



AGENDA OF THE COMMON COUNCIL

TUESDAY, MAY 2, 2023, 6:00 PM

In person at City Hall, Room 203 - Council Chambers.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

- I. This item contains information and instructions for the Zoom virtual meeting. It also contains a link to the comment form, which is due before 4:30 pm on Council meeting day.

B. Roll Call.

C. Pledge of Allegiance.

D. Invocation.

E. Approval of Minutes.

F. Approval of the Agenda.

G. Report by the Mayor.

H. Announcements.

I. Appointments.

I. Reappointments:

Zoning and Planning Board of Appeals

Tommy Everman, 410 Cass St., Green Bay, WI 54301

Term to expire: April 1, 2026

J. Public Hearings.

I. Miscellaneous Ordinance No. 05-23

An Ordinance adopting an amendment to the Smart Growth 2022 Comprehensive Plan of the City of Green Bay pertaining to property located at 2850 Humboldt Road.

K. Ordinances - Second Reading for Adoption.

1. Zoning Ordinance No. 08-23
An ordinance rezoning the properties located at 1035 Vanderbraak Street from Light Industrial (LI) District to Office residential (OR) District.
2. Zoning Ordinance No. 11-23
An ordinance rezoning the property located at 2071 Ninth Street (Parcel 6H-1572) from (RI) Low Density Residential District to (PI) Public Institutional District.
3. General Ordinance No. 08-23
An ordinance amending Section 40-71, Green Bay Municipal Code, relating to traffic regulations.

L. Report of the Improvement & Services Committee (April 26, 2023).

1. To approve the repair of Department of Public Works dump truck.
2. To approve the 2023 & 2024 proposed vegetation installation, monitoring, and maintenance of the Webster Avenue Depressed Vegetative Boulevards by NES Ecological Services.
3. To approve the Report of the Purchasing Agent as follows:
 - a. To award the purchase of traffic signal poles and hardware to Tapco in the amount of \$560,133.66, Traffic Parts in the amount of \$53,056.50, General Traffic Equipment in the amount of \$79,589.00 and Traffic Control Corporation in the amount of \$37,545.00 per the attached summary.
 - b. To award the purchase of Rectangular Rapid Flashing Beacon (RRFB) hardware to Tapco in the amount of \$323,664.33 and Decker Supply in the amount of \$17,584.90, per the attached summary.
4. To approve the award of the contract PAVEMENT REPAIR 2023 (NORTHEAST) to Highway Landscapers, Inc. in the amount of \$985,320.00.
5. To approve the award of the contract PAVEMENT REPAIR 2023 (SOUTHEAST) to Highway Landscapers, Inc. in the amount of \$1,168,425.00.
6. To receive and place on file the award of contract RESURFACING 3-23 (INCLUDING SEWER & WATER) to Peter Concrete Company in the amount of \$2,010,233.20.
7. To receive and place on file the actions taken by Department of Public Works.

A. Granting of Licenses

I. Sidewalk Builder

- a. Craftsman Concrete LLC
- b. J.C. Santy Construction LLC
- c. Evraets Concrete Construction LLC
- d. Josh Bailey Concrete LLC
- e. Christensen Concrete

- f. Milis Flatwork
- g. E&I Concrete Construction
- h. Fischer Concrete
- i. Sherfield LLC
- j. American Custom Concrete
- k. Total Construction
- l. Sommers Construction Co., Inc

2. Tree & Brush Trimmer

- a. WB Tree Service

M. Report of the Protection & Policy Committee (April 24, 2023).

1. To approve a change of agent for Skogen's Foodliner, Inc. at 2430 University Ave. to Shaun Bessett.
2. To approve a change of agent at BBD Acquisitions LLC (Main Street Bourbon Room) at 1279 Main St. to Christopher Boncher.
3. To hold a change of agent at the Woods Operations, LLC at 530 Erie Rd. to Brittany Haupt.
4. To approve a change of agent at the Sam's East, Inc. at 2470 W. Mason St to April Fowles.
5. To approve a request by CStreet Pub at 312 Cherry St. to approve an outdoor area on May 6 to their parking lot for a one-day event with the DJ to stop at midnight.
6. To approve a request by Blue Collar Bar & Grill at 1313 S. Broadway to approve an outdoor area on May 21 to their parking lot for a one-day event.
7. To approve a request by Blue Collar Bar & Grill at 1313 S. Broadway to approve an outdoor area on June 17 to their parking lot for a one-day event.
8. To approve a request by Richard Craniums at 840 S. Broadway to approve an outdoor area for various dates during the 2022-2023 license year (30 days) and to approve the various dates for 2023-2024 license year (57 days) pending the approval of the 2023-2024 renewal application.
9. To approve a change to the premises description for El Pastrocito Mexican Restaurant LLC at 741 Abrams St. Suite 4 to include Suite 5, with the approval of the proper authorities.
10. To approve a request by Ernesto Perez at 741 Abrams St. Suite 2 to extend their license premises to include the salesfloor and storeroom in suites 1-3.
11. To approve an original application for the 2022-2023 license year for a "Class B" Liquor and Class "B" Beer license for Creamery DT LLC at 114 Pine St. with a license premises description as "SIDEWALK CAFE BY PINE ST-COURTYARD OUTSIDE FRONT DOOR/ WHOLE BUILDING, with the approval of the proper authorities (Currently licensed as Creamery LLC).

12. To approve the renewal application for the 2023-2024 license year for Creamery DT, LLC at 114 Pine St. pending the approval of the original liquor license at the May 2, 2023 Common Council meeting and with the approval of the proper authorities.
13. To approve an original application for the 2022-2023 license year a Class "A" Beer license for Aarvis Mini Mart LLC at 401 Mather St. with a license premises description as "INSIDE BUILDING NEAR MAIN REGISTER," with the approval of the proper authorities. (Currently licensed as a Class "A" Beer license for Terry EZ Go).
14. To deny a request for a waiver to allow a "Class A" liquor license for Aarvis Mini Mart LLC at 401 Mather St. to be granted within 300' of a hospital. (Requires a majority approval vote from Council to allow "Class A" liquor).
15. To approve a location transfer of a liquor license for Ramis River Run, LLC from 324 N. Roosevelt St. to 1610 Cass St. with an intended opening date of May 1, 2023.
16. To approve the General Ordinance 1-23 relating to Rules of Council Procedure.
17. To approve General Ordinance 2-23 relating to expiration of Mayoral appointments to Boards and Commissions.
18. To approve General Ordinance 07-23 relating to Hotel Registry.
19. To receive and place on file The Liquor Violation Report
20. To receive and place on file the Clerk's Office Liquor Licensing Report.

N. Report of the Plan Commission (April 24, 2023).

1. To hold the request to amend the City's Comprehensive Plan for the property located at 2850 Humboldt Road (Parcel# 21-338) from Park uses to Commercial uses. (Public Hearing held 04/24/2023)
2. To hold the request to rezone the property located at 2850 Humboldt Road (Parcel# 21-338) from split General Commercial (C1) and Low-Density Residential (R1) to General Commercial (C1). (Public Hearing held 04/24/2023)
3. To approve a Conditional Use Permit (CUP) at 158 N. Maple Street (Parcel #4-95) to allow for the development of the dormitory within the Office Residential (OR) subject to the following conditions:
 - a. A maximum capacity of 6 individual unrelated residents who are students of UWGB and one VISTA fellow to act as the property caretakers for a maximum total of 7 individual tenants. Any increase in residents will require Plan Commission and Common Council approval.
 - b. If the dormitory use is discontinued, the operation is dissolved, or if UWGB's Center for Civic Engagement no longer operates/manages the facility, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.
 - c. Conformance with the operating plan submitted by the applicant.
 - d. Compliance with all other regulations of the Green Bay Municipal Code.

- e. Final site and building plans are reviewed and approved by the Green Bay Redevelopment Authority.

(Public Hearing held 04/24/2023)

- 4. To approve a Conditional Use Permit (CUP) at 1200 S. Broadway (Parcel #1-855) to allow a self-service storage facility in a Special Purpose-Residential Light Industrial district (S-RLI) subject to the following conditions:
 - a. Submitted site plans to remain in general conformance of what has been provided with this conditional use permit request.
 - b. The maximum building height shall be three stories, no greater than 40 feet in total.
 - c. Individual storage units shall not contain motor vehicles.
 - d. A minimum of three indoor parking spaces are provided to users. The applicant must meet sufficient additional off-street parking to meet the minimum standard for parking requirements for the self-service storage use.
 - e. Submission of information regarding the specific custom sheet metal to be used on the buildings. Staff to review and grant approval.
 - f. Final site and building plans are reviewed and approved by the Green Bay Redevelopment Authority.
 - g. Compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit, including standard site plan review and approval.

(Public Hearing held 04/24/2023)

- 5. To establish a Planned Unit Development at the 2500 block of University Avenue (Parcel #21-1249-1-3) to permit the development of multiple-family residential use. (Public Hearing held 04/24/2023)
- 6. To vacate a public cul-de-sac located at Vine Street and Ricky Street, contingent upon waiting period and public hearing and subject to the following conditions:
 - a. Access to parcel 21-1361-3 shall be maintained. This shall be addressed in the Developers Agreement with the petitioner(s).
 - b. Green Bay Water Utility's existing facilities can be abandoned provided that abandonment happens along with the water main extension that is needed for the housing development.
 - c. Wisconsin Public Service shall be granted a utility easement for their existing facilities within the vacation area.
 - d. The existing Storm and Sanitary Sewer within the vacated area will need to be modified and/or a sewer easement will need to be addressed in the Developers Agreement with the petitioner(s).
- 7. To approve a variance to deviate from Section 44-554, minimum lot size and minimum lot width, of the Green Bay Municipal Code.
- 8. To amend portions of the Zoning Code, Chapter 44, Articles III, VII, VIII, IX, XVI, and XXI, related to dog-friendly business. (Public Hearing held 04/24/2023)

9. To release a 6 ft. x 300 ft. utility easement in the 100 Block of E. Mason Street (Parcel #15-168-A and 15-2) to accommodate the Astor One Development subject to the following conditions:
 - a. A separate and existing 24' easement remains along the north property line for the use of a main by Green Bay Water Utility.
10. To approve the On Broadway Inc. (OBI) Business Improvement District's (BID) budgeted vs actual year-end reporting for 2022.

O. Report of the Finance Committee. (April 25, 2023)

1. To accept the Wisconsin Historic Preservation fund subgrant for \$25,000.
2. To rescind / refund 2022 real estate taxes for John Jeanquart, parcel 21-5901 for \$902.33.
3. To rescind / refund 2022 real estate taxes for MCR Rental LLC, parcel 23-254-5 for \$1,085.41.
4. To rescind / refund 2022 real estate taxes for Wandering Springs Estates LLC, parcel 23-327 for \$3,357.11.
5. To rescind / refund 2022 real estate taxes for Michael Zolper, parcel 21-2116-15 for \$1,946.64.
6. To rescind / refund 2022 real estate taxes for Michael Zolper, parcel 21-2116-18 for \$1,946.64.
7. To hold over the request to allocate \$50,000 of contingency funds for Carlson Dettman Consulting to provide a market measurement for City positions until the next Council meeting with additional data provided from surveys, exit interviews and alternate funding sources.

P. Report of the Park Committee.

1. To approve the request by NEW Leaf to install and manage various food forest gardens at Seymour Park.

Q. Report of the Personnel Committee.

1. To approve the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Park Maintenance Worker
 - b. Park Maintenance Worker
 - c. Parking Enforcement Officer
 - d. Civil Engineer
 - e. IT Director
2. To approve the 2023 City of Green Bay and City of Green Bay International Brotherhood of Electrical Workers Local No. 158 labor agreement.

The Common Council may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for

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

3. To approve the market assessment and pay grade adjustment for the Electrician position from Pay Grade I to Pay Grade J and Electrician Foreperson position from Pay Grade J to Pay Grade K.
4. To approve the reclassification of the following positions in Community and Economic Development:
 - a. Economic Development Specialist (Pay Grade I) to Senior Economic Development Specialist (Pay Grade K)
 - b. Administrative Assistant (Pay Grade I) to Administrative Operations Supervisor (Pay Grade J)
 - c. Administrative Clerk (Pay Grade D) to Inspections Support Specialist and Development Support Specialist (Pay Grade E)
5. To approve amendment of the July 1, 2023 timeline for the increase of two legal assistant positions (one at 80% and the other at 93.75%) to full-time as soon as practicable.

R. Report of the Traffic, Bicycle, and Pedestrian Commission (April 17, 2023).

1. To receive and place on file the monthly Traffic Enforcement Unit Traffic Safety Plan.
2. To receive and place on file the 2023 1st quarter serious injury and fatal crashes.
3. To remove the NO PARKING (DAY OF PACKERS HOME GAME) zone on the north side of Tony Canadeo Run from Brett Favre Pass to Bart Starr Drive, and adopt by ordinance.
4. To remove the NO PARKING (DAY OF PACKERS HOME GAME) zone on the south side of Tony Canadeo Run from Brett Favre Pass to a point 1,050 feet east of Brett Favre Pass, and adopt by ordinance.
5. To establish a NO PARKING (DAY OF PACKERS HOME GAME) zone on both sides of Tony Canadeo Run from Brett Favre Pass to Bart Starr Drive, and adopt by ordinance.
6. To remove the NO PARKING (DAY OF PACKERS HOME GAME) zone on the east side of Reggie White Way from a point 150 feet south of Lombardi Avenue to Lombardi Avenue, and adopt by ordinance.
7. To remove the NO PARKING zone on the east side of Reggie White Way from a point 150 feet south of Lombardi Avenue to Lombardi Avenue, and adopt by ordinance.
8. To remove the NO PARKING zone on the east side of Reggie White Way from a point 250 feet south of Lombardi Avenue to 300 feet south of Lombardi Avenue, and adopt by ordinance.
9. To establish a NO PARKING (DAY OF PACKERS HOME GAME) zone on the east side of Reggie White Way from Tony Canadeo Run to a point 360 feet south of Lombardi Avenue, and adopt by ordinance.

10. To establish a NO PARKING zone on the east side of Reggie White Way from a point 360 feet south of Lombardi Avenue to Lombardi Avenue, and adopt by ordinance.
11. To remove the NO PARKING zone on the east side of Linden Drive from a point 190 feet south of University Avenue to a point 375 feet south of University Avenue, and adopt by ordinance.
12. To establish a NO PARKING zone on the east side of Linden Drive from a point 190 feet south of University Avenue to a point 300 feet south of University Avenue, and adopt by ordinance.
13. To remove the NO PARKING zone on the west side of Chestnut Avenue from the cul-de-sac south of Dousman Street to James Street, and adopt by ordinance.
14. To establish a NO PARKING zone on the west side of Chestnut Avenue from the cul-de-sac south of Dousman Street to a point 70 feet north of Dousman Street, and adopt by ordinance.
15. To establish a NO PARKING BUS LOADING ONLY 7 AM TO 2:30 PM SCHOOL DAYS zone on the west side of Chestnut Avenue from a point 70 feet north of Dousman Street to a point 290 feet north of Dousman Street, and adopt by ordinance.
16. To establish a NO PARKING zone on the west side of Chestnut Avenue from a point 290 feet north of Dousman Street to James Street, and adopt by ordinance.
17. To remove the NO PARKING zone on the south side of Cherry Street from Washington Street to a point 55 feet east of Washington Street, and adopt by ordinance.
18. To remove the NO PARKING zone on the south side of Cherry Street from a point 130 feet east of Washington Street to a point 220 feet east of Washington Street, and adopt by ordinance.
19. To remove the NO PARKING 15 MINUTE LOADING 7 AM TO 7 PM zone on the south side of Cherry Street from a point 50 feet west of Adams Street to a point 150 feet west of Adams Street, and adopt by ordinance.
20. To establish a NO PARKING zone on the south side of Cherry Street from Washington Street to a point 205 feet east of Washington Street, and adopt by ordinance.
21. To establish a metered parking zone on the south side of Cherry Street from Washington Street to Adams Street, and adopt by ordinance.
22. To remove the TWO-WAY STOP condition on Westfield Avenue at Murphy Drive, and adopt by ordinance.
23. To establish a TWO-WAY YIELD condition on Westfield Avenue at Murphy Drive, and adopt by ordinance.

S. Report of the Equal Rights Commission

1. To approve the visibility initiative to engage with the community on issues pertaining to the Equal Rights Commission Ordinance.

T. Resolutions.

1. Resolution authorizing Conditional Use Permit at 158 N. Maple Street (Parcel# 4-95).
2. Resolution authorizing Conditional Use Permit at 1200 S. Broadway.
3. Resolution authorizing a variance from Section 44-554, Zoning, Green Bay Municipal Code, to allow for creation of lots under the minimum lot size and frontage for a parcel located at 0 Richmond Street (Parcel# 21-1361-6).
4. Resolution authorizing release of Utility Easement at 100 Block of E. Mason Street.
5. Resolution regarding vacation of public right-of-way cul-de-sac at Ricky Street and Vine Street. (1st Reading)
6. Resolution approving the 2023 Operating Plan for On Broadway, Inc. Business Improvement District.
7. Resolution approving the dedication of City-owned lands required for Larsen Road Rights-of-Way.
8. Resolution authorizing cancellation of 2022 real Estate Property Taxes - Parcel# 21-5901.
9. Resolution authorizing cancellation of 2022 real Estate Property Taxes - Parcel# 23-254-5.
10. Resolution authorizing cancellation of 2022 real Estate Property Taxes - Parcel# 23-327.
11. Resolution authorizing cancellation of 2022 real Estate Property Taxes - Parcel# 21-2116-18.
12. Resolution authorizing cancellation of 2022 real Estate Property Taxes - Parcel# 21-2116-15.
13. Resolution drawing final orders to contractors for May 2, 2023.

U. Ordinances - First Reading.

1. General Ordinance No. 10-23
An ordinance amending Section 40-71, Green Bay Municipal Code, relating to traffic regulations.
2. General Ordinance No. 11-23
An ordinance amending Section 40-34, Green Bay Municipal Code, relating to parking regulations.
3. General Ordinance 1-23
Relating to Rules of Council Procedure
4. General Ordinance 2-23
Relating to expiration of Mayoral appointments to Boards and Commissions
5. General Ordinance 07-23
Relating to Hotel Registry

6. Zoning Ordinance No. 10-23
An ordinance creating a Planned Unit Development (PUD) overlay district for property located at 2500 Block of University Avenue (Parcel# 21-1249-1-3).
7. General Ordinance No. 09-23
An Ordinance amending Chapter 44, Articles III, VII, VIII, IX, XVI, and XXI, Green Bay Municipal Code, Relating to Commercial Dog Uses.

V. Referral of Petitions & Communications.

W. Adjournment.

- 1) SUPPLEMENTAL INFORMATION: The Video of this meeting, Agenda, Agenda Packet, and Minutes are available online at www.greenbaywi.gov/Meetings.
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



2023-05-02 Common Council

Zoom Meeting Information

Topic: 2023-05-02 Zoom Council

Time: May 2, 2023 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86118632285>

Meeting ID: 861 1863 2285

Passcode: 558227

One tap mobile

+13052241968,,86118632285#,,,,*558227# US

+13092053325,,86118632285#,,,,*558227# US

Dial by your location

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

Meeting ID: 861 1863 2285

Passcode: 558227

Find your local number: <https://us02web.zoom.us/j/86118632285>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. Online comments will be accepted until 4:30 pm on Council day.

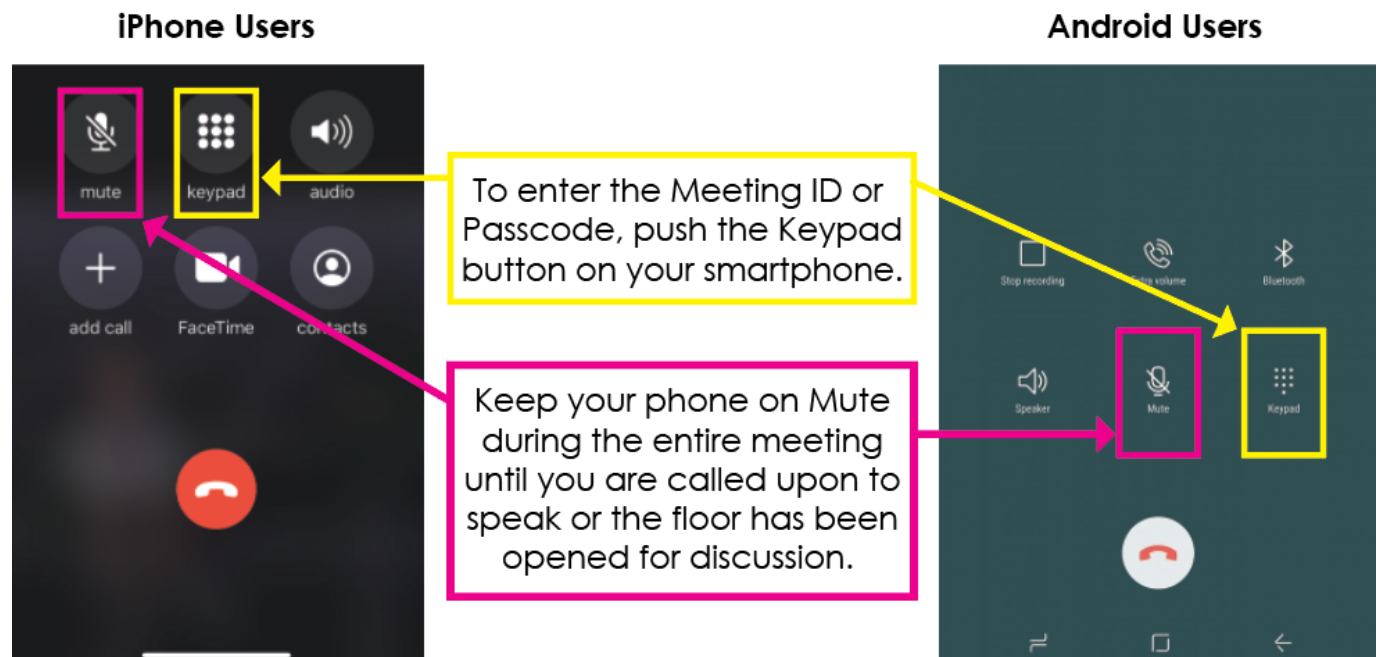
Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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





Report to the
Common Council
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # J.I

Miscellaneous Ordinance No. 05-23

An Ordinance adopting an amendment to the Smart Growth 2022 Comprehensive Plan of the City of Green Bay pertaining to property located at 2850 Humboldt Road.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. MO 05-23- Amend Comp Plan at 2850 Humboldt
2. CPA 23-03, ZP 23-07 Map
3. CPA 23-03 Class I Public Notification for CC Mtg

MISCELLANEOUS ORDINANCE NO. 05-23

**AN ORDINANCE ADOPTING AN AMENDMENT TO THE
SMART GROWTH 2022 COMPREHENSIVE PLAN OF THE CITY OF
GREEN BAY PERTAINING TO PROPERTY LOCATED
AT 2850 HUMBOLDT ROAD
(CPA 23-03)**

WHEREAS, pursuant to Wis. Stats. §§ 62.23(2) and (3), the City of Green Bay is authorized to prepare, adopt, and amend a comprehensive plan, as defined in Wis. Stats. § 66.1001(4)(a); and

WHEREAS the Common Council has adopted the Smart Growth 2022 Comprehensive Plan for the purpose of guiding future land-use decision making, but recognizes that from time-to-time amendments may be necessary to reflect changes in the land use and planning needs of the community; and

WHEREAS the Common Council of the City of Green Bay has adopted written procedures (known as the Public Participation Plan for Periodic Comprehensive Plan Amendments) designed to foster public participation in every stage of the preparation of periodic comprehensive plan amendments required by Wis. Stats. § 66.1001(4)(a); and

WHEREAS the City of Green Bay has held at least one public hearing on this ordinance in compliance with the requirements of Wis. Stats. § 66.1001(4)(d), and it is the Common Council's belief that this comprehensive plan amendment is necessary and consistent with the overall goals, policies, and other related elements of the plan;

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

SECTION 1. Comprehensive Plan Amendment CPA 22-01 is hereby adopted pursuant to Wis. Stats. § 66.1001(4)(c). A copy of the comprehensive plan amendment is attached to this ordinance.

SECTION 2. This ordinance shall take effect upon its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

Clerk

Enclosure – Map

For Official Notice:

Public Notification
Proposed Amendment to the City of Green Bay
Smart Growth 2022 Comprehensive Plan
(CPA 23-03)

The Green Bay Common Council will hold a public hearing on **Tuesday, May 2, 2023**, at 6:00 p.m. The meeting will be conducted both in person in Room 203 of City Hall (100 N Jefferson Street, Green Bay, 54301) or virtually. If you wish to participate in the Public Hearing virtually, you may access the meeting by internet or telephone, using the access code below.

Join Zoom Meeting

<https://us02web.zoom.us/j/86344047889>

Meeting ID: 863 4404 7889

Passcode: 953434

One tap mobile

+19292056099,,86344047889#,,,,*953434# US (New York)

+13017158592,,86344047889#,,,,*953434# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 863 4404 7889

Passcode: 953434

Find your local number: <https://us02web.zoom.us/j/86344047889>

The hearing is regarding the following proposed amendment to the City of Green Bay Smart Growth 2022 Comprehensive Plan:

(CPA 23-03) Consideration with possible action on the request to amend the City's Comprehensive Plan for the property located at 2850 Humboldt Road (#21-338) from Park uses to Commercial uses, submitted by Dianne Crowley, property owner (Ald. J. Hutchison, District 2).

An image depicting the affected area is available in the office of Community and Economic Development for the City of Green Bay.

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

City of Green Bay

Community & Economic Development

Attn: Stephanie Hummel, AICP

100 N. Jefferson St., Rm. 608

Green Bay, WI 54301

For additional information, contact Stephanie Hummel at stephanie.hummel@greenbaywi.gov or 920.448.3424.

ACCESSIBILITY: Any person wishing to attend who, because of a disability, requires special accommodation 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.

Publication Date: April 21, 2023

ZONING ORDINANCE NO. 08-23

**AN ORDINANCE REZONING THE PROPERTIES LOCATED AT
1035 VANDERBRAAK, 1030 WEISE, AND UNADDRESSED PARCELS NEAR
1119 VANDERBRAAK STREET
FROM LIGHT INDUSTRY (LI) DISTRICT TO
OFFICE RESIDENTIAL (OR) DISTRICT
(ZP 23-08)**

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

SECTION 1. Section 44-30, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning the following described parcels commonly known as 1035 Vanderbraak, 1030 Weise, and unaddressed parcels near 1119 Vanderbraak Street, from Light Industry (LI) District to Office Residential (OR) District:

PARCEL #20-350; COMMONLY KNOWN AS 1035 VANDERBRAAK STREET, EASTMANS ADDITION LOTS 7, 8, 9 & 10 BLK 79 & 1/2 VAC ALLEY LYING ADJACENT NORTHERLY & EX RDS

PARCEL #20-349; COMMONLY KNOWN AS 1030 WEISE STREET, 17,837 SQ FT LOT 1 OF 45 CSM 161 BNG PRT OF LOTS 4 & 5 & BNG ALL OF LOT 6 BLK 79 EASTMAN'S ADDN EX RD IN 2834993

PARCEL #20-383; COMMONLY KNOWN AS UNADDRESSED VANDERBRAAK STREET, 8,741 SQ FT EASTMANS ADDN LOT 28 BLK 80 & 1/2 VAC ALLEY LYG NLY ADJ AS DESC IN J11283-14

PARCEL #20-382; COMMONLY KNOWN AS UNADDRESSED VANDERBRAAK STREET, 8,741 SQ FT EASTMANS ADDN LOT 27 BLK 80 & 1/2 VAC ALLEY LYG NLY ADJ AS DESC IN J11283-14

PARCEL #20-381; COMMONLY KNOWN AS UNADDRESSED VANDERBRAAK STREET, 8,741 SQ FT EASTMANS ADDN LOT 26 BLK 80 & 1/2 VAC ALLEY LYG NLY ADJ AS DESC IN J11283-14

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

ZONING ORDINANCE NO. 08-23

PAGE 2

SECTION 3. This ordinance shall not take effect until a public hearing is held hereon 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 _____, 2023.

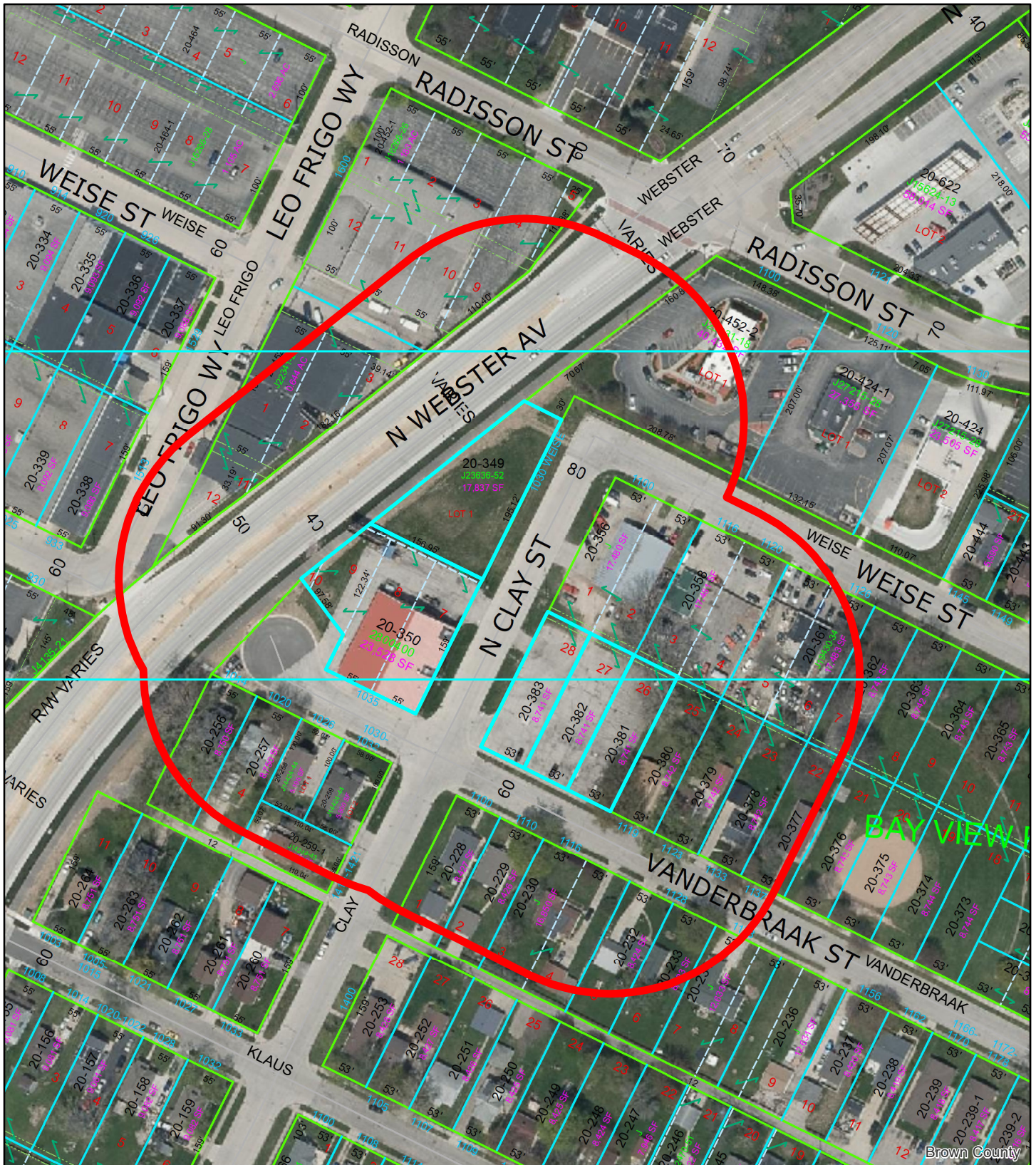
APPROVED:

Mayor

ATTEST:

Clerk

sjh
Attachment – Map



(ZP 23-08) Rezoning from LI to OR Vanderbraak & Weisse Street

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. E.R. 28 Feb 2023 X:\Planning\Basemaps\template_8.5x11.mxd



- Subject Properties
- 200-ft. Notification Area

ZONING ORDINANCE NO. XX-23

**AN ORDINANCE REZONING THE PROPERTY LOCATED AT
2071 NINTH STREET (PARCEL 6H-1572) FROM (R1) LOW DENSITY
RESIDENTIAL DISTRICT TO (PI) PUBLIC INSTITUTIONAL DISTRICT
(ZP 23-04)**

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

SECTION 1. Section 44-30, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning the following described property, known as 2071 Ninth Street, from (R1) Low Density Residential District to (PI) Public Institutional District:

OAK PARK SUBD LOT 13 EX W 4 FT & PCL E IN 2 CSM 311 MAP 506 IN
654768 BNG PRT OF LOT 12 SEC 28 T24N R20E EX 2467710, TAX PARCEL
6H-1572

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 hereon 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 _____, 2023.

APPROVED:

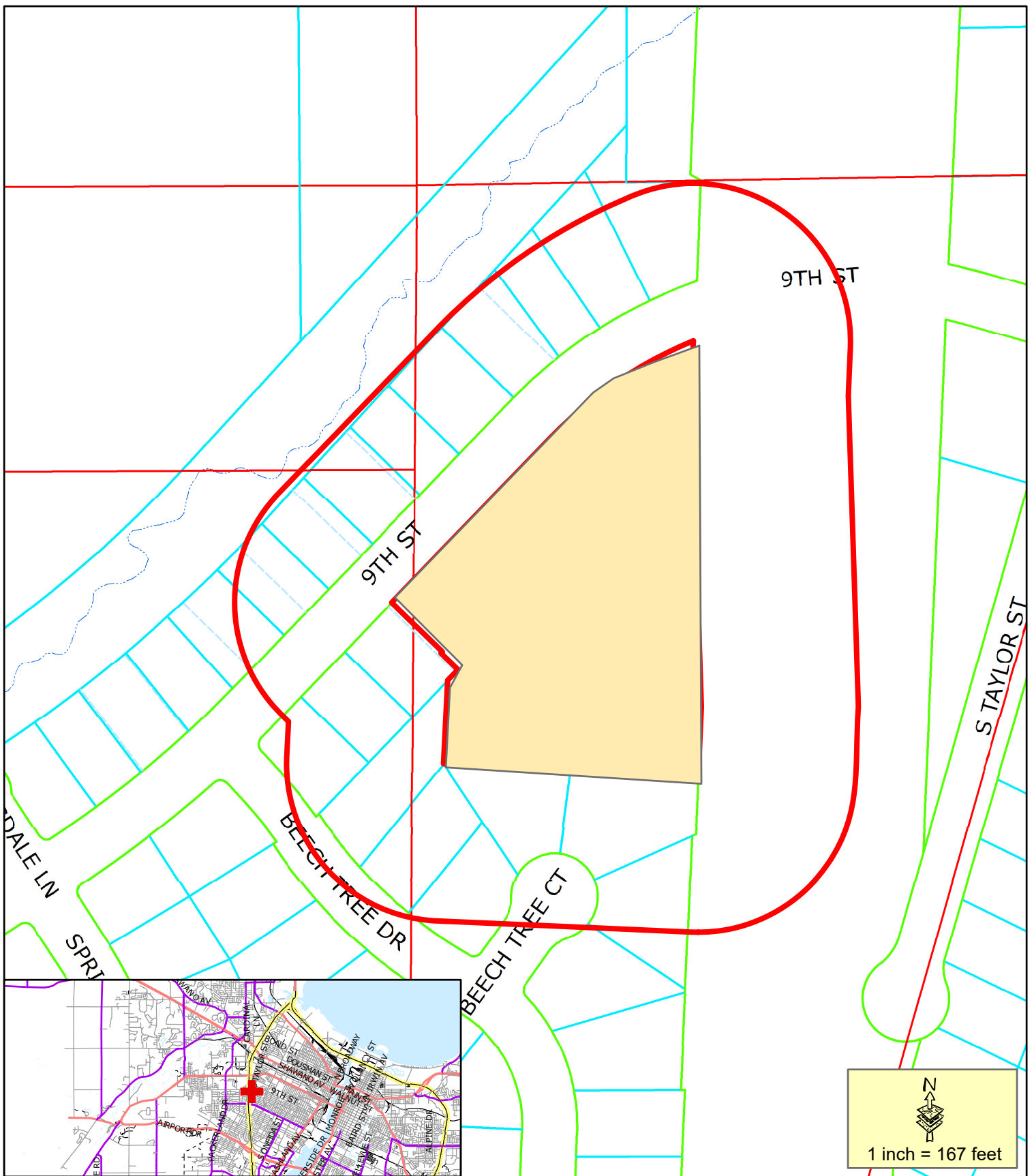
Mayor

ATTEST:

Clerk

dlb:

Attachment – Map



Proposed Conditional Use Permit

200' Property Owner Notice

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by JL

**Rezone Request (ZP 23-04) Low
Density Residential (R1) to
Public Institutional (PI)
2071 Ninth Street**

GENERAL ORDINANCE NO. 08-23

**AN ORDINANCE
AMENDING SECTION 40-71,
GREEN BAY MUNICIPAL CODE,
RELATING TO TRAFFIC REGULATIONS**

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

SECTION 1. Section 40-71, Green Bay Municipal Code, is hereby amended to remove the following 1-WAY YIELD condition:

LAFAYETTE DRIVE, at CANDLE WAY (westbound)

SECTION 2. Section 40-71, Green Bay Municipal Code, is hereby amended to establish the following 1-WAY STOP condition:

LAFAYETTE DRIVE, at CANDLE WAY (westbound)

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

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

Dated at Green Bay, Wisconsin this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

City Clerk

DJAH
4/18/23



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # L.I

To approve the repair of Department of Public Works dump truck.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DPW Dump Truck



PO Box 11296
Green Bay, WI 54307
Phone: 920-321-2429

April 7, 2023

City of Green Bay
519 S. Oneida St.
Green Bay, WI 54303

Attn: Nathan

We are Pleased to Estimate the Following

FI#10, 2006 International, Ser# 6J398667

Description	Parts	Labor
1. Replace frame rails with ½" thick frame	\$11,266.00	128
2. Sandblast, prime and paint frame rails	\$ 1,200.00	8
3. Replace box hinge assy.	\$ 1,100.00	8
Misc shop supplies	\$ 250.00	

Parts \$13,816.00
Labor \$15,120.00
Total \$28,936.00

(Plus tax and Freight if it applies)

Darrin Bader, Shop manager



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # L.2

To approve the 2023 & 2024 proposed vegetation installation, monitoring, and maintenance of the Webster Avenue Depressed Vegetative Boulevards by NES Ecological Services.

BACKGROUND

During the reconstruction of N Webster Avenue in 2018, a series of Depressed Vegetative Boulevards (swales) were constructed between Radisson Street and Harvey Street. The purpose of the swales is to provide stormwater quantity and quality benefits by promoting infiltration and removing pollutants such as total suspended solids (TSS) and total phosphorus (TP) regulated by the DNR in the City's MS4 permit.

The swales were originally planted with a "no mow" mix of fescue grasses which were regularly mown similar to turf grass. Since the functionality of the swales is reliant maintaining appropriate vegetation, in 2022 NES Ecological Services was contracted by the City to evaluate and maintain the vegetation growing within the swales and install pilot plantings of native vegetation within the swale between Klaus Street and Berner Street. The 2023 & 2024 proposal is a continuation of this project and includes installation of vegetation in the remaining swales north of Eastman Avenue in 2023 and south of Eastman Avenue in 2024.

RECOMMENDATION

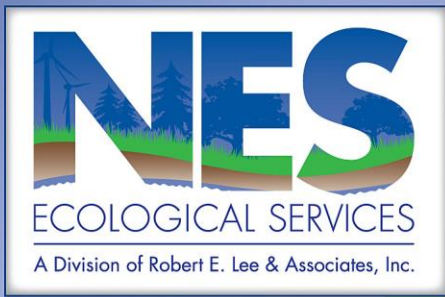
To approve the proposal by NES Ecological Services to perform vegetation installation, monitoring, and maintenance of the Webster Avenue Depressed Vegetative Boulevards in 2023 & 2024.

FISCAL IMPACT

\$40,250 (2023); \$30,150 (2024)

ATTACHMENTS

- I. Webster Avenue Installation & Maintenance Proposal_2023 & 2024



1250 Centennial Centre Blvd. • Hobart, WI 54155

Serving **Wisconsin, Michigan, Minnesota** and **Illinois**



Native Habitat Installation & Maintenance Proposal

Webster Avenue Boulevards

Prepared for

City of Green Bay

100 N. Jefferson
Green Bay, WI 54301

Authored By:
James Havel

April 13, 2023

www.NESWI.com

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INTRODUCTION – NARRATIVE SUMMARY

NES Ecological Services, A Division of Robert E. Lee & Associates, Inc. is pleased to submit this proposal to assist with the installation, monitoring and maintenance of native vegetation within six newly constructed boulevard swales located within the Webster Avenue median. The proposal prioritizes the recommended activities based on correspondence with City of Green Bay staff.

NES ecologists will be responsible for providing the following services:

- Inspections, both terrestrial & aquatic, to Assess Condition of Stormwater Facilities
- Meetings, Consultations, Correspondence, and/or reports if necessary
- Apply Herbicide to control Broad-leaf Terrestrial & Emergent Invasive and Aggressive Plant Species (secure permits if necessary)
- Submit Proper Herbicide Treatment Documentation to WDNR and the City of Green Bay
- Mowing Activities for Vegetation Management
- Site Preparation, including Broad-leaf Herbicide Applications
- Provide, Install & Maintain Native Plant Plugs in Swales
- Overseed Sideslopes with Native Species
- Periodically Inspect the Webster Avenue Swales

PROJECT TEAM

The primary contact person to coordinate the project for NES will be James Havel, Senior Ecologist and Project Manager, while Nick Kintopf, Restoration Ecologist, will be the lead field ecologist for the project. The City of Green Bay will be a key part of the project team. It is the intent of NES to work as an extension of the city and with city staff to ensure the stormwater facilities are managed appropriately.

NES's ecological staff has extensive experience in monitoring native landscapes; site preparation; installing seeds, live plants, biologists, herbivore fencing, and erosion control measures; and maintenance through mowing, prescribed burns and herbicide applications. Our team will strive to conduct the proposed work in an efficient manner to reduce project costs while achieving the desired goals.

As mentioned above, James Havel will be the project leader. Mr. Havel will be the prime contact person for the city. Mr. Kintopf will be in charge of conducting the annual facility inspection visits and assessment reports. Mr. Kintopf or Dustin Sablich (Restoration Ecologist) will be responsible for leading aspects of the annual field operations. He will be the manager of, and a participant in, the fieldwork. Mr. Kintopf and Mr. Sablich along with Ian Mueller (Restoration Ecologist) will also participate in the maintenance, installation and site preparation work. NES/REL also has several full-time and seasonal staff that have worked with our ecologists and are available when needed.

PROJECT RECOMMENDATIONS

Task 1. Provide Facility Inspection and Consultation

Prior to conducting any maintenance activities, NES will assess the overall condition of the communities at each stormwater facility. Nick Kintopf will be the primary person from NES performing this task; however, Ian Mueller and Dustin Sablich will also participate since they will be responsible for leading field activities. These facility site inspections will be used to determine preliminary maintenance activities. We will not prepare a report after this assessment, but we will conduct future maintenance

activities accordingly based upon this visit. If there are any major issues, NES will notify the City of Green Bay.

