential (R1) - Single-family homes

SOUTH: Commercial One (C1) - General Commercial*

EAST: General Industrial (GI) - Industry and Conservancy (CON) - Park/Trail

WEST: Low Density Residential (R1) - Single-family homes and Public Property/Institutional (PI) - Green space

*It is important to note that Staff and Common Council are in the process of, or have completed, during the drafting of this report, a rezone of (ZP 21-24), 215 Elizabeth Street from Commercial One (C1) and Commercial Two (C2) to Low Density Residential (R1) located directly south of the two subject parcels.

Comprehensive Plan: The 2022 Smart Growth Plan designates the subject area/parcel rezoned fully to Low Density Residential (R1).

Wisconsin State Statute Consistency Analysis:

Wisconsin Statute 66.0103 authorizes a local government to prepare a code of some or all of its general ordinances.

It is also important to note, 62.23(7b) (§) The governing body may enact, without referring the matter to the plan commission, an interim zoning ordinance to preserve existing zoning or uses in all or part of the extraterritorial zoning jurisdiction while the comprehensive zoning plan is being prepared. Such an ordinance may be enacted as is an ordinary ordinance but shall be effective for no longer than 2 years after its enactment, unless extended as provided in this paragraph. Within 15 days of its passage, the governing body of the city shall publish the ordinance in a newspaper having general circulation in the area proposed to be zoned as a class I notice, under ch. 985, or as a notice, as described under s. 62.11 (4) (c) 2., and the city clerk shall mail a certified copy of the ordinance to the clerk of the county in which the extraterritorial jurisdiction is located and to the clerk of each town affected by the interim zoning ordinance and shall file a

copy of the ordinance with the city plan commission. The governing body of the city may extend the interim zoning ordinance for no longer than one year, upon the recommendation of the joint extraterritorial zoning committee established under par. (c). No other interim zoning ordinance shall be enacted affecting the same area or part thereof until 2 years after the date of the expiration of the interim zoning ordinance or the one year extension thereof. While the interim zoning ordinance is in effect, the governing body of the city may amend the districts and regulations of the ordinance according to the procedure set forth in par. (f).

The proposed rezone is consistent with the comprehensive plan. The proposed use of the subject property is compliant with the applicable recommended policy and the future land use map.

City of Green Bay Municipal Code:

Sec. 44-82. - Zoning amendments;

The Common Council may, by ordinance, change or supplement the regulations established by this article or amendments to this article.

(1) Initiation.

a. Proposed text amendments may be initiated by the Common Council, City Plan Commission, property owner, or resident of the City.

b. Proposed map amendments may be initiated by the Common Council, City Plan Commission, or the owner or owner's designated agent of the particular property to be rezoned.

(2) Amendments.

a. Application by property owner or resident. A property owner or resident wishing to amend the text of this chapter shall meet with Planning Department staff to discuss the proposed amendment and may then file an application form with the City Clerk accompanied by a nonrefundable application fee as may be established by the Council from time to time by resolution to cover costs of public notice and administrative review.

b. Neighborhood meeting. A neighborhood meeting may be required by staff as part of a zoning amendment. The coordination and costs of such meeting shall be the responsibility of the petitioner.

c. Action by Plan Commission. After review and consideration of the amendment, the Plan Commission shall forward its recommendations to the Common Council.

d. Public hearing. The Common Council or the Plan Commission, upon designation by the Common Council, shall hold a public hearing with a Class 2 public notice. The notice shall be published at least two times prior to the hearing. In case of a protest against such change, duly signed and acknowledged either by:

1. The owners of 20 percent or more of the land included in such proposed change;

2. The owners of 20 percent or more of the land immediately adjacent and extending 100 feet therefrom; or

3. The owners of 20 percent or more of the land directly opposite thereto extending 100 feet from the street frontage of such opposite land, such amendment shall not become effective unless approved by a three-fourths vote of the members of the Council.

e. Action by Common Council. Council action to approve the amendment shall be done by ordinance.

f. Re-application time-period. The Plan Commission will not consider any application of a property owner or owner's designated agent for a zoning map amendment within a one-year period following a denial of the same request by the Common Council, except that the Plan Commission may permit a new application if the request is significantly altered or at the discretion of the Zoning Administrator for a different zoning district or for amended property boundaries.

(3) Additional requirements in floodplain districts. Map or text amendments that affect property in floodplain districts shall comply with the requirements of Sections 44-1169 and 44-1170 of the zoning chapter.

(Code 1984, § 13.204)

Report: The subject properties are located at 235 and 237 Elizabeth Street, within the City of Green Bay, Parcel(s) #:19-324-3, 19-324). The total assessed value of the land on 237 Elizabeth Street (acreage: 0.197) is \$12,100, total value is \$83,400. The total assessed value of the land on 235 Elizabeth Street (acreage: 0.197) is \$12,100, and total value is \$83,400. Both parcels are located in the Three Corners neighborhood association, as well as the Community Development Block Grant Area (CDBG). The two subject areas are

currently single family residential but zoned as General Commercial (CI).

The parcel(s) are owned by Amalia and Alejandro Cordova (237), and Bill Doyle (235). These parcels are supplied by City Water and currently include light traffic. The subject parcel(s) are both:

Tax Class: Residential;

Occupancy: Single Family;

1-Story Structures;

Built: Alum/Vinyl, Asphalt Shingles (circa, 1937);

The proposal put forth by the City of Green Bay is to complete and comply the parcel(s) from General Commercial (CI) to Low Density residential (RI). Proactive zoning is a way for the city to help maintain the health, safety and general welfare of city residents. The Planning and Zoning Division has laid the City out into neighborhoods, and on a prescribed schedule, inspections are performed within the City of Green Bay. Any owner of a property found in violation of the Zoning Ordinance is notified and given 10 or 30 days, depending upon the type of violation, to bring their property into compliance with the Zoning Ordinance.

The municipal code Sec. 44-680. - Purpose. States:

The commercial districts are established to provide a range of goods and services for City residents within the City's existing commercial corridors and districts, to promote employment opportunities and the adaptive re-use of existing commercial buildings, and to maintain and improve compatibility with surrounding areas. In all of the commercial districts, consideration should be given to building and site design to provide for efficient and well-integrated use of land, to ensure compatibility with adjacent zoning districts, to control traffic, and to improve the pedestrian environment. The commercial districts are as follows:

General Commercial (CI) is intended for use along the City's primary commercial corridors where moderate-intensity retail, office, and service uses are planned. Businesses that typically involve outdoor display, storage, and/or sales, motor vehicle repair, and other intensive or outdoor uses are discouraged.

The municipal code also outlines residential permitted uses within Sec. 44-551;

The residential districts are established to preserve and enhance the quality of living in residential neighborhoods, to regulate structures and uses which may affect the character or desirability of residential areas, to encourage a variety of dwelling types and locations and a range of population densities consistent with the City's comprehensive plan, and to ensure adequate light, air, privacy, and open space. The residential districts and their purposes are as follows:

Low-Density Residential (RI) District provides an environment of predominantly single-family dwellings on moderately sized lots. Infill development is encouraged on lots that are consistent in size and dimensions with the predominant lot size and type on adjacent parcels. Two-family dwellings are permitted in limited numbers, consistent with the goals of promoting affordable housing and encouraging a variety of housing sizes and types in each neighborhood.

The proposed parcel(s) to be rezoned at 235 and 237 Elizabeth Street will be required to comply with the following:

City of Green Bay zoning and building approvals are required prior to commencing construction of new buildings, structures, drives, or parking areas, and may also be required prior to commencing grading, excavation, filling, or other land disturbing activity.

The proposed rezone does not conflict with the current and future land uses as reflected in the City's Comprehensive Plan. Ald. Craig Stevens and adjacent property owners have been notified of the request. As of the drafting of this report, staff had received an inquiry/concern from DOYLE PROPERTIES, LLC, owner of 235 Elizabeth Street. Staff also received a call from an adjacent property owner, who is in support of the City's rezone from (CI) to (RI).

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. DRAFT ZO XX-XX - Rezone 235, 237 Elizabeth St CI to RI
2. ZP 2I-32 Color Map
3. ZP 2I-32 BW Map
4. 237 Elizabeth Street Photo
5. 235 Elizabeth Street Photo
6. ZP 2I-32 Future Landuse Map
7. ZP 2I-32 Zoning Map

ZONING ORDINANCE NO. XX-XX

**AN ORDINANCE REZONING THE PROPERTY
LOCATED AT 235 & 237 ELIZABETH STREET FROM GENERAL
COMMERCIAL (C1) TO LOW DENSITY RESIDENTIAL DISTRICT (R1)
(ZP 21-32)**

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

SECTION 1. Section 44-29, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning the following described property located at 235 & 237 Elizabeth Street from General Commercial (C1) District to Low Density Residential (R1) District:

235 Elizabeth Street

Parcel Number 19-324;

Lot Thirty-eight (38) and the East 60 feet of Lot Forty-five (45), according to the recorded Plat of Newhall's Addition, in the City of Green Bay, East Side of Fox River, Brown County, Wisconsin.

237 Elizabeth Street

Parcel Number 19-324-3;

All of the Vacated Lot Thirty-nine (39) and the East 60 feet of the vacated Lot Forty-four (44), according to the recorded Plat of Newhall's Addition, in the City of Green Bay, East Side of Fox River, Brown County, Wisconsin, being part of the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 32, Township 24 North, Range 21 East.

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 44-82, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2021.