In addition to the early season inspection, NES ecologists will periodically review the swales. To more accurately track conditions and activities conducted by our ecologists, a Stormwater Facility Inspection Form will be completed each time NES performs maintenance activities or the site is reviewed. The following information will be recorded:

- 1) Native and invasive species found on-site so their presence and relative level of occurrence can be tracked over time along with the success of previous maintenance activities, if conducted. The information will be used to determine future maintenance activities and performance schedules.
- 2) Plant and/or structural damage from herbivores.
- 3) Site conditions by taking photos from the same vantage point each visit.

These forms will be provided to the city as a means of tracking progress throughout the year.

At the end of each month in which the facility is visited, NES will provide a summary report of the vegetation conditions. At a minimum the report will include:

- 1) Maintenance activities that were conducted – both vegetation (herbicide application, mowing, etc.) and non-vegetation (debris removal, erosion repair, etc.) related.
- 2) Professional opinion regarding the current condition of the swales and associated vegetation communities.
- 3) Recommendations for future maintenance activities.
- 4) Issues or potential issues such as herbivore damage, erosion within or around the swales, lack of vegetation establishment, illicit discharges, and structural problems.
- 5) Site photos.

Herbicide Application Records, which will include the species targeted, will also be included with these reports if applications occurred during that month.

If there are issues we believe should be addressed prior to sending the monthly report, NES will notify the City of Green Bay immediately.

NES will also provide an annual report by August of each year that:

- 1) Summarizes activities performed in the current year.
- 2) Provides recommended maintenance activities for the following growing season.
- 3) Reviews the overall condition of the stormwater management facility.

All reports will be provided in a format acceptable to the City of Green Bay so they can be posted on the city's website for residents.

Task 2. Provide Miscellaneous Consultations and Meetings

This task will be performed by one of our ecologists, when the need for special consultations and meetings arise. Prior to conducting this task, NES will coordinate with city personnel, and any other parties needing to attend, to determine a mutually convenient date to meet/consult. NES will only perform this task with special authorization and request by the city.

NES ecologists have worked with clients from all sector types. These include private landowners, residential clients, municipal officials, commercial property managers, business owners, government officials, and many others. We have experienced many situations with individuals that require significant communication, partnership, and education as to the reasons for utilizing functional native landscapes. Often the native landscapes are utilized in conjunction with traditional lawns and hardscapes, both for functionality and traditional landscape values. Our ecologists are qualified and comfortable in these situations. If and when these meetings occur, NES will come prepared to each with appropriate background information from past visits, field efforts, and up-to-date information for the situation at hand. NES will also provide a written memo to the city documenting discussions and any recommendations made during the meeting/consultation. The ecologist involved will provide this information within one week.

Due to the spontaneous nature of this item, a specific schedule does not apply. NES will be responsive and meet the required time frames for this task when it arises.

Task 3. Apply Herbicide

As outlined in the Detention Basin Assessment Report – 2022, invasive species within the wetland and upland plant communities in the swales will be treated with herbicide through various methods. NES has accounted for likely treatment methods and herbicides that could be used for this project. The goal is to promote the existing grass; therefore, a broad-leaf herbicide will be used to control undesirable weeds. A non-selective herbicide (e.g., Roundup Custom®) may also be utilized to control undesirable grasses such as reed canary grass (*Phalaris arundinacea*) and other perennial species identified within the 2022 swale native planting. Spring/early summer, mid-summer and fall applications are recommended.

Task 5. Mow Vegetation to 6"-8" Height & Spot Mowing

As outlined in the Detention Basin Assessment Report – 2022, mowing activities will be conducted to control undesirable vegetation and to assist with renewal of the native plantings where prescribed burns cannot be utilized. NES anticipates spot mowing in mid-summer to assist with undesirable weed growth, particularly within the 2022 boulevard planting.

Task 8. Site Preparation Herbicide

Site preparation activities will occur within the bottom portion of the Boulevard #1, #3 and #4 swales in 2023 (three remaining swales north of Eastman Avenue - Boulevard #2 swale was planted in 2022), while Boulevards #5-7 will be prepared in 2024. These activities will ensure the vegetation found within these areas are controlled.

Task 9. Furnish and Install Side Slope Prairie Seed

A native seed mix will be installed per the recommendations outlined in the Detention Basin Assessment Report – 2022. This task will focus on the inclusion of native, pollinator species within the grass side slopes. Boulevards #1, #3 and #4 would be overseeded in the fall of 2023, while the remaining boulevards (#5-7) would be sown in the fall of 2024.

Task 10. Furnish, Install & Maintain Plant Plugs

Live plants will be installed in the lower portion of Boulevards #1, #3 and #4 in the summer of 2023 and #5-7 in 2024. The combination of site conditions, salt and vegetation height requirements limit the choice of native species available. A review of the 2022 planting success will help determine plant species chosen in future planting years. Once the plants are installed, periodic watering may be required to ensure their survival. Watering will be conducted during the first 4 to 6 weeks after planting if <1" of precipitation is received during a given week.

Per correspondence with City staff, traffic control for planting and watering activities will be provided by the City. NES will work closely with City staff to coordinate those efforts.

COST ESTIMATE

An itemized cost breakdown for anticipated maintenance services within the swales are located below. To help with budget decisions, an annual cost estimate for each anticipated task is provided for each facility. Annual assessments will help determine remaining priorities.

Webster Avenue Boulevards

Prioritized tasks for 2023 are as follows:

- 1) Facility Inspection and Reporting (Task #1)
- 2) Broad-leaf Species Control (Tasks #3 & #5)
- 3) Herbicide Application for Site Preparation (Task #8)
- 4) Dormant Seed Native Species on Side Slopes (Task #9)
- 5) Install & Water Live Plants (Task #10)

Table 1. Cost Estimate for 2023.

Task	Estimated Cost
#1 - Facility Inspection & Report Preparation	\$1,000
#2 - Miscellaneous Meetings/Consultations	\$250
#3 - Herbicide Applications	\$3,000
#5 - Mowing Activities	\$1,650
#8 - Site Preparation Herbicide	\$1,500
#9 - Furnish & Install Native Seed on Side Slopes	\$1,500
#10 - Furnish & Install Live Plants and Water, if necessary (Approximate material costs = \$13,000)	\$31,350
Total Cost	\$40,250

* Costs to conduct these tasks will be billed on a time and expense basis; however, NES will work with the City of Green Bay to eliminate tasks were applicable and reduce costs where able to ensure desired work is conducted within the constraints of the budget. Services not covered within this proposal will be negotiated with the city.

Prioritized tasks for 2024 are as follows:

- 1) Facility Inspection and Reporting (Task #1)
- 2) Broad-leaf Species Control (Tasks #3 & #5)
- 3) Herbicide Application for Site Preparation (Task #8)
- 4) Install & Water Live Plants (Task #10)

Table 2. Cost Estimate for 2024.

Task	Estimated Cost
#1 - Facility Inspection & Report Preparation	\$1,000
#2 - Miscellaneous Meetings/Consultations	\$250
#3 - Herbicide Applications	\$2,150
#5 - Mowing Activities	\$1,650
#8 - Site Preparation Herbicide	\$1,250
#9 - Furnish & Install Native Seed on Side Slopes	\$1,100
#10 - Furnish & Install Live Plants and Water, if necessary	\$22,750
(Approximate material costs = \$8,100)	
Total Cost	\$30,150

* Costs to conduct these tasks will be billed on a time and expense basis; however, NES will work with the City of Green Bay to eliminate tasks were applicable and reduce costs where able to ensure desired work is conducted within the constraints of the budget. Services not covered within this proposal will be negotiated with the city.

If you have any questions or there are other items you wish to include, please contact me. If the proposal is acceptable, please amend our existing contract with the City of Green Bay to conduct the work described above. We look forward to our continued working relationship.

Sincerely,

NES ECOLOGICAL SERVICES



James Havel
Division Manager
Senior Ecologist
jhavel@releeinc.com

ROBERT E. LEE & ASSOCIATES, INC.



Jared Schmidt, P.E.
Principal
jschmidt@releeinc.com



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # L.3

To approve the Report of the Purchasing Agent as follows:

- a. To award the purchase of traffic signal poles and hardware to Tapco in the amount of \$560,133.66, Traffic Parts in the amount of \$53,056.50, General Traffic Equipment in the amount of \$79,589.00 and Traffic Control Corporation in the amount of \$37,545.00 per the attached summary.
- b. To award the purchase of Rectangular Rapid Flashing Beacon (RRFB) hardware to Tapco in the amount of \$323,664.33 and Decker Supply in the amount of \$17,584.90, per the attached summary.

BACKGROUND

The City has to annually acquire traffic signal poles and hardware to replace damaged and/or outdated hardware, as well as to provide new hardware for traffic signals being replaced at intersections identified in our Capital Improvement Program under Traffic Signal Repairs. The Purchasing Agent receives a summary of equipment needed to accomplish these objectives and places requests for bids to their vendor network. Once the bids have been received, individual line items are compared and recommended for award to the respective low responsible bidders.

As part of the pedestrian/bicycle safety upgrades approved by the Common Council, Rectangular Rapid Flashing Beacons (RRFB) will be installed at various locations around the City. Similarly to the traffic signal poles and hardware, the Purchasing Agent procures bids from vendors, and compares individual line items to recommend an award to the low responsible bidders.

RECOMMENDATION

- a. To award purchase of traffic signal poles and hardware to Tapco in the amount of \$560,133.66, Traffic Parts in the amount of \$53,056.50, General Traffic Equipment in the amount of \$79,589.00 and Traffic Control Corporation in the amount of \$37,545.00 per the attached summary.
- b. To award purchase of Rectangular Rapid Flashing Beacon (RRFB) hardware to Tapco in the amount of \$323,664.33 and Decker Supply in the amount of \$17,584.90, per the attached summary.

FISCAL IMPACT

Traffic Signal Poles and Hardware:
Traffic Budget Funds - \$91,915.20
Capital Construction Fund - \$466,922.63
TID 19 - \$171,328.08

ATTACHMENTS

- I. 2023-111 Bid Summary

2. 2023-10 Intent to Award

CITY OF GREEN BAY BID SUMMARY

RFB #: 2023-11 Traffic Signals

Dept: DPW			VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4	
Planholders: (12) Vendors			CC: 28000, 28500, 55000, 83200		TAPCO		Traffic Parts		General Traffic Equipment	
Issued: 03/30/2023			Due: 04/13/2023		Brown Deer, WI		Conroe, TX		Newburgh, NY	
									Traffic Control Corp.	
									Oak Park Heights, MN	
QTY	UNIT	DESCRIPTION	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE
100	ea	SIGNAL, TRAFFIC, 3-SECTION, VERTICAL ORIENTATION, BLACK HOUSINGS, BLACK DOORS, BLACK TUNNEL VISORS, WITH R-Y-G CLEAR LENS LED (NO TINTED LENSES), EAGLE SA103A1211BBB	\$ 369.31	\$ 36,931.00	\$ 315.00	\$ 31,500.00	\$ 310.00	\$ 31,000.00		\$ -
50	ea	SIGNAL, TRAFFIC, 4-SECTION, VERTICAL ORIENTATION, BLACK HOUSINGS, BLACK DOORS, BLACK TUNNEL VISORS, WITH <R-<Y-<G CLEAR LENS LED, EAGLE SA104A1211BBB OR EQUAL	\$ 501.52	\$ 25,076.00	\$ 443.00	\$ 22,150.00	\$ 410.00	\$ 20,500.00		\$ -
500	ea	BRACKET, TRAFFIC SIGNAL MOUNTING, POLYCARBONATE, BLACK, EAGLE PDM 442 OR EQUAL	\$ 20.95	\$ 10,475.00	\$ 23.00	\$ 11,500.00	\$ 31.00	\$ 15,500.00		\$ -
250	ea	CLOSURE CAP, TRAFFIC SIGNAL, 1-1/2 INCHES x 7/8 INCHES, THREADED, BLACK, WITH GASKET	\$ 1.89	\$ 472.50	\$ 4.56	\$ 1,140.00	\$ 2.00	\$ 500.00		\$ -
200	ea	BACKPLATE, TRAFFIC SIGNAL, BLACK, ABS PLASTIC, TO FIT 3-SECTION 12-INCH EAGLE SIGNAL HOUSINGS	\$ 37.95	\$ 7,590.00	\$ 55.00	\$ 11,000.00	\$ 75.00	\$ 15,000.00		\$ -
175	ea	BACKPLATE, TRAFFIC SIGNAL, BLACK, ABS PLASTIC, TO FIT 4-SECTION 12-INCH EAGLE SIGNAL HOUSINGS	\$ 51.95	\$ 9,091.25	\$ 75.00	\$ 13,125.00	\$ 90.00	\$ 15,750.00		\$ -
60	ea	BRACKET KIT, TRAFFIC SIGNAL MOUNTING, 3-SECTION, POWDER COAT GLOSS BLACK, 120-INCH STAINLESS STEEL CABLE, ALL AXIS ADJUSTABLE, HINGED SINGLE BOLT TUBE CLAMP, WITH TY-BACK ACCESSORY, PELCO GALAXY SERIES AG-0125-3-120-SS-P33 KIT WITH AB-0506-ZN2 TY-BACK	\$ 221.45	\$ 13,287.00		\$ -	\$ 146.00	\$ 8,760.00		\$ -
35	ea	BRACKET KIT, TRAFFIC SIGNAL MOUNTING, 4-SECTION, POWDER COAT GLOSS BLACK, 120-INCH STAINLESS STEEL CABLE, ALL AXIS ADJUSTABLE, HINGED SINGLE BOLT TUBE CLAMP, WITH TY-BACK ACCESSORY, PELCO GALAXY SERIES AG-0125-4-120-SS-P33 KIT WITH AB-0506-ZN2 TY-BACK	\$ 242.85	\$ 8,499.75		\$ -	\$ 152.00	\$ 5,320.00		\$ -
500	ea	LOCK NIPPLE, TRAFFIC SIGNAL, 1-1/2 INCHES x 1-1/2 INCHES LONG, THREADED, ALUMINUM, UNPAINTED	\$ 10.95	\$ 5,475.00	\$ 4.50	\$ 2,250.00	\$ 3.85	\$ 1,925.00		\$ -
53	ea	SIGNAL, TRAFFIC, PEDESTRIAN, 1-SECTION, COUNTDOWN LED TYPE, 16IN x 18IN, BLACK POLYCARBONATE HOUSING, BLACK POLYCARBONATE DOOR, BLACK POLY HOOD VISOR, FULL HAND/FULL PERSON INDICATIONS, MIL-STD-810F MOISTURE RESISTANCE, MIL-STD-883 VIBRATION RESISTANCE, 80-135 VAC, ITE PTCSI PART 2-2004 COMPLIANT, GE GT1 DIALIGHT 430-6479-001X, OR EQUAL	\$ 276.55	\$ 14,657.15	\$ 318.90	\$ 16,901.70	\$ 228.00	\$ 12,084.00		\$ -
58	ea	PEDESTRIAN PUSHBUTTON, ROUND, UNIVERSAL DIRECTIONAL ARROW ON BUTTON FACE, YELLOW HOUSING, WITH YELLOW MOUNTING BASE FOR ROUND POLES, TWO-TONE AUDIBLE CONFIRMATION, POLARA BULLDOG BDSP-011-Y AND APBC-Y OR EQUAL	\$ 123.45	\$ 7,160.10		\$ -		\$ -		\$ -
18	ea	POLE, TRAFFIC SIGNAL, 4.5 INCH O.D. x 13 FEET LONG, THREADED ONE END, ALUMINUM, PAINTED SEMI-GLOSS BLACK	\$ 342.65	\$ 6,167.70	\$ 447.00	\$ 8,046.00		\$ -		\$ -
14	ea	POLE, TRAFFIC SIGNAL, 4.5 INCH O.D. x 15 FEET LONG, THREADED ONE END, ALUMINUM, PAINTED SEMI-GLOSS BLACK	\$ 498.75	\$ 6,982.50	\$ 508.00	\$ 7,112.00		\$ -		\$ -
81	ea	POLE BASE, TRAFFIC SIGNAL, SQUARE, BOLT-DOWN, ALUMINUM, PAINTED BLACK, THREADED TO ACCEPT 4.5 INCH O.D. SIGNAL POLE, ALUMINUM DOOR, SLOTTED HEX HEAD DOOR BOLT, WITH GROUNDING TERMINAL POLE CAP, TRAFFIC SIGNAL, ALUMINUM, PAINTED SEMI-GLOSS BLACK, 3 OR MORE BRASS OR STAINLESS-STEEL SET SCREWS, TO FIT 4.5 INCH O.D. POLE	\$ 211.35	\$ 17,119.35	\$ 289.00	\$ 23,409.00		\$ -		\$ -
69	ea	POLE CAP, TRAFFIC SIGNAL, ALUMINUM, PAINTED SEMI-GLOSS BLACK, 3 OR MORE BRASS OR STAINLESS-STEEL SET SCREWS, TO FIT 4.5 INCH O.D. POLE	\$ 29.25	\$ 2,018.25	\$ 23.50	\$ 1,621.50		\$ -		\$ -
5	ea	CABINET, TRAFFIC CONTROLLER, ACTUATED, TS-2, 16-PHASE, AS PER WISDOT TS-2 CONTROL CABINET WITH ETHERNET SPECIFICATIONS	\$ 16,467.00	\$ 82,335.00		\$ -		\$ -		\$ -
4	ea	WIRE, TRAFFIC SIGNAL CABLE, 12 CONDUCTOR, #14 AWG CU CONDUCTORS, COLOR-CODED CONDUCTORS, TO MEET IMSA 20-1 SPECIFICATIONS, 2500 FT SPOOL ONLY, NO EXCEPTIONS		\$ -	\$ 6,423.75	\$ 25,695.00		\$ -		\$ -

Dept: DPW			VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4	
Planholders: (12) Vendors			CC: 28000, 28500, 55000, 83200		TAPCO		General Traffic Equipment		Traffic Control Corp.	
Issued: 03/30/2023			Due: 04/13/2023		Brown Deer, WI		Newburgh, NY		Oak Park Heights, MN	
QTY	UNIT	DESCRIPTION	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE
4	ea	WIRE, TRAFFIC SIGNAL CABLE, 5 CONDUCTOR, #14 AWG CU STRANDED CONDUCTORS, COLOR-CODED CONDUCTORS, TO MEET IMSA 20-1 SPECIFICATIONS, 2500 FT SPOOL ONLY		\$ -	\$ 2,733.75	\$ 10,935.00		\$ -		\$ -
4	ea	WIRE, TRAFFIC SIGNAL CABLE, 7 CONDUCTOR, #14 AWG CU STRANDED CONDUCTORS, COLOR-CODED CONDUCTORS, TO MEET IMSA 20-1 SPECIFICATIONS, 2500 FT SPOOL ONLY		\$ -	\$ 3,701.25	\$ 14,805.00		\$ -		\$ -
5	ea	TRAFFIC SIGNAL PRE-EMPTION SYSTEM, GTT OPTICOM GPS SYSTEM FOR TS2 TRAFFIC SIGNAL CONTROL CABINET, TO INCLUDE MODEL 760 CARD RACK, MODEL 764 DISCRIMINATOR MODULE, MODEL 3100 GPS RECEIVER, 250-FT CABLE, AND ALL OTHER CONTROL COMPONENTS NECESSARY FOR A COMPLETE AND OPERABLE SYSTEM	\$ 12,037.00	\$ 60,185.00		\$ -		\$ -	\$ 7,509.00	\$ 37,545.00
50	ea	FUSE HOLDER, INLINE, BREAKAWAY, SCREW TERMINAL, #12-#3 WIRE RANGE, WITH INSULATING BOOTS FOR EACH END. BUSSMAN HEB-JW-RLC-J, MERSEN FEB-81-81-BA, IDEAL SLK30-1212		\$ -		\$ -		\$ -		\$ -
50	ea	FUSE, 10 AMP, TYPE KTK		\$ -		\$ -		\$ -		\$ -
5	ea	PHOTO CONTROL, STREETLIGHT, NEMA PLUG-IN TYPE, 120-VOLT, 1000-WATT, LIGHTNING ARRESTOR, INTERMATIC LC4521C OR EQUAL	\$ 18.73	\$ 93.65		\$ -		\$ -		\$ -
6	ea	VEHICLE DETECTOR SYSTEM, VIDEO, 4-DIRECTION, 1000-FT EACH OF THE MANUFACTURER RECOMMENDED POWER & SIGNAL CABLES, FOUR COLOR CAMERAS, ALL COMPONENTS NECESSARY FOR A COMPLETE AND FUNCTIONAL SYSTEM IN A TS2 TRAFFIC CONTROL CABINET. ITERIS VANTAGE NEXT DETECTION SYSTEM	\$ 26,436.00	\$ 158,616.00		\$ -		\$ -		\$ -
6	ea	STREETLIGHT POLE, 30-FOOT, BLACK SEMI-GLOSS FINISH, ROUND TAPERED GALVANIZED 7-GAUGE STEEL OR FIBERGLASS COMPOSITE CONSTRUCTION, 10-FT STREETLIGHT ARM, RECEPTACLE MOUNTING PLATE AT 15-FT ABOVE BASE ON SAME SIDE AS HANDHOLE, SEE DETAIL FOR SINGLE STREETLIGHT ARM WITH FESTOON OUTLET AND SINGLE BANNER POLE, ELONGATED BASE MOUNTING HOLES TO FIT 1.25 INCH ANCHOR BOLTS, INCLUDE F1554 GRADE 55 STRAIGHT ANCHOR BOLTS, AND ALL HARDWARE EXCEPT ANCHOR BOLT COVERS	\$ 6,535.25	\$ 39,211.50		\$ -		\$ -		\$ -
1	ea	POLE, SIGNAL, 20-FT, GALVANIZED WITH BLACK SEMI-GLOSS FINISH, ROUND TAPERED STEEL, MIN 7-GAUGE WALL THICKNESS, 25-FT MONOTUBE TRAFFIC SIGNAL ARM WITH A 3-FT RISE MOUNTED AT 18-FT ABOVE BASE (SEE DETAIL), REMOVABLE METAL TOP CAP, AASHTO 2013 COMPLIANCE, 16-INCH BOLT CIRCLE, ELONGATED BASE MOUNTING HOLES TO FIT 1.5 INCH ANCHOR BOLTS, INCLUDE F1554 GRADE 55 STRAIGHT ANCHOR BOLTS, AND ALL HARDWARE EXCEPT ANCHOR BOLT COVERS	\$ 9,369.65	\$ 9,369.65		\$ -		\$ -		\$ -
2	ea	POLE, SIGNAL, 20-FT, GALVANIZED WITH BLACK SEMI-GLOSS FINISH, ROUND TAPERED STEEL, MIN 7-GAUGE WALL THICKNESS, 35-FT MONOTUBE TRAFFIC SIGNAL ARM WITH A 3 FT RISE MOUNTED AT 18-FT ABOVE BASE (SEE DETAIL), REMOVABLE METAL TOP CAP, AASHTO 2013 COMPLIANCE, 16-INCH BOLT CIRCLE, INCLUDE 1.5 INCH DIAMETER F1554 GRADE 55 STRAIGHT ANCHOR BOLTS, AND ALL HARDWARE EXCEPT ANCHOR BOLT COVERS	\$ 13,117.51	\$ 26,235.02		\$ -		\$ -		\$ -
2	ea	POLE, SIGNAL, 30-FT, GALVANIZED WITH SEMI-GLOSS BLACK FINISH, ROUND TAPERED STEEL, MIN 7-GAUGE WALL THICKNESS, 25-FT MONOTUBE TRAFFIC SIGNAL ARM WITH A 3-FT RISE MOUNTED AT 18-FT ABOVE BASE (SEE DETAIL), REMOVABLE METAL TOP CAP, 10-FT LUMINAIRE/CAMERA ARM WITH A 2-FT RISE MOUNTED TO FLANGE NEAR TOP OF POLE, AASHTO 2013 COMPLIANCE, 16-INCH BOLT CIRCLE, ELONGATED BASE MOUNTING HOLES TO FIT 1.5 INCH ANCHOR BOLTS, INCLUDE F1554 GRADE 55 STRAIGHT ANCHOR BOLTS, AND ALL HARDWARE EXCEPT ANCHOR BOLT COVERS	\$ 11,587.10	\$ 23,174.20		\$ -		\$ -		\$ -

Dept: DPW			VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4	
Planholders: (12) Vendors			TAPCO		Traffic Parts		General Traffic Equipment		Traffic Control Corp.	
Issued: 03/30/2023			Brown Deer, WI		Conroe, TX		Newburgh, NY		Oak Park Heights, MN	
CC: 28000, 28500, 55000, 83200			Due: 04/13/2023							
QTY	UNIT	DESCRIPTION	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE
2	ea	POLE, SIGNAL, 30-FT, GALVANIZED WITH SEMI-GLOSS BLACK FINISH, ROUND TAPERED STEEL, MIN 7-GAUGE WALL THICKNESS, 35-FT MONOTUBE TRAFFIC SIGNAL ARM WITH A 3-FT RISE MOUNTED AT 18-FT ABOVE BASE (SEE DETAIL), REMOVABLE METAL TOP CAP, 10-FT LUMINAIRE/CAMERA ARM WITH A 2-FT RISE MOUNTED TO FLANGE NEAR TOP OF POLE, AASHTO 2013 COMPLIANCE, 16-IN BOLT CIRCLE, ELONGATED BASE MOUNTING HOLES TO FIT 1.5 INCH ANCHOR BOLTS, INCLUDE F1554 GRADE 55 STRAIGHT ANCHOR BOLTS, AND ALL HARDWARE EXCEPT ANCHOR BOLT COVERS	\$ 16,221.88	\$ 32,443.76		\$ -		\$ -		\$ -
1	ea	POLE, SIGNAL, 20-FT, GALVANIZED WITH SEMI-GLOSS BLACK FINISH, ROUND TAPERED STEEL, MIN 7-GAUGE WALL THICKNESS, 40-FT MONOTUBE TRAFFIC SIGNAL ARM WITH A 3-FT RISE MOUNTED AT 18-FT ABOVE BASE (SEE DETAIL), REMOVABLE METAL TOP CAP, AASHTO 2013 COMPLIANCE, 20-IN BOLT CIRCLE, INCLUDE 1.75 INCH DIAMETER F1554 GRADE 55 STRAIGHT ANCHOR BOLTS, AND ALL HARDWARE EXCEPT ANCHOR BOLT COVERS	\$ 14,991.44	\$ 14,991.44		\$ -		\$ -		\$ -
2	ea	POLE, SIGNAL, 30-FT, GALVANIZED WITH SEMI-GLOSS BLACK FINISH, ROUND TAPERED STEEL, MIN 7-GAUGE WALL THICKNESS, 45-FT MONOTUBE TRAFFIC SIGNAL ARM WITH A 3-FT RISE MOUNTED AT 18-FT ABOVE BASE (SEE DETAIL), REMOVABLE METAL TOP CAP, 10-FT LUMINAIRE/CAMERA ARM WITH A 2-FT RISE MOUNTED TO BUTT-PLATE NEAR TOP OF POLE, AASHTO 2013 COMPLIANCE, 20-IN BOLT CIRCLE, ELONGATED BASE MOUNTING HOLES TO FIT 1.75 INCH ANCHOR BOLTS, INCLUDE F1554 GRADE 55 STRAIGHT ANCHOR BOLTS, AND ALL HARDWARE EXCEPT ANCHOR BOLT COVERS	\$ 18,539.77	\$ 37,079.54		\$ -		\$ -		\$ -
2	ea	POLE, SIGNAL, 30-FT, GALVANIZED WITH SEMI-GLOSS BLACK FINISH, ROUND TAPERED STEEL, MIN 7-GAUGE WALL THICKNESS, 45-FT MONOTUBE TRAFFIC SIGNAL ARM WITH A 3-FT RISE MOUNTED AT 18-FT ABOVE BASE (SEE DETAIL), REMOVABLE METAL TOP CAP, 10-FT LUMINAIRE/CAMERA ARM WITH A 2-FT RISE MOUNTED TO BUTT-PLATE NEAR TOP OF POLE, AASHTO 2013 COMPLIANCE, 20-IN BOLT CIRCLE, ELONGATED BASE MOUNTING HOLES TO FIT 1.75 INCH ANCHOR BOLTS, INCLUDE F1554 GRADE 55 STRAIGHT ANCHOR BOLTS, AND ALL HARDWARE EXCEPT ANCHOR BOLT COVERS	\$ 20,856.75	\$ 41,713.50		\$ -		\$ -		\$ -
2	ea	POLE, SIGNAL, 30-FT, GALVANIZED WITH SEMI-GLOSS BLACK FINISH, ROUND TAPERED STEEL, MIN 7-GAUGE WALL THICKNESS, 30-FT MONOTUBE TRAFFIC SIGNAL ARM WITH A 3-FT RISE MOUNTED AT 18-FT ABOVE BASE (SEE ATTACHED DETAIL), REMOVABLE METAL TOP CAP, 10-FT LUMINAIRE/CAMERA ARM WITH A 2-FT RISE MOUNTED TO BUTT-PLATE NEAR TOP OF POLE, AASHTO 2013 COMPLIANCE, 16.5-INCH BOLT CIRCLE, ELONGATED BASE MOUNTING HOLES TO FIT 1.5 INCH ANCHOR BOLTS, INCLUDE F1554 GRADE 55 STRAIGHT ANCHOR BOLTS, AND ALL HARDWARE EXCEPT ANCHOR BOLT COVERS	\$ 14,904.50	\$ 29,809.00		\$ -		\$ -		\$ -
TOTAL BID SUBMITTED:				\$ 726,259.81		\$ 201,190.20		\$ 126,339.00		\$ 37,545.00
TOTAL AWARD BY LINE ITEM FOR EACH VENDOR:				\$ 560,130.66		\$ 53,056.50		\$ 79,589.00		\$ 37,545.00
LEAD TIME:			6-28 weeks		90-120 days		30 days		6-8 weeks	
PAYMENT TERMS: NET 30										
EARLY PAYMENT DISCOUNT:			-		-		-		-	
COMPANY ACCEPTS P-CARD PAYMENTS:			-		-		-		-	
BID COMPLIANT:			-		-		-		-	

Recommendation: Award to the lowest responsive, responsible vendor(s) TAPCO (\$560,130.66), Traffic Parts (\$53,056.50), General Traffic Equipment (\$79,589.00), and Traffic Control Corp. (\$37,545.00) in the amount of \$730,321.16



Purchasing Department
100 North Jefferson Street - Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

April 19, 2023

RE: Award Notice
RFB #2023-10
RRFB Pole Systems & Signs

Dear Sir/Madam:

The evaluation of bids received for this RFB has been completed and the following is recommended for award:

The City of Green Bay Department of Public Works is recommending awarding the RRFB Pole Systems and Signs to TAPCO for \$323,664.33 and Decker Supply & Sign for \$17,584.90

The recommended award will be brought for approval before the next I&S Committee on April 26, 2023.

This meeting is open to the public and attendance is not required. As the room and time may change, please confirm the date, time, and location if you plan to attend.

Please see below the summary of bids received for this project.

Thank you for your continued interest in doing business with the City of Green Bay. If you have any questions, or require additional information, please feel free to contact me at 920-448-3049.

Sincerely,

Troy Van Handel

Troy Van Handel
Buyer

Attachment

Cc: D. Hanson
S. Grenier

CITY OF GREEN BAY BID SUMMARY
RFB #: 2023-10 RRFB Pole Systems & Signs

DEPT: DPW/Elec				VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4		VENDOR #5		VENDOR #6		VENDOR #7		VENDOR #8	
Planholders: (8) Vendors				TAPCO		Mobo Trex		Decker Supply - Bid 1		Decker Supply - Bid 2		Decker Supply - Bid 3		Traffic Control Corp.		Lange Enterprises		BCE Signs	
ISSUED: 3/17/23 DUE: 4/6/23				Brown Deer, WI		Daveport, IA		Madison, WI		Madison, WI		Madison, WI		Oak Park Heights, MN		Oconomowoc, WI		Madison, WI	
QTY	UNIT	DESCRIPTION		UNIT	PRICE	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE
48	ea	2-Pole, RRFB, Solar, PB, w/ Signs, Mounting Hardware, and Poles		\$	4,315.46	\$	207,142.08	\$	4,634.00	\$	222,432.00	\$	5,404.22	\$	259,402.56	\$	5,516.25	\$	264,780.00
15	ea	3-Pole, RRFB, Solar, PB w/Signs, Mounting Hardware and Poles		\$	6,151.50	\$	36,909.00	\$	6,144.00	\$	92,160.00	\$	6,997.22	\$	104,958.30	\$	7,168.33	\$	107,524.95
		3-Pole, RRFB, Solar, 2-PB w/Signs, Mounting Hardware and Poles		\$	6,355.05	\$	57,195.45												
140	ea	30" x 30" Pedestrian Crossing (W11-2), School Crossing (S1-1), or Trail Crossing (W11-15) Warning Sign		\$	63.18	\$	8,845.20	\$	61.00	\$	8,540.00	\$	46.25	\$	6,475.00	\$	46.25	\$	6,475.00
108	ea	36" x 36" Pedestrian Crossing (W11-2), School Crossing (S1-1), or Trail Crossing (W11-15) Warning Sign		\$	91.28	\$	9,858.24	\$	79.00	\$	8,532.00	\$	65.40	\$	7,063.20	\$	65.40	\$	7,063.20
123	ea	W16-7PR, 24" x 12" x .080 DG3 FYG, Down Diagonal Right Arrow (Fed Spec) Sign		\$	24.70	\$	3,038.10	\$	24.00	\$	2,952.00	\$	16.45	\$	2,023.35	\$	16.45	\$	2,023.35
123	ea	W16-7PL, 24" x 12" x .080 DG3 FYG, Down Diagonal Left Arrow (Fed Spec) Sign		\$	24.70	\$	3,038.10	\$	24.00	\$	2,952.00	\$	16.45	\$	2,023.35	\$	16.45	\$	2,023.35
34	ea	Sign Mounting Kit (1-Sided)		\$	17.18	\$	584.12	\$	19.00	\$	646.00	\$	30.60	\$	1,040.40	\$	30.60	\$	1,040.40
107	ea	Sign Mounting Kit (2-Sided)		\$	28.20	\$	3,017.40	\$	39.00	\$	4,173.00	\$	60.40	\$	6,462.80	\$	60.40	\$	6,462.80
134	ea	Pedestal base		\$	140.42	\$	18,816.28	\$	272.00	\$	36,448.00	\$	153.35	\$	20,548.90	\$	153.35	\$	20,548.90
TOTAL BID SUBMITTED:				\$	348,443.97	\$	378,835.00			\$	409,997.86	\$	417,941.95	\$	523,807.60	\$	381,900.00	\$	19,634.14
AWARD SUBTOTAL:				\$	323,664.33					\$	17,584.90								
PROJECT TOTAL:				\$	341,249.23														
LEAD TIME:				6-8 weeks		45 days		4 weeks		4 weeks		4 weeks		4 weeks		3 Months		30 days	
PAYMENT TERMS: NET 30				-		-		-		-		-		-		-		-	
EARLY PAYMENT DISCOUNT:				-		-		-		-		-		-		-		-	
COMPANY ACCEPTS P-CARD PAYMENTS:				-		-		-		-		-		-		-		-	
BID COMPLIANT:				Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes	

Recommendation: Award to the lowest responsive, responsible vendor TAPCO in the amount of \$323,664.33 and Decker Supply in the amount of \$17,584.90



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # L.4

To approve the award of the contract PAVEMENT REPAIR 2023 (NORTHEAST) to Highway Landscapers, Inc. in the amount of \$985,320.00.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. QUESTCDN_Project Bid Results PAVEMENT REPAIR 2023 (NORTHEAST)

PAVEMENT REPAIR 2023 (NORTHEAST)

Quest Number: 8434543

Closing Date: Tue, 04/11/2023 02:00 PM CDT

Posting Type: Construction Project

Owner Name:	Green Bay WI, City of
Owner Contact:	Steven Grenier, P.E.
Owner Phone:	920-448-3100
Solicitor Name:	Green Bay WI, City of
Contact:	Robbie Woldt
Email:	robbie.woldt@greenbaywi.gov
Phone:	920-448-3109
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Highway Landscapers, Inc.	Tim Pagel	920-759-1701	tpagel@highway.email	\$ 985,320.00		
Sommers Construction Co., Inc.	Dave McKewin	920-986-3301	dave@sommersconst.com	\$ 1,147,818.50		



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # L.5

To approve the award of the contract PAVEMENT REPAIR 2023 (SOUTHEAST) to Highway Landscapers, Inc. in the amount of \$1,168,425.00.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. QUESTCDN_Project Bid Results PAVEMENT REPAIR 2023 (SOUTHEAST)

PAVEMENT REPAIR 2023 (SOUTHEAST)

Quest Number: 8435581

Closing Date: Tue, 04/11/2023 02:00 PM CDT

Posting Type: Construction Project

Owner Name:	Green Bay WI, City of
Owner Contact:	Steven Grenier, P.E.
Owner Phone:	920-448-3100
Solicitor Name:	Green Bay WI, City of
Contact:	Robbie Woldt
Email:	robbie.woldt@greenbaywi.gov
Phone:	920-448-3109
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Highway Landscapers, Inc.	Tim Pagel	920-759-1701	tpagel@highway.email	\$ 1,168,425.00		
Sommers Construction Co., Inc.	Dave McKewin	920-986-3301	dave@sommersconst.com	\$ 1,330,750.00		



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # L.6

To receive and place on file the award of contract RESURFACING 3-23 (INCLUDING SEWER & WATER) to Peter Concrete Company in the amount of \$2,010,233.20.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. QUEST CDN_project bid results-RESURFACING 3-23 (INCLUDING SEWER & WATER)

RESURFACING 3-23 (INCLUDING SEWER & WATER)

Quest Number: 8433459

Closing Date: Tue, 04/11/2023 02:00 PM CDT

Posting Type: Construction Project

Owner Name:	Green Bay WI, City of
Owner Contact:	Steven Grenier, P.E.
Owner Phone:	920-448-3100
Solicitor Name:	Green Bay WI, City of
Contact:	Kyle Vander Loop
Email:	kyle.vanderloop@greenbaywi.gov
Phone:	920-448-3110
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Peters Concrete Company	Duke Peters	920-494-3700	quote@petersconcrete.com	\$ 2,010,233.20		
David Tenor Corporation	David Tenor	920-360-9246	david.tenor.dtc@gmail.com	\$ 2,014,104.96		
Jossart Brothers, Inc.	Jason Hermsen	920-339-8500	jasonh@jossartbrothers.com	\$ 2,132,189.60		
PTS Contractors, Inc	Jeannie Petasek	920-468-5217	JPetasek@PTSCcontractors.net	\$ 2,175,000.00		
Dorner Inc.	Tina Aschenbrenner	920-845-2442	tina.asch@dornerinc.com	\$ 2,194,062.50		
DE GROOT, INC.	MARK DE GROOT	920-866-2348	mark@degrootinc.com	\$ 2,289,350.98		



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # L.7

To receive and place on file the actions taken by Department of Public Works.

A. Granting of Licenses

I. Sidewalk Builder

- a. Craftsman Concrete LLC
- b. J.C. Santy Construction LLC
- c. Evraets Concrete Construction LLC
- d. Josh Bailey Concrete LLC
- e. Christensen Concrete
- f. Milis Flatwork
- g. E&I Concrete Construction
- h. Fischer Concrete
- i. Sherfield LLC
- j. American Custom Concrete
- k. Total Construction
- l. Sommers Construction Co., Inc

2. Tree & Brush Trimmer

- a. WB Tree Service

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.I

To approve a change of agent for Skogen's Foodliner, Inc. at 2430 University Ave. to Shaun Bessett.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2430 university coa



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.2

To approve a change of agent at BBD Acquisitions LLC (Main Street Bourbon Room) at 1279 Main St. to Christopher Boncher.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 1279 main



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.3

To hold a change of agent at the Woods Operations, LLC at 530 Erie Rd. to Brittany Haupt.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 530 ERIE ROAD CHANGE OF AGENT TO HAUPT



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.4

To approve a change of agent at the Sam's East, Inc. at 2470 W. Mason St to April Fowles.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2470 w mason-coa
2. april fowles opr letter



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.5

To approve a request by CStreet Pub at 312 Cherry St. to approve an outdoor area on May 6 to their parking lot for a one-day event with the DJ to stop at midnight.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 312 cherry st.



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.6

To approve a request by Blue Collar Bar & Grill at 1313 S. Broadway to approve an outdoor area on May 21 to their parking lot for a one-day event.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 1313 s broadway 5.21



Clerk & Treasurer's Office
100 North Jefferson Street - Room 106
Green Bay, Wisconsin 54301-5026
clerk@greenbaywi.gov
www.greenbaywi.gov

Phone 920.448.3010
Fax 920.448.3016

Temporary Expansion of Liquor License
City of Green Bay Clerk's Office

*All requests are heard before the Protection & Policy Committee
and Common Council meeting, subject to complaint.*

Licensed Premises Information

Liquor License Applicant: Kimberley Glover

Business dba Name: Blue Corner Bar & Grill

Licensed Address: 1313 S Broadway GB 54304

Liquor/Beer Agent Name: TWZ

Corporate Information

Business Legal Name (as on WI State Sellers Permit): TWZ Inc

Business Mailing Address: 1313 S Broadway GB 54304

Business Contact Name/Position: Kim Glover owner

Business Phone: 920 770 5014 Business Email: _____

Date(s) of Events: May 21st 2023

Have you had this event previous years? Yes ☒ No ☐

If so, please provide the dates: June 22

Proposed License Description:

outside Band in back parking lot
must go through bar to enter. Back driveway
will be blocked off.

Description of the Event:

Hero's Reunion - Band from 1-4
1 outside bar

Security at the Event:

GP Rug By Team members at entrance
of bar and throughout crowd

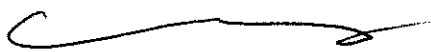
Is this Event in taking place during a Special Event? Yes ☐

No ☒

*Alcohol cannot be sold on City Right of Way and only beer may be taken out of
the licensed premises into the special event if adjacent to you location.*

☐ Detailed Map for Event.

The information on this form is true and correct to the best of my knowledge. I understand the temporary expansion of the license premises requires approval from Committee/Council and is subject to complaint.



Applicant Signature

920 660-2394

Phone Number

Kglower Pinsky Ocal.com

Email Address

Date

13 Apr 23

1-936-F

Q-104 SF

1301 BROADWAY LLC

BLUE
COLLAR BAR

LMS-J&K
LLC

1-936-E

6,420

13
ST

Real

LMS-J&K
LLC

1-936-D

6-42-1 SF

SOHO RENTAL LLC

DEPARTMENT
OF THE
GREEN BAY

1319 S
BROADWAY

7.

BT



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.7

To approve a request by Blue Collar Bar & Grill at 1313 S. Broadway to approve an outdoor area on June 17 to their parking lot for a one-day event.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 6.17 1313 s broadway



Clerk & Treasurer's Office
100 North Jefferson Street • Room 106
Green Bay, Wisconsin 54301-5026
clerk@greenbaywi.gov
www.greenbaywi.gov

Phone 920.448.3010
Fax 920.448.3016

Temporary Expansion of Liquor License
City of Green Bay Clerk's Office

*All requests are heard before the Protection & Policy Committee
and Common Council meeting, subject to complaint.*

Licensed Premises Information

Liquor License Applicant: Kimberly Glaser

Business dba Name: Tab 2 Blue Corner Beer Grill

Licensed Address: 1313 S Broadway Grd WI 54304

Liquor/Beer Agent Name: Kim Glaser

Corporate Information

Business Legal Name (as on WI State Sellers Permit): Tab 2 Inc

Business Mailing Address: 1313 S Broadway St. Grd 54304

Business Contact Name/Position: Kim Glaser owner

Business Phone: 920 720 5014 Business Email: _____

Date(s) of Events: Apr 17 to 2023

Have you had this event previous years? Yes ☒ No ☐

If so, please provide the dates: Apr 22

Proposed License Description:

inside band can in back parking lot
must go in front entrance to avoid
back driveway will be blocked off.

Description of the Event:

Cousins Pklt playing 3-7
1 bar outside

Security at the Event:

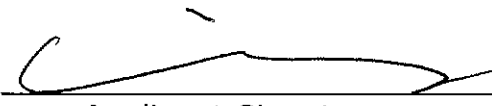
GO Rugby team at entrance and
outside

Is this Event in taking place during a Special Event? Yes ☐ No ☒

*Alcohol cannot be sold on City Right of Way and only beer may be taken out of
the licensed premises into the special event if adjacent to you location.*

☐ Detailed Map for Event.

The information on this form is true and correct to the best of my knowledge. I understand the temporary expansion of the license premises requires approval from Committee/Council and is subject to complaint.

 920 660 2397 KJL@erps.com Dab1.com
Applicant Signature Phone Number Email Address Date

13 Apr 23

1-936-F

9,314 SF

1301 BROADWAY LLC

BLUE
COLLAR BAR

LMS-J&K
LLC

8

1-936-E

6,420 SF

Brick

13
ST

XXXXXXXXXX

LMS-J&K
LLC

7

1-936-D

6,421 SF

SOHO RENTAL LLC

6

BL

DEPARTMENT
OF THE
GREEN BAY

1319 B
BROADWAY

1

1315 1317-1313



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.8

To approve a request by Richard Craniums at 840 S. Broadway to approve an outdoor area for various dates during the 2022-2023 license year (30 days) and to approve the various dates for 2023-2024 license year (57 days) pending the approval of the 2023-2024 renewal application.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Richard Craniums Patio Layout 2
2. Outdoor Patio Letter to City



Richard Craniums
840 S Broadway
Green Bay, WI 54304

April 20th, 2023

To Whom it May Concern:

Richard Craniums would like a temporary expansion of our licensed premise to provide an outdoor patio for our customers, similar to what we have done the previous three years.

We would like to have the following dates for the 2022-2023 licensing year:

- Tuesdays, May 16th to June 27th (7 days)
- Thursdays, May 18th to June 29th (7 days)
- Sat/Sun from May 6-7th to June 24-25th (16 days)
- TOTAL: 30 days

We would like to have the following dates for the 2023-2024 licensing year:

- Tuesdays, July 4th to July 25th (4 days)
- Thursdays, July 6th to July 27th (4 days)
- Sat/Sun, July 1-2nd to July 29-30th (10 days)
- Fri/Sat/Sun, August 4-6th to October 27th-29th (39 days)
-
- TOTAL: 57 days

Attached is a map, showing description of the area to be included in the temporary expansion. It will be fenced in, with access only from entry from the back parking lot, as we have done every previous year.

The location is an unused portion of our lot, directly behind the building, designed to include an outdoor patio.

Tables and patio tables will create physical distancing.

Signage, staff awareness, and a camera system visible to all staff and customers will monitor and secure the area boundaries. We have never had a problem with this strategy, and work well with our customers and law enforcement to provide a safe environment.

The decibel level for the outdoor patio will not exceed 80db past 10pm, which is the standard for the Green Bay Police Department to enforce. Therefore, no special permit will be required. If an event is considered to exceed that amount, we will seek out a special permit for that event.

Our outdoor space will be used primarily for cornhole league on Tuesdays and Thursdays, and a place on the weekends for customers to relax outside when weather permits. We thank you for your consideration and look forward to nicer weather again!

Don Mjelde
Owner, Richard Craniums



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.9

To approve a change to the premises description for El Pastrocito Mexican Restaurant LLC at 741 Abrams St. Suite 4 to include Suite 5, with the approval of the proper authorities.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. EL PASTROCITO MEXICAN RESTAURANT LLC



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.10

To approve a request by Ernesto Perez at 741 Abrams St. Suite 2 to extend their license premises to include the salesfloor and storeroom in suites 1-3.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 741 abrams st. suite 2



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.11

To approve an original application for the 2022-2023 license year for a "Class B" Liquor and Class "B" Beer license for Creamery DT LLC at 114 Pine St. with a license premises description as "SIDEWALK CAFE BY PINE ST-COURTYARD OUTSIDE FRONT DOOR/ WHOLE BUILDING, with the approval of the proper authorities (Currently licensed as Creamery LLC).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 114 PINE ST ORG APP
2. courtyard 114 pine st







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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.12

To approve the renewal application for the 2023-2024 license year for Creamery DT, LLC at 114 Pine St. pending the approval of the original liquor license at the May 2, 2023 Common Council meeting and with the approval of the proper authorities.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 114 PINE ST RENEWAL APP



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.13

To approve an original application for the 2022-2023 license year a Class "A" Beer license for Aarvis Mini Mart LLC at 401 Mather St. with a license premises description as "INSIDE BUILDING NEAR MAIN REGISTER," with the approval of the proper authorities. (Currently licensed as a Class "A" Beer license for Terry EZ Go).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 401 mather
2. 401 mather
3. 401 MATHER ST-LIQUOR LICENSE
4. 300' from NEW Clinic

Jaime Fuge

From: ClerksFrontDesk
Sent: Wednesday, April 19, 2023 9:40 AM
To: Prakash Rawal
Subject: RE: 401 mather security plan

Good Morning,

You had applied for a "Class A" Liquor and Class "A" Beer license at 401 Mather St. The previous owner had Class "A" Beer.

In these scenarios, we work with our Inspections Department to verify if the location is within 300' of a school, church or hospital. It was determined you are within 300' of a clinic, which is defined as a hospital by state statutes.

You may still apply for this liquor license, but it will require a majority vote by Council to approve the license.

Here is the specific statute:

RESTRICTIONS ON LOCATION. No "Class A" or "Class B" license or permit may be issued for premises the main entrance of which is less than 300 feet from the main entrance of a public or parochial school, tribal school, as defined in s. [115.001 \(15m\)](#), hospital, or church, except that this prohibition may be waived by a majority vote of the governing body of the municipality in which the premises is located. The distance shall be measured by the shortest route along the highway from the main entrance of the school, church, or hospital to the main entrance of the premises covered by the license or permit. The prohibition in this subsection does not apply to any of the following:

- (a) Premises covered by a license or permit on June 30, 1947.
- (b) Premises covered by a license or permit prior to the occupation of real property within 300 feet thereof by any school, hospital or church building.
- (c) A restaurant located within 300 feet of a church or school. This paragraph applies only to restaurants in which the sale of alcohol beverages accounts for less than 50 percent of their gross receipts.

With this information, I am not sure if you would like to proceed forward with your application and provide an explanation as to why liquor sales would be required for the success of your business or if you would like to apply for Class "A" Beer license.

If you have any questions, please contact me at (920) 448-3058.

Thank you,

Jaime Fuge
Green Bay Deputy Clerk

From: Prakash Rawal <parkashrawal87@gmail.com>
Sent: Tuesday, April 18, 2023 2:13 PM
To: ClerksFrontDesk <clerk@greenbaywi.gov>
Subject: 401 mather security plan

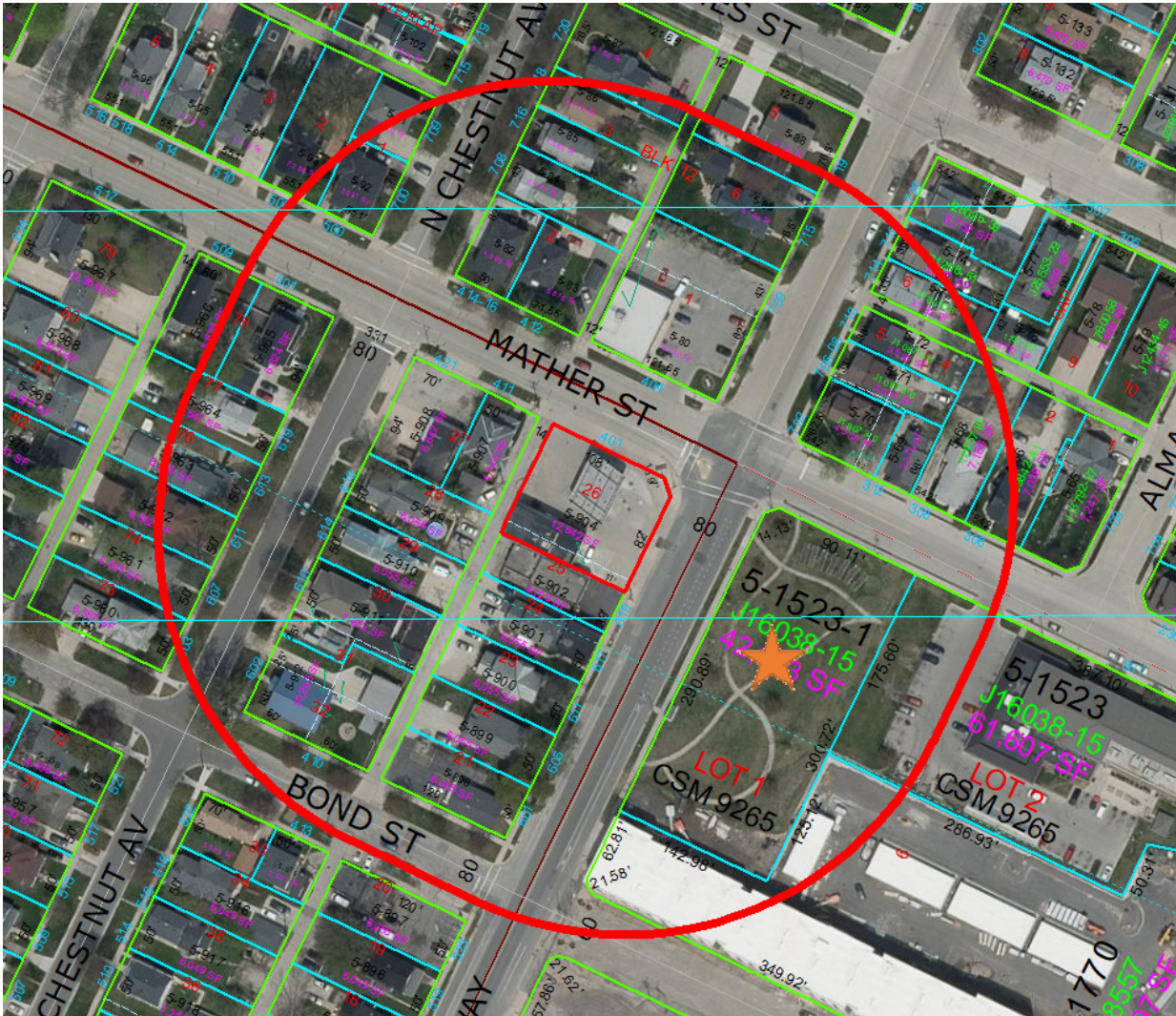
Hi,Mam Below is complete security plan for 401 mather st please check it.

Regards,
Prakash

Jaime Fuge

From: David Buck
Sent: Tuesday, April 11, 2023 5:07 PM
To: Jaime Fuge
Cc: Jon LeRoy; Paul Van Calster
Subject: RE: 401 Mather St. -300' by school, church, hospital

Does not appear to be within 300 ft of a church or school. However, the NEW Community Clinic (free clinic) is directly across Broadway built on what used to be greenspace (parcel 5-1523-1)...see the lot with the star on it below.





www.greenbaywi.gov

From: Paul Van Calster <Paul.VanCalster@greenbaywi.gov>
Sent: Tuesday, April 11, 2023 12:48 PM
To: David Buck <David.Buck@greenbaywi.gov>
Cc: Jaime Fuge <Jaime.Fuge@greenbaywi.gov>; Jon LeRoy <Jon.LeRoy@greenbaywi.gov>
Subject: RE: 401 Mather St. -300' by school, church, hospital

Hi David,

Could you please respond to Jaime on this use question for a liquor license. I send them to Jon, but he is out this week.

Thanks,

Paul

Paul Van Calster, P.E.
Chief Building Official

City of Green Bay
Department of Community and Economic Development
100 N. Jefferson St., Room 608
Green Bay, Wisconsin 54301
Office 920-448-3299
Fax 920-448-3426
paulvc@greenbaywi.gov
www.greenbaywi.gov



From: Jaime Fuge <Jaime.Fuge@greenbaywi.gov>
Sent: Tuesday, April 11, 2023 12:43 PM
To: Paul Van Calster <Paul.VanCalster@greenbaywi.gov>
Subject: 401 Mather St. -300' by school, church, hospital

Hi,

Can you confirm if 401 Mather St. is within 300' by school, church or hospital.

There is currently a gas station there, however, has only sold beer in the past. The new owners want liquor too.

Thank you,

Jaime Fuge
Green Bay Deputy Clerk



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.14

To deny a request for a waiver to allow a "Class A" liquor license for Aarvis Mini Mart LLC at 401 Mather St. to be granted within 300' of a hospital. (Requires a majority approval vote from Council to allow "Class A" liquor).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 125.68(3)
2. 300' from school

125.68 (3) RESTRICTIONS ON LOCATION.

No "Class A" or "Class B" license or permit may be issued for premises the main entrance of which is less than 300 feet from the main entrance of a public or parochial school, tribal school, as defined in s. 115.001 (15m), hospital, or church, except that this prohibition may be waived by a majority vote of the governing body of the municipality in which the premises is located. The distance shall be measured by the shortest route along the highway from the main entrance of the school, church, or hospital to the main entrance of the premises covered by the license or permit. The prohibition in this subsection does not apply to any of the following:

- (a) Premises covered by a license or permit on June 30, 1947.
- (b) Premises covered by a license or permit prior to the occupation of real property within 300 feet thereof by any school, hospital or church building.
- (c) A restaurant located within 300 feet of a church or school. This paragraph applies only to restaurants in which the sale of alcohol beverages accounts for less than 50 percent of their gross receipts.

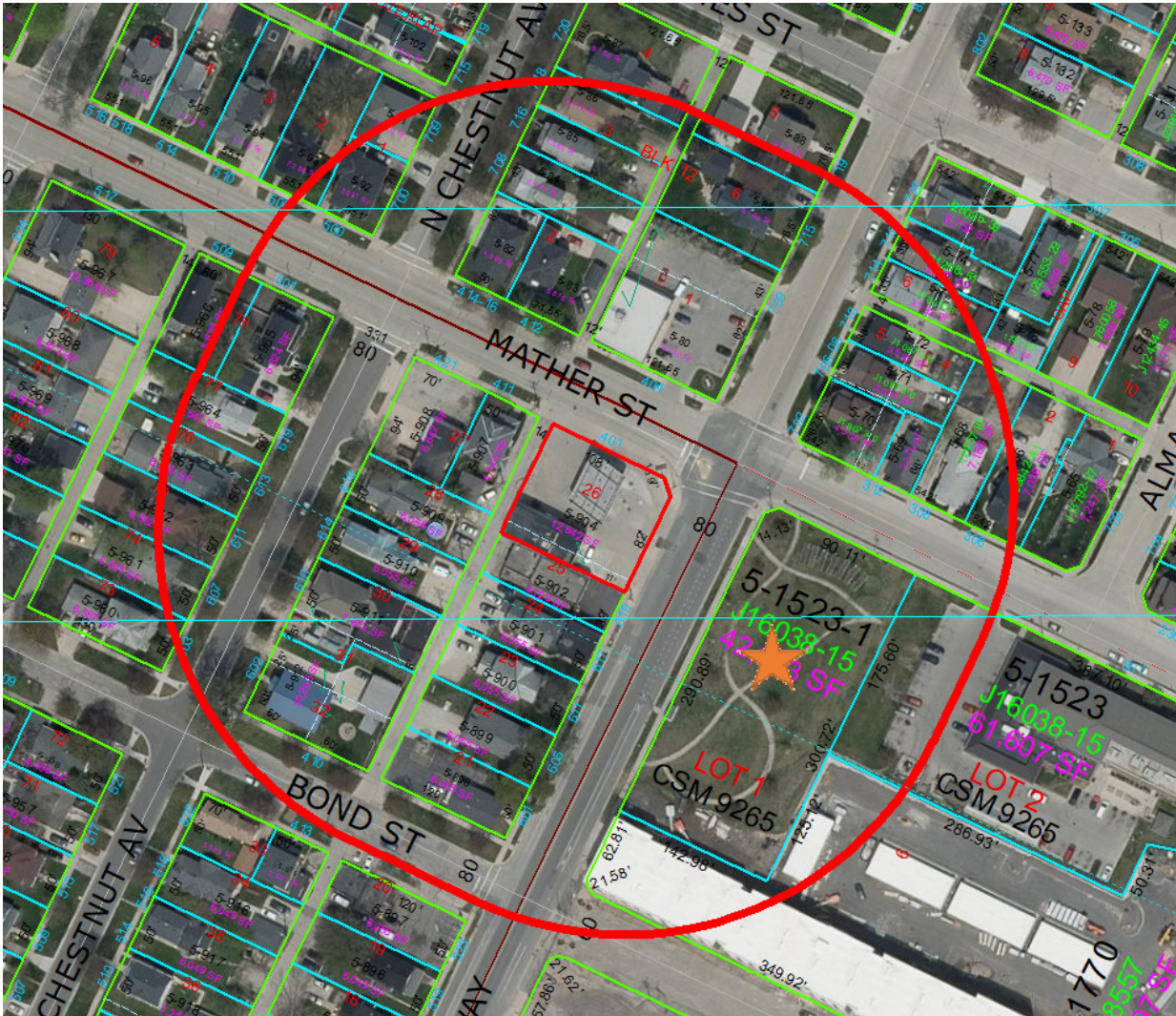
Hospital Definition:

- (a)** "Hospital" means any building, structure, institution or place devoted primarily to the maintenance and operation of facilities for the diagnosis, treatment of and medical or surgical care for 3 or more nonrelated individuals hereinafter designated patients, suffering from illness, disease, injury or disability, whether physical or mental, and including pregnancy and regularly making available at least clinical laboratory services, and diagnostic X-ray services and treatment facilities for surgery, or obstetrical care, or other definitive medical treatment.

Jaime Fuge

From: David Buck
Sent: Tuesday, April 11, 2023 5:07 PM
To: Jaime Fuge
Cc: Jon LeRoy; Paul Van Calster
Subject: RE: 401 Mather St. -300' by school, church, hospital

Does not appear to be within 300 ft of a church or school. However, the NEW Community Clinic (free clinic) is directly across Broadway built on what used to be greenspace (parcel 5-1523-1)...see the lot with the star on it below.





www.greenbaywi.gov

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To: David Buck <David.Buck@greenbaywi.gov>
Cc: Jaime Fuge <Jaime.Fuge@greenbaywi.gov>; Jon LeRoy <Jon.LeRoy@greenbaywi.gov>
Subject: RE: 401 Mather St. -300' by school, church, hospital

Hi David,

Could you please respond to Jaime on this use question for a liquor license. I send them to Jon, but he is out this week.

Thanks,

Paul

Paul Van Calster, P.E.
Chief Building Official

City of Green Bay
Department of Community and Economic Development
100 N. Jefferson St., Room 608
Green Bay, Wisconsin 54301
Office 920-448-3299
Fax 920-448-3426
paulvc@greenbaywi.gov
www.greenbaywi.gov



From: Jaime Fuge <Jaime.Fuge@greenbaywi.gov>
Sent: Tuesday, April 11, 2023 12:43 PM
To: Paul Van Calster <Paul.VanCalster@greenbaywi.gov>
Subject: 401 Mather St. -300' by school, church, hospital

Hi,

Can you confirm if 401 Mather St. is within 300' by school, church or hospital.

There is currently a gas station there, however, has only sold beer in the past. The new owners want liquor too.

Thank you,

Jaime Fuge
Green Bay Deputy Clerk



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.15

To approve a location transfer of a liquor license for Ramis River Run, LLC from 324 N. Roosevelt St. to 1610 Cass St. with an intended opening date of May 1, 2023.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 1610 CASS ST-NOT IN LIQUOR MORATORIUM
2. 1610 CASS Street
3. SIGNED LICENSE STIPULATION PAPERWORK.AYRESS.503
4. 1610 cass



City Of GreenBay > Parcel Data

Find a Parcel

Current Parcel: 8-567-1

📍 1610 CASS ST

STEVEN VANPAY

STEVEN & CHERYL VAN PAY 1338 VANDERBRAAK ST GREEN BAY WI 54302-20

Street View Map • Green Bay Parcel Map • Google Map

Assessment Records

Zoning and Districts

Brown County Parcel Data

Inspection Records

Special Assessments

Requests For Service

Police Calls

Zoning and Districts

AlderPerson

Zoning and Districts

Opportunity Zone: N/A	Business Improvement District: N/A	Community Development Block Grant Area: N/A
Zoning: C1 (General Commercial)	Wellhead Zoning: N/A	Archeological: N/A
Conditional Use Zoning: N/A	Central Business District: N/A	Historic District: N/A
Planned Unit Development Zoning: N/A	Development Districts: N/A	Liquor Moratorium Area: N/A
Industrial: N/A	Tax Increment Finance District: N/A	Neighborhood Association: Starlite

Flood

FIRM Panel: 55009C0276F	Floodway: N/A	Static Base Flood Elevation: N/A
Floodplain: N/A	LOMA: N/A	

Voting

2021 Ward: 13	2021 Alderperson: 4	2021 Supervisor: 3
2011 Ward: 14	2011 Alderperson: 4	2011 Supervisor: 3

City Service Districts

Forest District: E10	Residential Snow Route: 15A	Fire District: GN5B
Assessment District: 140	Police District: D1	Inspection Area: 4
Sanitation Route: 403 (Thursday)		

Schools

Elementary School: Anne Sullivan
Middle School: Washington
High School: East

Census

Census Block Group: Block Group 3
Census Tract Number: 16
Census Block Number: Block 3005

Location

Location Zip Code: 54302	Latitude: 44.495798639
---------------------------------	-------------------------------

Side Of City: EAST	Longitude: -87.9912990029999
---------------------------	-------------------------------------



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.16

To approve the General Ordinance I-23 relating to Rules of Council Procedure.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DRAFT GO 01-23 - Amend 2-27n - Rules of Council Procedure (COTW)

GENERAL ORDINANCE NO. 01-23

AN ORDINANCE
AMENDING SECTION 2-27(n),
GREEN BAY MUNICIPAL CODE,
RELATING TO RULES OF COUNCIL PROCEDURE

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

SECTION 1.

1. Section 2-27(n), Green Bay Municipal Code, is hereby amended to read:

Sec. 2-27. Rules of Council procedure.

- (n) *Committee of the whole.* The Mayor or the President of the Council may declare the entire Council a committee of the whole for informal discussion at any meeting, or for any other purpose, provided there is no objection made by the majority of the Alderpersons present at the meeting. **The Committee of the Whole may take final action on any matter before it.** The Mayor shall ex officio be Chairperson of such meeting, ~~or, if~~ **If** the Mayor is not present, the Council President shall act as Chairperson in their absence. **If neither the Mayor nor Council President is present, the Council Vice President shall act as Chairperson in their absence.**

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

Clerk

law
03/07/2023



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.17

To approve General Ordinance 2-23 relating to expiration of Mayoral appointments to Boards and Commissions.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. G.O. 02-23 Relating to Expiration of Mayoral Appointments to Boards and Commissions

GENERAL ORDINANCE NO. 02-23

AN ORDINANCE
AMENDING SECTION 2-80
GREEN BAY MUNICIPAL CODE,
RELATING TO EXPIRATION OF MAYORAL
APPOINTMENTS TO BOARDS AND COMMISSIONS

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

SECTION 1. Section 2-80, Green Bay Municipal Code, is hereby amended to read:

Sec. 2-80. Expiration of mayoral appointments to boards and commissions.

- (a) Unless appointed to serve the remainder of the existing term by the incoming mayor, mayoral appointments of citizens and Alderpersons to City boards and commissions shall, regardless of any time remaining on the appointment, expire six months after the appointing mayor leaves office.
- (b) Unless otherwise provided by law, this provision shall apply to all boards and commissions.
- (c) Appointments made to vacancies created pursuant to this section shall be for the remainder of the vacated term.
- (d) This section shall affect only those appointments first made after the effective date of the ordinance from which this section is derived.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

Clerk

law
4/20/2023



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.18

To approve General Ordinance 07-23 relating to Hotel Registry.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DRAFT GO 07-23 - Create 10-2 - Lodging and Accommodations

GENERAL ORDINANCE NO. 07-23

**AN ORDINANCE
CREATING SECTION 10-2,
GREEN BAY MUNICIPAL CODE,
RELATING TO LODGING AND ACCOMMODATIONS**

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

SECTION 1. Section 10-2, Green Bay Municipal Code, is hereby created to read:

Sec. 10-2. Lodging and accommodations.

- (a) *Identification required.* Every owner, keeper, or proprietor of any lodging house, rooming house, short-term rental, motel, hotel, or other similar transient use shall require identification of such guest, roomer, or lodger at the time of registration in a format including, but not limited to, a driver's license, government-issued picture identification card, credit card, or such other form as will reasonably assure that the registrant is, in fact, the person under whose name such lodging, room, or accommodations is, in fact, being procured.
- (b) *Register to be maintained.*
 - (1) Every such owner, keeper, or proprietor shall maintain a register wherein all guests, roomers, or lodgers shall inscribe their names and permanent address upon their procuring lodging, a room, or accommodations. All registers shall be kept on establishment premises for a ninety (90) day period. The register shall be made available for review and inspection by the Green Bay Police Department or other law enforcement agency when authorized.
 - (2) Before furnishing any lodging for hire to any person in any lodging house, or before furnishing any accommodations to any guest of any rooming house, short-term rental, motel, hotel, or other similar transient use, the proprietor, manager or owner thereof shall require the person to whom such lodgings are furnished, or room is rented or accommodations furnished, to inscribe their name and permanent address in such register, opposite said name the time that said name was so inscribed and the room occupied by such lodger, roomer, or guest.
- (c) *Enforcement.* In addition to any forfeiture under this Section, the City may institute an action or proceeding to enjoin a violation of this Chapter, and such violation may constitute the basis for revocation of any and all licenses and permits wherein the City is the issuing authority.

- (d) *Forfeiture.* Failure to maintain a registry in accordance with this section shall be subject to a forfeiture of not less than \$100.00 nor more than \$500.00.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

Clerk

law



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.19

To receive and place on file The Liquor Violation Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 23LiqVio
2. Report April 24 2023

2023 LIQUOR VIOLATIONS

Subject's Name	Tavern Name And Address	Date/Type Violation	Status of Case
Sukhjit (NMI) Singh 23-211395 2321139553401	Dousman Express 606 Dousman Street	Bartending without an Operator's License	Court Date: 5/4/23
Upinderjit (NMI) Singh 23-211395 W2023-534-012	Dousman Express 606 Dousman Street	No Licensed Operator on the Premises (Owner)	Issued Written Warning
Marco A. Vargas 23-211037 2321103772801	Dino Shell 1828 S Ashland Avenue	Bartending without an Operator's License	Court Date: 5/2/23
Marco A. Vargas 23-211037 2321103772802	Dino Shell 1828 S Ashland Avenue	Sale of Alcohol to Underage Person(s)	Court Date: 5/2/23
Juan Perez Maldonado 23-210493 W2023-557-023	Taqueria Maldonado's 1706 Main Street	Violation of Stipulation/Agreement	Issued Written Warning
Fatehajeet (NMI) Singh 23-214991 2321499153401	Marathon Gas Station 610 E. Walnut St.	No Licensed Operator on the Premises (Owner)	Court Date: 05/24/23
Fatehajeet (NMI) Singh 23-214991 2321499153402	Marathon Gas Station 610 E. Walnut St.	Violation of Stipulation/Agreement	Court Date: 05/24/23
Shanta P. Jackson 23-214991 W2023-534-014	Marathon Gas Station 610 E. Walnut St.	Bartending without an Operator's License	Issued Written Warning
Keishia K. King 23-214991 W2023-534-013	Marathon Gas Station 610 E. Walnut St.	Bartending without an Operator's License	Issued Written Warning

CITY OF GREEN BAY POLICE DEPARTMENT

TO: PROTECTION AND POLICY COMMITTEE

FROM: COMMUNITY POLICING

DATE: April 24, 2023

From April 10, 2023, to April 24, 2023, there have been 2 municipal citations issued, two written warnings issued, no DA referrals and no property referrals issued.

On March 22, 2023, officers had been called to the Marathon Gas Station at 610 E. Walnut Street to issue removal orders for gambling machines. It was learned that there were two clerks working that did not have bartender's licenses which is a violation of the stipulation agreement. Clerks, Shanta P. Jackson and Keishia K. King were issued written warnings for Bartending without an Operator's License. Municipal citations were issued to Fatehajeet (NMI) Singh, property owner of the Marathon Gas Station at 610 E. Walnut Street, for Violation of Stipulation/Agreement and No Licensed Operator on the Premises (Owner).

Sincerely,

**LT. STEVE MAHONEY & LT. ERIN BLOCH
DISTRICT POLICING**

sp



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # M.20

To receive and place on file the Clerk's Office Liquor Licensing Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 4.19.2023 CLERK'S OFFICE LIQUOR LICENSING REPORT

**Licenses Granted By Common Council, but not yet
Issued as of (4/19/2023):**

COMPANY NAME	TRADE NAME	ADDRESS	TYPE	APPROVER	LICENSE GRANTED
Confetti's, Inc. (Renewal)	Confetti's	217 E. Walnut St.	"Class B" Liquor & Class "B" Beer License	Inspections	License Start Date of 7/1/2022. Extension granted until May 2023
Allegedly LLC	Allegedly	2056 Main St.	Class "B" Beer License	Inspections	Granted 12/20/2022
Vast Properties Group LLC	Waterfront Market	401 N Washington St.	"Class B" Liquor & Class "B" Beer Reserve License	Inspections	Granted 1/17/2023

Summary of Licenses Granted and Issued for Available Liquor Licenses:

The City of Green Bay has a quota of 172 Class B Combination Liquor and Beer licenses under state law.

The City of Green Bay issued 169 of the 172 available Class B Combination Liquor and Beer licenses.

The City granted 1 license that have not yet been issued (see page 1).

The Clerk's Office cannot take any more applications for available liquor licenses at this time.

The City of Green Bay set forth by resolution that available liquor licenses are considered to those who apply with fully completed applications and first in time.

Liquor License Checklist:

(<https://greenbaywi.gov/264/Liquor-Sales---New-Establishments>)

The Clerk's Office shall only accept the number of applications that we have available licenses.

Summary of Licenses Granted and Issued for Reserve Liquor Licenses:

The City of Green Bay has a quota of 23 Class B Combination Liquor and Beer Reserve licenses under state law.

The City of Green Bay has 1 Class B Combination Liquor and Beer Reserve issued.

The City of Green Bay has 1 Class B Combination Liquor and Beer Reserve license pending.

The difference between a Reserve and available liquor license is that a reserve is at a cost of a one-time non-refundable \$10,000 issuance fee (plus license fee). The license shall not be transferred or surrendered.



Report to the Green Bay Plan Commission

MEETING DATE

May 2, 2023

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # N.1

To hold the request to amend the City's Comprehensive Plan for the property located at 2850 Humboldt Road (Parcel# 21-338) from Park uses to Commercial uses. (Public Hearing held 04/24/2023)

BACKGROUND

Primary Address: 2850 Humboldt Road

Aldersperson/District: Ald. Hutchison, District 2

Reason for Request: The proposed comprehensive plan amendment would allow for a clean-up rezoning for an existing restaurant property to General Commercial.

Surrounding Zoning and Land Uses:

SUBJECT: General Commercial (C1) & Low Density Residential (R1) Restaurant
NORTH: Low Density Residential (R1) Vacant, Wooded Land
SOUTH: Low Density Residential (R1) Vacant, Wooded Land
EAST: Low Density Residential (R1) Vacant, Wooded Land & Single Family Homes
WEST: Low Density Residential (R1) Vacant, Wooded Land

Comprehensive Plan: The 2022 Smart Growth Green Bay Comprehensive Plan recommends Park use for this parcel.

Analysis: The subject parcel is located at 2850 Humboldt Road. It is currently 1.023 acres. It's the current home of Jimmy Simms Restaurant and has been a commercial restaurant for many years.

The applicant is hoping to expand the restaurant's outdoor area. This is proposed to be done on land that the City of Green Bay currently owns. The applicant and our Parks Department are working on an exchange of property to facilitate the proposed expansion. In exploring this, it was discovered that this parcel is split zoned between General Commercial (C1) and Low Density Residential (R1). C1 zoning is the appropriate zoning district for this parcel and is in need of clean-up action (also on this agenda). In order to rezone the property, the comprehensive plan also needs to be amended to reflect commercial use rather than park use.

The Smart Growth 2022 Comprehensive Plan establishes the following review criteria for periodic amendments:

1. The change is consistent with the goals and objectives or other elements of The Smart Growth 2022 Comprehensive Plan.
 - o Staff feels the proposed amendment is consistent with the goals and objectives of the Comprehensive Plan.
2. The change does not create an adverse impact on public facilities and services that cannot be

mitigated. Public facilities and services include roads, sewers, water supply, drainage, schools, police, fire, and parks.

- o The proposed amendment should have no impact on public facilities and services.

3. Development resulting from the change does not create an undue impact on surrounding properties. Such development should be consistent with the physical character of the surrounding neighborhood or would upgrade and improve its viability.

- o The proposed change in land use would not create a detriment to the surrounding neighborhood. The commercial use has been established for years and the expansion area is towards Interstate-43 and no residential properties.

4. The change allows a more viable transition to the planned uses on adjacent properties than the current land use.

- o The proposed amendment has no impact on adjacent planned uses.

5. The change does not have a significant adverse impact on the natural environment including trees, slopes, and groundwater, or the impact could be mitigated by improvements on the site or in the same vicinity.

- o There are no known natural features that would impact the future development of the site. The surrounding wooded areas will be maintained.

6. There is a change in City policies or neighborhood characteristics that would justify a change.

- o Not applicable.

7. The change corrects an error made in the original plan.

- o Not applicable. However, the designation for park uses is inappropriate given the City has no plans to establish a park at this site. This designation is outdated.

8. There is a community or regional need identified in the Comprehensive Plan for the proposed land use or service.

- o Not applicable.

9. The change helps the City meet its life-cycle and affordable housing goals.

- o Not applicable. However, commercial nodes are encouraged to create stronger neighborhoods.

10. The change does not adversely impact any landmarks or other historically significant structures or properties unless mitigated through relocation, commemoration, or dedication.

- o There are no landmarks or historically significant features that are being modified as part of the request.

The Public Participation Plan for Periodic Comprehensive Plan Amendments is being followed for this request and notices have been provided regarding the public hearings for this meeting. Ald. Jim Hutchison and neighbors within 200 ft. had been noticed of the meeting based on Plan Commission policy. No inquiries have been made as of the drafting of this report.

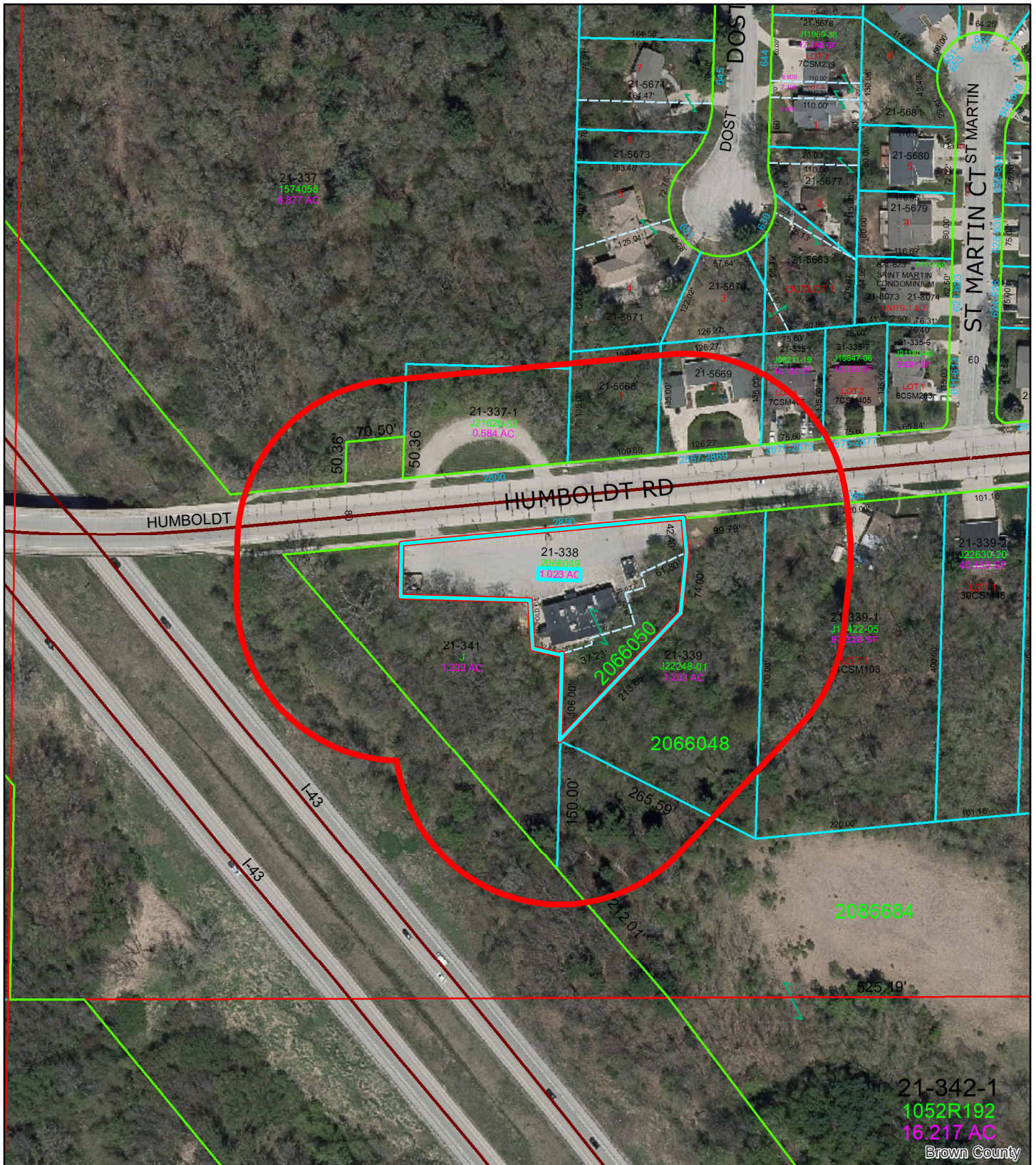
RECOMMENDATION

Approval of the request.

FISCAL IMPACT

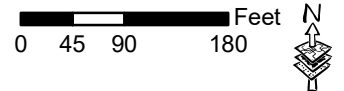
ATTACHMENTS

I. CPA 23-03, ZP 23-07 Map



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. E.R. 12 Apr 2023 X:\Planning\Basemaps\template_8.5x11.mxd

(CPA 23-03 & ZP 23-07) Commercial Land Use & Zoning



- 2850 Humboldt Road
- 200-ft. Notification Area



Report to the Green Bay Plan Commission

MEETING DATE

May 2, 2023

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # N.2

To hold the request to rezone the property located at 2850 Humboldt Road (Parcel# 21-338) from split General Commercial (CI) and Low-Density Residential (RI) to General Commercial (CI). (Public Hearing held 04/24/2023)

BACKGROUND

Primary Address: 2850 Humboldt Road

Aldersperson/District: Ald. Jim Hutchison, District 2

Reason for Request: The proposed rezoning cleans up an inappropriate split zoning.

Surrounding Zoning and Land Uses:

SUBJECT: General Commercial (CI) & Low Density Residential (RI) Restaurant

NORTH: Low Density Residential (RI) Vacant, Wooded Land

SOUTH: Low Density Residential (RI) Vacant, Wooded Land

EAST: Low Density Residential (RI) Vacant, Wooded Land & Single Family Homes

WEST: Low Density Residential (RI) Vacant, Wooded Land

Comprehensive Plan: The 2022 Smart Growth Green Bay Comprehensive Plan currently recommends park uses for this parcel. An amendment is being considered as part of this agenda to amend that designation to commercial uses.

Report: The subject parcel is located at 2850 Humboldt Road. It is currently 1.023 acres. It's the current home of Jimmy Simms Restaurant and has been a commercial restaurant for many years.

The applicant is hoping to expand the restaurant's outdoor area (see attached). This is proposed to be done on land that the City of Green Bay currently owns. The applicant and our Parks Department are working on a property exchange to allow for this expansion. In exploring this, it was discovered that this parcel is split zoned between General Commercial (CI) and Low Density Residential (RI). CI zoning is the appropriate zoning district for this parcel.

Ald. Jim Hutchison and neighbors within 200 ft. have been noticed of the meeting based on Plan Commission policy. No inquiries have been made as of the drafting of this report.

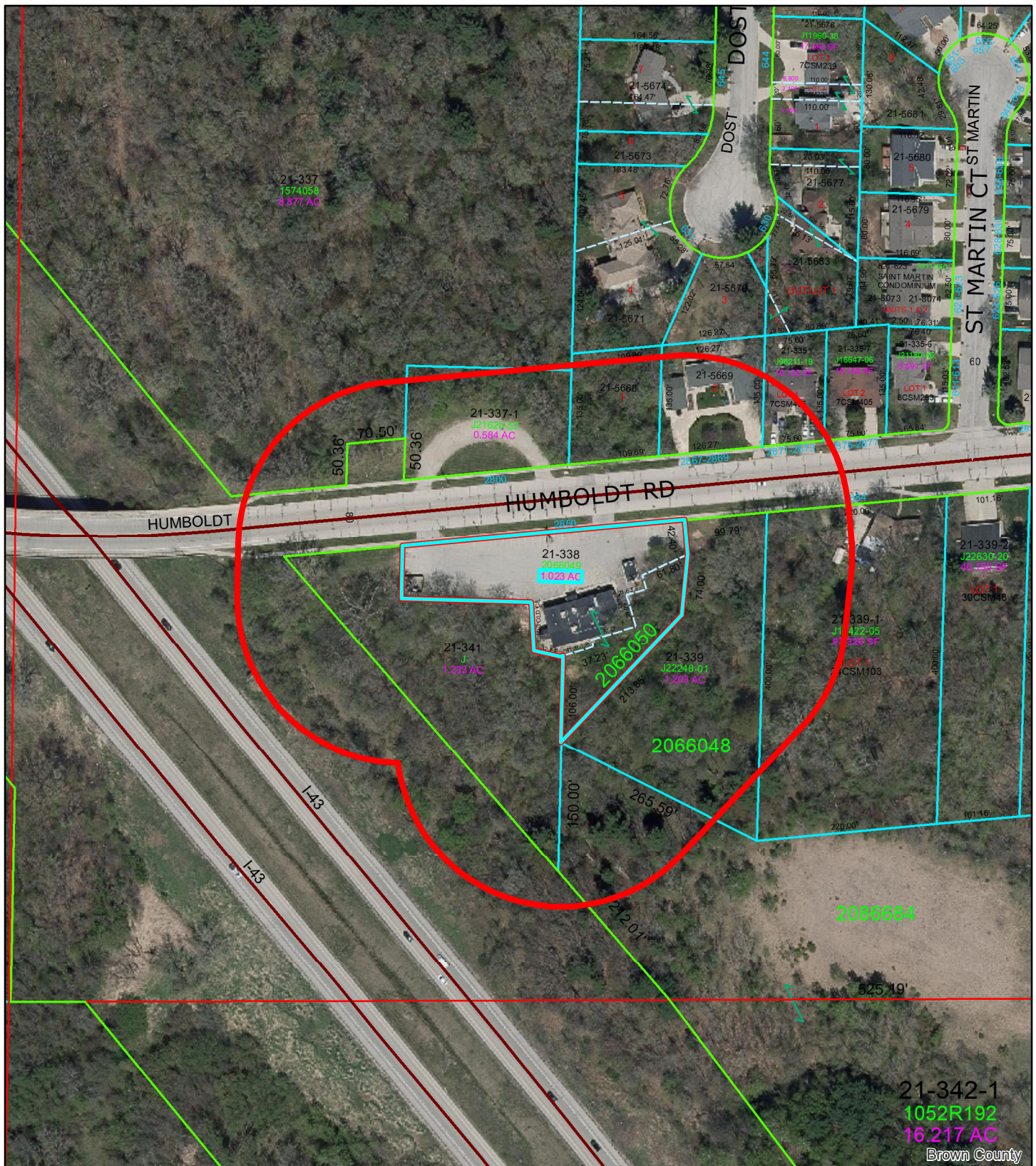
RECOMMENDATION

Approval of the request.