APPROVED:

Mayor, Eric Genrich

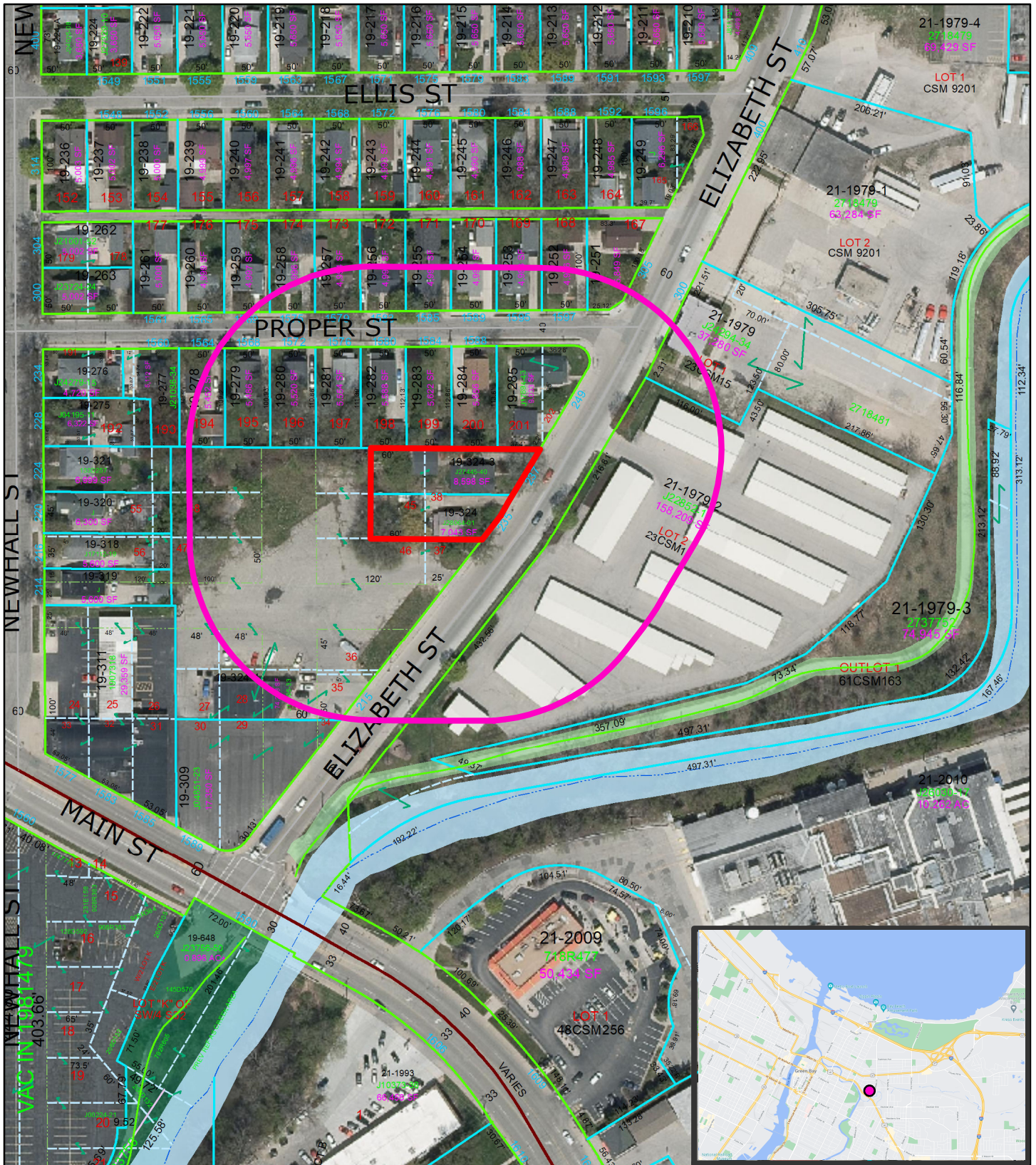
ATTEST:

Clerk, Celestine Jeffreys

ms

Attachment – Map

DRAFT



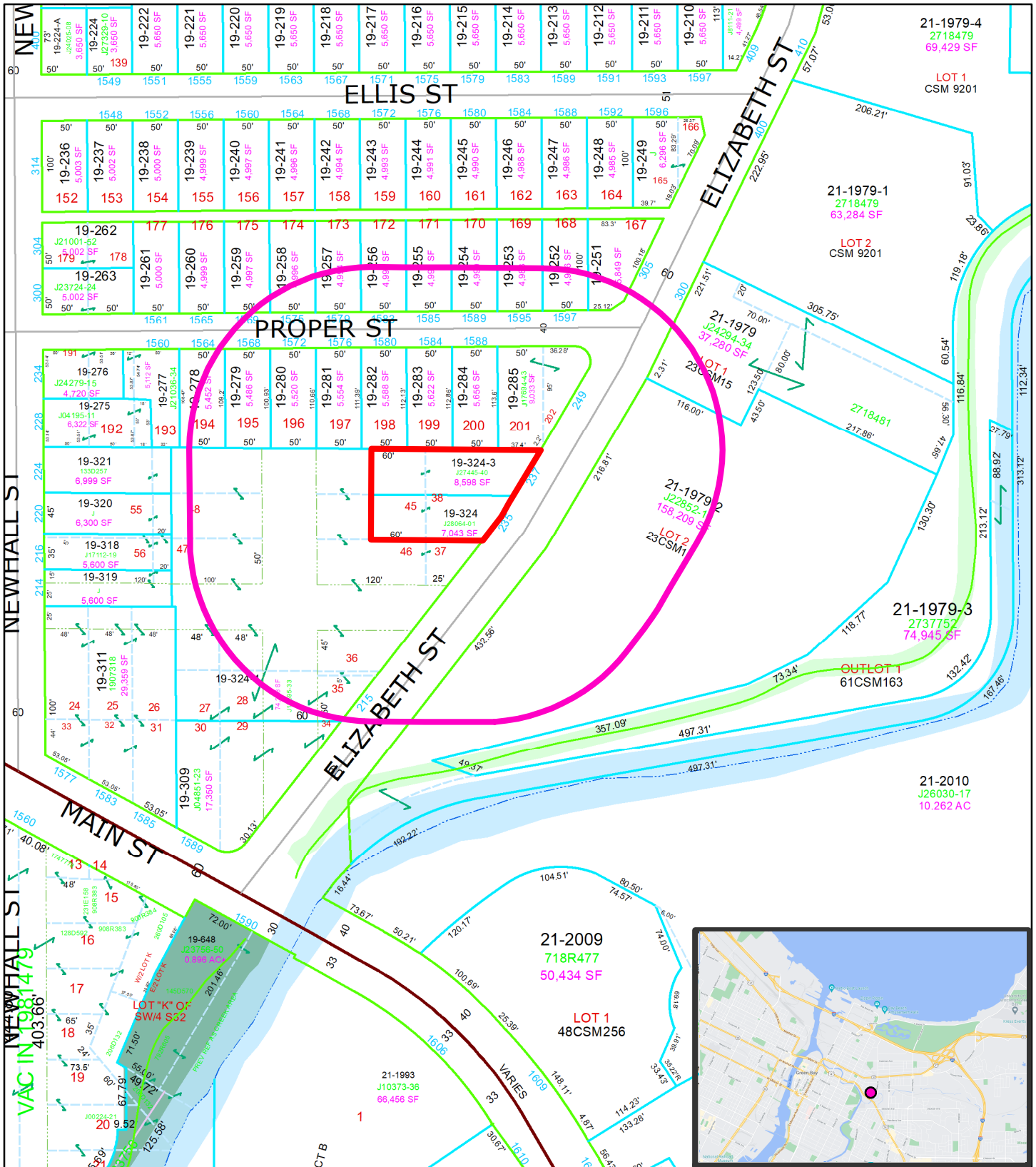
(ZP 21-32) Rezone 235 & 237 Elizabeth Street
from General Commercial (C1) to Low Density
Residential District (R1)
Green Bay, WI, 54305

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. MS

Parcel Numbers:
19-324, 19-324-3

0 40 80 160 Feet

- Subject Parcels
- Notification Area 200'



**(ZP 21-32) Rezone 235 & 237 Elizabeth Street
from General Commercial (C1) to Low Density
Residential District (R1)
Green Bay, WI, 54305**

0 40 80 160 Feet

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Parcel Numbers:
19-324, 19-324-3

- Subject Parcels
- Notification Area 200'