FISCAL IMPACT

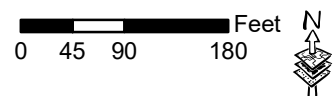
ATTACHMENTS

1. CPA 23-03, ZP 23-07 Map
2. ZP 23-07 Project Pic 3
3. ZP 23-07 Project Pic 4
4. ZP 23-07 Applicant Narrative

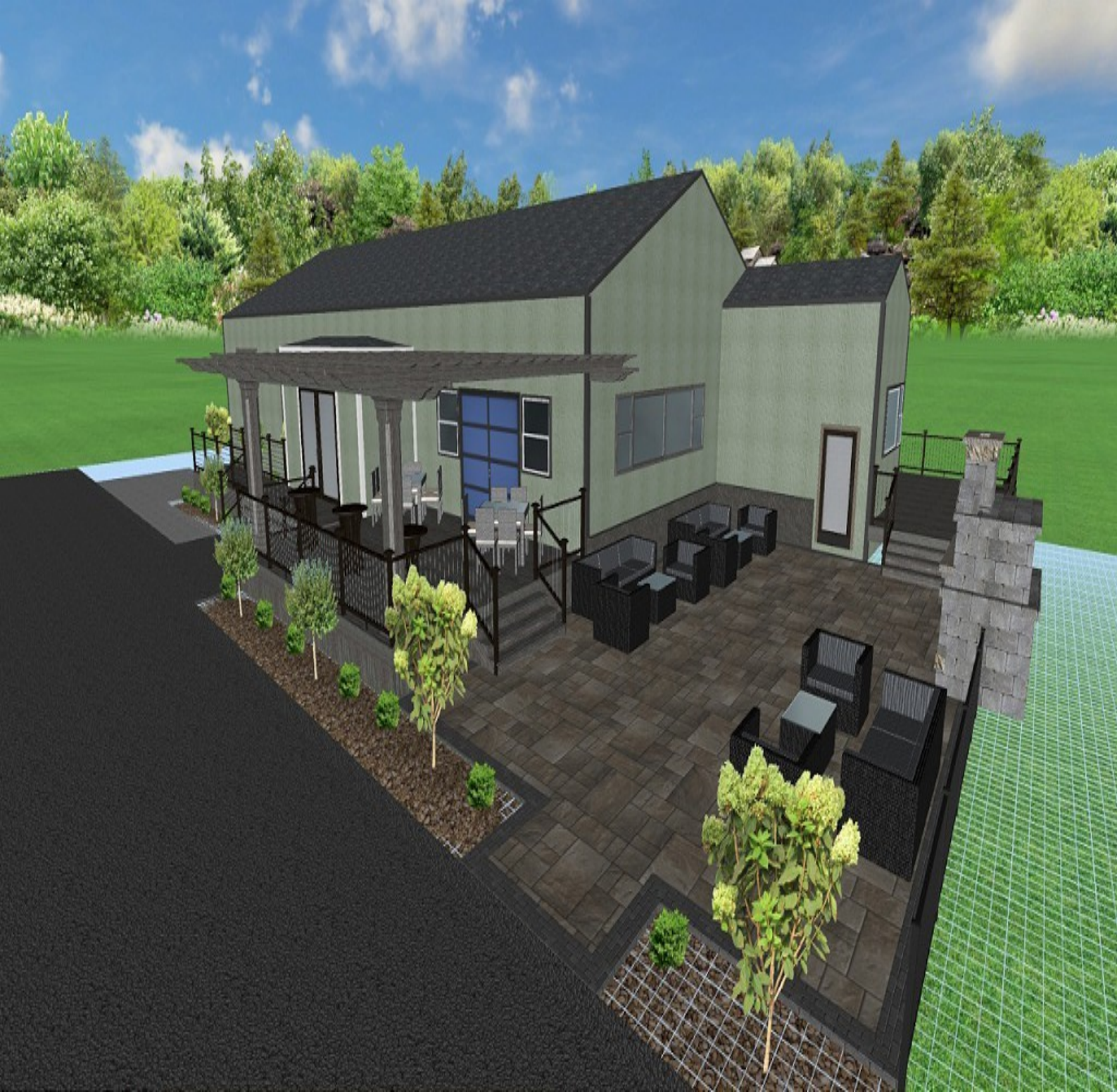


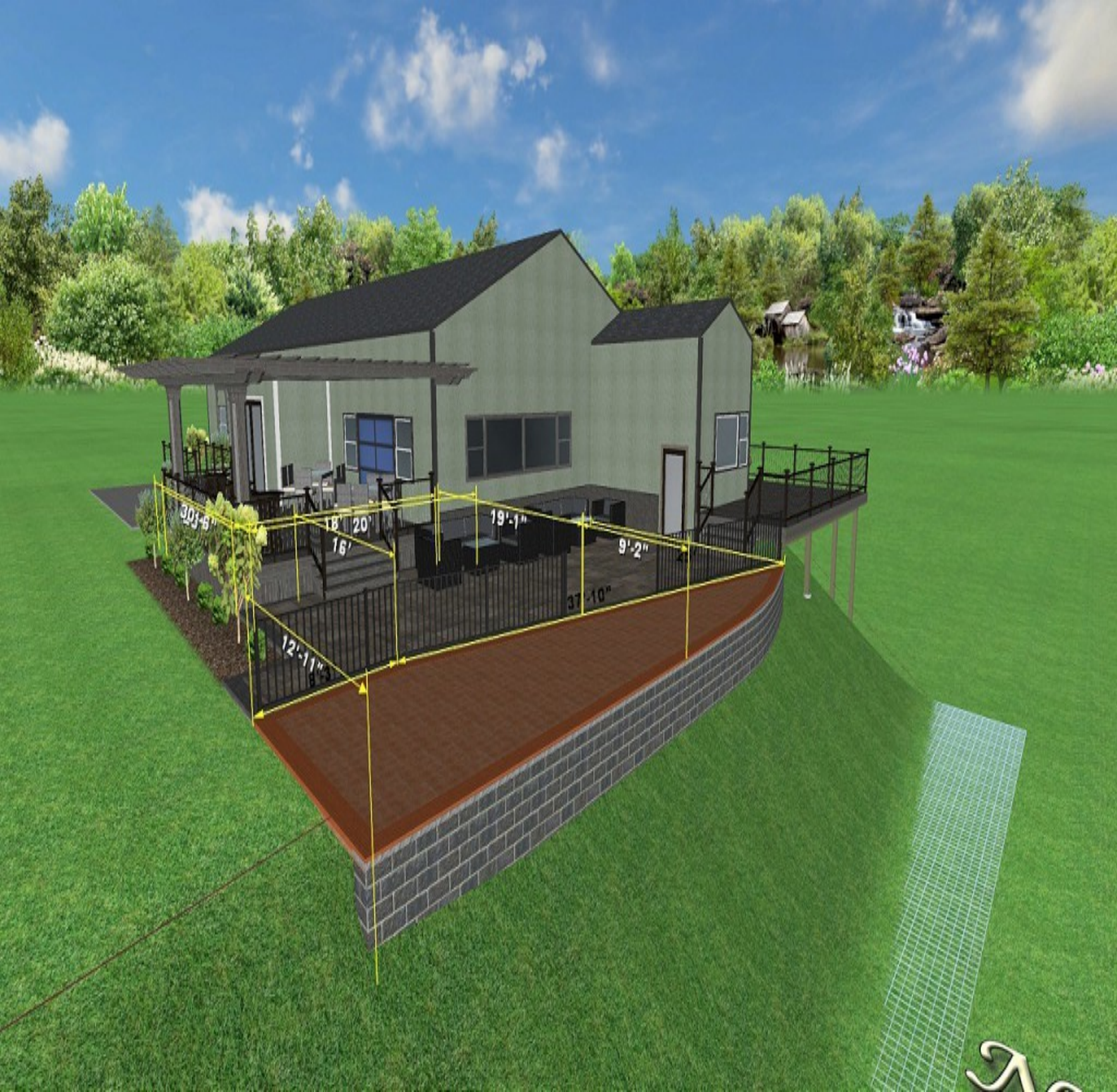
This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. E.R.
12 Apr 2023 X:\Planning\Basemaps\template_8.5x11.mxd

(CPA 23-03 & ZP 23-07)
Commercial Land Use & Zoning



-  2850 Humboldt Road
-  200-ft. Notification Area





**Explanation and Overview of Project at 2850 Humboldt Rd, Green Bay WI 54311
and Need for Rezoning**

Our business, Jimmy Simms LLC is housed in property owned by Simonet-Crowley Restaurant Group (same ownership) located at 2850 Humboldt Road.

A few months ago we obtained the services of DVR Construction for the design and construction of a new patio/pergola attachment to our existing building. Once complete, the plan and quote were submitted to Erin Rovinski, Design Specialist for the City of Green Bay Community and Economic Development Department.

Our design was approved for reimbursement funding under the Façade Grant.

As we proceeded we learned that in fact some of what appeared to be property of our business (based on the work of previous ownership) was actually partially city property.

In order to fully carry out the design as originally planned, based on the recommendations of Dan Ditscheit, PLA, Director of the Parks, Recreation and Forestry Department of Green Bay we could have a few options to include an easement or land swap. Upon further review it was also determined that we would need to rezone to be fully compliant.

In order to move forward with this project in a timely manner, with respect to our business having the patio open and operation during optimum summer months, we request this rezoning of the affected parts of our property.

Thank you.



Report to the Green Bay Plan Commission

MEETING DATE

May 2, 2023

PREPARED BY

David Buck, Staff

AGENDA ITEM # N.3

To approve a Conditional Use Permit (CUP) at 158 N. Maple Street (Parcel #4-95) to allow for the development of the dormitory within the Office Residential (OR) subject to the following conditions:

- a. A maximum capacity of 6 individual unrelated residents who are students of UWGB and one VISTA fellow to act as the property caretakers for a maximum total of 7 individual tenants. Any increase in residents will require Plan Commission and Common Council approval.
- b. If the dormitory use is discontinued, the operation is dissolved, or if UWGB's Center for Civic Engagement no longer operates/manages the facility, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.
- c. Conformance with the operating plan submitted by the applicant.
- d. Compliance with all other regulations of the Green Bay Municipal Code.
- e. Final site and building plans are reviewed and approved by the Green Bay Redevelopment Authority.

(Public Hearing held 04/24/2023)

BACKGROUND

Primary Address: 158 N. Maple Street

Aldersperson / District: Ald. Brian Johnso, District 9

Reason for Request: To permit the development of a dormitory facility for young adults.

Surrounding Zoning and Land Uses:

SUBJECT: Office/Residential (OR) Vacant Multi-family Home

NORTH: Office/Residential (OR) Single- and two-family Residential

SOUTH: Office/Residential (OR) Single-, Two- and Multi-Family Residential

EAST: Office/Residential (OR) Multi-Family Residential

WEST: Office/Residential (OR) Single-, Two- and Multi-Family Residential

Comprehensive Plan: The 2022 Smart Growth Plan designates the subject area as Medium to High-Density Residential uses (M/HDR).

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

Report: The subject property is located on the southeast corner of N. Maple Street and Hubbard Street, currently owned by the Green Bay Redevelopment Authority (RDA). The site is a single lot (Parcel# 4-95) containing a total 0.09 acres or 4,131 sq. ft. with approximately 55 ft. of frontage on N. Maple Street and 75

ft. of frontage on Hubbard. The property is improved with a three-story 3,823 sq. ft. Queen Ann style building constructed in 1903-04. The approval of the request would allow the development of a dormitory use for up to 6 unrelated young adults who are juniors or seniors at the University of WI-Green Bay, as well as an AmeriCorp Vista Fellow who will help and coordinate the activities at the dormitory. A narrative from the applicant is attached within this agenda.

The City of Green Bay, University of WI-Green Bay, and Base Companies LLC, are proposing to rehabilitate the former six-unit multiple-family home at 158 N. Maple Street and create "The Center for Community Based Learning (The Center)". The Center will provide affordable housing for university students while also providing the opportunity for an immersive learning experience that matches students with local nonprofits and neighborhood associations to provide internships, resulting in new programs and projects that will impact the surrounding neighborhood and community. The Center will be the first of its kind in the UW-System and the State of Wisconsin.

The three-story house is proposed to bring together university and non-university participants for education classes, meetings, planning and workshops. The interior of the structure will be completely redesigned and rebuilt. The ground floor will have a meeting room (accessible only with the oversight of the VISTA fellow), a communal kitchen and half-bath, as well as include ADA accessibility from the exterior lift and an ADA living space. The second floor will have single and double bedrooms for students and a full-bath, and the top floor will have a bedroom and office space for the VISTA fellow plus 1-2 additional bedrooms (space permitting) and a full-bath. The exterior of the structure will be rehabilitated to include composite siding with accent shingle siding, trim board and custom millwork medallion. Windows is proposed to be replaced, adjusting placement to new room layouts. In an attempt to maintain as much of the historical integrity of the original home as possible, the 3rd level window arrangements will repurpose the arched trim detail. Metal railings will be extended on upper-level patios and extended on the first-floor porch. The property will be essentially unchanged and includes the structure and one-stall garage and 3-4 surface stalls accessed off Hubbard Street.

In the review of the Conditional Use Permit (CUP), the Zoning Ordinance Section 44-83(e) establishes seven standards for the Plan Commission to consider when reviewing a CUP:

- (1) The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, or general welfare.
- (2) The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
- (3) The conditional use, its exterior architectural design, and functional plan of any proposed structure will not be injurious to the use of other property in the immediate vicinity nor substantially diminish or impair property values within the surrounding neighborhood.
- (4) Adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided.
- (5) Adequate measures have been or will be taken to provide ingress and egress and so designed as to minimize traffic congestion.
- (6) Adequate parking facilities as specified in Article XVIII of this chapter.
- (7) The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located and all other applicable City ordinances.

The use of a dormitory is permitted with a CUP and must meet minimum criteria within the Code. The Zoning Ordinance Section 44-1581 related to congregate living uses, includes development standards for dormitory uses in all districts as follows:

- (1) On-site services shall be for residents of the facility only.
- (2) The maximum number of persons occupying the building shall not exceed four per bedroom with 50 square feet of sleeping area per resident, except that more than four individuals may be allowed per room if all said individuals are related by blood, marriage, or adoption. Rooms shall consist of enclosed places having walls that extend from the ceiling to the floor and an entry door.

- (3) One bath and restroom facility for every eight individuals residing in the dormitory. The bath and restroom facility shall be located so that no individual is required to pass through a sleeping room other than their own in order to access the bath and restroom facility.
- (4) One kitchen and dining area for every ten individuals residing in the dormitory.
- (5) One laundry facility consisting of a minimum of one clothes washer, one clothes dryer, and a washbasin for every ten individuals residing in the dormitory.
- (6) One common use area/lounge of at least 600 square feet in size for relaxation and recreation of the occupants for every ten individuals residing in the dormitory.
- (7) If the dormitory use ceases for a period of 12 months or more, the conditional use approval will no longer be in effect. If construction and occupancy has not been completed and established within 12 months of the date of approval, the conditional use status of the property shall no longer be in effect. In the event of a natural disaster or emergency situation, as determined by the City of Green Bay, these regulations may be suspended for a term of not more than 12 months.

This proposed use follows the development standards. Staff believes the proposed use is consistent and not contrary with existing land uses in the immediate neighborhood and meets the standards for CUP approval. However, staff is recommending additional conditions based on the specifics of dormitory use.

Ald. Brian Johnson, the Fort Howard Neighborhood Association, and adjacent property owners within 200 ft. of the subject area have been noticed of the request. A neighborhood meeting was conducted on April 3, 2023, where there was overall support for the project and the only concern expressed was that the building's exterior design should match the neighborhood. A zoning action sign is located on the site as well. There have been no inquiries regarding this request as of the drafting of this report.

RECOMMENDATION

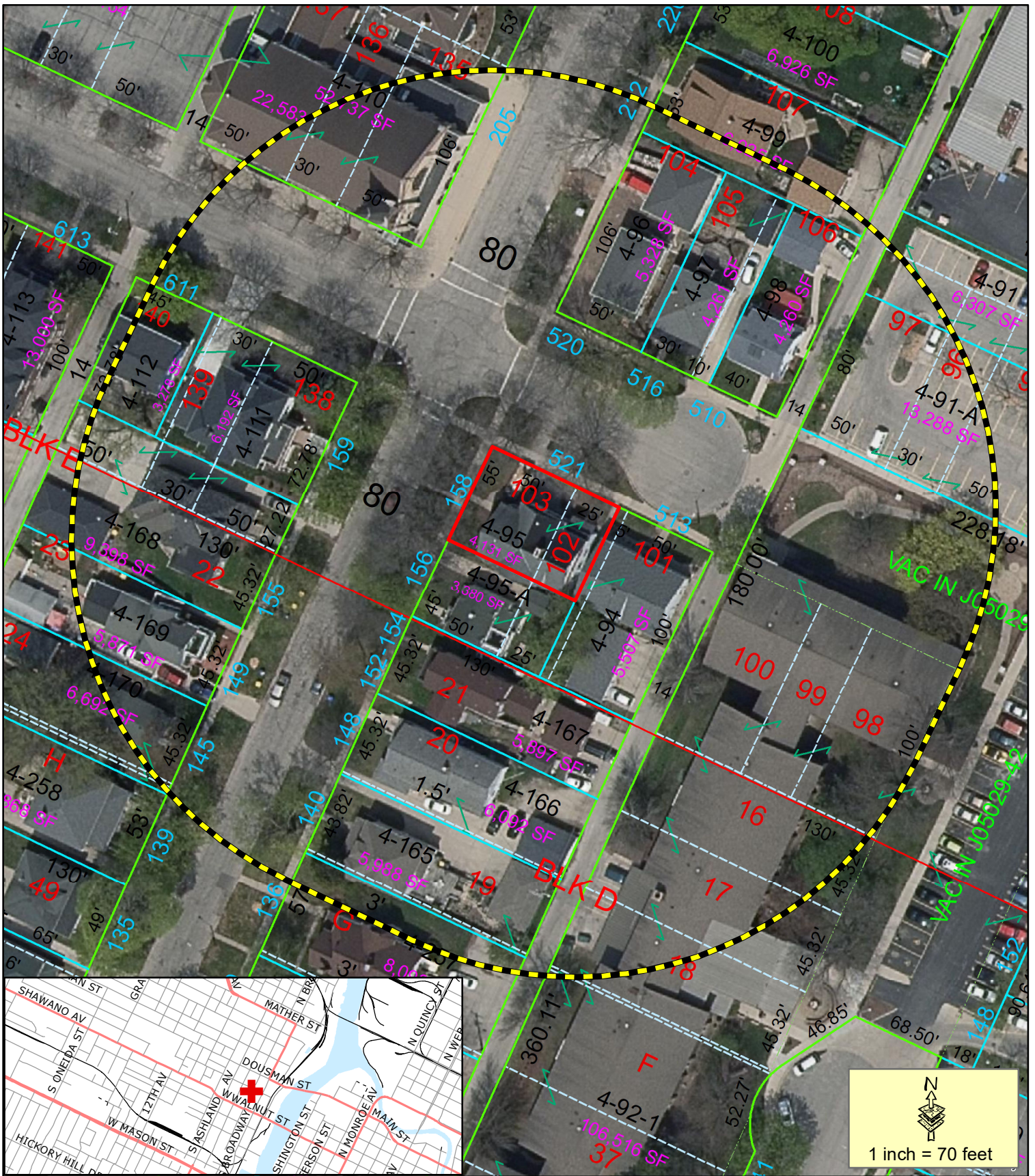
Approval of request, subject to:

1. A maximum capacity of 6 individual unrelated residents who are students of UWGB and one VISTA fellow to act as the property caretakers for a maximum total of 7 individual tenants. Any increase in residents will require Plan Commission and Common Council approval.
2. If the dormitory use is discontinued, the operation is dissolved, or if UWGB's Center for Civic Engagement no longer operates/manages the facility, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.
3. Conformance with the operating plan submitted by the applicant.
4. Compliance with all other regulations of the Green Bay Municipal Code.
5. Final site and building plans are reviewed and approved by the Green Bay Redevelopment Authority.

FISCAL IMPACT

ATTACHMENTS

1. ZP 23-10 Location Map
2. ZP 23-10 Application 4.10.23
3. 27967 N Maple St Exterior (03-08-2023)



- Proposed CUP
- 200' Property Owner Notice

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Map prepared by DB

Zoning Petition (ZP 23-10) Proposed Conditional Use Permit (CUP) at 158 North Maple Street





REQUEST FOR CITY ACTION PLAN COMMISSION

Community and Economic
Development Department
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3400 - phone
(920) 448-3426 - fax
www.greenbaywi.gov

Location of Property: 158 N Maple Avenue

Parcel Number(s): 4-95

Petitioner(s): City of Green Bay

Date: 03/15/2023

Email: will.peters@greenbaywi.gov

Phone Number: 920-448-3150

Address: 100 N Jefferson Street, Room 608

City: Green Bay

State: WI

Zip: 54303

Property Owner: Redevelopment Authority of the City of Green Bay Phone Number: 920-448-3400

Submit this Request Form and all required attachments to the Community and Economic Development Department, Room 608, City Hall

To: Honorable Mayor and Common Council, c/o City Clerk

I, William Peters, respectfully request that the City of Green Bay take the following action:

- ☐ Rezone Property (\$375.00 Review Fee)
- ☒ Conditional Use and CUP Amendment, including Single Lot Duplexes (\$375.00 Review Fee)
- ☐ PUD and PUD Amendments (\$425.00 Review Fee)
- ☐ Approve Preliminary City/Extraterritorial Subdivision Plat (\$150.00 + \$35.00 per Lot/Outlot Review Fee)
- ☐ Approve Preliminary Condominium Plat (\$250.00 + \$35.00 per Lot/Outlot/Lot Equivalent Review Fee)
- ☐ Approve Preliminary City/Extraterritorial Certified Survey Map (\$250.00 Review Fee)
- ☐ Approve Final City/Extraterritorial Subdivision Plat (\$150.00 Review Fee)
- ☐ Approve Final Condominium Plat (\$150.00 Review Fee)
- ☐ Grant a City/Extraterritorial Subdivision/CSM Variance (\$150.00 Review Fee)
- ☐ Development District Map Amendment (\$200.00 Administration Fee)
- ☐ Official Map Amendment (\$200.00 Administration Fee)
- ☐ Plat of Right-of-Way (\$200.00 Administration Fee)
- ☐ Discontinue a Public Utility Easement (\$200.00 Administration Fee)
- ☐ Street Name Change (\$200.00 Administration Fee)
- ☐ Declare City Property "City Surplus" (\$200.00 Administration Fee)
- ☐ Vacate a Street/Alley/Pedestrian Way (\$300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION
- ☐ Closure of Street/Alley/Pedestrian Way (\$300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION
- ☐ Comprehensive Plan Amendments (\$275.00 Review Fee)
- ☐ Other (\$200.00 Administration Fee): _____

Owner Signature: _____

Date: _____

Petitioner Signature(s): _____

Checklist of required attachments:

- Map
- Legal Description
- Applicant Narrative Describing Project
- All Other Pertinent Information

For office use only: _____

Review Fee: _____

Receipt No.: _____

Zoning Petition No.: _____

2P 23-10

UWGB COMMUNITY BASED LEARNING CENTER

Project:

UW-Green Bay's Center for Civic Engagement together with the City of Green Bay is converting a house purchased by the city at 158 N Maple into a community-based learning center. The center will house 5-6 students plus the Center for Civic Engagement's AmeriCorp Vista fellow who will work with and help coordinate many of the activities. In exchange for reduced rent, students will commit to a year-long community-based learning project with local organizations, NGOs, community groups or the city to gain valuable practical experience, to foster community development and strengthen connections between UWGB and the city.

Layout/Concept:

This three-story house, located on the near West side of Green Bay is an ideal space to bring together university and non-university participants to come together for education classes, meetings, planning and workshops. The ground floor will have a meeting room (accessible only with the oversight of the VISTA fellow), a communal kitchen and half-bath. The second floor will have single and double bedrooms for students and a full-bath and the top floor will have a bedroom and office space for the VISTA fellow plus 1-2 additional bedrooms (space permitting) and a full-bath.

Community-based Learning:

Community-based learning "integrates problem-based service-learning, volunteerism, and experiential learning across a variety of disciplines in academic and community-based settings" (Carlisle, et. al.). Studies have shown that students participating CBL programs report increased capacities across multiple personal and professional indicators, including being more connected to their community and having expanded career opportunities. Junior and Seniors from all backgrounds and academic disciplines willing to commit to a year-long community-based project will be invited to apply, with preference given to those who have completed the Civic Scholars program as well as underrepresented students. They will be expected to devote 50hrs of CBL per credit hour as well as work to foster a collaborate and mutually beneficial atmosphere in the Center. Together with the VISTA Fellow, residents will be encouraged to have weekly dinners together and invite guest from the community and/or the university to share updates on the work they are engaged in. UWGB Faculty and Staff as well as community leaders will also be encouraged and invited to present to the residents in the first-floor board room.

Legal Property Description 158 N Maple Avenue

The North 55 feet of lot one hundred three (103) and the North 55 feet of the West 25 feet of lot one hundred two (102), according to the recorded plat of Dousman's Addition to Fort Howard, in the city of Green Bay, West side of Fox River, Brown County, Wisconsin.



158 NORTH MAPLE



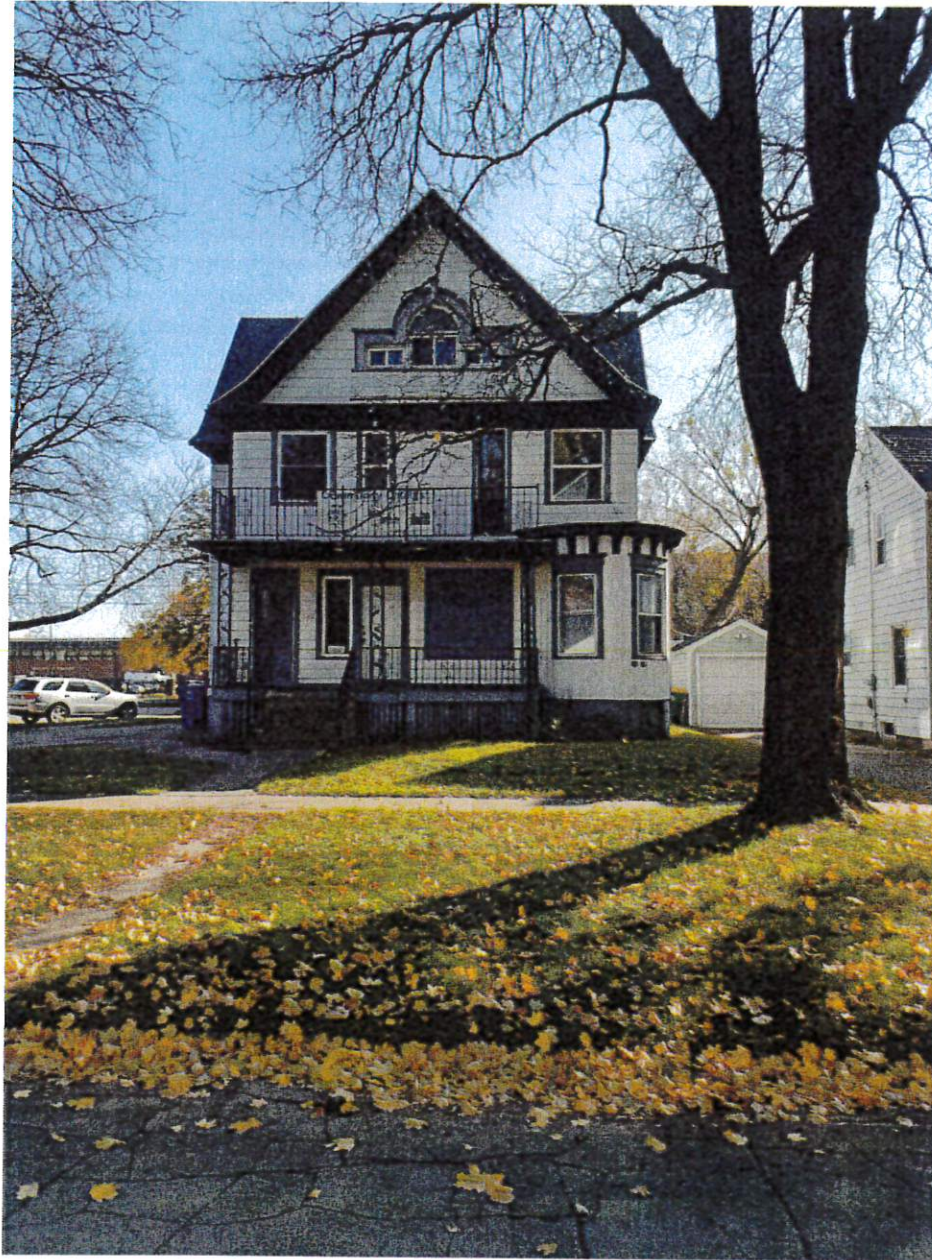
A partnership project to develop community-based learning opportunities.

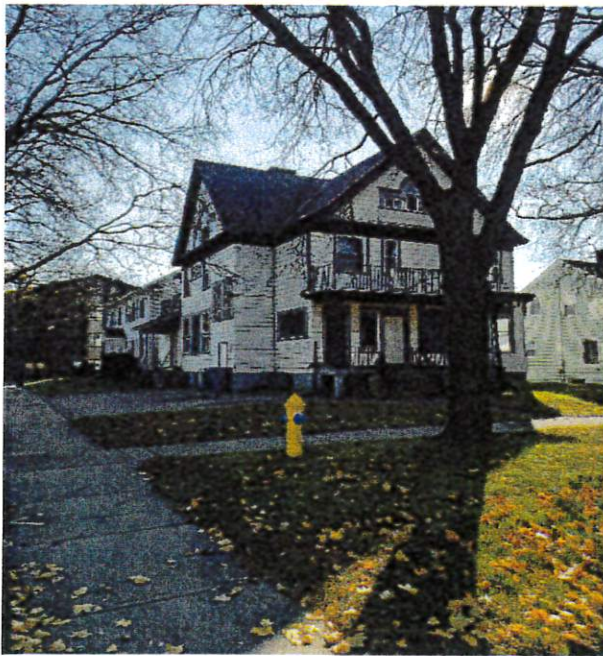


UNIVERSITY of WISCONSIN
GREEN BAY



The City of Green Bay, University of Wisconsin-Green Bay, and Base Companies LLC, are proposing a rehabilitation project of the residential property located at 158 North Maple Avenue. The purpose of this project is to create the Center for Community Based Learning (The Center). The Center will provide affordable housing while also giving students the opportunity for an immersive learning experience, matching students with local non-profits and neighborhood associations to provide meaningful internships resulting in new programs and projects that will impact the surrounding neighborhood and community. The Center will be the first of its kind in the UW-System and the state of Wisconsin.









EXTERIOR FINISH SCHEDULE						
MARK	MATERIAL TYPE	MANUFACTURER	MODEL / SIZE	COLOR	ADDITIONAL INFORMATION	COMMENTS

ISG

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PROJECT

CLIENT NAME
158 MAPLE

GREEN BAY WISCONSIN

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO.	22-27697
FILE NAME	
DRAWN BY	Author
DESIGNED BY	Designer
REVIEWED BY	Checker
ORIGINAL ISSUE DATE	MM/DD/YY
CLIENT PROJECT NO.	

TITLE
EXTERIOR ELEVATIONS

SHEET
A2-11



1 NORTH ELEVATION
1/8" = 1'-0"



3 SOUTH ELEVATION
1/8" = 1'-0"



2 WEST ELEVATION
1/8" = 1'-0"



4 EAST ELEVATION
1/8" = 1'-0"



PRELIMINARY NOT FOR CONSTRUCTION

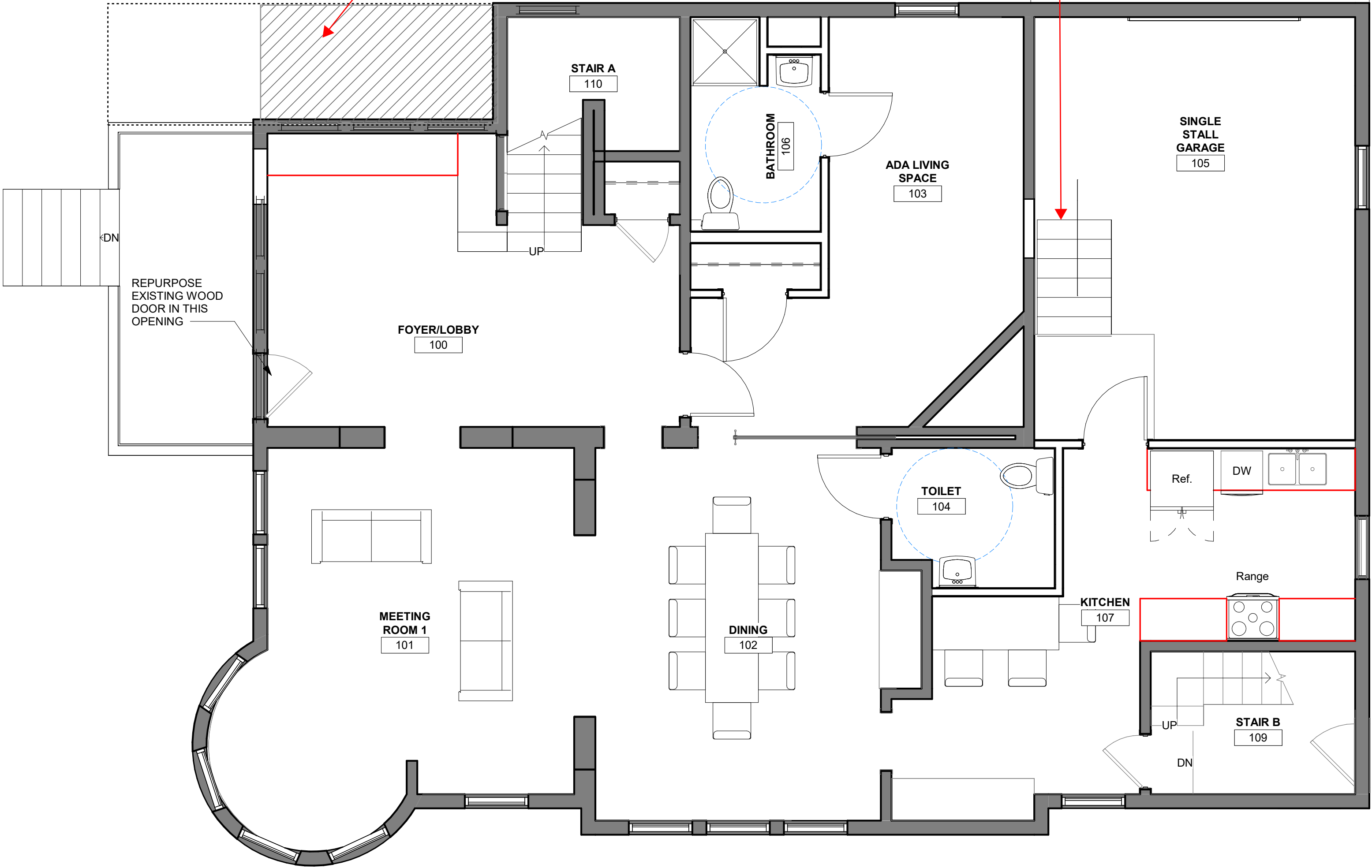


<https://www.garaventalift.com/en/products/home-elevator.html>

<https://www.garaventalift.com/en/products/inclined-platform-lift/x3-straight.html>

POSSIBLE ENCLOSED LIFT
COULD INCORPORATE A
WRAP AROUND SECOND
FLOOR ROOF

POSSIBLE INCLINE
PLATFORM



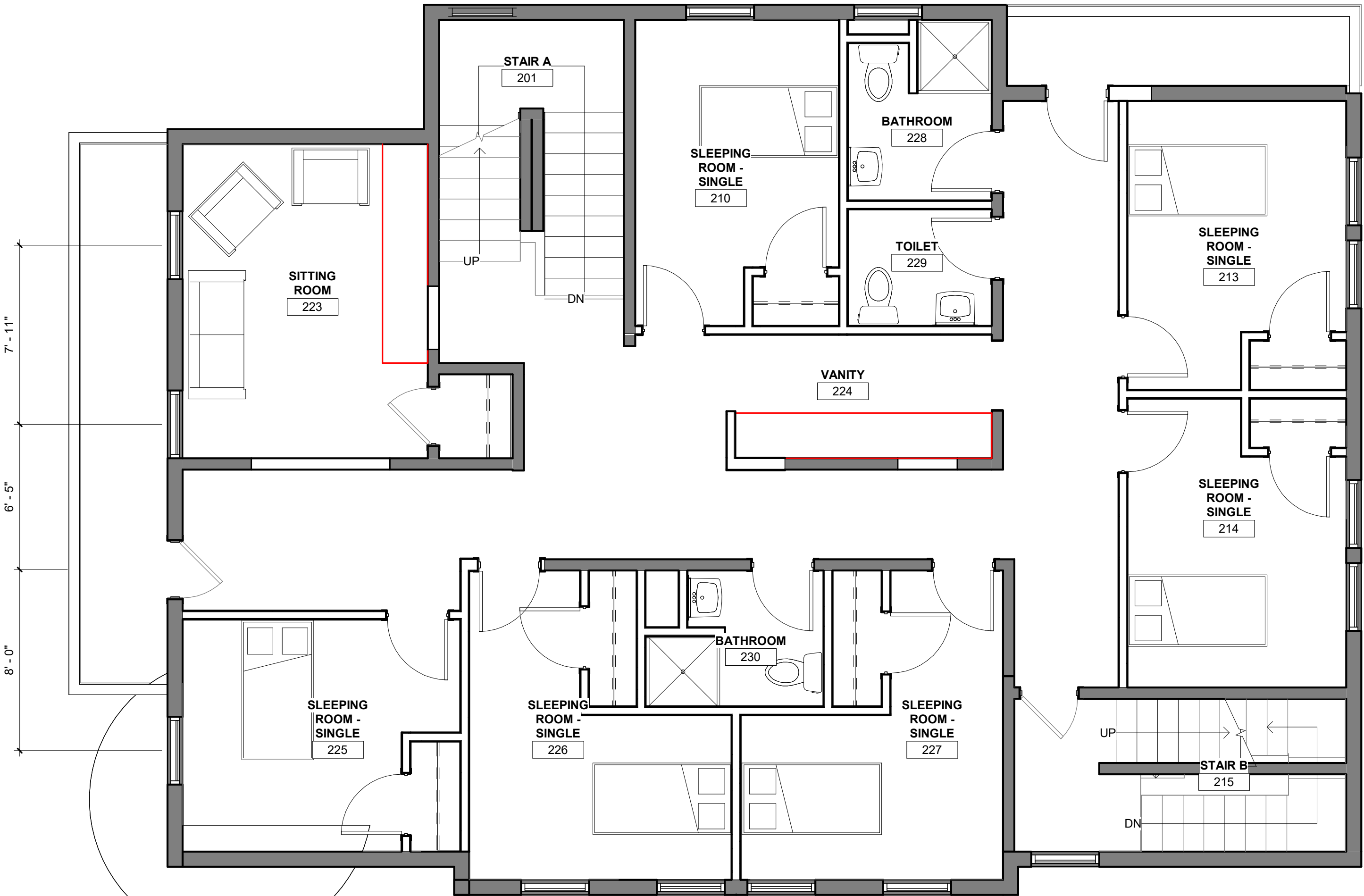
1 FIRST FLOOR PLAN
1/4" = 1'-0"

CONCEPT 1

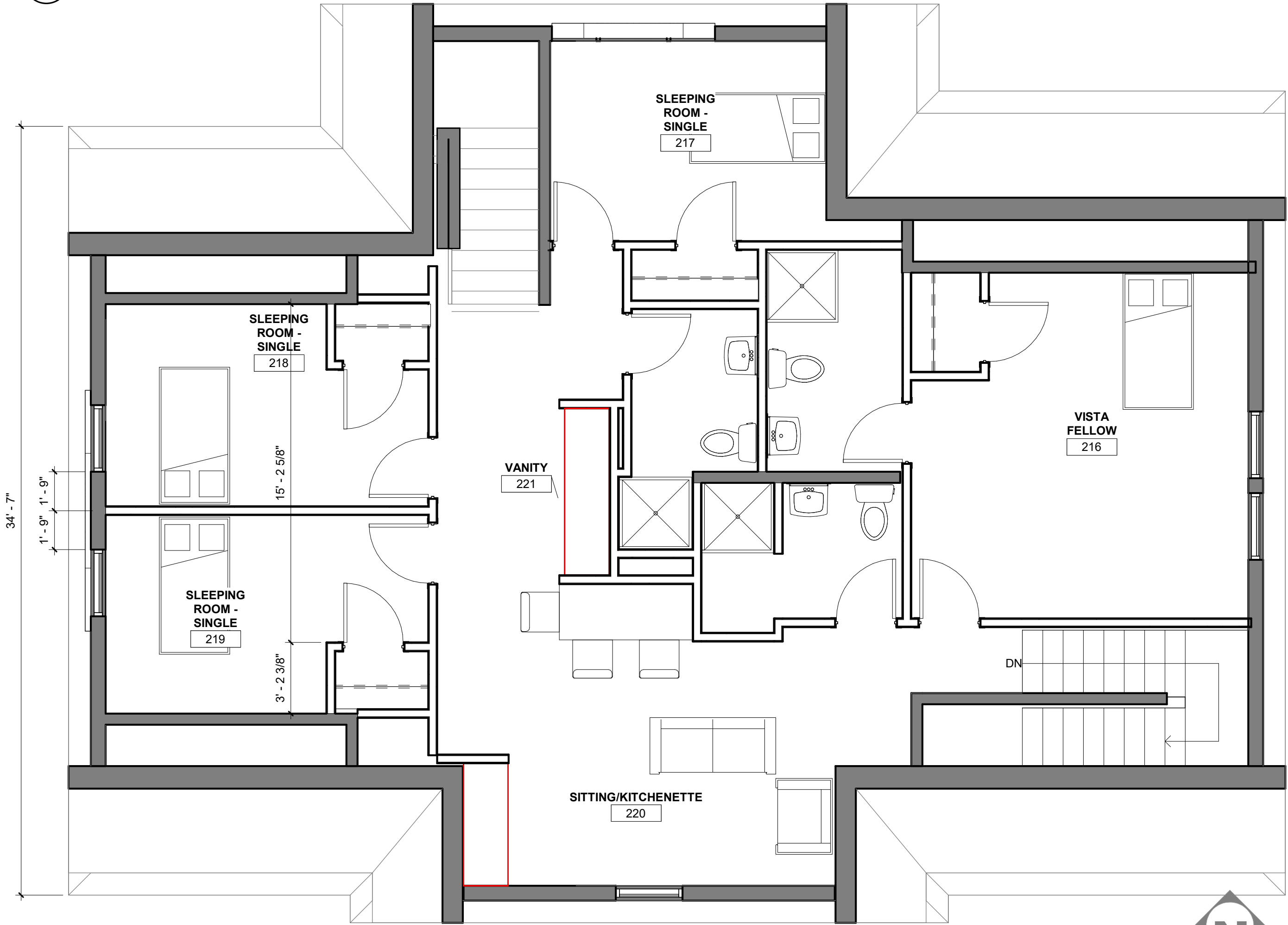


Architecture + Engineering + Environmental + Planning

158 MAPLE
GREEN BAY, WISCONSIN - 12/22/22
ISG PROJECT NO. 22-27697



2 SECOND FLOOR PLAN
1/4" = 1'-0"



3 THIRD FLOOR PLAN
1/4" = 1'-0"



ISGinc.com





Report to the Green Bay Plan Commission

MEETING DATE

May 2, 2023

PREPARED BY

Jon LeRoy, Zoning Administrator

AGENDA ITEM # N.4

To approve a Conditional Use Permit (CUP) at 1200 S. Broadway (Parcel #1-855) to allow a self-service storage facility in a Special Purpose-Residential Light Industrial district (S-RLI) subject to the following conditions:

- a. Submitted site plans to remain in general conformance of what has been provided with this conditional use permit request.
- b. The maximum building height shall be three stories, no greater than 40 feet in total.
- c. Individual storage units shall not contain motor vehicles.
- d. A minimum of three indoor parking spaces are provided to users. The applicant must meet sufficient additional off-street parking to meet the minimum standard for parking requirements for the self-service storage use.
- e. Submission of information regarding the specific custom sheet metal to be used on the buildings. Staff to review and grant approval.
- f. Final site and building plans are reviewed and approved by the Green Bay Redevelopment Authority.
- g. Compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit, including standard site plan review and approval.