Future Landuse – 235 & 237 Elizabeth Street

Future Landuse Legend



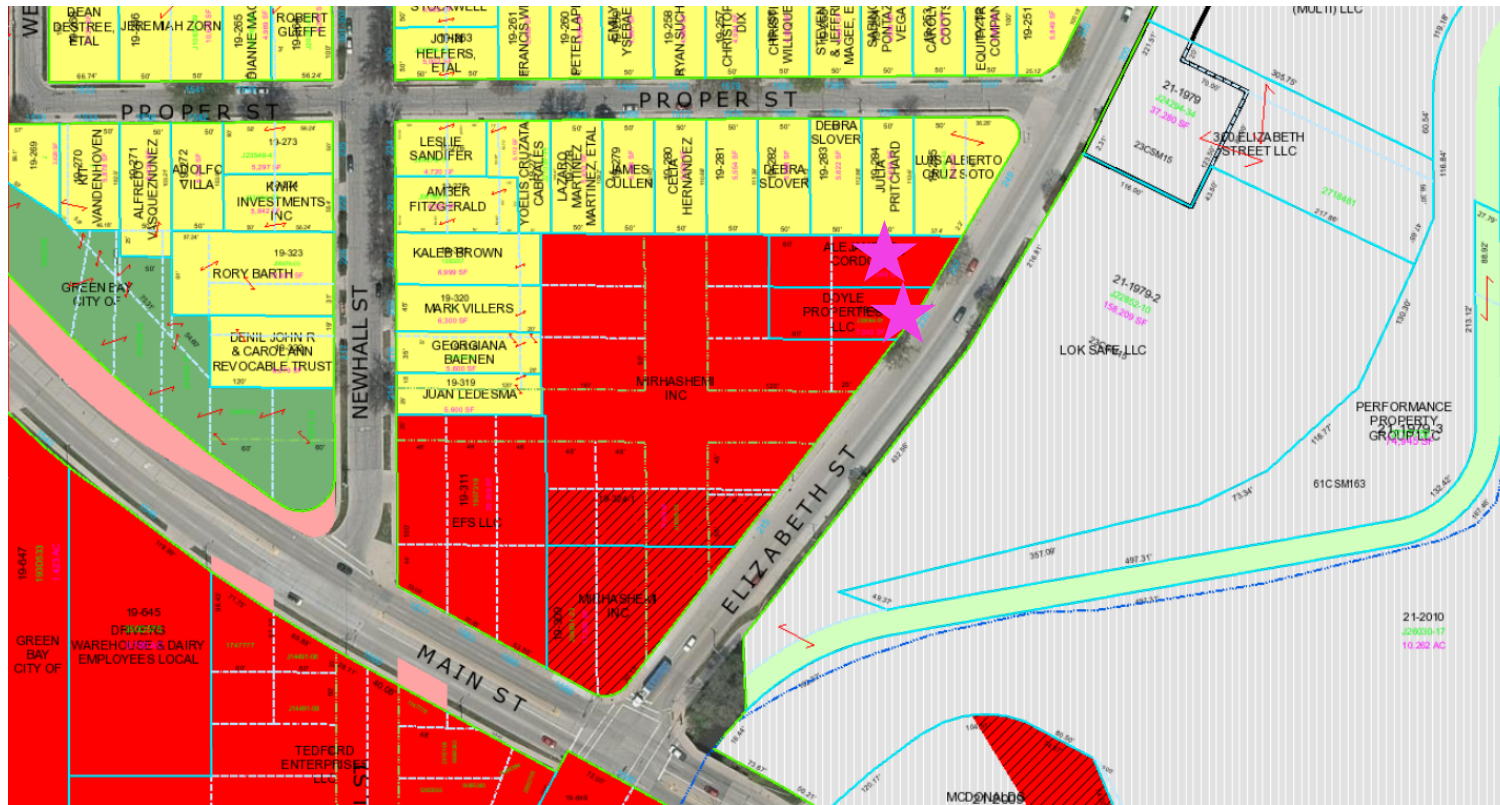
- Business Park
- Commercial
- General Industry
- High Intensity Retail, Office or Housing
- Institution
- School
- Other Public or Semi Public
- Water
- Low Density Residential
- Low / Medium Density Housing
- Medium / High Density Housing
- Light Industry
- Medium Intensity Retail, Office or Housing
- Traditional Neighborhood Development
- Unknown
- Undevelop
- Parks
- Downtown
- Private Open Space
- Wetlands



Current Zoning – 235 & 237 Elizabeth Street



Zoning Legend





Report to the Green Bay Plan Commission

MEETING DATE

September 27, 2021

PREPARED BY

David Buck, Staff

AGENDA ITEM # E.5

(TA 21-05) Consideration with possible action on the review on updates to Article XVIII. Off-Street Parking, Drives, and Loading, Green Bay Municipal Code

BACKGROUND

Reason for Request: Review with potential amendments to the “newly” adopted code.

*** This item was held over from the Plan Commission meeting of July 26, 2021, to allow staff the opportunity to gather information associated with amendment numbers 6 and 7 of the attached summary as well as to address staff schedules.**

Comprehensive Plan: The 2022 Smart Growth Green Bay Comprehensive Plan does not provide specific guidance regarding particular text amendments; however, the principles contained in the Comprehensive Plan are what guides the regulations.

Analysis: The Off-Street Parking, Drives, and Loading section of the Zoning Ordinance was repealed and recreated in September 2019. As is common with code updates, a review is conducted following implementation to examine how it's performing and determine if any amendments are necessary.

The parking code has been reviewed by Community and Economic Development staff (Planning, Economic Development, Enforcement, Housing/Zoning, Neighborhoods) as well as the Department of Public Works/Engineering, which included extensive review by the City's traffic engineer. In general, the code is performing well; however, staff determined that fourteen amendments would be appropriate. Of the fourteen potential amendments, eleven had no controversy, two were supported, but staff felt it would be beneficial for more thorough discussion by the Commission, and one was contested.

Attached to this report please find a draft parking code summary of amendments and draft Article XVIII. Off-Street Parking, Drives, and Loading with “track changes (colored text: red strikethrough text is to be removed and red underlined text are regulations that have been augmented and/or revised from their current status.

* At the July 26, 2021, meeting, this item was addressed much like a workshop and included a public hearing. Twelve of the fourteen proposed amendments appeared to receive Plan Commission endorsement. The Commission requested additional information on items 6 and 7 (in the attached summary), including an example of pre- and post-amendment development and formalized code language/text.

Community Development and Engineering staff have a significant difference of opinion on these two matters and will present both for Plan Commission consideration at the meeting.

RECOMMENDATION

Staff recommends approval of the proposed amendments to Article XVIII. Off-Street Parking, Drives, and Loading, Green Bay Municipal Code with the inclusion of Plan Commission determination on Items 6 and 7.

FISCAL IMPACT

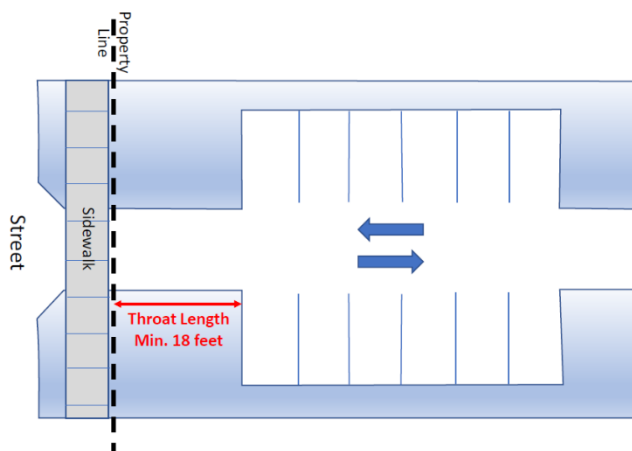
ATTACHMENTS

1. Summary of Amendments 8.3.21
2. Chapter 44-1700 Off-Street Parking & Circulation_draft changes 9.21.21
3. Memo from traffic functional area intersection Plan Commission 210726

Article XVIII-Off Street Parking, Drive, and Loading

Potential Amendments

1. **4-1691 (1)** – Better defined base material exposure as relates to work on nonconforming parking facilities. (Page 1 of 32)
2. **44-1693 (1)** – Allow snow removal equipment to be stored in parking facilities from Nov. through April, exclude s-f/2-f. (Page 2 of 32)
3. **44-1693 (2)&(4)** – Remove requirement that vehicles be registered and/or have license plates. (Page 2 of 32)
4. **44-1694 (b)** – Allow permeable pavers systems per DNR technical standards. (Page 2 of 32)
5. **44-1694 (c)** – Clarification on size of wheel strips. (Page 2 of 32)
6. **44-1697 (1 & 2)** - Require M-F and non-res developments at arterial intersections to only have driveways on side streets, including local streets. (Page 3 of 32 & 23 of 32). [See memo.](#)
7. **44-1698** – Require a functional area analysis to determine distance for driveways at intersections. Current 25'/35' is not sufficient and needs to be looked at individually. (Page 3 of 32). [See attached memo.](#)
8. **44-1726 (g)** – Add maximum # of stalls to areas that don't have a minimum and change exemption to max parking from 20 stalls to 40 stalls. (Page 13 of 32)
9. **44-1746** – Allow 24" of additional pavement beyond garage doors for s-f/2-f. (Page 13 of 32)
10. **44-1746 (3)(c)** – Remove requirement to use a vehicle trespass "block" on res. driveway taper, unless it becomes an issue. (Page 15 of 32)
11. **44-1747 (b)(1)** – Define s-f/2-f open parking stall to be 8' X 15'. (Page 19 of 32)
12. **44-1747 (e)** – Remove screening requirement for open parking on s-f/2-f uses. (Page 21 of 32)
13. **44-1773 (b)(2)** – Remove buffer requirements for parking lots abutting a street (Page 23 of 32)
14. **44-1774 (g)** – Add a 18' driveway throat length for m-f/non-res parking lots. (Page 25 of 32)



ARTICLE XVIII. OFF-STREET PARKING, DRIVES, AND LOADING

DIVISION 1. GENERAL PROVISIONS

Sec. 44-1689. 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.

(Ord. No. 19-19 , §1(13-1701), 9-17-2019)

Sec. 44-1690. 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 article.

(Ord. No. 19-19 , §1(13-1702), 9-17-2019)

Sec. 44-1691. Nonconforming facilities.

Existing access, parking and loading facilities that were lawfully constructed but are nonconforming to current requirements of this article may be maintained and repaired subject to the following:

- (1) 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 (typically crushed stone/gravel) is considered reconstruction and must meet the requirements of this article with the following exception: 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 ten percent of the surface area annually, whichever is greaterless.
- (2) Shared driveways (driveways located on multiple lots and typically situated over lot lines) that existed prior to the adoption of the ordinance from which this chapter is derived may remain legal driveways. No new or reconstructed shared driveways may be established unless cross-access easements are recorded with the Register of Deeds.
- (3) 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.
- (4) 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.

(Ord. No. 19-19 , §1(13-1703), 9-17-2019)

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Sec. 44-1692. 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 44-1726. Figure 2: Number of Off-Street Parking Spaces Required by Land Use.

(Ord. No. 19-19 , §1(13-1704), 9-17-2019)

Sec. 44-1693. Use limitations.

Access, parking and loading facilities shall be used for their intended purposes.

- (1) 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. Equipment specifically designed for snow removal may be temporarily parked/stored in parking facilities of multiple family or nonresidential uses between the beginning of November through the end of April.
- (2) All vehicles shall be in condition for safe and legal performance on public rights-of-way, ~~be registered, and display current license plates.~~
- (3) No vehicle or equipment shall be used as living quarters.
- (4) 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 as described in subsection 2 above 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 10:00 p.m. and 7:00 a.m.

(Ord. No. 19-19 , §1(13-1705), 9-17-2019)

Sec. 44-1694. 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.
- (b) Acceptable surfacing materials include asphalt, concrete, brick, cement pavers, permeable pavement systems meeting WI DNR Technical Standards or similar material approved by the City and installed and maintained per industry standards.
- (c) Residential drives serving single-family 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 but no greater than~~ 18 inches in width.

(Ord. No. 19-19 , §1(13-1706), 9-17-2019)

Sec. 44-1695. 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 as required in Section 34-14.

(Ord. No. 19-19 , §1(13-1707), 9-17-2019)

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Sec. 44-1696. Abandoned facilities.

- (a) Parking facilities which have been abandoned, no longer provide access to legal parking areas, 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.
- (b) Removed parking facilities shall be replaced with curb, sidewalk (where applicable) and vegetated ground cover.

(Ord. No. 19-19 , §1(13-1708), 9-17-2019)

Sec. 44-1697. Access limitation ~~by use.~~

Access to property shall be directed ~~to the most appropriate street classification for the use it is serving as follows:-~~

- (1) ~~No new development or fully redeveloped site shall be permitted driveway access onto any right-of-way for which the city has jurisdiction that is classified as an arterial street, unless said arterial street is the only frontage available. Single-family 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.~~
- (2) ~~Nonresidential, mixed-use and multifamily uses shall not have driveways or other access points onto a residential local street unless such street has the only available frontage.~~
- (3) Driveway access existing prior to the adoption of the ordinance from which this article is derived is exempt from the access limitation and may be reconstructed at its present size and location unless the property or development site is fully reconstructed, in which case driveway access limitations of this article shall be in full effect.
- (4) Exception to this limitation is permitted if determined by the Department of Public Works based on findings of a traffic impact analysis or traffic study.

(Ord. No. 19-19 , §1(13-1709), 9-17-2019)

Sec. 44-1698. Access distance from intersections.

Driveway approaches (curb cuts and driveways) distance from the intersection of two public rights-of-way shall be established by the Department of Public Works, based on Wisconsin Department of Transportation Functional Development Manual Section 2.2 (FDM 11-25-1). 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.

Commented [DB1]: Discussion item

Commented [DB2]: DPW to provide a table with varying distances.

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Figure 1: Access Distance From Intersections

(Ord. No. 19-19 , §1(13-1710), 9-17-2019)

Sec. 44-1699. 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.

(Ord. No. 19-19 , §1(13-1711), 9-17-2019)

Sec. 44-1700. Visibility standards.

All driveways and other access points shall comply with the visibility standards of Section 44-359.

(Ord. No. 19-19 , §1(13-1712), 9-17-2019)

Sec. 44-1701. Traffic control.

- (a) Traffic generated by any use shall be channelized and controlled in a manner that avoids congestion on public streets and other safety hazards.
- (b) 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, turnaround areas may be required.
- (c) 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 44-1774 and Figure 9: Parking Space Design Standards.

(Ord. No. 19-19 , §1(13-1713), 9-17-2019)

Secs. 44-1702—44-1725. Reserved.

DIVISION 2. OFF-STREET PARKING AND CIRCULATION

Sec. 44-1726. 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 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 stall per 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 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.
- (f) Parking requirement exceptions in the Downtown Zoning District (D).
 - (1) Within the Downtown Zoning District (D), the minimum required parking space requirements for nonresidential uses are waived.
 - (2) 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 one parking space per dwelling unit.
 - (3) 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.

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Figure 2. Number of Off-Street Parking Spaces Required by Land Use

	<i>Land-Use</i>	<i>Minimum Number of Off-Street Parking Spaces Required</i>	<i>Notes</i>
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 44-1747(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.
	Manufactured and mobile home	1 per dwelling unit.	
	Rooming house/boarder 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	

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		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 and 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.

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Commercial	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.	
	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 pick-up window.
	Service Businesses		
	Personal or business service businesses not listed below	1 space 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 workstations plus 2	

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		spaces per 3 employees on the largest shift.	
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	<i>Land-Use</i>	<i>Minimum Number of Off-Street Parking Spaces Required</i>	<i>Notes</i>
Commercial	Retail		
	Funeral home	1 space per each 5 persons based on design capacity of the main assembly hall.	
	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 space per 500 sq. ft. net floor area.	
	Outdoor recreation facility	To be determined by Zoning Administrator based on parking study.	Parking study required.

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	<i>Land-Use</i>	<i>Minimum Number of Off-Street Parking Spaces Required</i>	<i>Notes</i>
Commercial	Retail		
	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 and 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	

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		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 and 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.	

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- (g) 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 times the development's minimum number of required parking spaces, except as granted through a conditional use permit. Where no minimum parking requirement is established, the calculation for the maximum number shall be two times what the developments minimum would be if not exempt. Parking facilities containing ~~20-40~~ 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.
- (h) 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.

(Ord. No. 19-19 , §1(13-1714), 9-17-2019)

Secs. 44-1727—44-1745. Reserved.

DIVISION 3. REGULATIONS SPECIFIC TO SINGLE-FAMILY AND TWO-FAMILY USES

Sec. 44-1746. Single-family and two-family residential driveways.

Driveways shall lead from the public right-of-way directly to a garage ~~door~~ opening plus 24 inches on either side said door or to a legal surface parking space, ~~and Driveways~~ are regulated as follows:

- (1) *Number of driveways.* Single-family uses are permitted one driveway per lot unless otherwise regulated in this chapter, subject to the design regulations specified herein. Two-family uses are permitted two driveways per lot unless otherwise regulated in this chapter, subject to the design regulations specified herein.
- (2) *Minimum driveway setback from property lines.*
 - a. *Narrow lots.* On lots with less than 60 feet of lot width/frontage, driveways shall be set back a minimum of one foot from the side lot line. On lots where the available side yard area prohibits the ability to create/maintain an eight-foot-wide driveway and the required setback as listed below, the setback may be administratively reduced or eliminated.
 - b. *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.
 - c. *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.

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- d. *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.
- (3) *Driveway width.*
- a. Driveways shall be a minimum width of eight 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 (2½ foot apron flares), but may increase to the width of the garage. See Figure 3.A: Single-Family and Two-Family Drive Width and 3.B: Single-Family and Two-Family Drive Width-Enlarged with Taper.

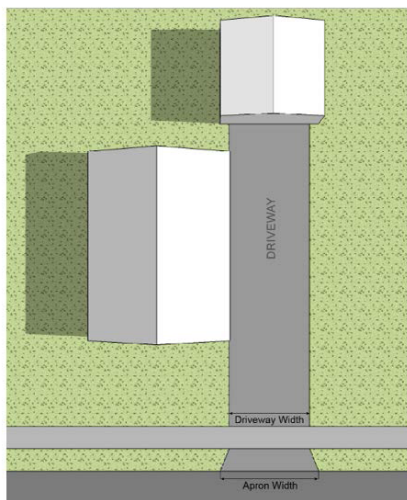


Fig. 3.A: Single & Two-Family Drive Width—Standard

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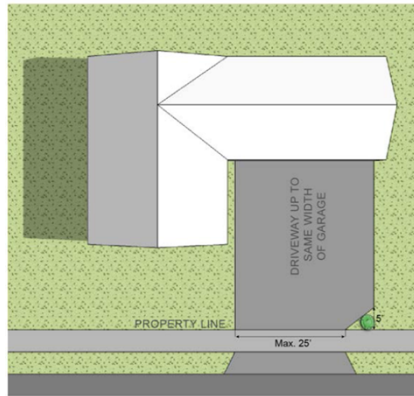


Fig. 3.B: Single & Two-Family Drive Width—Enlarged with Taper

- b. Where no garage exists, the maximum driveway width shall be 12 feet.
- c. 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 feet inside the parcel. If said taper "triangle" is found to be driven over and in a deteriorated state, the city may require the installation of shall contain vegetation or other item designed to limit prohibit vehicular trespass. See Figure 3.C: Single-Family and Two-Family Drive Width-Taper Detail. 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.

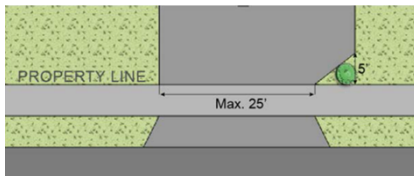


Fig. 3.C: Single & Two-Family Drive Width—Taper Detail

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.

- d. 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 two-foot green area extending the full length from the property line

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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.

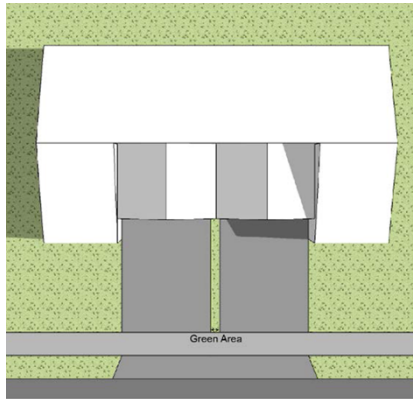


Fig. 4: Two-Family Drive Separation

- e. 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-Family and Two-Family Drives-Side Loading. The driveway shall not be located within the side yard setback.
- f. 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-Family and Two-Family Drives-Circular.