(Public Hearing held 04/24/2023)

BACKGROUND

Primary Address: 1200 S Broadway (Parcel# 1-855)

Aldersperson/District: Ald. Johnson, District 9

Reason for Request: The proposed CUP would allow a self-service storage facility in a Special Purpose - Residential Light Industrial district (S-RLI) to be built at 1200 S. Broadway.

Surrounding Zoning and Land Uses:

SUBJECT: Special Purpose – Residential Light Industrial (S-RLI) Green Space
NORTH: Special Purpose – Residential Light Industrial (S-RLI) Automotive Repair Shop
SOUTH: Special Purpose – Residential Light Industrial (S-RLI) Single-Family Home
EAST: Special Purpose – Residential Light Industrial (S-RLI) Single-Family Home
WEST: Special Purpose – Residential Light Industrial (S-RLI) Single-Family Home

Comprehensive Plan: The 2022 Smart Growth Green Bay Comprehensive Plan currently recommends a Light Industrial (LI) future land use on this property and to the areas adjacent in all cardinal directions. The proposed use is considered a conditional use within the Light Industrial zoning district and is consistent with the Comprehensive Plan.

Report: The subject property is an existing corner lot at Eighth Street and S. Broadway. The lot is 50 ft. x 145 ft. in size, creating a 7661 sq. ft. lot. The lot is currently vacant and has been this way since at least 2012.

A portion of the lot is currently located in the FEMA 100-Year Floodplain but was removed from the draft FEMA Flood Insurance Maps which have been adopted by the Common Council and anticipated to be enacted in May 2023.

The request of the Conditional Use Permit (CUP) is to permit a self-storage service facility which is defined in the Zoning Code as:

A facility consisting of individual self-contained storage units or spaces leased to individuals, organizations, or businesses for storage of personal or business property.

Barsan Corporation, the petitioner and developer, is looking to redevelop the property which is currently owned by the Green Bay Redevelopment Authority (RDA). The RDA granted Barsan a 60-day option on the property at its April 11, 2023, meeting. The S-RLI District is unique within the city. The district is established to “address planning and land use issues and opportunities that go beyond the general purposes of the City’s conventional zoning districts. S-RLI District is a mixed-use district, meaning that it is intended to encourage a mix of compatible land uses in a variety of locations and scales in order to preserve and enhance the vitality of the neighborhood. The overall intent for land uses in the S-RLI District is to allow the continuation and limited expansion of existing single- and two- family residential uses, to allow the addition of attached or accessory residential uses (live-work unit, dwelling in conjunction with a business, etc.) where they enhance the vitality of a commercial or industrial use, to allow very limited new residential uses, and to allow a carefully selected set of commercial and light industrial uses that will be compatible with the existing and anticipated housing in the area. Other compatible uses may also be allowed where they are consistent with the overall purpose of the District”.

The proposed project is unique, but fits the characteristics described in the S-RLIs establishment. Barsan proposes a three-story building with approximately 14,400 sq. ft. for storage units, 3 indoor parking spaces, and common spaces for users. Each floor is projected to have multiple smaller sized units compared to conventional suburban storage units which typically are large enough to store vehicles. Daily operations have been described in the applicant’s narrative. The facility is proposed to be accessible for 24 hours a day with garage entry from 7am through 8pm. The facility is proposed to be accessed through the alley for vehicular traffic. An elevator and stair wells are proposed for entry to floors 2 and 3. The proposed space accommodates 116 individual self-storage units. Additional off-site parking is required to meet minimum parking requirements set forth in GB Zoning Code 44-1726 Figure B. as additional 9 stalls are needed.

Building fenestration and scale is different than typical self-storage facilities in the area. Barsan proposes exposed finished concrete, custom sheet metal similar to apartment building aesthetics, windows on the upper floors, first floor store front look, and outdoor lighting.

Ald. Brian Johnson and property owners within 200 ft. have been notified of the request. Staff has not received any inquiries as of the drafting of this report.

RECOMMENDATION

Recommendation: Approval of the CUP request , subject to:

- a. Submitted site plans to remain in general conformance of what has been provided with this conditional use permit request.
- b. The maximum building height shall be three stories, no greater than 40 feet in total.
- c. Individual storage units shall not contain motor vehicles.
- d. A minimum of three indoor parking spaces are provided to users. The applicant must meet sufficient additional off-street parking to meet the minimum standard for parking requirements for the self-service storage use.
- e. Submission of information regarding the specific custom sheet metal to be used on the buildings. Staff to

review and grant approval.

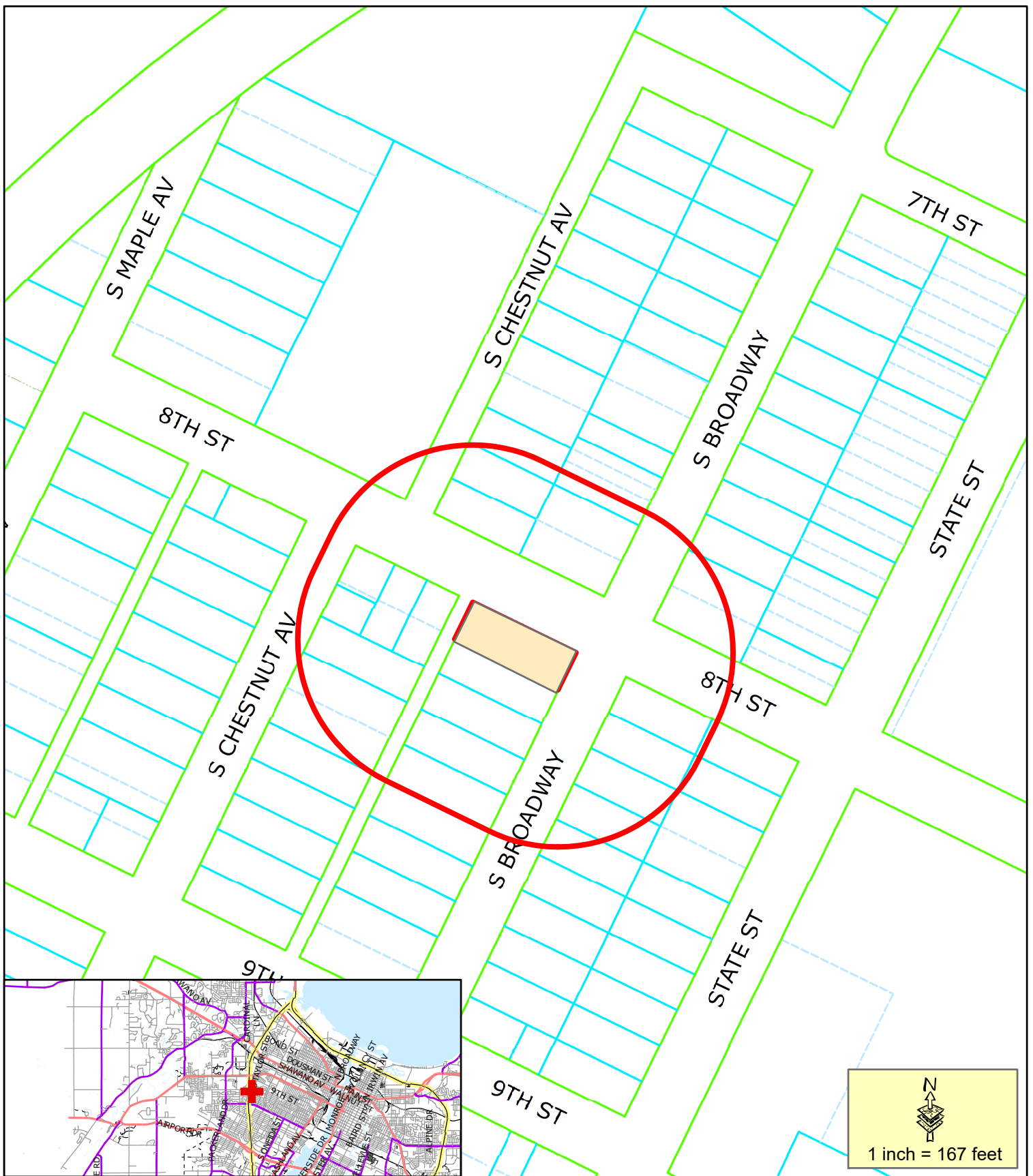
f. Final site and building plans are reviewed and approved by the Green Bay Redevelopment Authority.

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

FISCAL IMPACT

ATTACHMENTS

1. 23-12 Property Map
2. 23-12 Application and Info



Proposed Conditional Use Permit

200' Property Owner Notice

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by JL

**Conditional Use Permit Request
(ZP 23-12)
Request for Self-Service Storage Use
1200 S Broadway**

March 29, 2023

City of Green Bay, Dept. of Community & Economic Development
Planning & Projects
Attn: Jon LeRoy
100 North Jefferson Street
Green Bay, WI 54301

Dear Jon,

Per our recent conversations, this letter serves as a formal request for a Conditional Use Permit (CUP) and purchase of city-owned land to proceed with a new commercial enterprise within the city. Following is a description of my plan for urban storage.

Vision

The vision for this project is a compact building of high quality construction within a safe, semi-residential/semi-commercial area. The 120 foot by 40 foot three-story building will have 14,400 square feet for storage units, indoor parking, lobby and common spaces including elevator. The goal is to provide secure rented storage spaces to individuals seeking short and/or long-term rentals. For example, people living in apartments or small homes may desire climate-controlled space for items such as home furnishings, bicycles, canoes, file boxes, etc. The space would NOT accommodate items such as motor vehicles, motorcycles, ATVs, grand pianos and such. The building may have multiple entry/exit options, with parking space for loading and unloading. Users will have a choice of storage space size with price differentials and access to the second and third floor via a utility elevator or stairways. The well-lit exterior façade may be used for murals or custom designs complementing existing and future development in surrounding areas.

Market Need

The past few decades have witnessed an explosion of built storage units on the periphery of cities across our country. Most of these units are “generic” in appearance and detract from the natural surroundings. At the same time, city residents are often seeking convenient spaces for storing their accumulated “stuff.” As the population grows and city residents seek storage options, the demand for this type of storage will continue to escalate. Many medium and large metropolitan areas have found this type of storage to be both popular with users and beneficial to the city in terms of tax revenue. Additionally, this facility will be aesthetically designed to fit within a semi-residential area.

Exterior Construction Materials

- Exposed finished concrete
- Custom sheet metal similar to apartment building aesthetics
- 2nd and 3rd floor street facing windows
- 1st floor storefront
- Outdoor façade lighting
- Options for murals (if desired)

All other visible exterior materials and finishes will be presented prior to permitting.

Access, Hours of Service and Security

The facility will be accessible by users 24 hours per day through front doors. The garage entry door will be accessible between 7am and 8pm. An internet website will be the primary interface for users wanting to rent self-storage space. From the website, users will view options of space by size, by floor level and monthly fees. They can view the unit from the website, submit payment, sign the agreements, and receive access instructions all online. Entry fobs can be picked up or mailed.

Alley garage entry and street entry may allow for drive up activity for loading and unloading items. A utility elevator will be located near the loading/unloading area. In addition, two stairways allow for movement between floors on the far ends of the building.

Indoor and exterior lighting will increase the safety of activities within and outside the building. Security cameras will be located at multiple locations indoors and outdoors. Overall security will be managed by the storage firm (company name to be shared at closing per the 1031 option). Users may purchase their own additional renter's insurance although the building's overall insurance will be covered by the owner.

This first inner city storage unit will be a "test case" for future expansion of the growing storage industry. We envision this attractive, well-maintained facility will be greatly appreciated by new and current residents of the area. Please give this request serious consideration and contact me with any questions, concerns or suggestions.

Regards,

A handwritten signature in blue ink, appearing to be 'FB' with a stylized flourish.

Filip Barsan



REQUEST FOR CITY ACTION PLAN COMMISSION

Community and Economic
Development Department
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3400 - phone
(920) 448-3426 - fax
www.greenbaywi.gov

Location of Property: 1200 S Broadway

Parcel Number(s): 1-855

Petitioner(s): Barsan Corporation

Date: 3-28-2023

Email: filip@barsancorp.com

Phone Number: 844-622-7726

Address: 419 N Broadway

City: Green Bay

State: WI

Zip: 54303

Property Owner: Green Bay Redevelopment Authority

Phone Number: _____

Submit this Request Form and all required attachments to the Community and Economic Development Department, Room 608, City Hall

To: Honorable Mayor and Common Council, c/o City Clerk

I, Filip, respectfully request that the City of Green Bay take the following action:

- ☐ Rezone Property (\$375.00 Review Fee)
- ☒ Conditional Use and CUP Amendment, including Single Lot Duplexes (\$375.00 Review Fee)
- ☐ PUD and PUD Amendments (\$425.00 Review Fee)
- ☐ Approve Preliminary City/Extraterritorial Subdivision Plat (\$150.00 + \$35.00 per Lot/Outlot Review Fee)
- ☐ Approve Preliminary Condominium Plat (\$250.00 + \$35.00 per Lot/Outlot/Lot Equivalent Review Fee)
- ☐ Approve Preliminary City/Extraterritorial Certified Survey Map (\$250.00 Review Fee)
- ☐ Approve Final City/Extraterritorial Subdivision Plat (\$150.00 Review Fee)
- ☐ Approve Final Condominium Plat (\$150.00 Review Fee)
- ☐ Grant a City/Extraterritorial Subdivision/CSM Variance (\$150.00 Review Fee)
- ☐ Development District Map Amendment (\$200.00 Administration Fee)
- ☐ Official Map Amendment (\$200.00 Administration Fee)
- ☐ Plat of Right-of-Way (\$200.00 Administration Fee)
- ☐ Discontinue a Public Utility Easement (\$200.00 Administration Fee)
- ☐ Street Name Change (\$200.00 Administration Fee)
- ☐ Declare City Property "City Surplus" (\$200.00 Administration Fee)
- ☐ Vacate a Street/Alley/Pedestrian Way (\$300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION
- ☐ Closure of Street/Alley/Pedestrian Way (\$300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION
- ☐ Comprehensive Plan Amendments (\$275.00 Review Fee)
- ☐ Other (\$200.00 Administration Fee): _____

Owner Signature: _____

Date: 3-28-2023

Petitioner Signature(s): _____

3-28-23

Checklist of required attachments:

- Map
- Legal Description
- Applicant Narrative Describing Project
- All Other Pertinent Information

For office use only:

Review Fee: _____

Receipt No.: _____

Zoning Petition No.: _____

PROJECT: Urban Mini Storage
ADDRESS: 1200 S Broadway Green Bay WI, 54304
PARCEL: 1-855
LOT GROSS SIZE: 7,661 SF

APPLICANT: Barsan Corporation
CONTRACTOR: Barsan Construction LLC
BUILDING FOOTPRINT: 4,800 SF
GROSS BUILDING SIZE: 14,400 SF



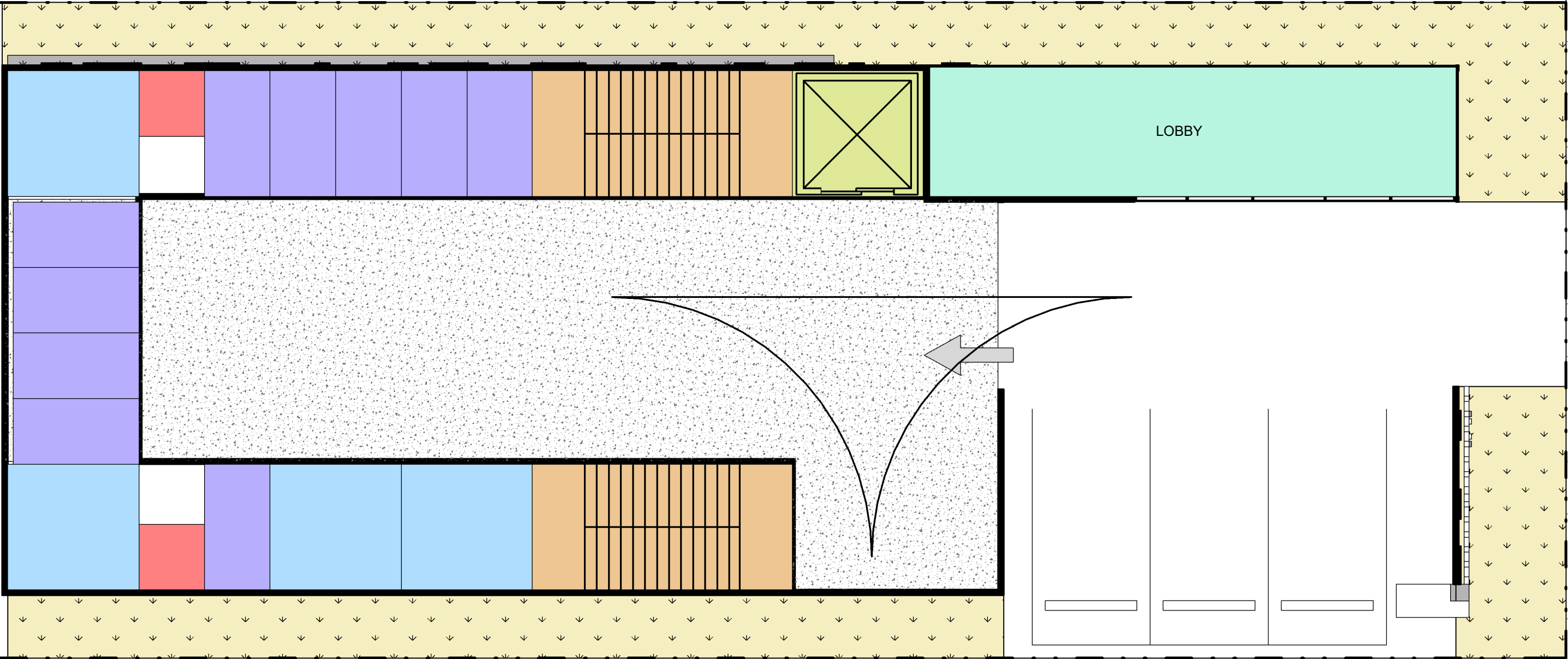
KEY

Green:	Property Line	Yellow:	Garage Entry
Red:	Building Perimeter	Purple:	Enclosed Outdoor HVAC or Trash
Orange:	Lot Dimensions		

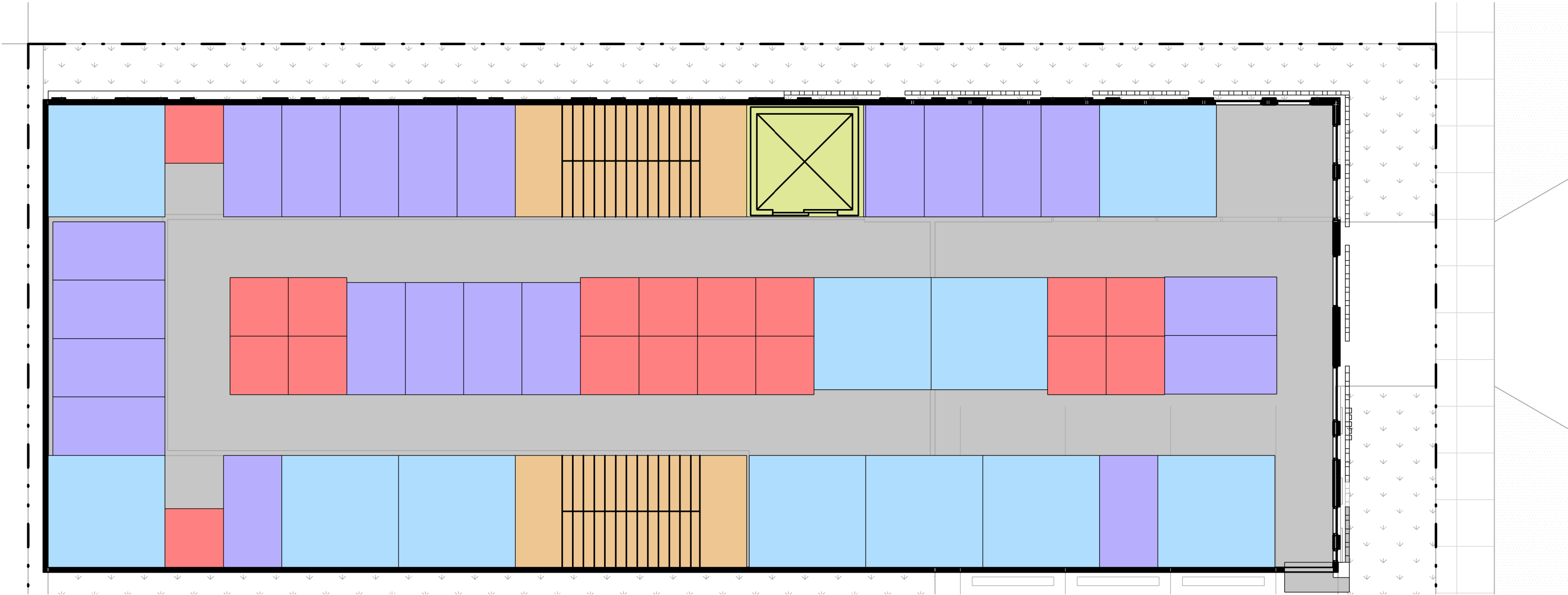




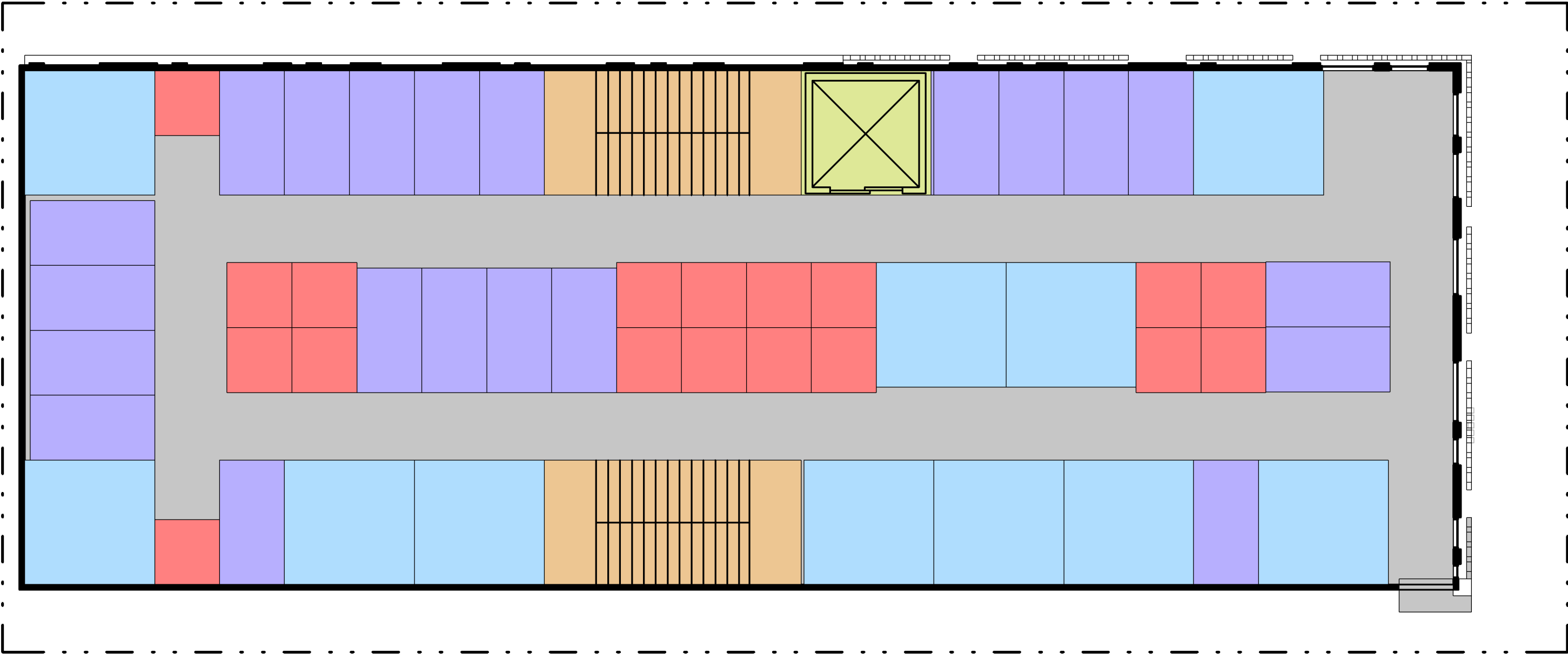
UNIT MATRIX				
Unit Size	Floor 1	Floor 2	Floor 3	Total
5 x 5	2	18	18	38
5 x 10	10	21	21	52
10 x 10	4	11	11	26
	16	50	50	116 UNITS



UNIT MATRIX				
Unit Size	Floor 1	Floor 2	Floor 3	Total
5 x 5	2	18	18	38
5 x 10	10	21	21	52
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5 x 5	2	18	18	38
5 x 10	10	21	21	52
10 x 10	4	11	11	26
	16	50	50	116 UNITS





Report to the Green Bay Plan Commission

MEETING DATE

May 2, 2023

PREPARED BY

Jon LeRoy, Zoning Administrator

AGENDA ITEM # N.5

To establish a Planned Unit Development at the 2500 block of University Avenue (Parcel #21-1249-1-3) to permit the development of multiple-family residential use. (Public Hearing held 04/24/2023)

BACKGROUND

Primary Address: 2500 Block University Avenue (Parcel 21-1249-1-3)

Aldersperson/District: Ald. Stevens, District 5

Reason for Request: A Planned Unit Development (PUD) overlay is proposed for the purpose of constructing a 48 unit multi-family residential building.

Surrounding Zoning and Land Uses:

SUBJECT General Commercial (C1) Vacant

NORTH General Commercial (C1) Storage, Auto-Oriented Commercial

SOUTH Varied-Density Residential (R3) Multi-Family Dwellings

EAST General Commercial (C1) Vacant

WEST Varied Density Residential (R3)/Highway Commercial (C2) Multi-Family Dwellings, Auto-Oriented Commercial

Comprehensive Plan: The 2022 Smart Growth Plan designates this area for Commercial Uses. The University Avenue Corridor Plan calls for this area to be redeveloped to facilitate commercial, mixed use and residential uses. Staff believes the PUD request is consistent with the goals of the University Avenue Corridor Plan.

Report: The subject parcel is located along the 2500 Block of University Avenue at the intersection of University and Rothe on a 1.84 acre parcel. The parcel has been mostly vacant in decades past.

Gorman Company, the developer and applicant, are proposing a 4 story multi-family residential building with some first floor office space to facilitate an agreement with Lutheran Family Services to provide services to the community.

The proposed project includes the development 48 residential units. 13 one-bedroom units, 24 two-bedroom units, 1 three bedroom unit, and 10 three bedroom townhouse units are proposed. Ground floor space includes common spaces for residents, private residences, and office space for Lutheran Family Services.

The building is shaped in a way to provide articulation and building wall relief, most notably along University Avenue as the building is placed along the right way with multiple individual entries to townhomes as well as a common entry to the bulk of the building.

Building materials are intentionally varied to provide increased aesthetics including; brick, metal panels, and

cement board siding with varied colors. Vertical masonry elements to provide additional building identity and signage.

Other accessory uses within the building (customarily associated with multiple-family residences) may include a lobby, mail room, janitorial services, community room, office space associated with the principal use, office space for community services, childcare for residents, and educational spaces for residents. These accessory spaces can be converted to any C-I use in the future to add more mixed-use components to the building beyond the planned Lutheran Family Services.

Parking at the property will be tucked behind the front of the building. Multi-family buildings with 48 units require a minimum of 60 stalls at the developments. This proposed layout accounts for 60 auto parking stalls and bicycle parking. Staff has included an updated conceptual site plan and building elevations for the project within the draft PUD ordinance and this development will require general conformity with it. The site is also accessible by sidewalk along University Avenue. The development will require a sidewalk constructed at Rothe alongside its western boundary to the southern property line. The parking lot does not meet requirements of landscaping with a parking lot as the southern row of parking has more than 15 stalls of parking without a landscape island break. One will be required to breakup 28 consecutive stalls.

Multi-family buildings are permitted in CI districts, however residences are allowed to be only located above the ground floor. This proposal has a mix of uses on the ground floor, including residential. Additionally, the building height is approximately 50 feet for the 4 stories of building and any roof mounted equipment. This exceeds the 35 foot maximum of CI buildings. Staff believes the overall quality of the project and fit within in the framing of the University Avenue Corridor Plan goals creates an overall positive development on the site. The 1.84 acres work well with a building of this size and surrounding environment.

A neighborhood meeting was held on April 13th at the parcel. Weather was pleasant. Attendance was limited to one person from the public. The developer, current property owner, city staff, Alder Stevens as well.

If the draft PUD is approved with conditions, a full site plan will need to be submitted to the Office of Community and Economic Development for site plan review based off the elements provided with this PUD and meeting all other standards of the Green Bay Municipal Code.

Ald. Stevens and adjacent property owners within 200 ft. have been notified of the request. As of the drafting of this report, staff has received no inquiries.

RECOMMENDATION

Approval of the draft PUD.

FISCAL IMPACT

ATTACHMENTS

1. ZP 23-13 Application
2. 23-13 Zoning Letter Map
3. ZP 23-13 Narrative
4. ZP 23-13 Site Plan Concept 042123
5. Draft PUD ZP 23-13 04.19.23



REQUEST FOR CITY ACTION PLAN COMMISSION

Community and Economic
Development Department
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3400 - phone
(920) 448-3426 - fax
www.greenbaywi.gov

Location of Property: Parcel # 21-1249-1-8 Corner of Potter & University
Parcel Number(s): _____
Petitioner(s): Gorman & Company Date: 4-3-23
Email: tmattkorn@gormanusa.com Phone Number: 414 617-9997
Address: 200 N. Main Street City: Oregon State: WI Zip: 53575
Property Owner: Meyer Family Investments Corp. Phone Number: 920 655-2685

Submit this Request Form and all required attachments to the Community and Economic Development Department, Room 608, City Hall

To: Honorable Mayor and Common Council, c/o City Clerk

I, Edward Mattkorn, respectfully request that the City of Green Bay take the following action:

- ☐ Rezone Property (\$375.00 Review Fee)
- ☐ Conditional Use and CUP Amendment, including Single Lot Duplexes (\$375.00 Review Fee)
- ☒ PUD and PUD Amendments (\$425.00 Review Fee)
- ☐ Approve Preliminary City/Extraterritorial Subdivision Plat (\$150.00 + \$35.00 per Lot/Outlot Review Fee)
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- ☐ Closure of Street/Alley/Pedestrian Way (\$300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION
- ☐ Comprehensive Plan Amendments (\$275.00 Review Fee)
- ☐ Other (\$200.00 Administration Fee): _____

(V) Owner Signature: Michael A. Meyer, Pres. Date: 3/31/23
Petitioner Signature(s): Edward Mattkorn General Counsel Gorman & Company, Inc.

Checklist of required attachments:

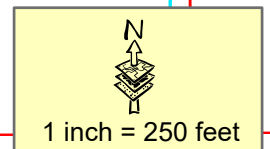
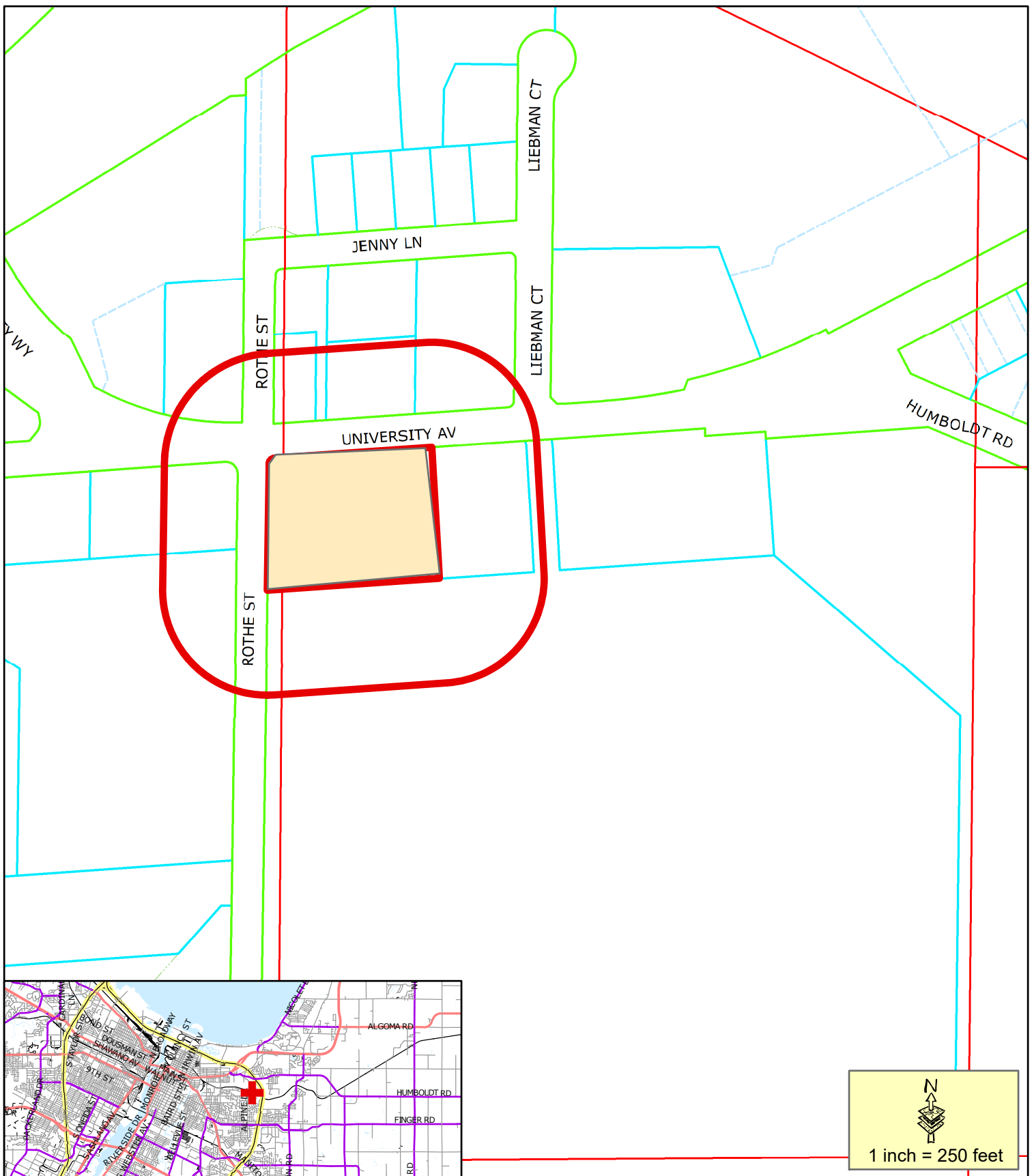
- Map
- Legal Description
- Applicant Narrative Describing Project
- All Other Pertinent Information

For office use only:

Review Fee: _____

Receipt No.: _____

Zoning Petition No.: _____



Proposed Rezone for Planned Unit Development

200' Property Owner Notice

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Map prepared by JL

Rezone Request (ZP 23-13)
Planned Unit Development
2500 Block of University Avenue
Parcel 21-1249-1-3



April 21, 2023

RE: Bay City Lofts PUD Submittal Narrative

The Bay City Lofts project is a four-story multi-family apartment building with ground floor resident amenities and surface level parking. A total of 48 affordable housing apartments are planned including one-, two-, and three-bedroom apartments, including 2-story three-bedroom townhomes. Each townhome includes their own exterior entry as well as an accessible entry from within the building.

First-floor amenities include a community room, fitness room, on-site management, bike storage and secure parcel holding room. An office is provided to the partnership with Lutheran Family Services, which also has direct access to the community room for events.

The primary façade of the building fronts University Avenue with access to the site both University Avenue and Rothe Street. The exterior is a combination of brick, metal panel and cement board siding. Second and third story bump-outs provide additional articulation along the front and rear elevations. A vertical masonry element also provides building identity and signage.

The surface parking lot provides 60 parking stalls and a secure trash and recycling outdoor enclosure. Indoor and outdoor bike storage is also provided.

The project site is being developed in a vacant lot, providing new activity and life to the corner of University Avenue and Rothe Street.

Site development summary

Site area:	1.84 acres
Dwelling units:	48
Density:	33 units per acre
Building height:	4 stories

Apartment unit mix

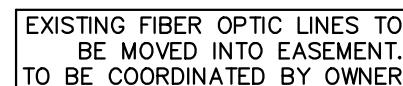
One bedroom	13
Two bedroom	24
Three bedroom	1
<u>Three bedroom townhome</u>	<u>10</u>
Total units:	48

Parking

<u>Surface spaces</u>	<u>60</u>
Total spaces:	60

Bicycle Parking

Exterior	6
<u>Interior</u>	<u>16</u>
Total:	22



STRUCTURAL ENGINEER
SPIRE ENGINEERING, INC.
305 N Plankinton Avenue
Suite 101
Milwaukee, WI 53203

DATE	REVISION

PROJ. NO.:	22002-04
SCALE:	AS INDICATED
PHASE:	
DATE:	

ZONING ORDINANCE NO. XX-23

AN ORDINANCE
CREATING A PLANNED UNIT DEVELOPMENT (PUD) OVERLAY DISTRICT FOR
PROPERTY LOCATED AT 2500 BLOCK OF UNIVERSITY AVENUE (PARCEL 21-
1249-1-3)
(ZP 23-13)

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

Legal Description: Lot 1 of 33 CSM 272, being part of Government Lots 2 and 3 and being part of the SE ¼ of the NW ¼, Section 33, T24N-R21E, in the City of Green Bay, Brown County, Wisconsin.

Tax Parcel: 21-1249-1-3

SECTION 2. Pursuant to Chapter 44, Article XX, Green Bay Municipal Code, as they apply, the following conditions are imposed:

- A. Purpose and Intent. The Planned Unit Development (PUD) is being utilized to permit the development and construction of a 48-unit, multi-story affordable multi-family residential development. The overall appearance and design of the site and improvements shall comply with the attached Exhibits and as regulated within this PUD.
- B. Development Site. 1.837 acre parcel located at the southeast corner of University Avenue and Rothe Street, parcel 21-1249-1-3.
- C. Land Use Regulation.
The principal and accessory land uses which may be established and/or maintained on the subject property are as follows:
 1. Principal use of 48 residential dwelling units within a single structure.
 2. C-1 uses are permitted on ground floor and spaces directly connected to the ground floor.
 3. Accessory uses customarily associated with multi-family dwelling and supportive housing including lobby, mail room, janitorial services, office space associated with the principal use, bicycle storage, secure parcel holding room,

community room, fitness room, office space for community services, surface parking lot and other uses deemed appropriate by the Zoning Administrator.

4. Land use will generally conform with the design of the conceptual site plan (Exhibit A)

5. Residential units are permitted on the ground floor of the development.

6. Prohibited Uses. The PUD limits certain uses from being established on The site or as accessory to the multi-family dwelling principal use including rooming/boarding houses, shelter facilities, transitional housing, dormitories, and assisted living/nursing homes. All other proposed uses are subject to a PUD amendment.

- A. Dimensional and Area Requirements: Dimensional and area requirements or principal structure and surface parking on the subject property shall be regulated as follows:

1. General Site.

- a. Lot Size. Minimum lot area is 1.8 acres
- b. Maximum Impervious Surface: 80%
- c. Maximum Building Height: 50 feet

2. Apartment Building.

- a. Front Yard Setbacks

1. University Avenue: Minimum: 15 feet
2. Rothe Street: Minimum: 15 feet

- b. Side Yard Setbacks (east lot line): 6 feet

- c. Rear Yard Setback (south lot line): 6 feet

- d. Maximum Height: Principal building shall not exceed 50 feet in height.

3. Surface Parking.

- a. Front Yard Setbacks

1. Rothe Street: Minimum: 15 feet
2. University Avenue: Not Applicable. No parking along street.

- b. Side Yard Setback

1. (South lot line): Minimum: 20 feet

- c. Rear Yard Setbacks

1. (East lot line): Minimum: 6 feet

- B. Access Circulation and Parking. Access, circulation, and parking within the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, Article XVIII of the Green Bay Municipal Code.

- C. Architectural Design. All building elevations shall generally comply with Exhibit B and subject to the following requirements:

1. Four-sided design. All sides of the building shall include materials and

design characteristics similar to and compatible with those on the front.

2. Exterior Materials. Building materials shall be durable and appropriate for the residential district as well as being regulated as follows:

- a. Exterior building façades shall be predominately (minimum of 90%):

- I. Brick or brick veneer
 - II. Cementitious panels/siding
 - III. Architectural/decorative metal panels
 - IV. Wood or wood composite
 - V. Windows and doors
 - b. Windows and doors. Windows shall include trim and all building entrances shall include a canopy or other roofing element over the doorway.
 - c. A minimum of one public entryway to the principal building must be accessible from University Avenue.
 - d. Accessory structures. Accessory structures are limited to no greater than 16 feet in height and shall match the character of the principal structure, reflected in colors, materials, windows, and architectural features. Any modifications to the design and character of the existing accessory structure located near the southwest corner of the property must be complimentary of existing conditions as of April 2023 or complimentary of the design and character of the new primary building.