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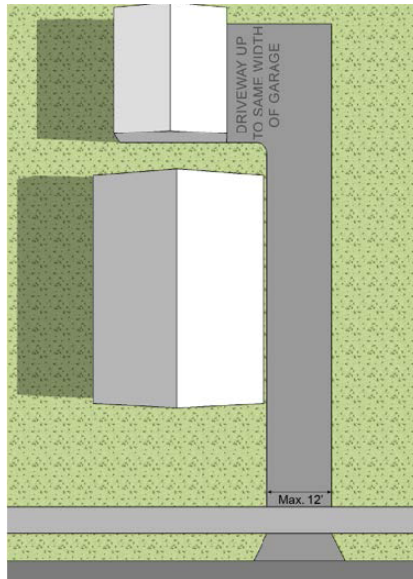


Fig. 5.A: Alternative Single & Two-Family Drives—Side Loading

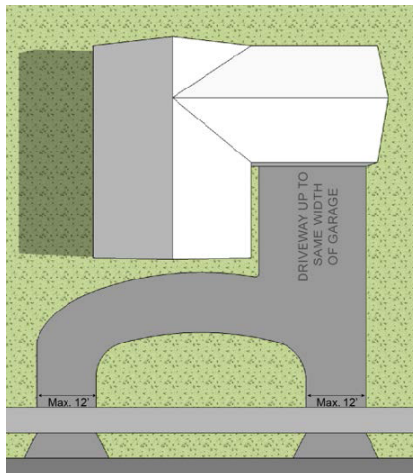


Fig. 5.B: Alternative Single & Two-Family Drives—Circular

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- g. 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-Family and Two-Family Drives-Alley.

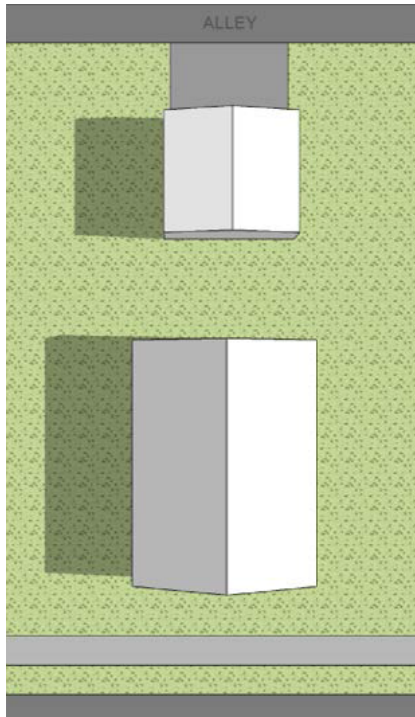


Fig. 5.C: Alternative Single & Two-Family Drives—Alleys

- h. In no case shall the maximum driveway width be cumulatively greater than 50 percent of the lot frontage.

(Ord. No. 19-19 , §1(13-1715), 9-17-2019)

Sec. 44-1747. Parking for single-family and two-family uses.

- (a) A minimum number of legal parking spaces shall be provided in conformance with Section 44-1726 and Figure 2: Number of Off-Street Parking Spaces Required by Land Use.

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- (b) On a lot containing a single-family 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 a minimum of 8 feet wide by 15 feet deep must be provided either within a garage, in a driveway, or uncovered parking space[s] on the same lot of the use it is serving and shall meet the requirements of this section. See Figure 6.A: Single-Family and Two-Family Parking Space-Garage or 6.B: Single-Family and Two-Family Parking Space-Uncovered.

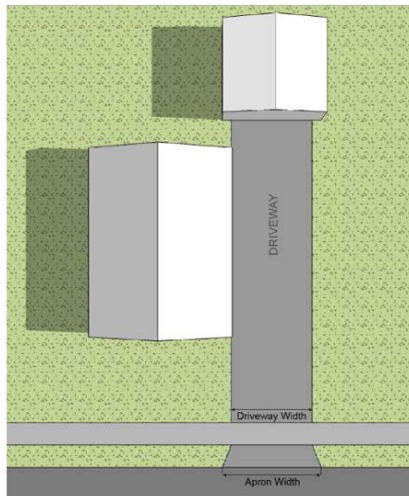


Fig. 6.A: Single & Two-Family Parking Space—Garage

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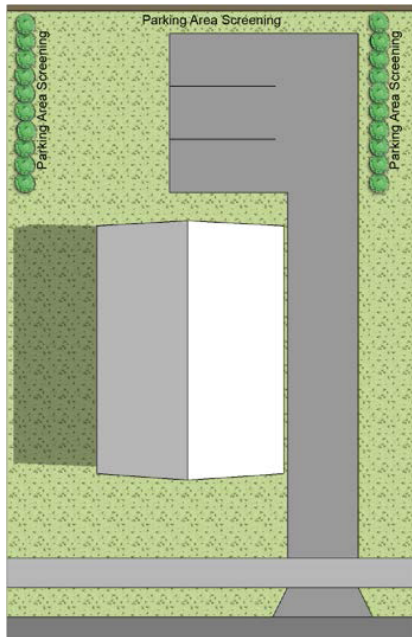


Fig. 6.B: Single & Two-Family Parking Space—Uncovered

- (2) Driveway parking. Driveways shall not count towards minimum parking stall requirement except as provided for narrow lots in subsection (c) of this section.
- (3) Uncovered parking spaces (not located in driveways).

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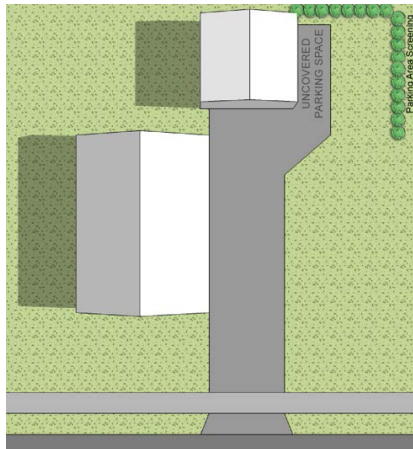


Fig. 7: Single & Two-Family Parking Space Beside Garage

- da.** Front yard parking space exception. For single-family or two-family lots with attached single stall garages that are unable to provide parking as regulated in this article, a single parking space may be established next to the driveway between the front facade of the residence and the public right-of-way as regulated below.
- eb.** Front yard space is limited to no greater than eight feet in width beyond the garage door opening but shall not be located in front of the primary entrance to the residence.
- fc.** Lots shall not exceed the maximum impervious surface ratio for the applicable zoning district.
- (c) Driveway as legal parking space for single-family and two-family uses on narrow lots. 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 feet wide and 15 feet deep.
- (d) Except for driveways leading to legal parking spaces or otherwise regulated in this article, parking is not permitted in the front yard.
- ~~(e) Uncovered parking spaces situated beyond the front facade of the principal structure must be screened with a minimum of five-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.~~
- (f) Parking of commercial vehicles and trailers in residential districts.

 - (1) 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:

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- a. Commercial trucks, tractors, vans, pick-ups, or other motor vehicles not exceeding 10,000 pounds gross vehicle weight; and
 - b. Commercial trailers capable of being trailed behind a commercial motor vehicle that is allowed to be parked on the premises by this section.
- (2) 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.
- (3) Commercial trailers parked outside in residential districts shall be fully enclosed or be empty when not in transport.
- (4) Commercial trailers parked in residential districts shall be actually trailed and transported from the property no less than once per week.

(Ord. No. 19-19 , § 1(13-1716), 9-17-2019; Ord. No. 40-20, § 1, 12-1-2020)

Sec. 44-1748. Game day parking.

The Director of Community and Economic Development and/or Director of Public Works may permit vehicles to be parked on the front, side, and rear yards of residential, mixed-use, commercial, and industrial zoned parcels, on the days games are played in the City of Green Bay by professional football teams of the National Football League and/or during the day of a special event held at Lambeau Field when the event is expected to exceed an estimated attendance of 20,000 individuals, provided, however, that all parking shall occur outside the vision triangle as required in Section 44-359.

(Ord. No. 32-20 , § 1, 9-15-2020)

Secs. 44-1749—44-1772. Reserved.

*DIVISION 4. REGULATIONS SPECIFIC TO MULTIPLE-FAMILY, MIXED-USE,
INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL USES*

Sec. 44-1773. Multifamily 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 12-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

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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) If the property or development site is unable to meet the access limitations regulations of Section 44-1698, then only one two-way driveway or two one-way driveways shall be permitted.

(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 set back as established for buildings in the zoning district for which the property they service is situated. 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 44-1966.~~ Parking facilities accessing parking areas abutting residential uses in residential districts shall be separated by a perimeter landscape buffer meeting the requirements of Section 44-1964.

(c) *Distances between curb openings.*

(1) *On the same parcel.* The minimum distance between one-way driveways at the curbline shall be no less than 15 feet. Minimum distance between two-way drives at the curbline 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 subsection (d) of this section. Both parcels must share the curb opening.

(d) *Driveway width.* 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):

(1) *One-lane, one-way access drives.*

One-Way Drives (Single Direction - Ingress or Egress)	Maximum Width of Drive at Property and Setback Line	Maximum Width of Drive at Curb or Pavement Line
Autos and single axle trucks	15 feet	25 feet
Semi-trailers	20 feet	30 feet

(2) *Two-lane, full access drives.*

Two-Way Drives (One-Ingress and One-Egress Lane)	Maximum Width of Drive at Property and Setback Line	Maximum Width of Drive at Curb or Pavement Line
Autos and Single axle trucks	25 feet	35 feet
Semi-Trailers	30 feet	40 feet

(3) *Three-lane, full access drive (consisting of one 12-foot ingress lane, a three-foot mountable "rumble strip" dividing island, and two ten-foot egress lanes).*

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Three-Lane Drives (One-Ingress, Divider and Two-Egress Lanes)	Maximum Width of Drive at Property and Setback Line	Maximum Width of Drive at Curb or Pavement Line
All	35 feet	45 feet

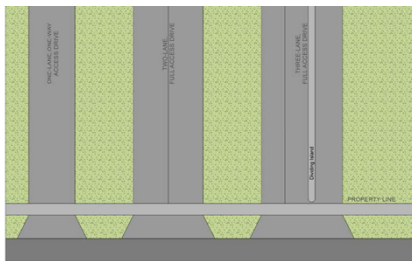


Fig. 8: One-Lane, Two-Lane & Three-Lane Access Drive Detail

- (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.

(Ord. No. 19-19 , §1(13-1717), 9-17-2019)

Sec. 44-1774. Off-street parking and traffic circulation standards for multiple-family and nonresidential uses.

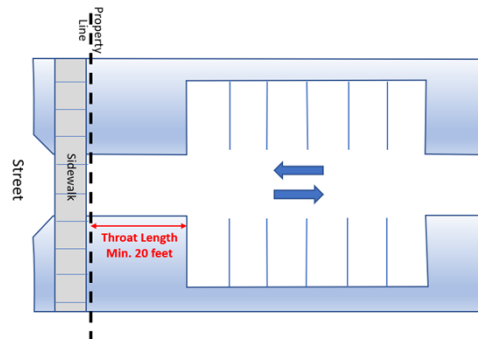
- (a) *Location.*
- (1) Required parking and loading spaces shall be located on the same lot or development site as the use served unless otherwise regulated in this chapter.
 - (2) Off-site parking may be located up to 1,000 feet from the lot containing the use being served if the under common ownership or protected by a recorded instrument acceptable to the City.
- (b) *Setbacks.*
- (1) Parking areas shall be set back as established for buildings in the zoning district for which the property it services is situated.
 - (2) Special provisions for nonconforming parking facilities. Legally established parking facilities constructed prior to the effective date of the ordinance from which this article is derived which do not meet the minimum setbacks required by this article 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

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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:

- a. To prevent the loss of legal parking spaces required by this article.
- b. 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 six-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: 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) *Driveway throat length.* The minimum permitted throat length of access drives serving parking lots is 18 feet, as measured from the right-of-way/property line along the centerline of the access drive to the access point of any parking stall within the parking facility, as depicted below. In no case shall the driveway throat length be less than the required setback.



- (gh) *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 Article V of this chapter.
- (hi) *Landscaping and screening.* Parking lots shall meet the landscaping requirements of Sections 44-1964 through 44-1969.
- (ij) *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.

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Figure 9. Parking Space Design Standards

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 eight feet and a stall depth of 12 percent less than (D) in the table 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 1½ feet. A concrete curb or other means shall be provided to prevent parked vehicles from damaging plant materials.

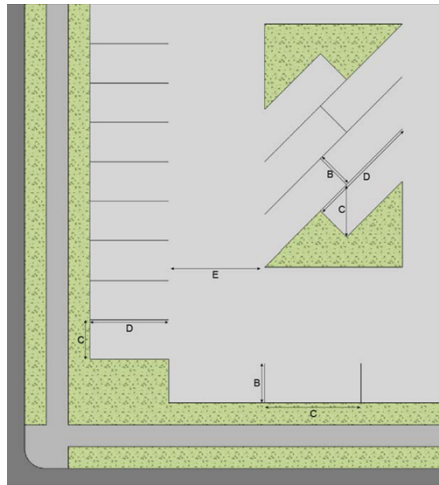


Fig. 9: Parking Space Design Standards

(Ord. No. 19-19 , §1(13-1718), 9-17-2019)

Secs. 44-1775—44-1796. Reserved.

***DIVISION 5. ALTERNATE PARKING OPTIONS FOR MULTIPLE-FAMILY, MIXED-USE,
INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL USES***

Sec. 44-1797. 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. Up to a 15 percent reduction in the number of required parking spaces for four or more separate uses, ten percent for three separate uses, and five percent for two 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 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 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 article.

(Ord. No. 19-19 , §1(13-1719), 9-17-2019)

Sec. 44-1798. Valet parking.

- (a) Up to 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 1,000 feet from the main entrance.

(Ord. No. 19-19 , §1(13-1720), 9-17-2019)

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Sec. 44-1799. Employee off-site parking.

- (a) Retail, service businesses, large employers, major institutions and similar uses are encouraged to provide designated employee parking.
- (b) If a shuttle service is provided, such parking may be off-site in a remote location.

(Ord. No. 19-19 , §1(13-1721), 9-17-2019)

Sec. 44-1800. 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-family and two-family residential dwellings.

- (1) *Reduction to required parking spaces.* The number of required parking spaces for a use may be reduced by ten percent for each passenger loading zone space provided up to a maximum of 30 percent. The Zoning Administrator is authorized, at their discretion, to require the submission of a parking study per Section 44-1726(g) upon making the determination that such a reduction will result in a shortage of parking spaces needed for the subject land-use.
- (2) *Passenger loading zone space standards.*
 - a. 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-foot-wide pedestrian access to all tenants of the development is present.
 - b. 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.
 - c. Dimensions. Minimum of eight feet wide by 22 feet long with appropriate taper for safe ingress/egress.
 - d. 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.
 - e. Amenities. Amenities such as sitting areas, shade structures, and landscaping are encouraged to be provided adjacent to the passenger loading zone spaces.
 - f. Accessibility. Passenger loading zone spaces shall be compliant with the Americans with Disability Act (ADA).

(Ord. No. 19-19 , §1(13-1722), 9-17-2019)

Secs. 44-1801—44-1818. Reserved.

DIVISION 6. PEDESTRIAN AND BICYCLE ACCESS AND PARKING

Sec. 44-1819. Pedestrian and bicycle access.

- (a) *Quantity.* For all multifamily, 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.
 - a. Walkways shall have an acceptable dust-free surface not less than five feet in width, be separate from the parking lot drive aisle and delineated with pavement markings or alternate paving materials.
 - b. The entirety of the on-site pedestrian walkway system shall be consistent with the Americans with Disabilities Act.
 - c. The material and layout of the pedestrian walkway shall be continuous as the pedestrian access crosses a driveway or internal drive.

(Ord. No. 19-19 , §1(13-1723), 9-17-2019)

Sec. 44-1820. Bicycle parking standards for multiple-family and nonresidential uses.

- (a) *Required provision of bicycle parking areas.*
 - (1) For all multifamily, commercial, institutional, and industrial uses, a minimum of four 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 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 four bicycle parking spaces may be provided in lieu of one required automobile parking space, with a maximum reduction of up to five automobile parking spaces.
- (b) *Specifications for bicycle parking spaces.*

- CODE OF ORDINANCES
Chapter 44 ZONING

- (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.

(Ord. No. 19-19 , §1(13-1724), 9-17-2019)

Secs. 44-1821—44-1843. Reserved.

DIVISION 7. OFF-STREET LOADING STANDARDS

Sec. 44-1844. 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 5,000 square feet or more, subject to following minimum standards:

- (1) 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.
- (2) Buildings with 20,001 to 50,000 square feet of gross floor shall provide one loading space.
- (3) Buildings with 50,001 to 100,000 square feet of gross floor shall provide two loading spaces.
- (4) Buildings with 101,000 or more square feet of gross floor shall provide one additional loading space per additional 300,000 square feet.

(Ord. No. 19-19 , §1(13-1725), 9-17-2019)

Sec. 44-1845. Size and location.

- (a) Semi-trailer spaces shall be at least 55 feet in length, ten 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 Article XIX of this chapter.
- (c) Spaces shall be at least 50 feet from the property line of any residential property or residentially zoned property.

- CODE OF ORDINANCES
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- (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.

(Ord. No. 19-19 , §1(13-1726), 9-17-2019)



Public Works Department
100 North Jefferson Street - Room 300
Green Bay, Wisconsin 54301-5026
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Administration | Engineering | Traffic 920.448.3100
Operations 920.448.3535
Parking 920.448.3431
Fax 920.448.3102

MEMORANDUM

To: Green Bay Plan Commission
Principal Planner David Buck, AICP

From: Traffic Engineer David J.A. Hansen, P.E., PTOE

Re: Physical and Functional Area of an Intersection
Ordinance 44-1698, Access Distance from Intersections

Date: Monday, July 26, 2021

This memorandum serves as my response to Item E.5. on the Mon Jul 26, 2021 agenda of the Green Bay Plan Commission. *Content of this memo would only apply to intersections with at least one of the intersecting streets classified as an arterial.*

Executive Summary

The most critical area of an intersection is its functional area. This is the area where motorists have to make numerous decisions regarding turning, stopping, accelerating, exiting, merging, weaving, etc. Accesses that are too close to intersections can cause serious traffic conflicts and greatly impair the function of these facilities. DPW's goal is to eliminate accesses within the functional area of an arterial intersection and not permit new ones.

To make our streets safer and more user-friendly to all transportation modes including pedestrians and bicyclists, I am recommending that the Green Bay Plan Commission modify Sec. 44-1698, Access Distance from Intersections, of the Green Bay Code of Ordinances by approving of the proposed modifications and additions contained within this memorandum. When parcel size precludes compliance to intersection functional area, proposed driveways must be placed as far away from the intersection as possible with access first to the street with the lowest functional classification. Existing driveway distances from intersection already included in Sec. 44-1698 would apply to all non-arterial intersections, i.e., the 25 and 35 ft driveway approach distance conditions.

Physical and Functional Areas of an Intersection

Figure 1 shows the Physical and Functional Areas of an intersection.