D. Lighting. All lighting on the subject property shall be regulated as set forth in Chapter 44, Article V, Division 8, Green Bay Zoning Code.

E. Signage. All signage shall be regulated as set forth in Chapter 30 Green Bay Zoning Code. Any signage for the primary multi-family use must align with R-3 signage standards for signage not displayed in Exhibit B.

F. Site Plan Review & Standards

1. Prior to the issuance of any building permits, site plans shall be submitted and reviewed per Chapter 44 Article XIX, Green Bay Zoning Code.
2. Risers, paved stoops, paved entries leading to private and public doorways along University Avenue which are in the front setback are allowed.

G. Access/Parking/Pedestrian Circulation.

1. All parking shall be regulated as required in Chapter 44, Article XVIII, Green Bay Zoning.
2. Pedestrian access shall be provided from University Avenue and

Rothe Street to the development and connected via an internal pedestrian network to the primary entrance of the principal building.

3. A public sidewalk extension is required along Rothe Street in the public right of way.

H. Landscaping/Transitional Yard

1. Prior to the issuance of any building permits, detailed landscape plans shall be submitted and reviewed per Chapter 44, Article XIX, Division 5, Green Bay Zoning Code.
 2. Landscape buffer area can be reduced to six feet in width along the eastern property line.
- I. Prior to the issuance of any building permits, stormwater management plans, meeting the standards established by the City's Department of Public Works, shall be submitted to and approved by the City. See Chapter 30, Green Bay Municipal Code.
- J. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the PUD.

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

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

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

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

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

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

Green Bay that all provisions of this ordinance are separable.

SECTION 8. This ordinance shall not take effect until a public hearing is held thereon as provided by Section 44-82, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor Eric Genrich

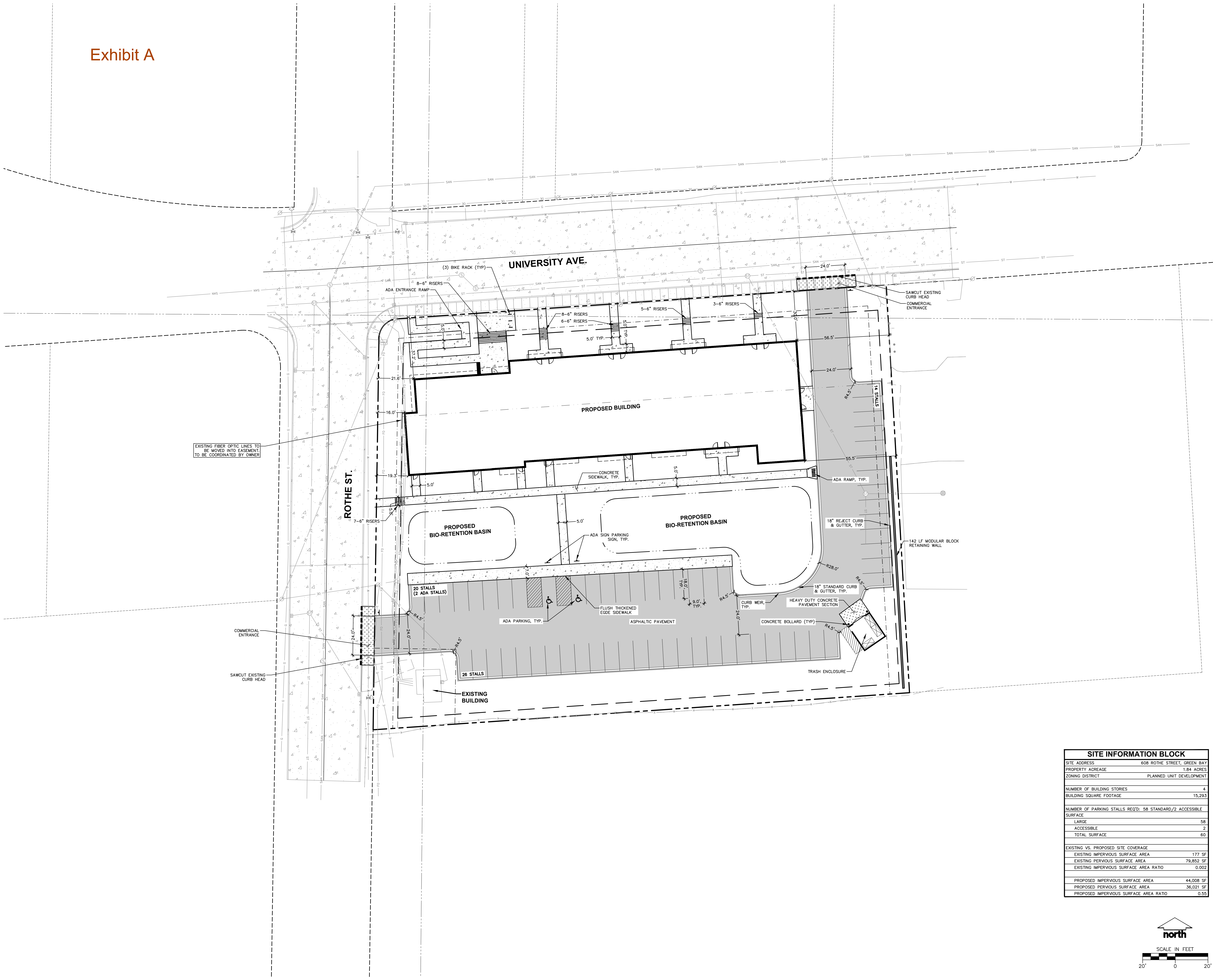
ATTEST:

Clerk

Attachments:

Exhibit A -Conceptual Site Plan

Exhibit B – Conceptual Building Elevations and Floor Plans



PROJECT:
BAY CITY LOFTS
608 ROTHE STREET
GREEN BAY, WI 54311

OWNER:
GORMAN & COMPANY
200 N Main Street
Oregon, WI 53575

ARCHITECT:
KORB + ASSOCIATES
ARCHITECTS
648 N. PLANKINTON AVE
SUITE 240
MILWAUKEE, WI 53203

CIVIL ENGINEER:
JSD PROFESSIONAL
SERVICES, INC.
7402 STONE RIDGE DRIVE
WESTON, WI 54476

STRUCTURAL ENGINEER:
SPIRE ENGINEERING, INC.
305 N Plankinton Avenue
Suite 101
Milwaukee, WI 53203

DATE	REVISION

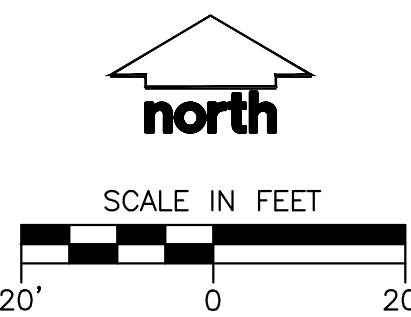
SITE INFORMATION BLOCK	
SITE ADDRESS	608 ROTHE STREET, GREEN BAY
PROPERTY ACREAGE	1.84 ACRES
ZONING DISTRICT	PLANNED UNIT DEVELOPMENT
NUMBER OF BUILDING STORIES	4
BUILDING SQUARE FOOTAGE	15,293
NUMBER OF PARKING STALLS REQ'D: 58 STANDARD/2 ACCESSIBLE	
SURFACE	
LARGE	58
ACCESSIBLE	2
TOTAL SURFACE	60
EXISTING VS. PROPOSED SITE COVERAGE	
EXISTING IMPERVIOUS SURFACE AREA	177 SF
EXISTING PERVIOUS SURFACE AREA	79,852 SF
EXISTING IMPERVIOUS SURFACE AREA RATIO	0.002
PROPOSED IMPERVIOUS SURFACE AREA	44,008 SF
PROPOSED PERVIOUS SURFACE AREA	36,021 SF
PROPOSED IMPERVIOUS SURFACE AREA RATIO	0.55

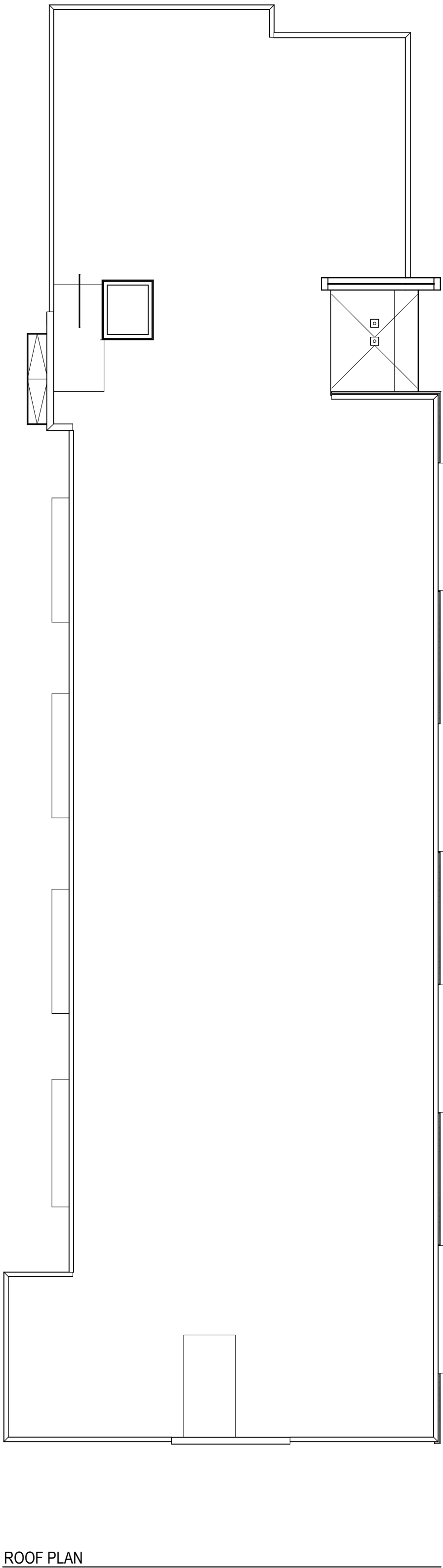
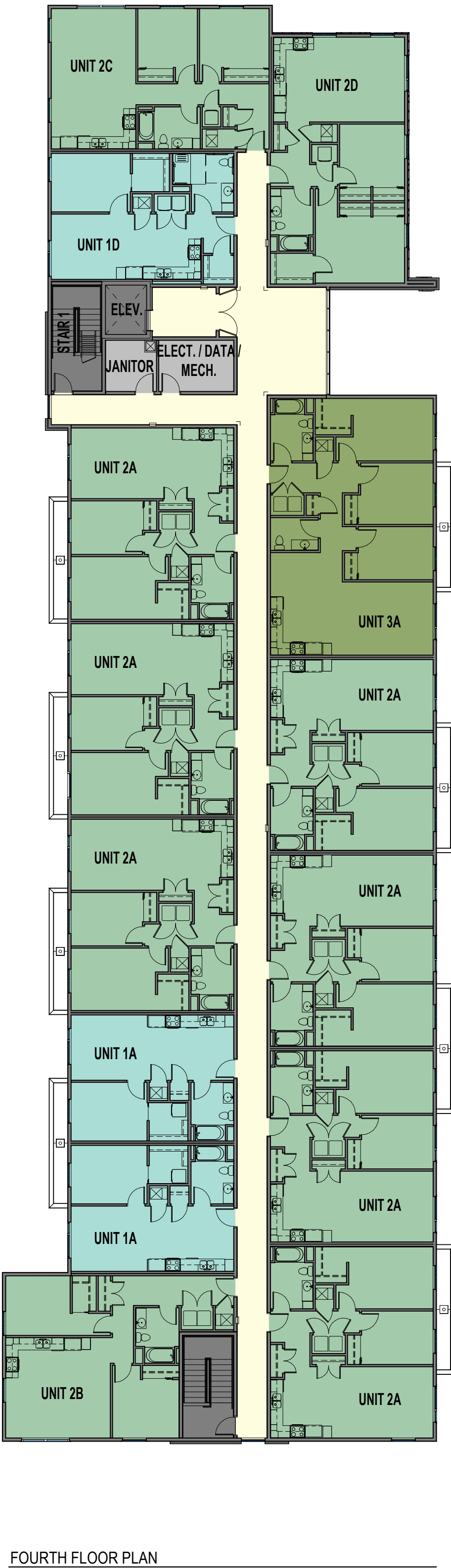
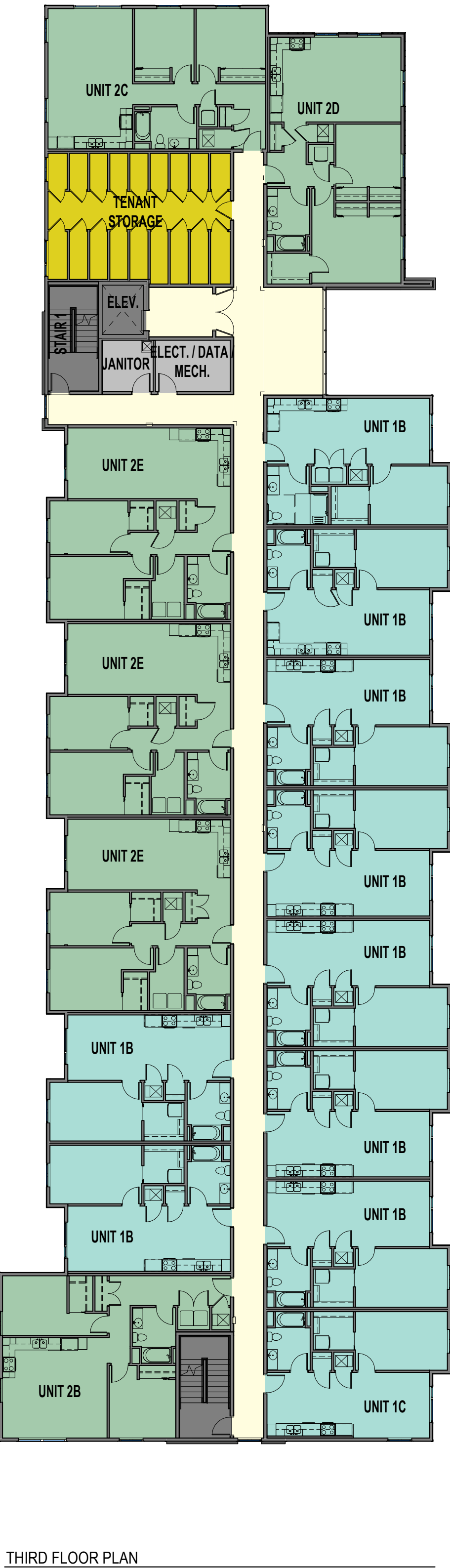
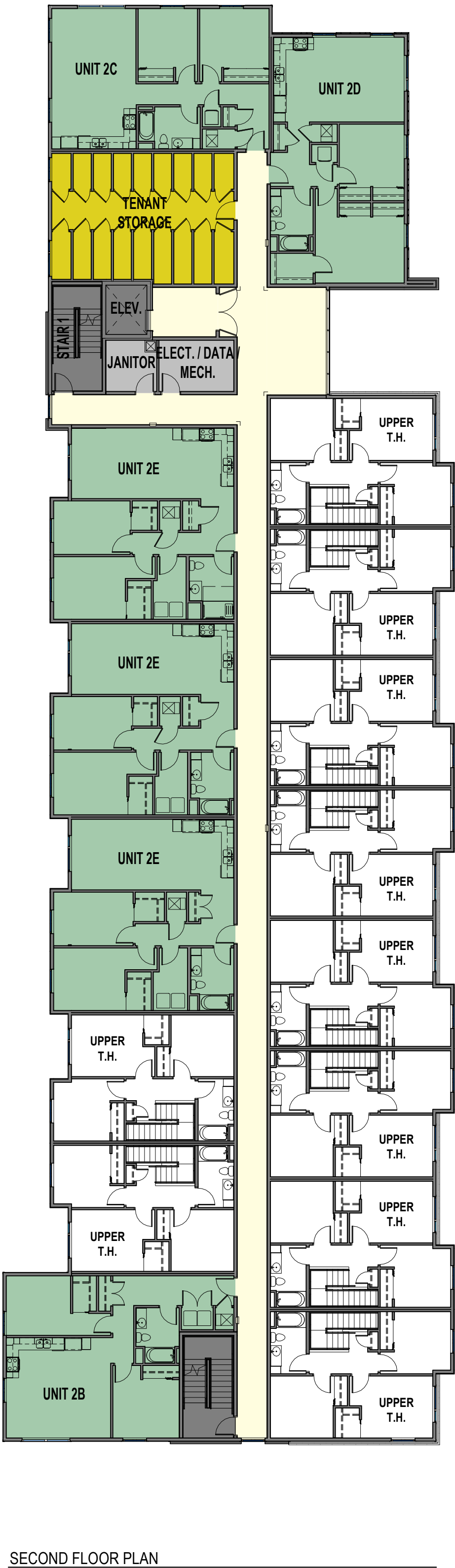
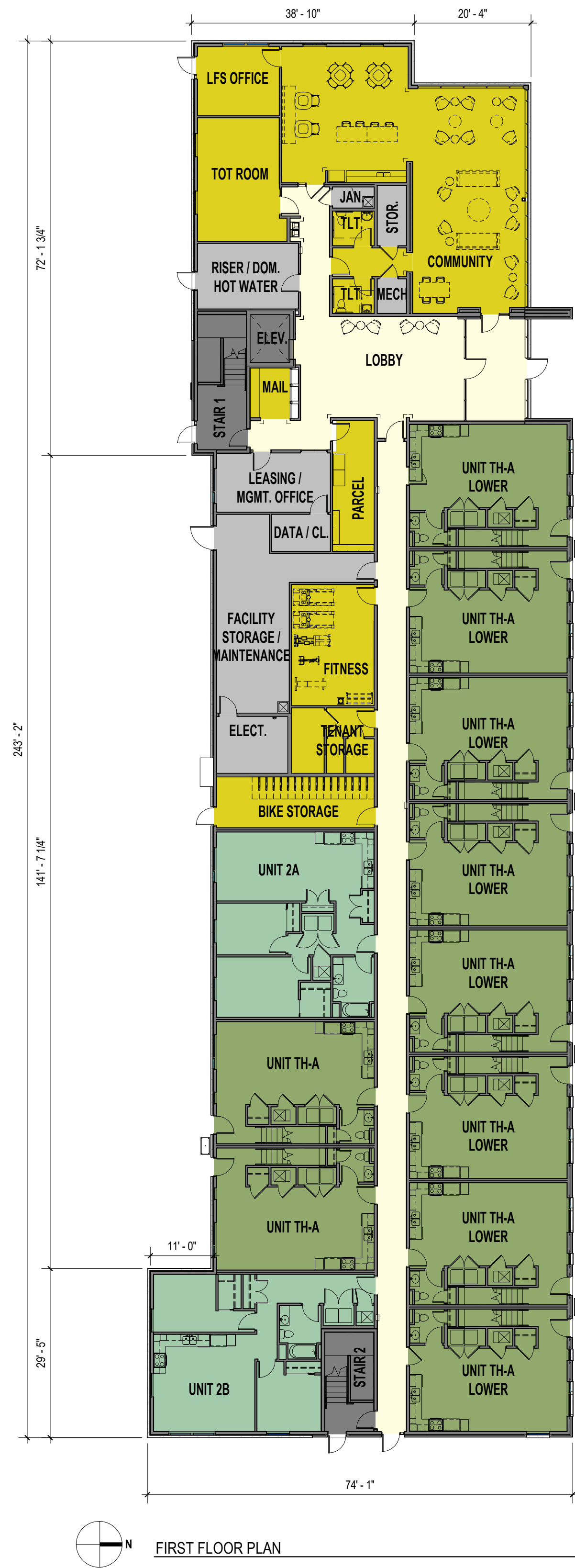
PROJ. NO.	22023-04
SCALE	AS INDICATED
PHASE	
DATE	

Site Plan

C200

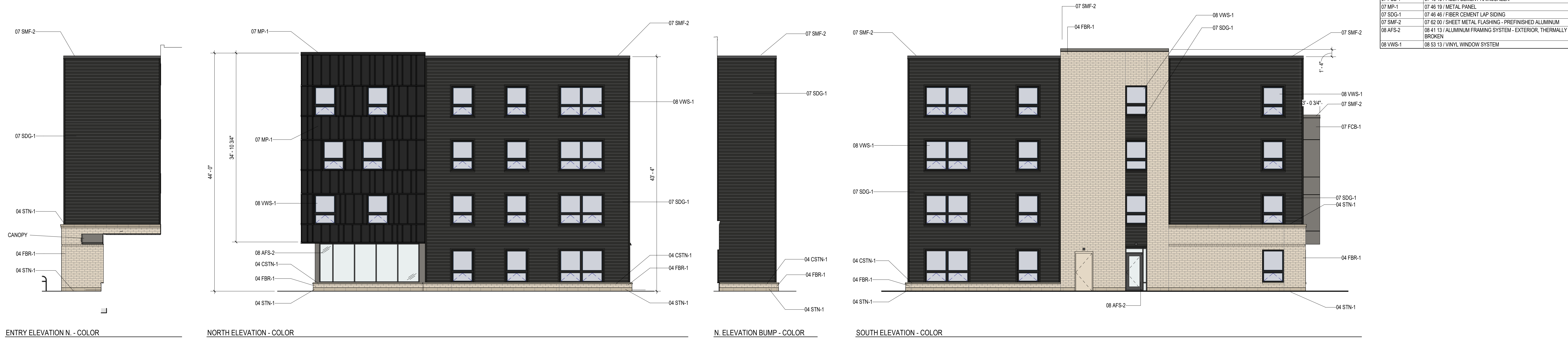
Copyright (C) Korb & Associates Architects Inc.





UNIT SUMMARY		
UNIT	Beds/Baths	Unit Type
UNIT 308	1BR 1BA	1C
UNIT 307	1BR 1BA	1B
UNIT 306	1BR 1BA	1B
UNIT 305	1BR 1BA	1B
UNIT 304	1BR 1BA	1B
UNIT 303	1BR 1BA	1B
UNIT 302	1BR 1BA	1B
UNIT 301	1BR 1BA	1B
UNIT 311	1BR 1BA	1B
UNIT 310	1BR 1BA	1B
UNIT 412	1BR 1BA	1D
UNIT 407	1BR 1BA	1A
UNIT 408	1BR 1BA	1A
1BR 1BA: 13		
UNIT 209	2BR 1BA	2B
UNIT 212	2BR 1BA	2E
UNIT 213	2BR 1BA	2E
UNIT 214	2BR 1BA	2E
UNIT 215	2BR 1BA	2C
UNIT 216	2BR 1BA	2D
UNIT 109	2BR 1BA	2B
UNIT 112	2BR 1BA	2A
UNIT 316	2BR 1BA	2D
UNIT 315	2BR 1BA	2C
UNIT 314	2BR 1BA	2E
UNIT 313	2BR 1BA	2E
UNIT 312	2BR 1BA	2E
UNIT 309	2BR 1BA	2B
UNIT 413	2BR 1BA	2C
UNIT 414	2BR 1BA	2D
UNIT 402	2BR 1BA	2A
UNIT 403	2BR 1BA	2A
UNIT 404	2BR 1BA	2A
UNIT 405	2BR 1BA	2A
UNIT 406	2BR 1BA	2B
UNIT 409	2BR 1BA	2A
UNIT 410	2BR 1BA	2A
UNIT 411	2BR 1BA	2A
2BR 1BA: 24		
UNIT 101.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 102.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 103.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 104.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 105.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 106.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 107.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 108.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 110.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 111.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 401	3BR 1.5BA	3A
3BR 1.5BA: 11		
TOTAL OF ALL UNITS: 48		

NOT FOR CONSTRUCTION





PERSPECTIVE - INTERSECTION OF UNIVERSITY AVE & ROTHE ST - NORTHWEST CORNER



PERSPECTIVE - UNIVERSITY AVENUE ENTRY



PERSPECTIVE - SOUTHEAST CORNER



Report to the Green Bay Plan Commission

MEETING DATE

May 2, 2023

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # N.6

To vacate a public cul-de-sac located at Vine Street and Ricky Street, contingent upon waiting period and public hearing and subject to the following conditions:

- a. Access to parcel 21-1361-3 shall be maintained. This shall be addressed in the Developers Agreement with the petitioner(s).
- b. Green Bay Water Utility's existing facilities can be abandoned provided that abandonment happens along with the water main extension that is needed for the housing development.
- c. Wisconsin Public Service shall be granted a utility easement for their existing facilities within the vacation area.
- d. The existing Storm and Sanitary Sewer within the vacated area will need to be modified and/or a sewer easement will need to be addressed in the Developers Agreement with the petitioner(s).

BACKGROUND

Primary Address: Vine Street and Ricky Street

Reason for Request: Vacate an existing cul-de-sac to allow for a future housing development.

Aldersperson/District: Ald. Bill Morgan / District 3

Surrounding Zoning and Land Uses:

North: Varied-Density Residential (R3), Apartment Complex

South: Low-Density Residential (R1), Vacant

East: Low-Density Residential (R1), Two-Family Homes

West: Varied-Density Residential (R3), Apartment Complex

Report: This request is part of a large housing development. The vacation of this cul-de-sac would allow for more developable space (see attached plat). This vacation request, along with the variance request included in this agenda, are required for the approval of the subdivision plat. The cul-de-sac is adjacent to and only services the development site and an apartment complex (Parcel# 21-1361-3). A new driveway will be installed for the apartment complex as part of this development.

Ald. Bill Morgan, adjoining property owners, and reviewing agencies were informed of this request. No objections were received. All conditions from utility providers are included in the recommendation.

RECOMMENDATION

Approval of the request contingent upon waiting period and public hearing and subject to the following conditions:

- I. Access to parcel 21-1361-3 shall be maintained. This shall be addressed in the Developers Agreement with the petitioner(s).

2. Green Bay Water Utility's existing facilities can be abandoned provided that abandonment happens along with the water main extension that is needed for the housing development.
3. Wisconsin Public Service shall be granted a utility easement for their existing facilities within the vacation area.
4. The existing Storm and Sanitary Sewer within the vacated area will need to be modified and/or a sewer easement will need to be addressed in the Developers Agreement with the petitioner(s).

FISCAL IMPACT

ATTACHMENTS

1. SV 23-01 Map
2. SV 23-01 Exhibit
3. CP 23-01 Preliminary Plat, Habitat Homestead
4. SV 23-01 Application



North



Exhibit

Part of Lot 26, Astors Plat of Private Claim 3 thru 7, located in Private Claim 6 and 7, East Side of Fox River, City of Green Bay, Brown County, Wisconsin.

Graphic Scale: 1" = 40'



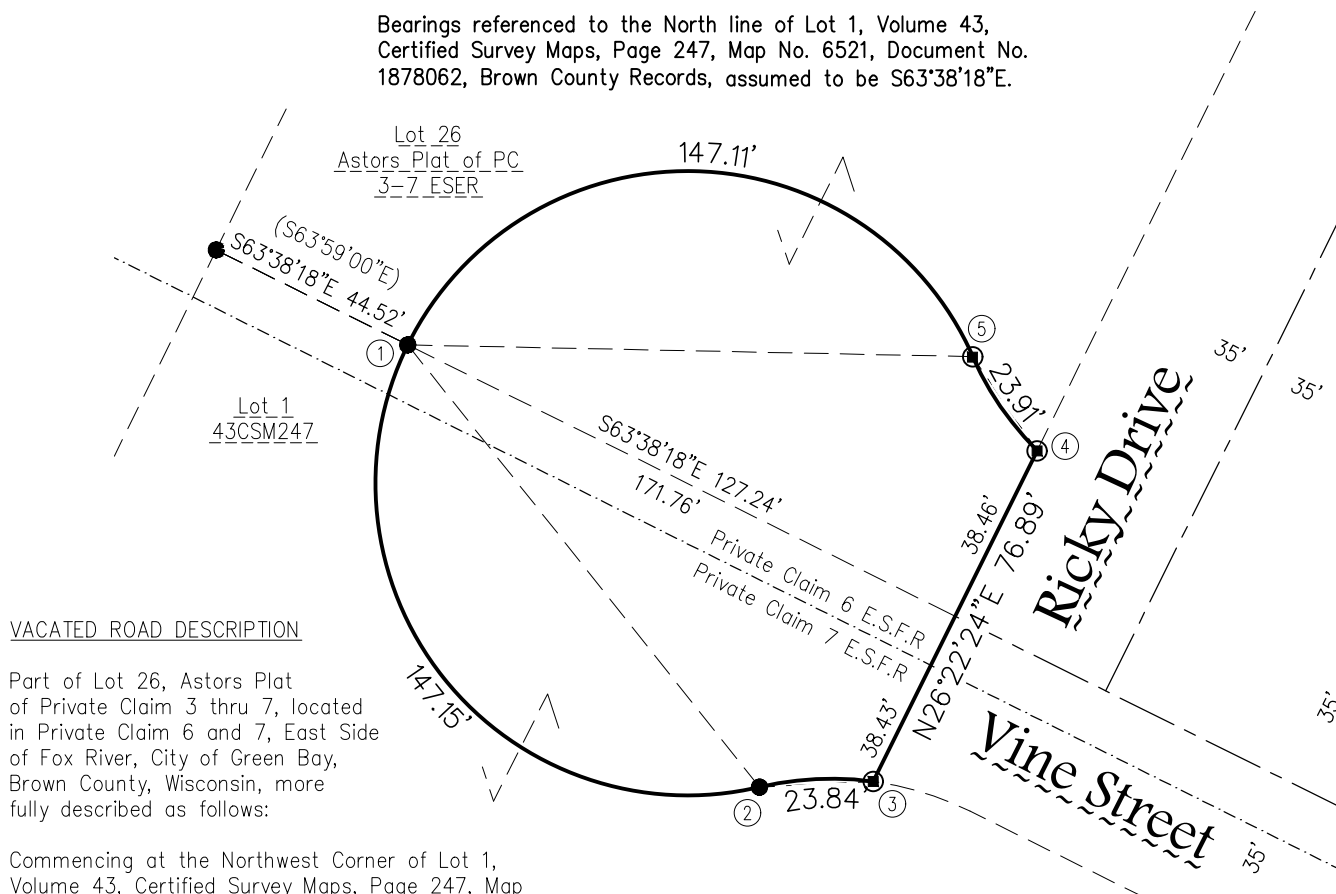
Legend

- 1" iron pipe found
- ⊙ computed point
- () recorded as bearing

Curve Data

CURVE	ARC LENGTH	RADIUS	CHORD LENGTH	CHORD BEARING	CENTRAL ANGLE	TANGENT BEARING
1-2	147.15'	65.00'	117.68'	S38°29'53"E	129°42'02"	S26°21'08"W & S76°39'06"E
2-3	23.84'	65.00'	23.71'	N87°09'27"E	21°01'02"	N82°20'02"E
4-5	23.91'	65.00'	23.78'	N34°27'55"W	21°04'33"	N45°00'12"W
5-1	147.11'	65.00'	117.66'	N88°48'53"W	129°39'58"	N23°58'54"W

Bearings referenced to the North line of Lot 1, Volume 43, Certified Survey Maps, Page 247, Map No. 6521, Document No. 1878062, Brown County Records, assumed to be S63°38'18"E.



VACATED ROAD DESCRIPTION

Part of Lot 26, Astors Plat of Private Claim 3 thru 7, located in Private Claim 6 and 7, East Side of Fox River, City of Green Bay, Brown County, Wisconsin, more fully described as follows:

Commencing at the Northwest Corner of Lot 1, Volume 43, Certified Survey Maps, Page 247, Map No. 6521, Document No. 1878062, Brown County Record; thence S63°38'18"E, 44.52 feet along a Northerly line of said Lot 1 to the Point of Beginning; thence 147.15 feet along a Northerly line of said Lot 1, also being the South right of way of Vine Street being the arc of a 65.00 foot radius curve to the Left whose long chord bears S38°29'53"E, 117.68 feet; thence 23.84 feet along a Northerly line of said Lot 1, also being said South right of way being the arc of a 65.00 foot radius curve to the Right whose long chord bears N87°09'27"E, 23.71 feet; thence N26°22'24"E, 76.89 feet; thence 23.91 feet along the North said right of way being the arc of a 65.00 foot radius curve to the Right whose long chord bears N34°27'55"W, 23.78 feet; thence 147.11 feet along the North said right of way being the arc of a 65.00 foot radius curve to the Left whose long chord bears N88°48'54"W, 117.66 feet to the Point of Beginning.

Vacated road contains 13,439 square feet / 0.31 acres more or less.

Client: Habitat for Humanity
Tax Parcel: 21-1361-6, 21-1361-3
Drafted By: NDK
File: D-5401Exhibit 011623.dwg
Data File: D-5401.txt

Mau & Associates, LLP
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

Sheet One of One
Project No.: D-5401
Drawing No.: X-1440
Fieldwork Completed: 09/14/22



REQUEST FOR CITY ACTION PLAN COMMISSION

Community and Economic
Development Department
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3400 - phone
(920) 448-3426 - fax
www.greenbaywi.gov

Location of Property: 0 Richmond Street, Green Bay, WI, 54302

Parcel Number(s): 21-1361-6

Petitioner(s): Steve Bieda

Date: _____

Email: sbieda@mau-associates.com

Phone Number: (920)434-9670

Address: 400 Security Blvd. Suite 1

City: Green Bay

State: WI

Zip: 54313

Property Owner: Greater Green Bay Habitat For Humanity

Phone Number: (920)593-3921

Submit this Request Form and all required attachments to the Community and Economic Development Department, Room 608, City Hall

To: Honorable Mayor and Common Council, c/o City Clerk

I, _____, respectfully request that the City of Green Bay take the following action:

- | | |
|-------------------------------------|--|
| ☐ | Rezone Property (\$375.00 Review Fee) |
| ☒ | Conditional Use and CUP Amendment, including Single Lot Duplexes (\$375.00 Review Fee) |
| ☐ | PUD and PUD Amendments (\$425.00 Review Fee) |
| ☒ | Approve Preliminary City/Extraterritorial Subdivision Plat (\$150.00 + \$35.00 per Lot/Outlot Review Fee) |
| ☐ | Approve Preliminary Condominium Plat (\$250.00 + \$35.00 per Lot/Outlot/Lot Equivalent Review Fee) |
| ☐ | Approve Preliminary City/Extraterritorial Certified Survey Map (\$250.00 Review Fee) |
| ☐ | Approve Final City/Extraterritorial Subdivision Plat (\$150.00 Review Fee) |
| ☐ | Approve Final Condominium Plat (\$150.00 Review Fee) |
| ☒ | Grant a City/Extraterritorial Subdivision/CSM Variance (\$150.00 Review Fee) |
| ☐ | Development District Map Amendment (\$200.00 Administration Fee) |
| ☐ | Official Map Amendment (\$200.00 Administration Fee) |
| ☐ | Plat of Right-of-Way (\$200.00 Administration Fee) |
| ☐ | Discontinue a Public Utility Easement (\$200.00 Administration Fee) |
| ☐ | Street Name Change (\$200.00 Administration Fee) |
| ☐ | Declare City Property "City Surplus" (\$200.00 Administration Fee) |
| ☒ | Vacate a Street/Alley/Pedestrian Way (\$300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION |
| ☐ | Closure of Street/Alley/Pedestrian Way (\$300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION |
| ☐ | Comprehensive Plan Amendments (\$275.00 Review Fee) |
| ☐ | Other (\$200.00 Administration Fee): _____ |

Owner Signature: _____

Date: 3/27/23

Petitioner Signature(s): _____

3/23/23

Checklist of required attachments:

- Map
- Legal Description
- Applicant Narrative Describing Project
- All Other Pertinent Information

For office use only:

Review Fee: _____

Receipt No.: _____

Zoning Petition No.: _____

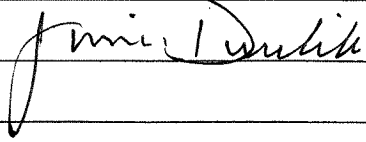
REQUEST FOR CITY ACTION PLAN COMMISSION

PLEASE FILL OUT FOR: VACATE OR CLOSE STREET/ALLEY/PEDESTRIAN WAY

Per WI State Statute 66.1003:

All owners who abut the area proposed for vacation or closure, including all members of LLCs or ownership groups, must sign below before submitting this application.

If you are **NOT** vacating or closing a full street/alley/pedestrian way, you must also get signatures from one-third of owners of parcels within 2,650 ft. of the end of the vacation/closure area.

SIGNATURE	PRINTED NAME	ADDRESS
	Logan Rankin	2010 Vine Street, Green Bay, WI 54302
	Jessica Diederich	1967 Allouez Ave, Green Bay, WI 54311 for Habitat Homestead

Please contact the Community and Economic Development Department at (920) 448-3400 with any questions.



Report to the Green Bay Plan Commission

MEETING DATE

May 2, 2023

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # N.7

To approve a variance to deviate from Section 44-554, minimum lot size and minimum lot width, of the Green Bay Municipal Code.

BACKGROUND

Aldersperson/District: Ald. Bill Morgan, District 3

Reason for Request: The proposed subdivision variance will permit smaller lots for a new housing development.

Surrounding Zoning and Land Uses:

Subject: Properties: Low Density Residential (R1) – Single Family Home

North: Varied-Density Residential (R3) & Low Density Residential (R1) Single-, Two-, and Multi-Family Homes

South: Low Density Residential (R1) Single Family Homes

East: Low Density Residential (R1) Single Family Home

West: Varied-Density Residential (R3) Multi-Family Complex

Comprehensive Plan: The 2022 Smart Growth Green Bay Comprehensive Plan recommends Medium-High Density Residential Uses.

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

Section 36-457 of the Subdivision and Platting Ordinance dictates when the Plan Commission and Common Council find that extraordinary hardship or injustice will result from strict compliance with this ordinance, the terms may vary to the extent deemed necessary and proper to grant relief, provided that the modification meets the following standards:

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

This request is part of a large housing development, Habitat Homestead. A subdivision plat (CP 23-01) is being processed and requires this variance, as well as the approval of the vacation of the cul-de-sac (also on

this agenda). The proposed development will have 14 lots and 1 outlot for stormwater purposes. Of the 14 lots, 8 will be single-family detached homes (lots 7-14) and 6 will be single-family attached townhomes (lots 1-6). The townhomes require a Conditional Use Permit, which will be brought forward at a future meeting.

Of the 8 single-family detached lots, 4 lots require a variance for being under the minimum square footage, which is 7,500 sq. ft. in the Low-Density Residential (RI) district. The variances are as follows:

- Lot 9, 6,226 sq. ft.
- Lot 12, 5,802 sq. ft.
- Lot 13, 5,971 sq. ft.
- Lot 14, 6,142 sq. ft.

Additionally, all 8 lots require a variance for lot width, which is 75 ft. in the RI district. The average frontage on these lots is 49.94 ft.

This housing development is being proposed by Habitat for Humanity. They have been working with the City on creating this neighborhood for their clients. Staff supports the reduction in size for single-family lots within the City, and for this development in particular. Infill lots throughout the City have a minimum frontage of 50 ft. While this is a new development, it's also infill and staff feels the infill minimum is an appropriate reference point to maintain the spirit of the municipal code.

This will be a neighborhood by itself and can create its own "feel" through lot sizes and building design. Additionally, the existing neighborhood has lot frontage under the current RI requirements, with frontages between 50 ft. and 70 ft. and lot sizes. The lot size restraints are due to the existing parcel size; since this is infill development, there is only so much space available for new lots.

The proposed development will improve access and circulation to this area with the road extension of Richmond Street to Vine Street. It will also remove a cul-de-sac, which is not the preferred infrastructure for an established, grid-style neighborhood.

Staff believes the subdivision variance is justified as noted above. This application meets the hardship requirements provided in 36-457, specifically based on the location of the new lots as an infill development, it is keeping with the spirit of the existing code, compatible with the City's Housing Market Study, and the development will increase access and circulation.

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. VR 23-02, Prelim Plat, Habitat Homestead



Report to the Green Bay Plan Commission

MEETING DATE

May 2, 2023

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # N.8

To amend portions of the Zoning Code, Chapter 44, Articles III, VII, VIII, IX, XVI, and XXI, related to dog-friendly business. (Public Hearing held 04/24/2023)

BACKGROUND

Reason for Request: To expand the Green Bay Municipal Code to include dog-friendly businesses.

Comprehensive Plan: The 2022 Smart Growth Green Bay Comprehensive Plan does not provide specific guidance regarding particular text amendments.

Analysis: Planning staff has received inquiries from businesses looking to establish dog-friendly businesses. Through this process, staff recognized that our code was silent on some popular dog establishments and overly restrictive in other allowed uses. With that, we are proposing various changes to Chapter 44, Zoning Code.

These amendments primarily focus on the addition of two new uses (defined in Section 44-250(7): Commercial Business with Dog Area: Commercial facility with an accessory use allowing an area for customers to bring their dog(s).

Commercial Dog Day Care: Commercial facility occupied by dogs for the purpose of exercise and socialization during daytime business hours. No animal will be kept overnight or on weekends. These facilities can include indoor and outdoor spaces.

These uses have been added to the allowed use tables in the Mixed-Use, Commercial, Industrial, and Special Purpose District zoning districts. These uses would be permitted in the following districts: Downtown, C1, C2, C3, LI, BP, and SRLI. They would be conditionally permitted in the following districts: OR and NC. All zoning districts would have land use development standards required, as follows:

- (1) Facilities shall be soundproofed to ensure that the noise levels associated with the use do not interfere with the health, welfare, and safety of adjoining properties.
- (2) All overnight kennels shall be located within a completely enclosed building.
- (3) Total area requirements must allow for one hundred (100) square feet per dog. This area requirement per dog shall be calculated by using the total area that will be occupied by the dogs, including area within the building and outdoor play area.
- (4) For Commercial Dog Day Cares: Outdoor space must be completely fenced with a minimum six-foot high solid wooden (or other material approved by the Zoning Administrator, or their designee, which will absorb sound) fence with a lockable gate. The fence shall be no closer than thirty (30) feet to any property used or zoned for residential use and no closer than fifteen (15) feet to any property used or zoned for nonresidential use. Use of outside space is limited to the hours of 7am-10pm. Outdoor space is prohibited in the front yard.
- (5) For Commercial Business with Dog Area: Outdoor space must be completely fenced with a six-foot high fence with a lockable gate. This fence shall be no more than 50% opaque (exemptions to opaqueness can be

granted by the Zoning Administrator). The fence shall be no closer than five (5) feet to any property line, walkway, or parking area. Use of outside space is limited to the hours of 7am-10pm.

(6) Noise levels shall not exceed sixty-five (65) decibels as measured at the property line adjacent to any property used or zoned for residential, office, commercial, institutional, or park use and seventy (70) decibels as measured at the property line to any property used or zoned for industrial, storage, or transportation use.

(7) Animal waste must be picked up immediately, bagged, and deposited in a sealed container to prevent odor from impacting neighboring properties. Animal waste containers must be stored at least fifteen (15) feet from any property line and meet all dumpster screening standards for commercial land uses.

(8) Outdoor areas shall be supervised whenever dogs are present.

(9) All provisions in Chapter 6 of the Green Bay Municipal Code (Animals) shall be met.

Additionally, we are proposing that animal hospitals and veterinary clinics would be allowed to have runs, exercise areas, and enclosures/kennels that are located outside. They would follow the same land use development standards listed above. Our current code only allows for indoor facilities. Staff is recommending to keep the indoor facility provision in place for animal boarding/kennel uses, as well as animal grooming establishments.

Staff have spoken to three businesses in the area who have businesses that would be impacted by this change. They have been in favor of this amendment and support the changes.

RECOMMENDATION

Approval of the proposed amendments to Articles III, VII, VIII, IX, XVI, and XXI, related to dog-friendly businesses, as proposed.