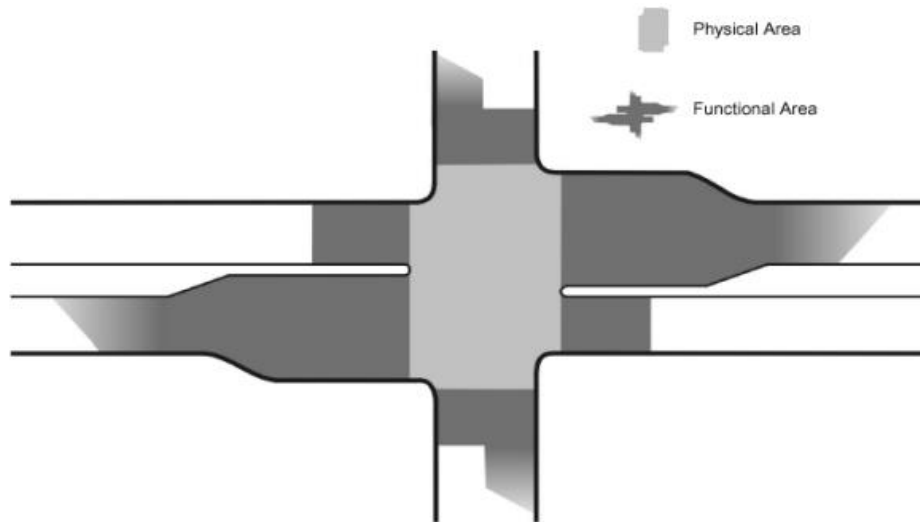


Figure 1 – Physical and Functional Areas of an Intersection

The Physical Area of an Intersection is the pavement area where the intersecting roads coincide. The points of curvature of the intersection radii define the outer boundaries of the area. The Functional Area of an Intersection includes the physical area, but also extends upstream and downstream.

Downstream Functional Length of Intersection

The downstream functional length of intersection is the length of road downstream from an intersection – as measured from the side road edge of pavement on the downstream side of the intersection - needed to reduce conflicts between through traffic and vehicles entering and exiting the roadway. See Table 1 for the minimum requirements. See Figure 2 for illustrations of downstream functional length of intersection.

Table 1 – Minimum Downstream Function Length of Intersection

Roadway Design Speed (mph)	Downstream Functional Length (ft)
15	80
20	115
25	155
30	200
35	250
40	305
45	360
50	425

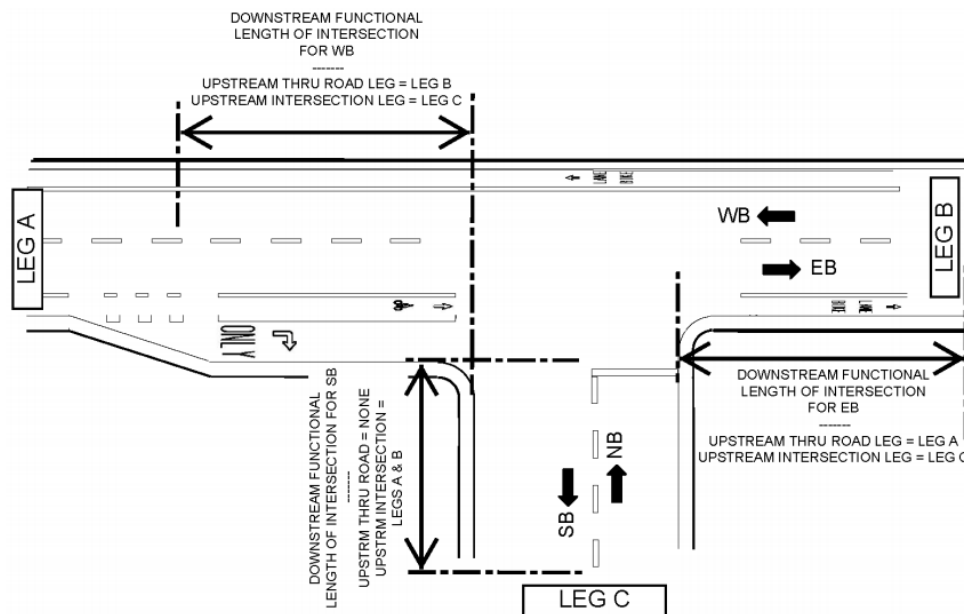


Figure 2 – Downstream Functional Lengths of Intersections

Upstream Functional Length of Intersection

The upstream functional length of intersection is composed of four elements as shown in Figure 3:

1. **d1** = distance traveled at operating speed during the driver's perception–reaction time (PRT). See Table 2.
2. **d2** = distance traveled as a vehicle clears a thru-lane and enters a turn lane by moving laterally 9-feet while braking. This is a more complex and demanding driving task than changing lanes only or braking only. See Table 2. This element does not apply (i.e., $d2=0$ -feet) to vehicles continuing in a thru-only lane or a shared turn lane/thru-lane because there is no lateral movement).
3. **d3** = distance traveled by vehicles in a turn lane while braking to a stop after a lateral shift from thru lane. For vehicles in a shared turn-lane/thru-lane or vehicles in a stopped/signalized thru-only lane, it is the distance traveled while braking to a stop after PRT. See Table 2. This element does not apply (i.e., $d3=0$ -feet) to vehicles continuing in an unstopped/unsignalized thru-only lane because there is no deceleration).
4. **d4** = queue storage length. Typically, use Highway Capacity Manual (HCM) or other modeling software to compute the queue storage requirement, but other methods are available. Confer with the City Traffic Engineer to determine the queue storage length.

On the Heavy Truck Routes, the storage distance ($d4$) may need to be adjusted to accommodate one oversize-overweight (OSOW) vehicle, depending on load frequency. Increased storage distance would not be required at intersections with non-truck routes.

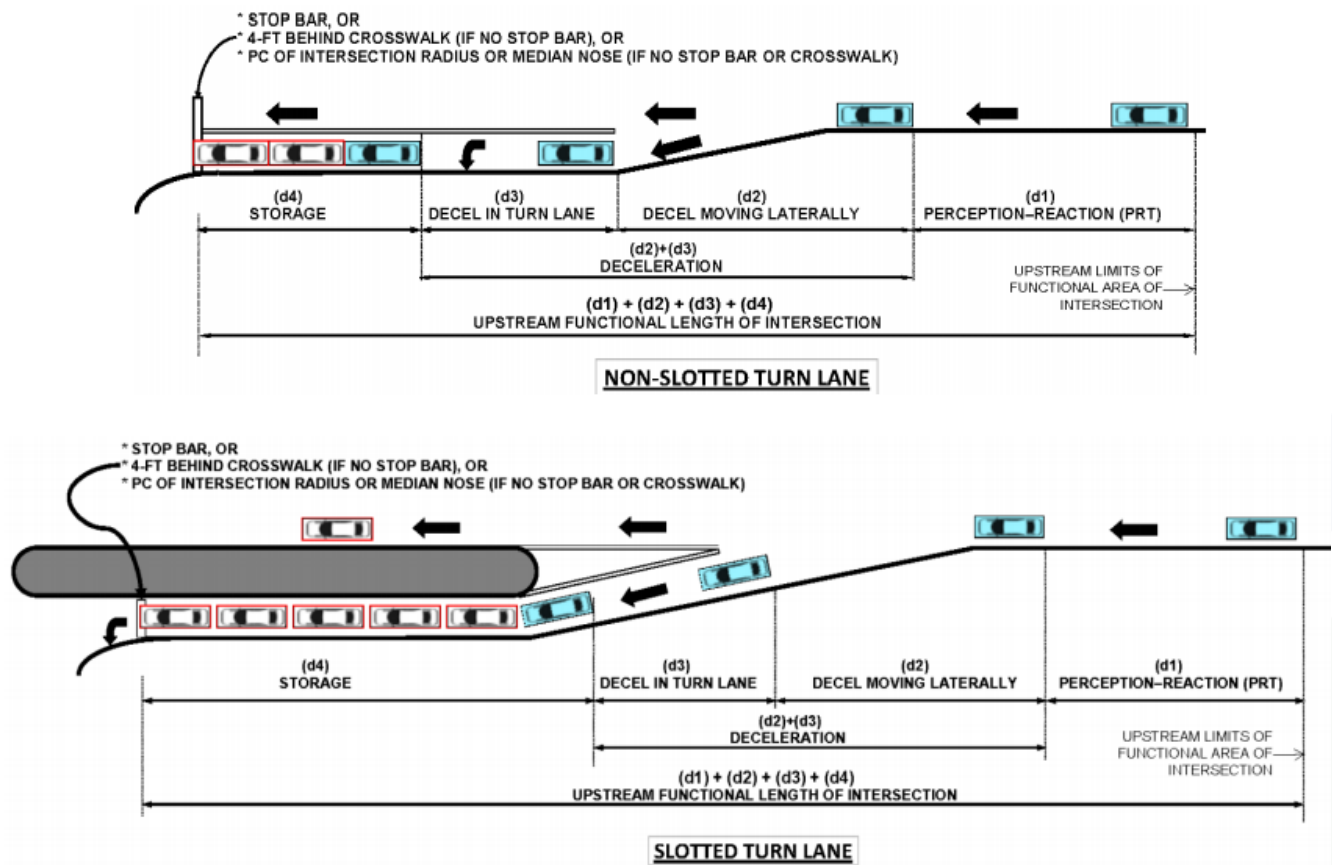


Figure 3 – Upstream Functional Length of Intersection Elements

Table 2 – Upstream Functional Length of Intersection Elements

Speed mph [B]	Perception-Reaction Distance		Maneuver Distance		
	d1 (feet)		d2 (feet)	d3 (feet)	
	typical (lower min)		typical (lower min)	typical (lower min)	
	Rural [C] [E]	Urban / Suburban [C] [F]	[C] [G]	Turn lane [D] [H]	Thru lane [C] [I]
25	90 (55)	55 (35)	75 (75)	25 (25)	100 (75)
30	110 (65)	65 (45)	95 (95)	75 (50)	145 (105)
35	130 (75)	75 (50)	110 (110)	100 (75)	195 (145)
40	145 (90)	90 (60)	130 (130)	150 (100)	255 (185)
45	165 (100)	100 (65)	150 (150)	200 (150)	325 (235)
50	185 (110)	110 (75)	165 (165)	250 (175)	400 (290)
55	200 (120)	120 (80)	185 (185)	325 (225)	485 (355)
60	220 (130)	130 (90)	205 (205)	400 (300)	580 (420)
65	240 (145)	145 (95)	225 (225)	475 (350)	680 (495)
70	255 (155)	155 (105)	240 (240)	575 (425)	785 (575)

Notes for Table 2.4

- [A] See Traffic Engineer for guidance on Upstream Functional Length of Intersection element **d4** (Queue storage length)
- [B] Use operating speed of travel lanes (except, not < 25 mph and not > design speed) - either as observed or as calculated using HCM or other appropriate method - Confer with the Region traffic engineer. Assume that free flow speed does not exceed Design Speed.
- [C] All dimensions rounded to nearest 5-feet
- [D] All dimensions rounded to nearest 25-feet
- [E] Typical distance based on a perception-reaction-time (PRT) of 2.5s.
Lower minimum distance based on a perception-reaction-time (PRT) of 1.5s.
- [F] Typical distance based on a perception-reaction-time (PRT) of 1.5s.
Lower minimum distance based on a perception-reaction-time (PRT) of 1.0s.
- [G] Applies only to turn-lanes
The **d2** distance is based on an assumed deceleration rate of 5.8 fps² based, which is based on a vehicle moving laterally 9-feet at an assumed lateral shift rate of 3 to 4 fps, while reducing its speed by 10 mph.
A vehicle is assumed to have cleared the thru traffic lane when it has moved laterally 9-feet. The speed differential between the turning vehicle and following thru vehicles is 10 mph when the turning vehicle clears the thru traffic lane. ^{.35}
- [H] Applies only to turn-lanes
Distance to decelerate from [Speedminus10 mph] to [stop]
Typical **d3** distance based on a deceleration rate of 6.7 fps², which is the observed 85th-percentile rate.
Lower minimum **d3** distance based on a deceleration rate of 9.2 fps², which is the observed 50th-percentile rate.
- [I] Applies only to shared turn-lane/thru-lanes or stopped/signalized thru-only lanes
Distance to decelerate from [Speed] to [stop]
Typical **d3** distance based on a deceleration rate of 6.7 fps², which is the observed 85th-percentile rate.
Lower minimum **d3** distance based on a deceleration rate of 9.2 fps², which is the observed 50th-percentile rate.

An intersection approach may have a different upstream functional length for the thru lane(s), left-turn bay, and right-turn bay because of different queue storage requirements for those lanes. Each lane of a multi-lane approach can have a different upstream functional length. The upstream functional length for a thru lane is the longer of the functional length calculated for the thru lane and the functional length(s) calculated for the turn bay(s) adjacent to that thru lane.

The upstream functional length of intersection is not a static dimension, particularly on urban roads. It can vary because operating speeds and queue storage requirements vary during the course of a day. For example, during peak conditions, the queue storage requirement (d4) might be longer because there are more turning vehicles; but the PRT (d1) and maneuver distances (d2 & d3) might be shorter because operating speeds are lower. The opposite might be true during non-peak conditions.

Use the upstream functional length of intersection to design and evaluate turn bay lengths.

In addition, upstream functional length of intersection is a parameter for access control when determining acceptable locations for median openings and minimum separation between private accesses and public road intersections (i.e., corner clearance).

Discussion

The most critical area of an intersection is its functional area. This is the area where motorists have to make numerous decisions regarding turning, stopping, accelerating, exiting, merging, weaving, etc. Accesses that are too close to intersections can cause serious traffic conflicts and greatly impair the function of these facilities. DPW's goal is to eliminate accesses within the functional area of an intersection and not permit new ones.

A typical driveway consists of 23 conflict points along a four-lane undivided roadway. And research shows that the crash rate is 3.3 times higher for a 20-mph speed differential than for a 10-mph speed differential; 23 times higher for a 30-mph speed differential; and 90 times higher for a 35 mph speed differential, as documented by Stover & Koepke (Transportation and Land Development, 2nd edition. Institute of Transportation Engineers, 2006., p.5-37). Crashes resulting from excessive speed differential can occur up to several hundred feet from the intersection as well as at the intersection itself. The Wisconsin Department of Transportation has adopted intersection functional area policy along all state trunk highways.

It is understood that not all proposed driveways would be compliant due to parcel sizes. When parcel size precludes compliance to intersection functional area, proposed driveways must be placed as far away from the intersection as possible with access first to the street with the lowest functional classification.

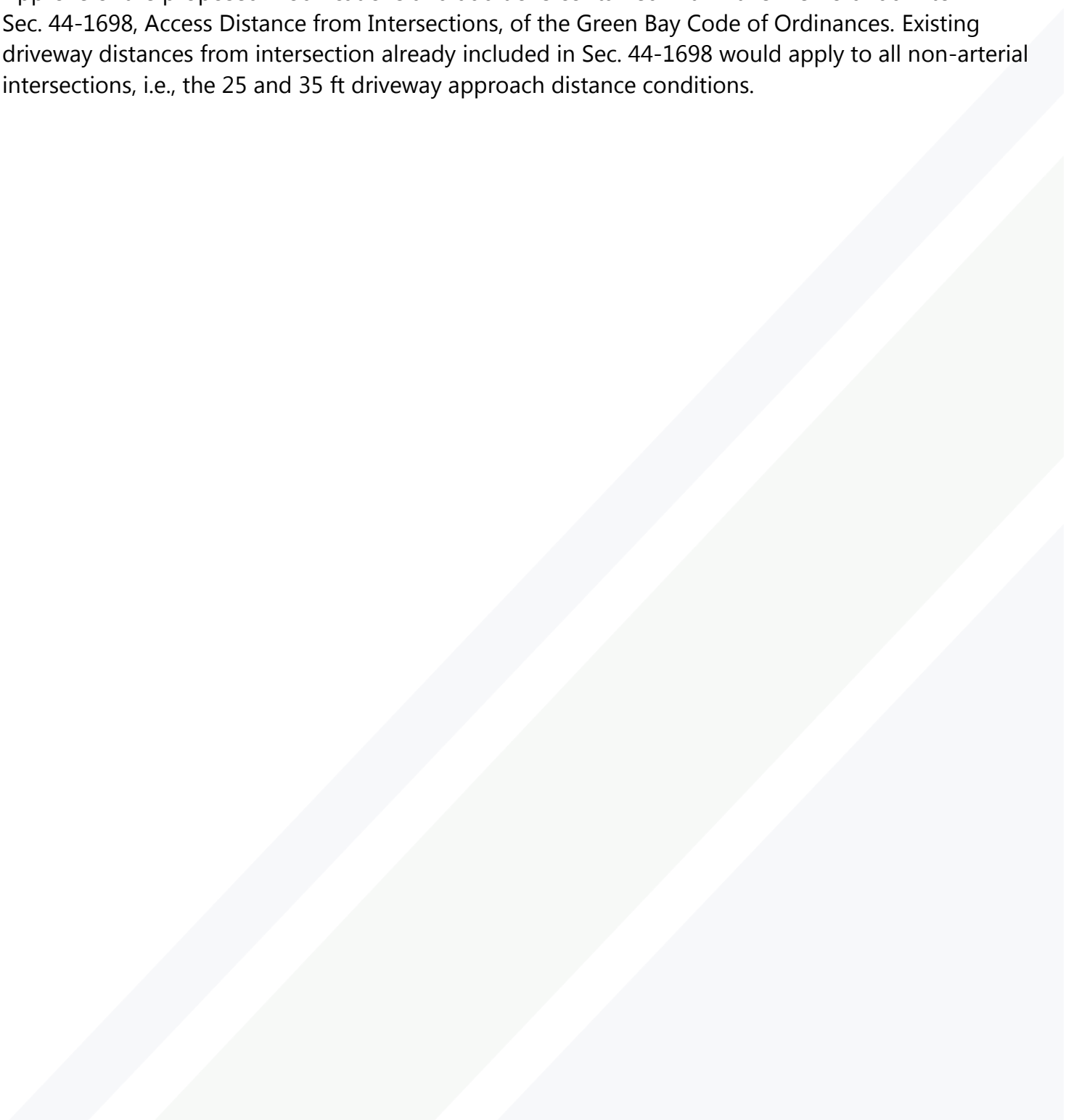
Allowing access only via intersecting streets rather than at each abutting property best preserves the public investment in a road; fewer capacity expansions will be needed in the future, traffic flow will be maintained, and crashes will be reduced. Providing direct private property access onto an arterial may carry a high public cost. Maintaining direct property access on lower-speed local roads rather than an arterial promotes bicycle and pedestrian travel.

Conclusions

Applying intersection functional area principles to all arterial intersections will increase the traffic safety along those roadways and provide a better and safer experience for all road users including the applicants, the applicant's customers, and non-motorized users such as bicyclists, pedestrians, and micro-mobility users.

Recommendation

Approve of the proposed modifications and additions contained within this memorandum to Sec. 44-1698, Access Distance from Intersections, of the Green Bay Code of Ordinances. Existing driveway distances from intersection already included in Sec. 44-1698 would apply to all non-arterial intersections, i.e., the 25 and 35 ft driveway approach distance conditions.





Report to the Green Bay Plan Commission

MEETING DATE

September 27, 2021

PREPARED BY

David Buck, Staff

AGENDA ITEM # F.2

PC 101: Green Bay Plan Commission Rules and Policies Examination

BACKGROUND

As part of an effort for staff to provide some Plan Commission education/training, we will be examining the Green Bay Plan Commission Rules and Policies, most recently updated March 2020.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. GBPC Rules and Policies_updated 5.26.2020

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
Amended March 26, 2020

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)
26. 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) feet 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.

(5/26/20)