FISCAL IMPACT

ATTACHMENTS

- I. Draft G.O. 09-23 relating to Commerical Dog Uses

GENERAL ORDINANCE NO. 09-23

AN ORDINANCE AMENDING CHAPTER 44, ARTICLES III, VII, VIII, IX, XVI, AND XXI, GREEN BAY MUNICIPAL CODE, RELATING TO COMMERCIAL DOG USES

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

SECTION 1. Article III, Definitions, of Chapter 44, Green Bay Municipal Code, is hereby amended to reflect the addition of the following definitions:

Section 44-250(7): Land Use Definitions

Commercial Business with Dog Area: Commercial facility with an accessory use allowing an area for customers to bring their dog(s).

Commercial Dog Day Care: Commercial facility occupied by dogs for the purpose of exercise and socialization during daytime business hours. No animal will be kept overnight or on weekends. These facilities can include indoor and outdoor spaces.

SECTION 2. Article VII, Mixed-Use Districts, of Chapter 44, Green Bay Municipal Code, is hereby amended to add:

Section 44-615, Table 44-5

Use	OR	NC	D	Dev. Stds.
Service Businesses				
Business with Dog Area	C	C	P	x
Commercial Dog Day Care	C	C	P	x

SECTION 3. Article VIII, Commercial Districts, of Chapter 44, Green Bay Municipal Code, is hereby amended to add:

Section 44-681, Table 44-8

Use	C1	C2	C3	Dev. Stds.
Service Businesses				
Business with Dog Area	P	P	P	x
Commercial Dog Day Care	P	P	P	x

SECTION 4. Article IX, Industrial Districts, of Chapter 44, Green Bay Municipal Code, is hereby amended to add:

Section 44-769, Table 44-11

Use	LI	GI	BP	Dev. Stds.
Service Businesses				
Animal grooming establishment	P	-	P	x
Animal boarding facility, kennel	P	-	P	x
Commercial Dog Day Care	P	-	P	x

SECTION 5. Article XVI, Land Use Development Standards, Chapter 44, Green Bay Municipal Code, is hereby amended to reflect the addition of the following:

Section 44-1584, Land Use Development Standards, Commercial Uses

(b)Animal boarding facility, kennel in all districts ~~except the L-1 district.~~

(1) Animal boarding facilities shall be required to be soundproofed to ensure that the noise levels associated with the use do not interfere with the health, welfare, and safety of adjoining properties.

(2) All runs, exercise areas, and enclosures/kennels shall be located within a completely enclosed building.

(3) All provisions in Chapter 6 of the Green Bay Municipal Code shall be met.

(c)Animal grooming establishment in all districts ~~except the L-1 district.~~

(1)Animal grooming establishments shall be required to be soundproofed to ensure that the noise levels associated with the use do not interfere with the health, welfare, and safety of adjoining properties.

(2)All runs, exercise areas, and enclosures/kennels shall be located within a completely enclosed building.

(3) All provisions in Chapter 6 of the Green Bay Municipal Code shall be met.

(d)Animal hospital, veterinary clinic in all districts ~~except the L-1 district.~~

(1)Animal hospitals and veterinary clinics shall be required to be soundproofed to ensure that the noise levels associated with the use do not interfere with the health, welfare, and safety of adjoining properties.

(2)All runs, exercise areas, and enclosures/kennels shall be located within a completely enclosed building.

(2) Runs, exercise areas, and enclosures/kennels can be located outside in accordance with the Land Use Development Standards for Commercial Dog Day Care uses.

(3) All provisions in Chapter 6 of the Green Bay Municipal Code shall be met.

(k) Commercial Dog Day Care and Commercial Business with Dog Area in all districts.

(1) Facilities shall be soundproofed to ensure that the noise levels associated with the use do not interfere with the health, welfare, and safety of adjoining properties.

(2) All overnight kennels shall be located within a completely enclosed building.

(3) Total area requirements must allow for one hundred (100) square feet per dog.

This area requirement per dog shall be calculated by using the total area that will be occupied by the dogs, including area within the building and outdoor play area.

(4) For Commercial Dog Day Cares: Outdoor space must be completely fenced with a minimum six-foot high solid wooden (or other material approved by the Zoning Administrator, or their designee, which will absorb sound) fence with a lockable gate. The fence shall be no closer than thirty (30) feet to any property used or zoned for residential use and no closer than fifteen (15) feet to any property used or zoned

for nonresidential use. Use of outside space is limited to the hours of 7am-10pm. Outdoor space is prohibited in the front yard.

(5) For Commercial Business with Dog Area: Outdoor space must be completely fenced with a six-foot high fence with a lockable gate. This fence shall be no more than 50% opaque (exemptions to opacity can be granted by the Zoning Administrator). The fence shall be no closer than five (5) feet to any property line, walkway, or parking area. Use of outside space is limited to the hours of 7am-10pm.

(6) Noise levels shall not exceed sixty-five (65) decibels as measured at the property line adjacent to any property used or zoned for residential, office, commercial, institutional, or park use and seventy (70) decibels as measured at the property line to any property used or zoned for industrial, storage, or transportation use.

(7) Animal waste must be picked up immediately, bagged, and deposited in a sealed container to prevent odor from impacting neighboring properties. Animal waste containers must be stored at least fifteen (15) feet from any property line and meet all dumpster screening standards for commercial land uses.

(8) Outdoor areas shall be supervised whenever dogs are present.

(9) All provisions in Chapter 6 of the Green Bay Municipal Code shall be met.

(l) Day labor agency

(m) Drive-through facility

(n) Firearms sales and service in all districts

(o) Garden supply store/greenhouse, commercial districts.

(p) Garden supply store/greenhouse, mixed-use districts.

(q) General retail in residential districts.

(r) Health clubs in all industrial districts.

(s) Motor vehicle repair/service station in all mixed-used and commercial districts, as well as in the BP district.

(t) Outdoor commercial recreation area.

(u) Personal service business in residential districts

(v) Restaurants with drive-through facilities.

(w) Payday loan businesses and auto title loan businesses.

SECTION 6. Article XXI, Special Purpose District, of Chapter 44, Green Bay Municipal Code, is here by amended to add:

Section 44-2075, Table 44-23

Use	S-RLI	Dev. Stds.
Service Businesses		
Business with Dog Area	P	x
Commercial Dog Day Care	P	x

SECTION 7. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 8. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

Clerk

May 16, 2023
law



Report to the Green Bay Plan Commission

MEETING DATE

May 2, 2023

PREPARED BY

Dena Mooney, Staff

AGENDA ITEM # N.9

To release a 6 ft. x 300 ft. utility easement in the 100 Block of E. Mason Street (Parcel #15-168-A and 15-2) to accommodate the Astor One Development subject to the following conditions:

- a. A separate and existing 24' easement remains along the north property line for the use of a main by Green Bay Water Utility.

BACKGROUND

Primary Address: 100 Block of E. Mason Street

Aldersperson /District: Ald. Brian Johnson, District 9

Reason for Request: To discontinue a utility easement to accommodate development of the site.

Analysis: This utility easement was granted in 1981, on the Certified Survey Map that created the lot for the former Kerscher Metal site (Lot 1) and the railroad (Lot 2), which is now owned by the Green Bay Redevelopment Authority. The plan is to re-plat this block to accommodate the Astor One Development and relocate the Fox River State Trail.

Ald. Brian Johnson, adjoining property owners (Miller Land Investment, LLC), and the agencies below, were informed of the request. Agencies were informed that if they failed to respond or indicate locations of facilities, it will be assumed that none are present. No objections were received from the property owner.

- Department of Public Works: No Objection
- Wisconsin Public Service: No Response
- AT&T: No Response
- Green Bay Water Utility: No Objection with Condition
- Time Warner Cable: No Objection
- Department of Parks, Recreation, & Forestry: No Objection
- American Transmission Company: No Objection
- Mobilitie: No Response
- NEW Water: No Objection
- Charter: No Objection

RECOMMENDATION

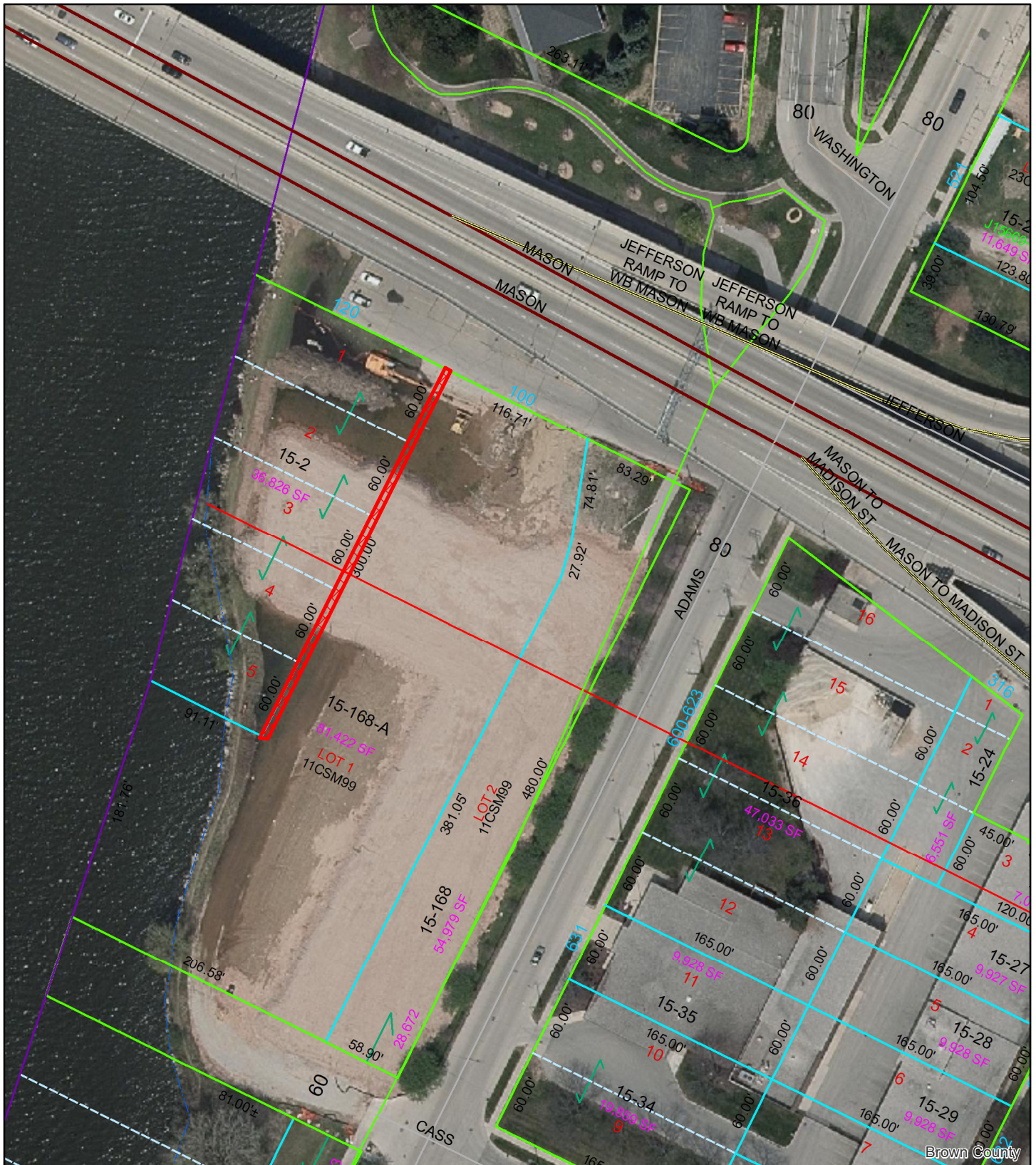
Recommendation: Approval of the request, subject to the following condition:

- I. A separate and existing 24' easement remains along the north property line for the use of a main by Green Bay Water Utility.

FISCAL IMPACT

ATTACHMENTS

1. ED 23-02 Map
2. ED 23-02 Application
3. ED 23-02 Application Narrative
4. ED 23-02 1971 Pipeline Easement (GB Water Utility)



(ED 23-02) Utility Easement Discontinuance



Easement Area

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. D.M.

0 25 50 100 Feet

1 inch = 100 feet





REQUEST FOR CITY ACTION PLAN COMMISSION

Community and Economic
Development Department
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3400 - phone
(920) 448-3426 - fax
www.greenbaywi.gov

Location of Property: 100 Block of East Mason Street

Parcel Number(s): 15-168-A and 15-2

Petitioner(s): Department of Public Works

Date: April 3, 2023

Email: tom.giese@greenbaywi.gov

Phone Number: 920-448-3111

Address: 100 N Jefferson Street

City: Green Bay

State: WI

Zip: 54301

Property Owner: Miller Land Investment, LLC & City of Green Bay Phone Number: 920-448-3111

Submit this Request Form and all required attachments to the Community and Economic Development Department, Room 608, City Hall

To: Honorable Mayor and Common Council, c/o City Clerk

I, Steven M Grenier - Director of Public Works, respectfully request that the City of Green Bay take the following action:

- ☐ Rezone Property (\$375.00 Review Fee)
- ☐ Conditional Use and CUP Amendment, including Single Lot Duplexes (\$375.00 Review Fee)
- ☐ PUD and PUD Amendments (\$425.00 Review Fee)
- ☐ Approve Preliminary City/Extraterritorial Subdivision Plat (\$150.00 + \$35.00 per Lot/Outlot Review Fee)
- ☐ Approve Preliminary Condominium Plat (\$250.00 + \$35.00 per Lot/Outlot/Lot Equivalent Review Fee)
- ☐ Approve Preliminary City/Extraterritorial Certified Survey Map (\$250.00 Review Fee)
- ☐ Approve Final City/Extraterritorial Subdivision Plat (\$150.00 Review Fee)
- ☐ Approve Final Condominium Plat (\$150.00 Review Fee)
- ☐ Grant a City/Extraterritorial Subdivision/CSM Variance (\$150.00 Review Fee)
- ☐ Development District Map Amendment (\$200.00 Administration Fee)
- ☐ Official Map Amendment (\$200.00 Administration Fee)
- ☐ Plat of Right-of-Way (\$200.00 Administration Fee)
- ☒ Discontinue a Public Utility Easement (\$200.00 Administration Fee)
- ☐ Street Name Change (\$200.00 Administration Fee)
- ☐ Declare City Property "City Surplus" (\$200.00 Administration Fee)
- ☐ Vacate a Street/Alley/Pedestrian Way (\$300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION
- ☐ Closure of Street/Alley/Pedestrian Way (\$300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION
- ☐ Comprehensive Plan Amendments (\$275.00 Review Fee)
- ☐ Other (\$200.00 Administration Fee): _____

Owner Signature: _____

Date: 04/03/23

Petitioner Signature(s): _____

Checklist of required attachments:

- Map
- Legal Description
- Applicant Narrative Describing Project
- All Other Pertinent Information

For office use only:

Review Fee: Waiver Request

Receipt No.: _____

Zoning Petition No.: _____

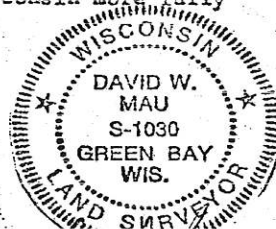
CERTIFIED SURVEY MAP

SURVEYOR'S CERTIFICATE

SHEET 1 of 4

I, David W. Mau, Registered Land Surveyor, hereby certify that I have surveyed, divided and mapped part of Lots 1,2,3,4,5 and all of Lots 6,7,8, Block 6, Plat of the Town of Astor, City of Green Bay, Brown County, Wisconsin more fully described on Sheet 2 of 4.

That such plat is a correct representation of all the exterior boundaries of the land survey and the division thereof. That I have made such survey, land division and plat by the direction of the owners listed hereon. That I have fully complied with the provisions of Chapter 236, Section 236.34 of the Wisconsin Statutes and the City of Green Bay in surveying, dividing, and mapping the same.



David W. Mau
May 29, 1981

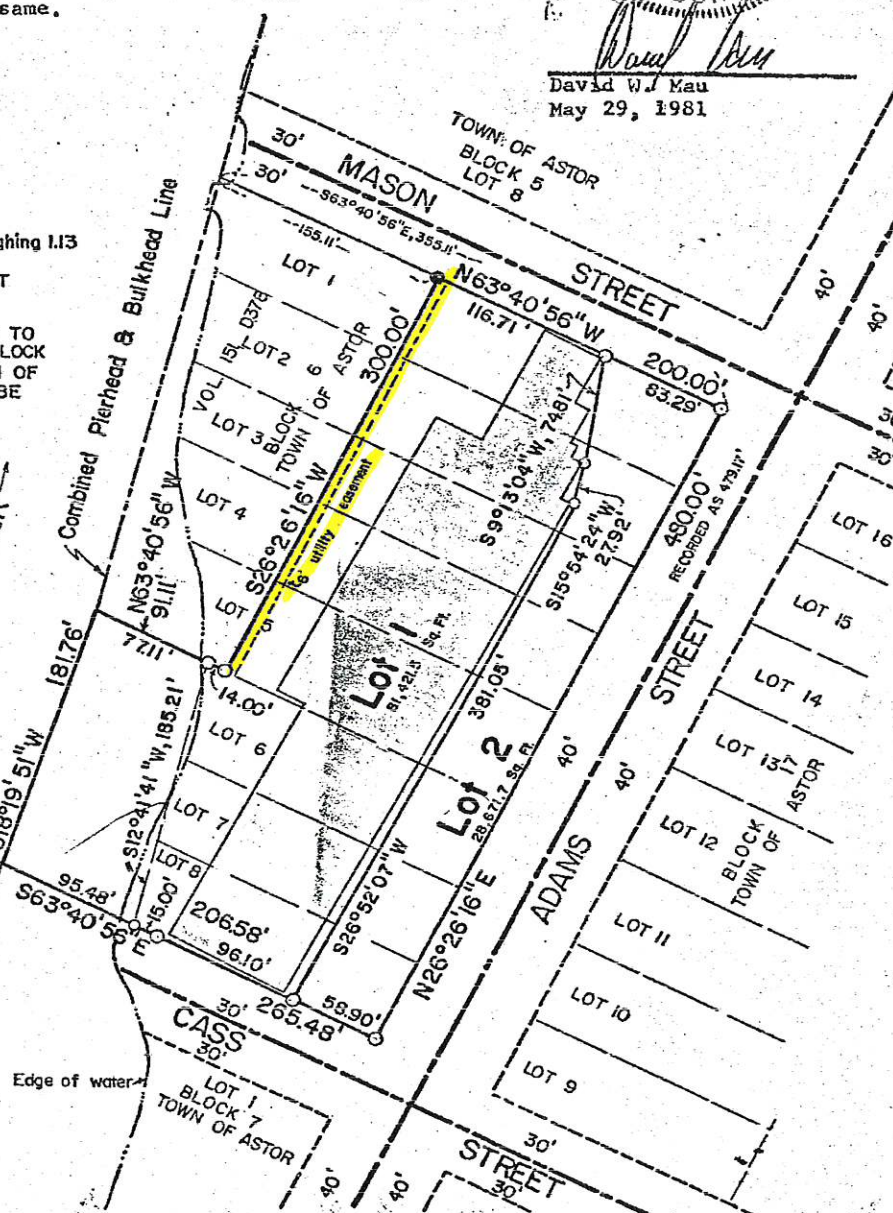


Scale 1"=100'

- 1"x24" Iron pipe weighing 11.3 LBS/LIN. FT. set.
- RAILROAD SPIKE SET

BEARING REFERENCED TO THE EAST LINE OF BLOCK 6, PLAT OF THE TOWN OF ASTOR, ASSUMED TO BE N26°26'16"E.

NOTE: Chicago, Milwaukee, St. Paul & Pacific Railroad is hereby granted an easement along the easterly boundary of Lot 1 wherever the centerline of the adjacent Chicago, Milwaukee St. Paul & Pacific Railroad track along the westerly line of Lot 2 is closer than 10 feet to the common lot line between Lots 1 & 2. The intention being to convey an easement along the easterly edge of Lot 1 which will give a clearance of 10 feet from the adjoining railroad centerline to the edge of water.



E MASON ST

N63°42'07"W
6.00'

NW CORNER
LOT 1-11CSM99

LOT 1

LOT 1

LOT 2

15-2

LOT 3

LOT 4

LOT 5

LOT 1

11CSM99

S63°42'07"E
6.00'

LOT 7

LOT 8

CASS ST

S ADAMS ST

LOT 2
11CSM99

15-168

UTILITY EASEMENT
TO BE DISCONTINUED

15-168-A
LOT 4

PLAT OF ASTOR
BLOCK 6

S26°24'32"W
N26°24'32"E

EDGE OF WATER

COMBINED PIERHEAD AND BULKHEAD LINE

FOX RIVER



DISCLAIMER

This Computer Aided Drafting and Design (CADD) drawing is a compilation of records and data located in various Public and Private offices. Bearings and distances on this map are based on Brown County basemap. A field survey has not been completed. Brown County and/or City of Green Bay are not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.

CITY OF GREEN BAY, WISCONSIN
DEPT. OF PUBLIC WORKS- ENGINEERING DIVISION

UTILITY EASEMENT GRANTED IN 11-CSM-99
TO BE DISCONTINUED

0 30' 60' 120'



DATE	BY

DESCRIPTION OF PUBLIC UTILITY EASEMENT TO BE DISCONTINUED BETWEEN
FOX RIVER AND S ADAMS STREET FROM EAST MASON STREET TO SOUTH

That part of Lot 1, Brown County Certified Survey Map Number 2379 recorded in Volume 11 of Certified Survey Maps. Page 99, as Document Number 976872, (being part of Lots 1, 2, 3, 4 and 5, Block 6, according to the recorded Plat of Astor), City of Green Bay, Brown County, Wisconsin, described as follows:

Beginning at the northwest corner of said Lot 1, Certified Survey Map Number 2379;
thence S26°-24'-32"W, 300.00 feet, along the west line of said Lot 1, Certified Survey Map Number 2379;
thence S63°-42'-07"E, 6.00 feet;
thence N26°-24'-32"E, 300.00 feet, to the north line of said Lot 1, Certified Survey Map Number 2379;
thence N63°-42'-07"W, 6.00 feet, along said north line, to the point of beginning.

<u>Parcels affected</u>	<u>Owners Name & Mailing Address</u>
15-168-A	Miller Land Investments, LLC 1618 Hidden Falls Ct De Pere, WI 54115
15-2	City of Green Bay 100 N Jefferson Street Green Bay, WI 54301

Narrative for Easement Discontinuance request for the future development of the Astor One site.

This request is to release the utility easement granted in 1981 by the Certified Survey Map that created the lot for the former Kerscher Metal site (Lot 1) and the railroad (Lot 2) which is now owned by the RDA. The plan is to re-plat this block to accommodate the Astor One Development.

742164

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PIPE LINE AGREEMENT

THIS AGREEMENT, made and entered into this the 25th day of January, 1972, by and between CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD COMPANY, a Wisconsin Corporation, hereinafter referred to as the "Railroad," and

CITY OF GREEN BAY IN THE COUNTY OF
BROWN AND STATE OF WISCONSIN

, hereinafter called the "Licensee," (if more than one licensee, said term and all language herein referring thereto shall be interpreted in the plural and refers jointly and severally to such licensees).

WITNESSETH

That WHEREAS, the licensee desires the right to install, maintain and operate a certain pipe upon, along and under the Railroad's premises at or near Green Bay

Brown County Wisconsin

to be used for the purpose hereinafter set forth.

NOW, THEREFORE, the parties mutually agree as follows:

1. The Railroad, for and in consideration of the payments and covenants hereinafter mentioned to be made, kept and performed by the Licensee, does hereby license and permit said Licensee to construct, install, and thereafter during the term hereof to maintain and operate under, along and across the Railroad's property in the manner and subject to the terms and conditions herein provided, a certain pipe to be used only for the purpose of a water line, in the location or locations shown by the yellow line between points lettered "A - B" upon the map attached hereto, marked "Exhibit X", dated June 24, 1971 and made a part hereof. The boundaries of the railroad right of way are located as shown by the heavy dash and two dot lines.

2. The said pipe shall be of reinforced concrete and have a diameter of not to exceed 24 & 36 inches. At all points where said pipe passes beneath the roadbed or tracks the same shall be installed and maintained at such depth that the top of said pipe, or any casing which may contain it, shall be not less than 8 feet, measured vertically, below the base of the rails of any such track.

The said water line shall consist of a twenty-four inch (24") reinforced concrete carrier pipe, placed inside a thirty-six inch (36") reinforced concrete casing pipe, eight feet (8') below base of rail, extending underneath the right of way and tracks of the Railroad at Green Bay, Wisconsin, as shown between the points lettered "A - B" on the said Exhibit "X" dated June 24, 1971.

The specifications for materials and the construction procedure shall be as outlined in yellow color on the said Exhibit "X".

3. The word "pipe" wherever used herein, not otherwise herein modified, shall be construed to mean all of the pipes above described and the casings and other coverings and all appurtenances thereof.

4. This agreement shall be effective from and after the date hereof and shall continue in full force and effect until terminated in some one of the ways hereinafter provided.

5. The Licensee shall pay to the Railroad upon execution of this agreement the sum of ~~Twenty-five Dollars (\$25.00)~~ ^{Fifty Dollars (\$50.00)} to cover the cost of preparation thereof. The Licensee shall pay all assessments or taxes which may be assessed or levied against or on account of said pipe, or the use thereof and shall indemnify and save harmless the Railroad and the Railroad's property from and against any and all liens or claims on account of any such assessments or taxes. The Licensee shall pay to the Railroad, upon execution of this agreement, the sum of \$250.00 for the privilege and license hereby granted, payment to be made to the Treasurer of the Railroad at Chicago, Illinois. The Railroad acknowledges receipt of payment by the Licensee of the said \$50.00 preparation fee and the one-time \$250.00 payment.

6. The Licensee shall bear the entire cost and expense incurred in connection with the construction, maintenance, renewal and removal of said pipe, including all cost and expense incurred by the Railroad in connection therewith for all work performed and materials used, and for supervision and inspection. All work of installation, alteration, maintenance and removal of said pipe within the limits of the right of way of the Railroad shall be done by the Licensee under the supervision, and to the satisfaction of, the superintendent of the Railroad, and no work shall be done by the Licensee upon the premises of the Railroad without first notifying said superintendent of Licensee's desire so to do, provided that the Railroad may perform any work by it deemed necessary to support any of its tracks while such work is being done and any work necessary to restore the track and roadbed to their former condition, or any other work by it deemed necessary to be done upon its right of way by reason of the installation, alteration, maintenance or removal of said pipe, and the Licensee agrees to repay to the Railroad promptly upon the rendition of bills therefor the cost of all such work so done by it. "Cost" as used in this agreement shall mean all assignable costs, plus 10% on all labor items to cover elements of expense not capable of exact ascertainment, and shall include charges for transportation of men and material at tariff rates and store expense on material.

7. The said pipe, and all parts thereof, whether within or without the limits of the premises of the Railroad, shall be constructed and at all times maintained, repaired, renewed and operated in such manner as to cause no interference whatsoever with the constant, continuous, and uninterrupted use of the tracks, facilities, property and premises of the Railroad, both as regards operation, maintenance, repairs and renewals, or new construction by the Railroad. Nothing shall be done, or suffered to be done, by the Licensee at any time that will in any manner interfere with or impair the usefulness of any tracks, improvements, or other facilities, now or hereafter maintained upon said railroad premises, or in any way interfere with, obstruct or endanger, railroad operation thereon; and if at any time the Railroad shall be of the opinion that the presence, condition or use of said pipe in any way interferes with the operation of the railroad, or any use which the Railroad desires to make of its property, it may forthwith require the Licensee to remove, alter or repair said pipe, or may remove, alter or repair the same at the cost of the Licensee.

8. Where boring and jacking operations are required on the right of way of the Railroad, the headings from which the boring and jacking operations are performed shall be located not less than 1.25 times the depth in feet from the base of the rail to the bottom of the trench, plus 6.5 feet, from the center line of an operated track, measured at right angles to the center line of the track.

9. The Railroad shall have the right at any and all times to raise or lower its grade, to make such changes in its existing track or tracks, roadbeds, structures and facilities or in the present standards thereof and to construct, maintain and operate such additional roadbeds, tracks, structures and facilities on said right of way and over and across said pipe as from time to time it may elect and may do whatever is necessary to enable it to use said railroad premises for all lawful purposes; and the Licensee agrees, at Licensee's sole cost, and within ten days after written notice from the Railroad so to do, to remove said pipe or make such changes in, additions to or changes in the location thereof, as may in the judgment of the Railroad be necessary to conform to the changes, alterations or new construction by the Railroad. If the Licensee shall fail so to do the Railroad may, if it so elects, in addition to any other remedy which it may have, remove said pipe or make such changes in, additions to or changes in the location thereof as are necessary for said purposes and the Licensee agrees to pay promptly upon rendition of bill the cost thereof. Provided, that the Railroad may in any event at its election do any of such work required to be done upon its right of way without notice and for all such work the Licensee likewise agrees to pay promptly upon rendition of bill the cost thereof. All the terms, conditions and stipulations herein expressed with reference to the construction, maintenance, repair, renewal or removal of said pipe in the location above described shall apply to the same as relocated, changed or modified within the contemplation of this section.

10. The license hereby granted is subject to the superior title of the Railroad to its said property and to all other outstanding and superior rights, if any, and the Licensee shall not by reason of the license hereby granted acquire or assert any title or claim of title to any of said property adverse to the title of the Railroad or its successors, and upon any abandonment of the use hereby authorized or upon any termination of the license hereby granted, such title shall remain in the Railroad, its successors and assigns, free and clear of all rights or claims of the Licensee.

11. As a material consideration to the Railroad for entering into this agreement, and without which the Railroad would not enter into same, the Licensee agrees to, and hereby does, release, indemnify and save harmless the Railroad, its officers, agents and employees, from and against any and all liability, loss, cost, damage, expense, actions and claims for personal injuries, including death, regardless of cause, suffered by any person whomsoever while upon the Railroad's premises in connection with the construction, operation, maintenance, repair, renewal or removal of said pipe, or for personal injuries, including death, suffered by any person whomsoever or for or arising out of damage to or destruction of property of any party whomsoever, including the parties hereto, in any manner arising out of or caused or contributed to by the existence, presence, construction, maintenance, condition, operation, repair, renewal, use or removal of said pipe.

12. ~~THIS LICENSE MAY BE TERMINATED BY THE RAILROAD AT ANY TIME FOR ANY BREACH OF ANY OF THE PROVISIONS OF THIS AGREEMENT HEREIN CONTAINED TO BE PERFORMED BY THE LICENSEE, AND THIS RIGHT IS IN ADDITION TO ANY OTHER RIGHTS IN ANY OF THE PROVISIONS OF THIS AGREEMENT. FAILURE TO TERMINATE FOR ANY SUCH BREACH SHALL NOT CONSTITUTE WAIVER OF ANY FUTURE BREACH. THE RIGHTS OF THE LICENSEE SHALL ALSO TERMINATE IN CASE LICENSEE SHALL ABANDON THE USE OF SAID PIPE OR FAIL TO USE THE SAME FOR A PERIOD OF ONE YEAR. THE RAILROAD MAY ALSO, WITHOUT CAUSE, REVOKE AND TERMINATE THIS LICENSE BY GIVING THIRTY DAYS' NOTICE IN WRITING, MAILED TO THE LICENSEE AT THE ADDRESS NOTED BELOW THE SIGNATURE OF THE LICENSEE HERETO. SHOULD SAID PIPE BE PERMITTED TO BE IN ANY ORDER OF DISORDER IN THE JUDGMENT OF THE RAILROAD, FOR ANY CONTINUOUS PERIOD OF TWENTY-FOUR HOURS, THE RAILROAD MAY AT ONCE REVOKE THIS LICENSE WITHOUT NOTICE. WITHIN TEN DAYS AFTER ANY TERMINATION OF THIS AGREEMENT THE LICENSEE SHALL HAVE ALL PROPERTY OF THE LICENSEE FROM THAT PORTION OF THE RIGHT OF WAY OF THE RAILROAD NOT OCCUPIED BY THE ROADBED OR TRACKS, AND SHALL RESTORE TO THE SATISFACTION OF THE RAILROAD'S SUPERINTENDENT THE SAID RIGHT OF WAY TO AS GOOD A CONDITION AS IT WAS IN AT THE TIME OF CONSTRUCTION OF SAID PIPE, AND IF THE LICENSEE FAILS TO DO SO THE RAILROAD MAY AT SUCH WORK OF REMOVAL AND RESTORATION AT THE COST AND EXPENSE OF THE LICENSEE. THE RAILROAD MAY AT ITS OPTION UPON ANY TERMINATION AT THE COST AND EXPENSE OF THE LICENSEE REMOVE THE PORTION OF SAID PIPE EXTENDING UNDER SAID ROADBED TRACK OR TRACKS, AND RESTORE SAID ROADBED TO AS GOOD A CONDITION AS IT WAS IN AT THE TIME OF THE CONSTRUCTION OF SAID PIPE, OR IT MAY PERMIT THE LICENSEE TO DO SUCH WORK OF REMOVAL AND RESTORATION UNDER THE SUPERVISION OF THE RAILROAD'S SUPERINTENDENT.~~

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~~In case of termination in any manner herein provided, the Licensee shall have no claim or redress of any character against the Railroad by reason of such termination, removal of said pipe or restoration of the premises, nor shall such termination release the Licensee from any obligation or liability of the Licensee hereunder with respect to any matter or thing occurring prior to such termination.~~

13. The terms and conditions of this agreement shall be binding upon and the benefits thereof shall accrue to the heirs, executors, administrators, successors and assigns of the respective parties hereto, but the Licensee shall not assign the same or any rights thereunder without the written consent of the Railroad having been first obtained. In the event the Railroad shall permit any other railroad company or companies to use its said right of way facilities or premises, such other user or users shall have the benefit of the provisions of indemnity and release from liability inuring to the Railroad hereunder, with the same effect as if such other user or users were parties hereto.

14. The Licensee shall require its contractor to provide for and in behalf of the Railroad, a Railroad Protective Liability Insurance Policy providing for protection to the Railroad in accordance with the U. S. Bureau of Public Roads Memorandum 20-12 issued June 30, 1967. The limits of such policy or policies shall not be less than \$500,000 for all damages arising out of bodily injuries to or death of one person and, subject to that limit for each person, a total of \$1,000,000 for all damages arising out of bodily injuries to or death of two or more persons in any one occurrence; and not less than \$500,000 for all damages arising out of injury to or destruction of property in any one occurrence, and, subject to that limit for any one occurrence, a total limit of \$1,000,000 for all damages, arising out of injuries to or destruction of property during the policy period. Said insurance shall be executed by a corporation qualified to write the same in the State of Wisconsin, and shall be delivered to and approved by the Railroad prior to the entry upon or use of its property by the contractor.

15. The grant and license herein contained shall continue to be in effect so long as the said pipe shall remain in place and in use by the Licensee. Should the Licensee at any time cease to use the said pipe, the Railroad may, immediately upon cessation, consider this license cancelled and the said Licensee shall remove said pipe from the premises of the Railroad under the direction and supervision of the Chief Engineer of the Railroad, and in case of failure on the part of said Licensee, to remove same, it shall be understood that the pipe is abandoned, and said Railroad may remove the same from its premises at the expense of said Licensee, or may disconnect said pipe at the points where it enters and leaves the said premises.

(continued on Sheet 4)

~~IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.~~

CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC
RAILROAD COMPANY,

Attest: _____ By _____
Secretary General Manager

Attest: _____ By _____
Secretary Licensee

Address: _____

(continued from Sheet 3)

16. The Licensee agrees and understands that the rights and privileges granted the Licensee under this agreement are subject and subordinate to the rights and privileges granted by the Railroad to the Service Warehousing Company in Lease 69217 dated October 24, 1961.

17. This agreement shall terminate and cancel agreement dated September 13, 1971 by and between the Railroad and the Licensee.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

CHICAGO, MILWAUKEE ST. PAUL
AND PACIFIC RAILROAD COMPANY

By

L. E. Engstrom

President

Attest:

W. E. Pottinger
Assistant Secretary

CITY OF GREEN BAY IN THE COUNTY OF
BROWN AND STATE OF WISCONSIN

By

Donald A. Telleman, Mayor
(Title)

Attest:

Ernest H. Center
City Clerk Secretary

Department of Public Works
Room 210 - City Hall

Address: Green Bay, Wisconsin - 54301

REGISTER'S OFFICE
Brown County., Wis. }

Received for record the 8th day
of February A. D. 1972 at
8⁰¹ o'clock A. M. and recorded in
Vol. 962 of Records on page 502

Harold P. Lock

Register of Deeds

21

WASHINGTON ST.
LIFE 69439

CONCRETE Pavement
E. MASON ST.

E. MASON

EXHIBIT "X"

ENGINEERING DEPARTMENT
C. M. ST. P. & P. R. R. CO.
PLAT SHOWING PROPOSED EASEMENT
OF R. R. R/W FOR A WATERMAIN
CROSSING IN FAVOR OF THE CITY
OF GREEN BAY, WISCONSIN
GREEN BAY, WISCONSIN
TOWN OF GREEN BAY
STATE OF WISCONSIN
SCALE: 100 FEET PER INCH
JUNE 24, 1971
DATE
A. F. E. NO.
DIVISION ENGINEERING
MILWAUKEE WIS.
PROPOSED RELOCATED FACILITIES
FACILITIES TO BE REMOVED
FACILITIES TO BE RELOCATED

105-16280



Report to the Green Bay Plan Commission

MEETING DATE

May 2, 2023

PREPARED BY

Wendy Townsend, Economic Coordinator

AGENDA ITEM # N.10

To approve the On Broadway Inc. (OBI) Business Improvement District's (BID) budgeted vs actual year-end reporting for 2022.

BACKGROUND

The Plan Commission is required to review the year-end financial reports of each Business Improvement District (BID) as stated in the BID handbook.

RECOMMENDATION

Staff is recommending approval of the annual financial report(s) as submitted for 2022.

FISCAL IMPACT

ATTACHMENTS

- I. BID Report 2022

2022 Broadway BID

	<u>Budget</u>	<u>Actual</u>
<u>Design</u>		
Lighting		
tree lighting in winter	\$ 5,000.00	\$ 5,000.00
Annual Maintenance		
planters in spring		
watering in spring, summer, fall		
weeding in spring, summer, fall		
fall décor		
winter décor		
banner maintenance	\$ 25,000.00	\$ 25,000.00
Public Art		
murals for the mural & busker festival		
maintenance of benches/gargage cans	\$ 15,000.00	\$ 15,000.00
Total Design	<u>\$ 45,000.00</u>	<u>\$ 45,000.00</u>
<u>Administrative</u>		
Admin Allocation		
To assist with payment of administrative expenses including but not limited to rent, telephones, internet, office supplies, utilities, and salaries necessary to execute the proposed activities.	\$ 16,469.00	\$ 16,469.00
BBID Annual Audit		
2021 audit	\$ 3,000.00	\$ 3,000.00
Total Administrative	<u>\$ 19,469.00</u>	<u>\$ 19,469.00</u>
<u>Marketing</u>		
Marketing Allowance		
District marketing throughout the year including support for the creation of a cohesive brand strategy.	\$ 17,877.00	\$ 17,877.00

Total Marketing	<u>\$ 17,877.00</u>	<u>\$ 17,877.00</u>
Total	<u><u>\$ 82,346.00</u></u>	<u><u>\$ 82,346.00</u></u>

Actual BID Proceeds	
3/18/2022 2022 BID Proceeds	\$ 79,820.00
5/9/2022 Delinquent Collection	\$ 817.00
6/28/2022 Delinquent Collection	<u>\$ 895.00</u>
	<u><u>\$ 81,532.00</u></u>



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

Diana Ellenbecker, Finance Director

AGENDA ITEM # O.I

To accept the Wisconsin Historic Preservation fund subgrant for \$25,000.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. MOA & SOW grant



GRANT TRACKING FORM

PART #1: Notification of Grant Funds

(emailto:PamelaMa@greenbaywi.gov)

APPLICANT DEPARTMENT: Community & Economic Development

DATE: 03/15/2023

APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE: Stephanie Hummel/Planner II

APPROPRIATE COMMITTEE: Landmarks Commission/Finance Committee

NAME OF GRANT/FUNDING SOURCE: CLG Subgrant/State Historic Preservation Office

AMOUNT OF GRANT REQUEST: \$25,000

LOCAL MATCH REQUIREMENT: \$0.00

SOURCE OF MATCH: ☐ General Fund ☐ Non-General Fund ☒ Not Applicable

TIMEFRAME OF GRANT: 2/27/2023 through 9/15/2024

TYPE OF GRANT REQUEST: ☒ Monetary ☐ Other (explain under 'purpose of grant')

PURPOSE OF GRANT (summary): see needs, below

How does the grant meet City/Department needs? money for update to 1987 Intensive Survey Report, used to identify NRHP-eligible buildings – this info used to market properties to developers where historic preservation (HP) tax credits can be used for rehab and to provide homeowners access to state HP tax credits.

What are the personnel requirements (include both existing and new staff) of the grant? Administered by existing staff (Planner II, HP Specialist, and accounting activity, as needed) using existing budgets.

DEPARTMENT HEAD SIGNATURE:

PART #2: Request to Accept Grant Funds

(complete after notification of grant award; emailto:PamelaMa@greenbaywi.gov)

AMOUNT OF GRANT AWARD: \$25,000

CFDA/STATE ID #: _____

LOCAL MATCH REQUIREMENT: \$0.00

Please describe the source of match, if applicable: N/A

Please describe any major changes in proposed grant-funded activities: N/A

Please describe what the grant money will be spent on: Phase 7 of Intensive Survey Report update

PART	TO:	DATE:	TO:	DATE:
#1: Request to Apply	Finance Dept		FC – Info/Action	
#2: Request to Accept	Finance Dept		FC – Action	

FC = Finance Committee



WISCONSIN
HISTORICAL
SOCIETY

816 State Street Madison, Wisconsin 53706

MEMORANDUM OF AGREEMENT
BETWEEN
WISCONSIN STATE HISTORIC PRESERVATION OFFICE
AND
CITY OF GREEN BAY, WISCONSIN

SUBJECT: Subgrant funding up to \$25,000 from federal Historic Preservation Fund
through a subgrant from the State of Wisconsin
Project No. WI-23-xxxxx

DATE OF GRANT AWARD: Feb. 24, 2023

POINT OF CONTACT: Jason Tish: jason.tish@wisconsinhistory.org 608-264-6512

This agreement between the State Historic Preservation Office (SHPO), and the City of Green Bay, Wisconsin (Grantee) stipulates the terms and conditions of the funding for the above-referenced project, as well as the scope for work for the project. The grantee will undertake and coordinate a project to conduct an architecture and history survey of the areas of the city indicated on the attached maps.

Completion of the survey is supported by funding up to \$25,000 from the federal Historic Preservation Fund (HPF) through a subgrant from the Wisconsin SHPO in support of the National Register of Historic Places (NRHP) program in Wisconsin. The NRHP program was established by the National Historic Preservation Act of 1966 (as amended), and is administered by the National Park Service, U.S. Department of the Interior. The Catalog of Federal Domestic Assistance number is 15.904.

The SHPO and the Grantee agree to the following:

Scope of Work

The Grantee shall carry out the project as stipulated in this document and in the attached *Scope of Work*.

Period of Performance

All work related to this project shall be conducted between the date of the *Purchase Order* for this project and August 31, 2023.

Intermediate Deadlines

There are intermediate deadlines for project activities, reporting, and deliverables stipulated below and in the *Scope of Work*. Intermediate deadlines may be amended subject to the *Amendments* section below.

Oct. 17, 2023 – First *Progress Report* to SHPO is due.

Jan. 16, 2024 – Second *Progress Report* to SHPO is due (if project has not been completed).

April 15, 2024 – Third *Progress Report* to SHPO is due (if project has not been completed).

July 29, 2024 – All deliverables in the *Scope of Work* are due.

Aug. 30, 2024 – **Project work must be complete**, final reimbursement requests prepared

Sept. 9, 2024 – Final *Reimbursement Request* and *Project Completion Report* are due.

Sept. 30, 2024 – End of federal fiscal year. **No more project work or reimbursement.**

The Grantee shall notify the SHPO if any situation arises that will adversely affect the timely or successful completion of this project.

The SHPO shall review all deliverables within 30 days of receipt. The SHPO shall notify the consultant of any failures to meet parameters or standards stipulated herein or in the *Scope of Work*, and shall work with the consultant to rectify deficiencies.

Qualified Professional Consultation

To complete the *Scope of Work*, the Grantee shall enter into a contract with a principal investigator who meets whose professional qualifications have been reviewed by the SHPO and determined to meet the [Secretary of the Interior's Professional Standards for Architectural History](#). SHPO staff shall maintain contact with the principal investigator for the duration of the project, and provide any training, advice, and technical assistance needed for the successful completion of project work. The Grantee shall verify that sub-contractors hired by the principal investigator also meet the Professional Qualification Standards.

SHPO staff shall provide to the Grantee a list of consultants who have expressed interest in bidding on their grant-funded project, and who are known by the SHPO to have provided qualified staff to past CLG grant recipients.

Contracts

The Grantee shall allow the SHPO to review and approve drafts of contracts for project-related work prior to executing such contracts.

The Grantee shall comply with federal procurement standards in Chapter 17 of the [Historic Preservation Fund Grants Manual](#) (*HPF Manual*) when obtaining professional consulting services, and shall submit documentation of such *prior to* reimbursement.

The Grantee shall not contract with any party who is disbarred, suspended, or is otherwise excluded from or ineligible for participation in Federal assistance programs under *Executive Order 12549, Debarment and Suspension*.

Allowable Costs

Generally, expenses for the following types of activities are reimbursable under this grant when they are incurred in the completion of project. See Ch. 13 of the *HPF Manual* for more specific eligibility requirements:

- Professional and consulting services
- Travel
- Equipment, materials, and supplies used for project activities
- Exhibits for public display of project accomplishments
- Meeting facilities
- Printing of project materials and deliverables
- Advertising, marketing, and public information
- Time spent by CLG staff coordinating the project activities or hiring and directing consultants

All project-related costs are subject to applicable principles in the following [Office of Management and Budget \(OMB\) Circulars](#).

- *A-21 Cost Principles for Educational Institutions* (as revised 5/10/2004);
- *A-87 Cost Principles for State, Local and Indian Tribal Governments* (as revised 5/10/2004);
- *A-122 Cost Principles for Nonprofit Organizations* (as revised 5/10/2004);
- *A-102 Grants and Cooperative Agreements with State and Local Governments* (as amended 8/29/97);
- *A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*, (as amended 9/30/99), and
- *A-133 Audits of Institutions of States, Local Governments, and Nonprofit Institutions* (as revised 6/27/03).

If the Grantee receives \$750,000 or more annually in federal funding, the Grantee shall comply with the provisions of [OMB Circular A-133](#), [Single Audit Act of 1984](#), and submit to the SHPO a copy of the audit report within 30 days of publication.

All project-related spending shall meet federal requirements for the Historic Preservation Fund, meet state requirements for the HPF subgrant program, conform to the approved project budget and occur within the period of performance, and be necessary and reasonable for the completion of the *Scope of Work*.

Grant funding may not be used for any work associated with "lobbying," in accordance with [18 U.S.C. 1913](#).

Reimbursement

The Grantee may request reimbursement for project-related expenses any time, and as often as necessary during the course of project work. The Grantee is encouraged to submit for reimbursement as invoices are paid rather than holding all expenses for a single, final reimbursement request.

The Grantee shall request reimbursement for project-related expenses by completing a [*Reimbursement Request form*](#) provided by the SHPO. Each *Reimbursement Request* shall be accompanied by:

- Documentation of project-related expenses (receipts, invoices, etc.)
- Documentation that those expenses were paid (receipt, paid invoices, payment records, etc.)

On receipt of a *Reimbursement Request*, the SHPO shall reimburse the Grantee within 60 days, for allowable, paid, and documented costs directly related to the grant-funded project.

The SHPO shall reimburse the Grantee up to 75% of the grant award prior to the completion of the project. The SHPO shall release the remaining 25% of the grant award after receipt of the *Project Completion Report*, all deliverables stipulated in the *Scope of Work*, and a review of auditable records by SHPO staff.

The Grantee shall submit a final *Reimbursement Request* on or before *September 15, 2022* for all unreimbursed, project-related expenses.

Reimbursement of project-related expenses is subject to availability of federal HPF funding committed to the SHPO from the National Park Service.

Retention of Records

The Grantee shall retain all records related to project expenses and the procurement of professional services for at least five years after completion of the project. The Grantee shall provide, upon request, access to these records to the State Legislative Audit Bureau, the SHPO, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives.

Amendments

After the execution of this MOA, the Grantee may propose to the SHPO, in writing, changes to the *Scope of Work*, budget, or deliverables to the SHPO in accordance with the requirements in section 11 of the *CLG Subgrant Manual*. The SHPO shall respond within 30 days, either accepting or rejecting the proposed changes.

The *Period of Performance* cannot be amended because it is tied to federal deadlines for disbursement of Assistance funding.

General Stipulations

Because federal funds will be used to complete this project, materials produced with this funding will remain in the public domain and may not be copyrighted.

The Grantee shall comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices.

The Grantee shall comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including applicable Secretary of the Interior's standards.

The Grantee shall comply *with Title VI of the Civil Rights Act of 1964* that states that no person, on the grounds of race, color, marital status, religious creed or national origin, will be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The Grantee shall comply with the *Rehabilitation Act of 1973* and the *Age Discrimination Act of 1975* and all requirements imposed by or pursuant to the *Department of the Interior Regulations (43 CFR 17)* issued pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or physical ability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Grantee receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

During the period of this grant (execution through **September 31, 2023**), any income earned by a Grantee from any project-related activities for which the Grantee requests reimbursement will be subtracted from the amount of the grant award.

The Grantee shall indemnify and hold harmless the State Historic Preservation Officer, the Wisconsin Historical Society, and its officers, employees, and agents from actions or claims filed in response to any injury or damage received by any persons or property resulting from the Grantee's efforts to accomplish the *Scope of Work*.

Acknowledgment of Federal Assistance

The following acknowledgment of federal assistance shall be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

"The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin Historical Society. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin Historical Society."

Termination of This Agreement

Either party may terminate this agreement by written notification to the other before the project is completed, and at least 60 days prior to the termination of the agreement.

If this agreement is terminated by the SHPO, except for reasons of non-compliance by the Grantee, the SHPO shall reimburse the Grantee up to a maximum of 100% of the eligible costs incurred up to the termination date.

If this agreement is terminated by the Grantee, the SHPO may, at the discretion of the State Historic Preservation Officer, reimburse the Grantee for a maximum of 50% of the eligible costs incurred to the termination date, or may require the Grantee to return any or all federal funds transferred to the Grantee by the termination date, depending upon the circumstances of the termination.

This agreement becomes effective upon signature by both parties below, and the receipt by the Grantee of a *Purchase Order* for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer.

CITY OF GREEN BAY

Diana Ellenbecker
Finance Director - City of Green Bay, Wisconsin

Date

WISCONSIN STATE HISTORIC PRESERVATION OFFICE

Daina Penkiunas
State Historic Preservation Officer

Date



Scope of Work

Project No. WI-23-xxxxx

Green Bay, Wisconsin

The State Historic Preservation Office (SHPO) and the City of Green Bay, Wisconsin (Grantee), agree to the following scope of work and conditions for the completion of an intensive architecture and history survey of a portion of the city.

Survey Area

An Intensive Survey shall be conducted to evaluate the architectural and historical significance of all properties in the portion of *Proposed Area #7* that lies east of Bellevue Street, shown in red on the attached map.

Survey Manual

In carrying out the field work and research for the survey, the Grantee shall comply with all requirements and guidance in the [Architecture-History Survey Manual](#) (Survey Manual). The Grantee will direct the principal investigator to the *Survey Manual*, and notify them that compliance is required.

Subgrant Manual

In the allocation and use of federal grant funding, the Grantee shall comply with all standards and requirements in the [Historic Preservation Subgrant Administration Manual](#) (Subgrant Manual) published by the SHPO. The Grantee shall direct the principal investigator to the *Subgrant Manual*, and notify them that compliance is required.

Principal Investigator and city staff

The consultant(s) selected to conduct the survey shall serve as the Principal Investigator for the project, and must meet the [Secretary of the Interior's Professional Qualification Standards for Historic Architecture](#). City staff shall assist in facilitating the work of the survey. Time spent by city staff to facilitate the project is eligible for reimbursement by the subgrant, and shall be tracked and claimed for reimbursement.

Reconnaissance phase

The project shall include a reconnaissance survey of the area. The reconnaissance survey shall *exclude* industrial properties surveyed in the 2019 *Fox River Valley Industrial Survey*, and properties already listed in the National Register of Historic Places. Fieldwork and data-collection during the reconnaissance phase shall be conducted according to the protocols and standards in the *Survey Manual*.

Intensive phase

The intensive phase of the survey shall include site-specific research on all properties determined to be potentially eligible for the National Register of Historic Places, properties

located within a potentially eligible historic district, and those properties included in the survey report to provide comparative context for potentially eligible properties. Areas that are determined to be potentially eligible as historic districts shall be defined on maps included in the survey report, and contributing properties within districts identified and identified by address according to guidance for Historic Districts in the *Survey Manual*.

Data Entry

Property data collected during both phases of the survey shall be entered into the *Wisconsin Historic Preservation Database* (WHPD) by the consultant. Data entry shall comply with the requirements in the *Survey Manual*.

Intensive Survey Report

An Intensive Survey Report shall be prepared that synthesizes and organizes field observations and research collected during the reconnaissance and intensive phases of the survey. The report shall contain the components and analysis outlined in the *Survey Manual* for Intensive Survey Reports

Public Engagement

The Grantee shall coordinate and host at least two information sessions in accordance with the *Survey Manual* guidance on community engagement: one (held prior to the start of field work) to introduce the survey to property owners in the survey areas, and another (held after the field work is complete and before the end of the Period of Performance) to share the results of the project with property owners in the survey areas. Additional information session may be held at the discretion of the Grantee as necessary. SHPO staff shall be invited to participate in all informational meetings.

Deliverables

All deliverables are due on or before July 31, 2023.

On completion of the *Survey Report*, the final version shall be submitted to the SHPO in PDF format along with three copies printed on acid-free paper: one unbound and two spiral-bound.

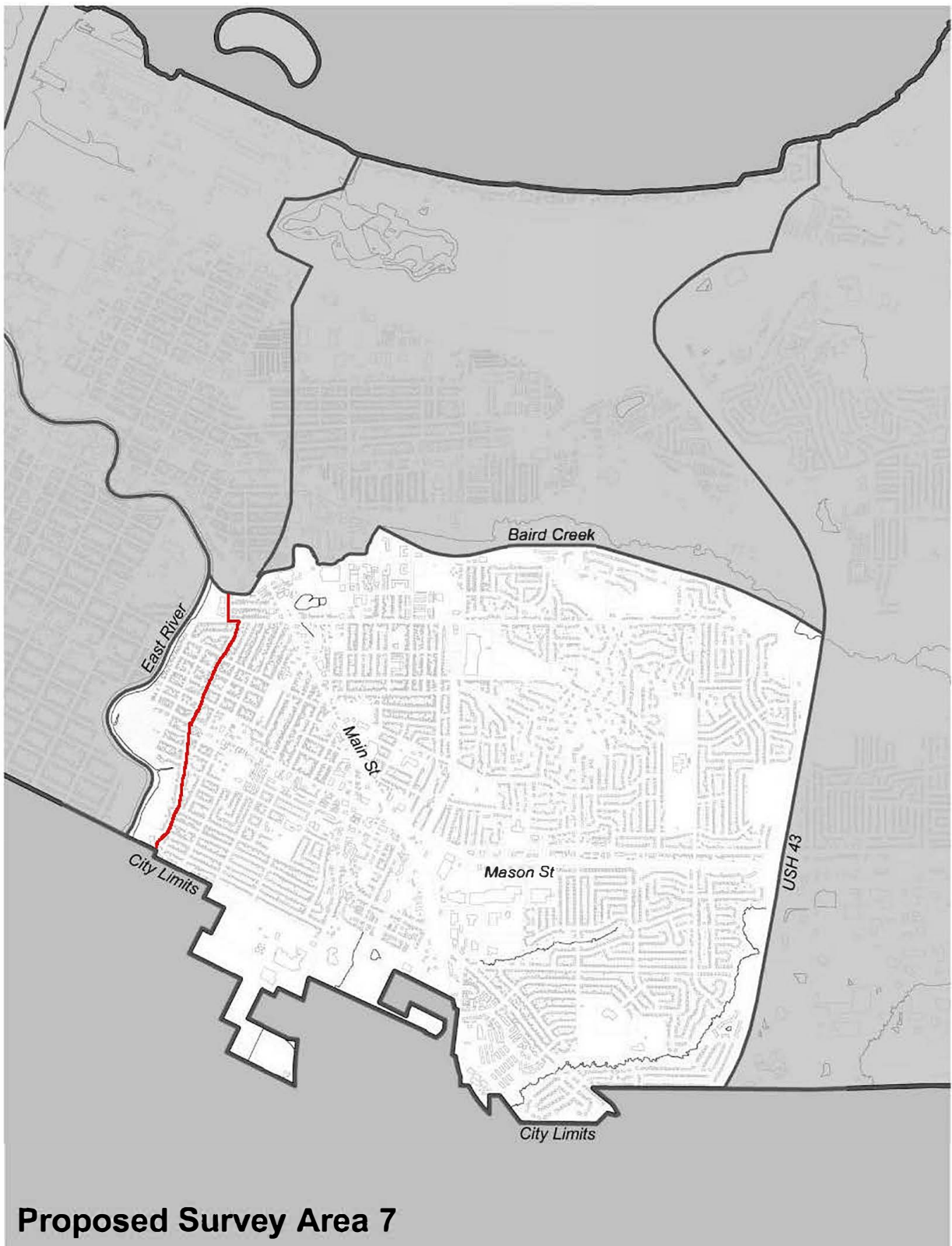
Property data collected during both phases of the survey shall be entered into the *Wisconsin Historic Preservation Database* (WHPD) by the consultant.

Acknowledgment of Federal Assistance

The following acknowledgment of federal assistance (also available in Section 7 of the *Subgrant Manual*) shall be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

“The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin Historical Society. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin Historical Society.”

All publications, materials, presentations, or projects that result from this project shall acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.



Proposed Survey Area 7: This survey will cover the portion east of Bellevue Street, shown in red.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

Diana Ellenbecker, Finance Director

AGENDA ITEM # O.2

To rescind / refund 2022 real estate taxes for John Jeanquart, parcel 21-5901 for \$902.33.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. RESCINDED - JEANQUART 21-5901



Office of the City Assessor

DATE: January 19, 2023
TO: Finance Committee
City of Green Bay
FROM: Jim Placek
Appraiser
RE: Adjustment of **2022** REAL ESTATE Tax Bill

Please be advised that I am recommending that the **2022** tax bill be adjusted for the following REAL ESTATE account:

<u>Parcel #</u>	<u>OWNER NAME</u>	<u>ADDRESS</u>
#21-5901	John J Jeanquart	2425 Sandy Ln

Reason: Adjoining vacant lot valued as buildable, documentation indicates lot is unbuildable due to soil conditions and fill on the lot. Calculation error (adjustment omitted).

The 2022 assessed value of the real estate was \$80,500.
The corrected 2022 real estate assessment is \$32,200.

The owner has made a half payment on the 2022 tax bill.

Refund taxes according to this adjustment.

Cc: Diana Ellenbecker

Request for Charge Back of Rescinded or Refunded Taxes

(Sec. 74.41, Wis. Stats.)

DOR USE ONLY

Case no.

1	Assessment year 2022	Co-muni code 05 - 231	Municipality CITY OF GREEN BAY	County BROWN																																																																								
2	☒ Real estate parcel no. 21-5901 ☐ Personal property account no.			Is this parcel in a TID? ☒ No ☐ Yes TID no.																																																																								
3	Property owner name JOHN J AND TINA M JEANQUART			Personal property category (see instructions) 																																																																								
4	<table border="1"><thead><tr><th colspan="4">Real Estate Assessment BEFORE Adjustment</th><th colspan="4">Assessment AFTER Adjustment</th><th>(g) Total Assessment Difference (c - f)</th></tr><tr><th>Class</th><th>(a) Land</th><th>(b) Improvement</th><th>(c) Total (a + b)</th><th>Class</th><th>(d) Land</th><th>(e) Improvement</th><th>(f) Total (d + e)</th><th></th></tr></thead><tbody><tr><td>1 Res.</td><td>80,500</td><td>0</td><td>80,500</td><td>1 Res.</td><td>32,200</td><td>0</td><td>32,200</td><td>48,300</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr><tr><td>Total</td><td>80,500</td><td>0</td><td>80,500</td><td></td><td>32,200</td><td>0</td><td>32,200</td><td>48,300</td></tr></tbody></table>				Real Estate Assessment BEFORE Adjustment				Assessment AFTER Adjustment				(g) Total Assessment Difference (c - f)	Class	(a) Land	(b) Improvement	(c) Total (a + b)	Class	(d) Land	(e) Improvement	(f) Total (d + e)		1 Res.	80,500	0	80,500	1 Res.	32,200	0	32,200	48,300									0									0									0									0	Total	80,500	0	80,500		32,200	0	32,200	48,300
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8	Select the appropriate statute and explanation why these taxes were rescinded or refunded. Statute no(s). 74.33 - Palpable error Explanation: Arithmetic, Transpositional, or similar error Additional explanation: (If you need more space, include as an attachment) This lot was determined to be unbuildable by City of Green Bay Inspection Department in 1998. The notes and adjustments from record did not transfer to Market Drive causing an erroneous value for the unbuildable lot. Palpable error, adjustment not applied.																																																																											

9	Preparer name JIM PLACEK	Email JIM.PLACEK@GREENBAYWI.GOV
	Daytime phone (920) 448-3069	

ORIGINAL TAX BILL 2022

John J Jeanquart
Tina M Jeanquart
0 Sandy Lane
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value

FILING RECINDED/REFUNDED TAX IN 2023						
TAX ROLL YEAR						2022
ACCOUNT #						
PARCEL	21-5901					
LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
80,500	-	80,500	18.68	\$1,503.90	0.9548	84,300
						TOTAL TAX
						\$1,503.88
					Less first \$ Credit	\$ -
					Lottery Credit	\$ -
						\$1,503.88
						\$1,503.88

REVISED TAX BILL 2022

John J Jeanquart
Tina M Jeanquart
0 Sandy Lane
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value

FILING RECINDED/REFUNDED TAX IN 2023						
TAX ROLL YEAR						2022
ACCOUNT #						
PARCEL	21-5901					
LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
32,200	-	32,200	18.68	\$601.60	0.9548	33,700
						TOTAL TAX
						\$601.55
					Less first \$ Credit	\$ -
					Less first \$ Credit	\$ -
						\$601.55
						\$601.55

TAX BILL CHANGE 2023

John J Jeanquart
Tina M Jeanquart
0 Sandy Lane
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value

FILING RECINDED/REFUNDED TAX IN 2023						
TAX ROLL YEAR						2022
ACCOUNT #						
PARCEL	21-5901					
LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
48,300	-	48,300	18.68	\$902.30	0.9548	50,600
						TOTAL TAX
						\$902.33
						\$ -
						\$ -
					Amount City to refund	\$902.33
						\$902.33

**RESOLUTION AUTHORIZING CANCELLATION
OF 2022 REAL ESTATE PROPERTY TAXES**

MAY 2, 2023

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

That, pursuant to the recommendation of the Finance Committee at its meeting of April 25, 2023, the real estate property taxes for 2022 for the following parcel is hereby rescinded.

<u>Parcel</u>	<u>Amount</u>
# 21-5901	\$902.33
John J Jeanquart	
0 Sandy Ln	
Green Bay, WI 54302-4231	

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

Diana Ellenbecker, Finance Director

AGENDA ITEM # O.3

To rescind / refund 2022 real estate taxes for MCR Rental LLC, parcel 23-254-5 for \$1,085.41.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. RESCINDED - MCR 23-254-5



Office of the City Assessor

DATE: March 7th, 2023
TO: Finance Committee
City of Green Bay
FROM: Nichole Tesch
Appraiser
RE: Adjustment of **2022** REAL ESTATE Tax Bill

Please be advised that I am recommending that the **2022** tax bill be adjusted for the following REAL ESTATE account:

<u>Parcel #</u>	<u>OWNER NAME</u>	<u>ADDRESS</u>
23-254-5	MCR Rentals LLC	1901 Verlin Rd

Reason: Two out of four new storage garages being built were erroneously included in our approach to valuation. They were not started until after the 1st of the year and should not have been assessed.

The 2022 assessed value of the real estate was \$1,632,700.
The corrected 2022 real estate assessment is \$1,574,600.

The 2022 tax bill has been paid in full.

Refund taxes according to this adjustment.

Cc: Diana Ellenbecker

Request for Charge Back of Rescinded or Refunded Taxes

(Sec. 74.41, Wis. Stats.)

DOR USE ONLY

Case no.

1	Assessment year 2022	Co-muni code 05 - 231	Municipality CITY OF GREEN BAY	County BROWN																																																																								
2	☒ Real estate parcel no. 23-254-5 ☐ Personal property account no.			Is this parcel in a TID? ☒ No ☐ Yes TID no.																																																																								
3	Property owner name MCR RENTALS LLC			Personal property category (see instructions) 																																																																								
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9	Preparer name NICHOLE TESCH	Email NICHOLE.TESCH@GREENBAYWI.GOV
	Daytime phone (920) 448-3067	

ORIGINAL TAX BILL 2022

MCR Rentals LLC
1901 - 1921 Verlin Road
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value

FILING RECINDED/REFUNDED TAX IN 2023		TAX ROLL YEAR	2022
ACCOUNT #			
PARCEL	23-254-5		

LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
177,800	1,454,900	1,632,700	18.68	\$30,501.70	0.9548	1,710,000
						TOTAL TAX
						\$30,501.68
						Less first \$ Credit
						\$ (68.03)
						Lottery Credit
						\$ -
						\$30,433.65
						\$30,501.68

REVISED TAX BILL 2022

MCR Rentals LLC
1901 - 1921 Verlin Road
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value

FILING RECINDED/REFUNDED TAX IN 2023		TAX ROLL YEAR	2022
ACCOUNT #			
PARCEL	23-254-5		

LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
177,800	1,396,800	1,574,600	18.68	\$29,416.30	0.9548	1,649,100
						TOTAL TAX
						\$29,416.27
						Less first \$ Credit
						\$ (68.03)
						Less first \$ Credit
						\$ -
						\$29,348.24
						\$29,416.27

TAX BILL CHANGE 2023

MCR Rentals LLC
1901 - 1921 Verlin Road
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value

FILING RECINDED/REFUNDED TAX IN 2023		TAX ROLL YEAR	2022
ACCOUNT #			
PARCEL	23-254-5		

LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
-	58,100	58,100	18.68	\$1,085.40	0.9548	60,900
						TOTAL TAX
						\$1,085.41
						\$ -
						\$ -
						Amount City to refund
						\$1,085.41
						\$1,085.41

**RESOLUTION AUTHORIZING CANCELLATION
OF 2022 REAL ESTATE PROPERTY TAXES**

MAY 2, 2023

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

That, pursuant to the recommendation of the Finance Committee at its meeting of April 25, 2023, the real estate property taxes for 2022 for the following parcel is hereby rescinded.

<u>Parcel</u>	<u>Amount</u>
# 23-254-5 MCR Rentals LLC 1901-1921 Verlin Road Green Bay, WI 54302	\$1,085.41

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

Diana Ellenbecker, Finance Director

AGENDA ITEM # O.4

To rescind / refund 2022 real estate taxes for Wandering Springs Estates LLC, parcel 23-327 for \$3,357.11.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. RESCINDED - WANDERING SPRINGS 23-327



Office of the City Assessor

DATE: January 19, 2023
TO: Finance Committee
City of Green Bay
FROM: Jim Placek
Appraiser
RE: Adjustment of **2022** REAL ESTATE Tax Bill

Please be advised that I am recommending that the **2022** tax bill be adjusted for the following REAL ESTATE account:

<u>Parcel #</u>	<u>OWNER NAME</u>	<u>ADDRESS</u>
#23-327	Wanderings Springs Estates LLC	Manitowoc Rd

Reason: Outlot from housing development like other Parkway lands owned by the city. New value adjustments did not carry over for 2022.

The 2022 assessed value of the real estate was \$189,200.
The corrected 2022 real estate assessment is \$9,500.

The owner has made a half payment on the 2022 tax bill.

Refund taxes according to this adjustment.

Cc: Diana Ellenbecker

Request for Charge Back of Rescinded or Refunded Taxes

(Sec. 74.41, Wis. Stats.)

DOR USE ONLY

Case no.

1	Assessment year 2022	Co-muni code 05 – 231	Municipality CITY OF GREEN BAY	County BROWN																																																																							
2	☒ Real estate parcel no. 23-327 ☐ Personal property account no.			Is this parcel in a TID? ☒ No ☐ Yes TID no.																																																																							
3	Property owner name WANDERING SPRINGS ESTATES LLC			Personal property category <i>(see instructions)</i> 																																																																							
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Real Estate Assessment BEFORE Adjustment				Assessment AFTER Adjustment				(g) Total Assessment Difference (c - f)																																																																			
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8	Select the appropriate statute and explanation why these taxes were rescinded or refunded. Statute no(s). 74.33 - Palpable error Explanation: Arithmetic, Transpositional, or similar error Additional explanation: <i>(If you need more space, include as an attachment)</i> Parcel is an unbuildable OUTLOT similar to Parkway Lands owned by the City in similar developments. New valuation did not include necessary adjustments resulting in an arithmetic error.																																																																										

9	Preparer name JIM PLACEK	Email JIM.PLACEK@GREENBAYWI.GOV
	Daytime phone	(920) 448-3069

ORIGINAL TAX BILL 2022

Wandering Springs Estates LLC
Wandering Springs Ct RR

Calculation for Real Estate - Assessed Value

FILING RECINDED/REFUNDED TAX IN 2023

TAX ROLL YEAR 2022

ACCOUNT #	
PARCEL	23-327

LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
189,200	-	189,200	18.68	\$3,534.60	0.9548	198,200
						TOTAL TAX
						\$3,534.59
						Less first \$ Credit
						\$ -
						Lottery Credit
						\$ -
						\$3,534.59
						\$3,534.59

REVISED TAX BILL 2022

Wandering Springs Estates LLC
Wandering Springs Ct RR
0

Calculation for Real Estate - Assessed Value

FILING RECINDED/REFUNDED TAX IN 2023

TAX ROLL YEAR 2022

ACCOUNT #	
PARCEL	23-327

LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
9,500		9,500	18.68	\$177.50	0.9548	9,900
						TOTAL TAX
						\$177.48
						Less first \$ Credit
						\$ -
						Less first \$ Credit
						\$ -
						\$177.48
						\$177.48

TAX BILL CHANGE 2023

Wandering Springs Estates LLC
Wandering Springs Ct RR
0

Calculation for Real Estate - Assessed Value

FILING RECINDED/REFUNDED TAX IN 2023

TAX ROLL YEAR 2022

ACCOUNT #	
PARCEL	23-327

LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
179,700	-	179,700	18.68	\$3,357.10	0.9548	188,200
						TOTAL TAX
						\$3,357.11
						\$ -
						\$ -
						\$ -
						Amount City to refund
						\$3,357.11
						\$3,357.11

**RESOLUTION AUTHORIZING CANCELLATION
OF 2022 REAL ESTATE PROPERTY TAXES**

MAY 2, 2023

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

That, pursuant to the recommendation of the Finance Committee at its meeting of April 25, 2023, the real estate property taxes for 2022 for the following parcel is hereby rescinded.

<u>Parcel</u>	<u>Amount</u>
# 23-327	\$3,357.11
Wandering Springs Estates LLC	
Wandering Springs Ct RR	

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

Diana Ellenbecker, Finance Director

AGENDA ITEM # O.5

To rescind / refund 2022 real estate taxes for Michael Zolper, parcel 21-2116-15 for \$1,946.64.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. RESCINDED - ZOLPER 21-2116-15



Office of the City Assessor

DATE: January 10th, 2023
TO: Finance Committee
City of Green Bay
FROM: Nichole Tesch
Appraiser
RE: Adjustment of **2022** REAL ESTATE Tax Bill

Please be advised that I am recommending that the **2022** tax bill be adjusted for the following REAL ESTATE account:

<u>Parcel #</u>	<u>OWNER NAME</u>	<u>ADDRESS</u>
#21-2116-15	Michael J Zolper	1831 August St

Reason: The breakdown of unit types was incorrect; units are studio not 1 bedroom.

The 2022 assessed value of the real estate was \$625,000.
The corrected 2022 real estate assessment is \$520,800.

The 2022 tax bill has been paid in full.

Refund taxes according to this adjustment.

Cc: Diana Ellenbecker

Request for Charge Back of Rescinded or Refunded Taxes

(Sec. 74.41, Wis. Stats.)

DOR USE ONLY

Case no.

1	Assessment year 2022	Co-muni code 05 – 231	Municipality CITY OF GREEN BAY	County BROWN																																																																											
2	☒ Real estate parcel no. ☐ Personal property account no. 21-2116-15			Is this parcel in a TID? ☒ No ☐ Yes TID no.																																																																											
3	Property owner name MICHAEL J ZOLPER			Personal property category (see instructions) 																																																																											
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8	Select the appropriate statute and explanation why these taxes were rescinded or refunded. Statute no(s). 74.33 - Palpable error Explanation: Other Additional explanation: (If you need more space, include as an attachment) Breakdown of apartment unit types used for valuation were incorrect. Units were studio and not 1 bedrooms.																																																																														

9	Preparer name NICHOLE TESCH	Email NICHOLE.TESCH@GREENBAYWI.GOV
	Daytime phone (920) 448-3067	

ORIGINAL TAX BILL 2022

Michael J Zolper
1831 August St
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value						
FILING RECINDED/REFUNDED TAX IN 2023						
			TAX ROLL YEAR		2022	
ACCOUNT #						
PARCEL	21-2116-15					
LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
39,500	585,500	625,000	18.68	\$11,676.10	0.9548	654,600
						TOTAL TAX
						\$11,676.09
					Less first \$ Credit	\$ (68.03)
					Lottery Credit	\$ -
						\$11,608.06
					\$11,676.09	

REVISED TAX BILL 2022

Michael J Zolper
1831 August St
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value						
FILING RECINDED/REFUNDED TAX IN 2023						
			TAX ROLL YEAR		2022	
ACCOUNT #						
PARCEL	21-2116-15					
LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
39,500	481,300	520,800	18.68	\$9,729.50	0.9548	545,500
						TOTAL TAX
						\$9,729.45
					Less first \$ Credit	\$ (68.03)
					Less first \$ Credit	\$ -
						\$9,661.42
						\$9,729.45

TAX BILL CHANGE 2023

Michael J Zolper
1831 August St
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value						
FILING RECINDED/REFUNDED TAX IN 2023						
			TAX ROLL YEAR 2022			
ACCOUNT #						
PARCEL	21-2116-15					
LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
-	104,200	104,200	18.68	\$1,946.60	0.9548	109,100
						TOTAL TAX
						\$1,946.64
						\$ -
						\$ -
					Amount City to refund	\$1,946.64
						\$1,946.64

**RESOLUTION AUTHORIZING CANCELLATION
OF 2022 REAL ESTATE PROPERTY TAXES**

MAY 2, 2023

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

That, pursuant to the recommendation of the Finance Committee at its meeting of April 25, 2023, the real estate property taxes for 2022 for the following parcel is hereby rescinded.

<u>Parcel</u>	<u>Amount</u>
# 21-2116-15	\$1,946.64
Michael J Zolper	
1831 August St	
Green Bay, WI 54302	

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

Diana Ellenbecker, Finance Director

AGENDA ITEM # O.6

To rescind / refund 2022 real estate taxes for Michael Zolper, parcel 21-2116-18 for \$1,946.64.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. RESCINDED - ZOLPER 21-2116-18

**RESOLUTION AUTHORIZING CANCELLATION
OF 2022 REAL ESTATE PROPERTY TAXES**

MAY 2, 2023

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

That, pursuant to the recommendation of the Finance Committee at its meeting of April 25, 2023, the real estate property taxes for 2022 for the following parcel is hereby rescinded.

<u>Parcel</u>	<u>Amount</u>
# 21-2116-18 Michael J Zolper 1845 August St Green Bay, WI 54302	\$1,946.64

Adopted _____

Approved _____

Mayor

Clerk

Request for Charge Back of Rescinded or Refunded Taxes

(Sec. 74.41, Wis. Stats.)

DOR USE ONLY

Case no.

1	Assessment year 2022	Co-muni code 05 - 231	Municipality CITY OF GREEN BAY	County BROWN																																																																								
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9	Preparer name NICHOLE TESCH	Email NICHOLE.TESCH@GREENBAYWI.GOV
	Daytime phone (920) 448-3067	

ORIGINAL TAX BILL 2022

Michael J Zolper
1845 August St
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value						
FILING RECINDED/REFUNDED TAX IN 2023						
			TAX ROLL YEAR		2022	
ACCOUNT #						
PARCEL	21-2116-18					
LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
39,500	585,500	625,000	18.68	\$11,676.10	0.9548	654,600
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						\$11,676.09
						Less first \$ Credit
						\$ (68.03)
						Lottery Credit
						\$ -
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					\$11,676.09	

REVISED TAX BILL 2022

Michael J Zolper
1845 August St
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value						
FILING RECINDED/REFUNDED TAX IN 2023						
			TAX ROLL YEAR 2022			
ACCOUNT #						
PARCEL	21-2116-18					
LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
39,500	481,300	520,800	18.68	\$9,729.50	0.9548	545,500
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					\$9,729.45	

TAX BILL CHANGE 2023

Michael J Zolper
1845 August St
Green Bay, WI 54302

Calculation for Real Estate - Assessed Value						
FILING RECINDED/REFUNDED TAX IN 2023						
			TAX ROLL YEAR 2022			
ACCOUNT #						
PARCEL	21-2116-18					
LAND	IMPROV	TOTAL ASSESSED VALUE	TAX RATE	TOTAL DUE	RATIO	ESTIMATED FAIR MARKET VALUE
-	104,200	104,200	18.68	\$1,946.60	0.9548	109,100
						TOTAL TAX
						\$1,946.64
						\$ -
						\$ -
					Amount City to refund	
						\$1,946.64



Office of the City Assessor

DATE: January 10th, 2023
TO: Finance Committee
City of Green Bay
FROM: Nichole Tesch
Appraiser
RE: Adjustment of **2022** REAL ESTATE Tax Bill

Please be advised that I am recommending that the **2022** tax bill be adjusted for the following REAL ESTATE account:

<u>Parcel #</u>	<u>OWNER NAME</u>	<u>ADDRESS</u>
#21-2116-18	Michael J Zolper	1845 August St

Reason: The breakdown of unit types was incorrect; units are studio not 1 bedroom.

The 2022 assessed value of the real estate was \$625,000.
The corrected 2022 real estate assessment is \$520,800.

The 2022 tax bill has been paid in full.

Refund taxes according to this adjustment.

Cc: Diana Ellenbecker



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

Joe Faulds, Human Resources Director

AGENDA ITEM # O.7

To hold over the request to allocate \$50,000 of contingency funds for Carlson Dettman Consulting to provide a market measurement for City positions until the next Council meeting with additional data provided from surveys, exit interviews and alternate funding sources.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. MEMO - Finance Committee - City Pay Plan Market Measurement 2023
2. City of Green Bay - Market Update PSA 040623



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Finance Committee

From: Joseph Faulds, Chief of Operations

Re: City of Green Bay Market Measurement and Assessment Proposal

Date: April 25, 2023

PROPOSAL FOR A MARKET MEASUREMENT AND ASSESSMENT OF THE CITY PAY PLAN

The Human Resources Department is requesting that the City enter into an agreement with Carlson Dettman Consulting to provide a market measurement and assessment of all City positions included in the City's pay plan. The purpose of the study is for the human resources staff and Common Council to use the market assessment data to create a roadmap to align employees' wages and salaries with the market. The anticipated end date of the market assessment is September 2023.

BACKGROUND

The City conducted a classification and compensation study in 2017. The 2017 City Pay Plan was implemented to increase the City of Green Bay salary plan to the 50th percentile of the market taking into consideration comparable municipalities based on size and geography.

Based on recent cost of living wage adjustments given to City employees as compared to other municipalities, it is very likely the City is no longer at the 50th percentile of the market. If this issue is not addressed, it will ultimately affect our ability to attract quality candidates and make it difficult to retain employees.

Prior to the 2017 Compensation study, the City conducted a study in the 1980s. Generally, a market analysis should be conducted approximately every 5 years to ensure wages and salaries are competitive in the market. Conducting the market assessment this year would align with best practices.

RECOMMENDATION

The recommendation is to allocate \$50,000 in contingency funds to pay for a market measurement conducted by Carlson Dettman contingent upon legal review of the agreement.

**PROFESSIONAL SERVICE AGREEMENT BETWEEN
CITY OF GREEN BAY, WI
AND
CARLSON DETTMANN CONSULTING**

This professional service agreement (hereinafter the “Agreement”) is made and entered into by and between the City of Green Bay, WI (hereinafter “the Client”) and Carlson Dettmann Consulting, a division of Cottingham & Butler Insurance Services, Inc., an Iowa corporation (hereinafter “Consultant”).

WHEREAS, Consultant assisted Client in developing its current pay plan; and

WHEREAS, Client is concerned about continuing market competitiveness; and

WHEREAS, Client wishes to enter into an agreement with Consultant to provide professional consulting services for market measurement and pay plan management services.

WHEREAS, Consultant is familiar with Client’s organization and has an established history of providing similar services and is willing to provide the above-referenced professional consulting services to the Client.

THEREFORE, the Client and Consultant agree to the following:

1. Term. The term of this Agreement shall be from the date of the last signature of this Agreement and remain in force until all services contemplated hereunder are completed.
2. Scope of Services. The Consultant shall provide to the Client consulting services as follows:
 - a) Market Update. Consultant will measure compensation labor markets for the Client using the benchmark jobs and public sector organizations measured in the most recent study, or as modified by mutual agreement of the parties. Consultant will include data that reflect private sector benchmarks from its survey data library for those jobs that it can match.
 - b) Development of Pay Structure Alternatives. Consultant will review the market-positioning and provide to the Client a reasonable number of alternatives for addressing any competitive challenges including, but not limited to an option for a revised pay plan structure based upon the market study.
 - c) Costing Options. Client will provide employee-level data to the Consultant for use in developing the costing alternatives for implementation.
 - d) Meetings. Consultant will be available for a meeting with the Client, and/or its relevant department directors, to discuss concerns and challenges with the current compensation structure and/or to review specific challenges with recruitment or retention. Said meeting will be conducted virtually. Consultant will be available for either an onsite or remote meeting with the governing body (e.g. committee, board, commission, etc.) to discuss the findings and recommendations of the project.

- e) Job Evaluation. **[OPTIONAL]** Consultant will conduct job evaluation reviews, as requested by the Client, for positions Client concludes have either experienced a substantial change in duties since the most recent pay study or do not have a current job evaluation rating. Consultant will recommend pay plan placement for all reviewed jobs. Jobs may be evaluated in accordance with the fee structure noted below.
- 3. Base Project Fees. Unless noted elsewhere, the project fee includes those items identified in the Scope of Services. The Client shall pay the Consultant a project price of \$35,000, plus reasonable travel expenses.
- 4. Additional/Optional Fees.
 - a) Expenses. The Client will reimburse Consultant for “out-of-pocket” expenses for applicable mileage, lodging and meals as required for meeting attendance on the Client’s behalf and will be invoiced as they are incurred.
 - b) Job Evaluation. Jobs submitted to Consultant for job evaluation as a result of a substantial change in duties since the most recent pay study, shall be invoiced at \$275 per evaluation.
 - c) Work Beyond the Scope of Services. Consultant services agreed upon that are beyond the Scope of Services identified above (e.g. consulting on organizational management matters; the onsite meeting defined above; locating records or otherwise responding to public records requests made to the Client relating to the project; etc.), shall be at the rate of \$250 per hour, unless agreed upon otherwise by the Client and Consultant. No additional charges shall be made for consulting, onsite meetings or locating records and other public record responses without prior written approval of Client’s representative.
 - a. Upon mutual agreement of the parties, the meeting noted above, periodic status conferences, and/or other meetings may be conducted via phone conferences or web-based technology (e.g. Zoom/Teams). Subject to scheduling and mutual agreement, meetings conducted by telephone and/or web conference are not subject to any additional fee.
- 5. Payment. Consultant shall submit invoices in four (4) equal installments of the agreed upon project fee: initial payment due upon execution of a professional services agreement, second payment due at the start of the second month of the project, a third payment due at the start of the third month of the project, and the final payment due upon delivery of Consultant’s findings and recommendations to the Client.
- 6. Performance Requirements of Consultant. The Consultant shall complete the services as stated above. The Consultant shall furnish all labor, materials, administration, services, supplies, equipment, transportation, and quality control necessary to provide professional consulting services. Consultant shall provide progress reports at reasonable intervals in the project.
 - a) Confidential Client Information. Consultant agrees to keep confidential information and

data provided by Client to Consultant for the purpose of enabling Consultant to complete the Scope of Work detailed above.

7. Independent Contractor. It is mutually understood and agreed, and it is the intent of the parties hereto, that an independent contractor relationship be and is hereby established under the terms and conditions of this Agreement. The Consultant shall remain an independent contractor under this Agreement. All employees of Consultant or subcontractors shall remain the responsibility of the Consultant and shall not become employees of the Client under this Agreement. No tenure or any rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, withholding taxes or other benefits available to Client employees shall accrue to the Consultant or its employees performing services under this Agreement.
8. Indemnification. The Consultant agrees it shall defend, indemnify, and hold harmless the Client, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the Client, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the negligent or intentional acts or omissions of the Consultant, its officers or employees, in the performance of its duties under this Agreement. The Client agrees it shall defend, indemnify, and hold harmless the Consultant, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the Consultant, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the: (i) negligent or intentional acts or omissions of the Client, its officers or employees; and (ii) any allegation that Client's compensation program or structure is administered by the Client in any way noncompliant with local, state or federal law.
9. Trade Secrets. The Carlson Dettmann Point Factor Job Evaluation System and methodology, marketplace surveys performed, Total Rewards Method, and job point evaluation data collected and analyzed to perform the Scope of Services is owned by Consultant, is confidential and proprietary, and is a trade secret pursuant to Wis. Stats. s. 134.90. The Client (including its officers, employees, agents and representatives) shall not disclose, disseminate, or otherwise misappropriate these trade secrets without the express consent of Consultant. Consultant agrees to notify Client and/or clearly mark items submitted to the Client which the Consultant deems to be trade secrets. Further, Consultant shall refrain from transferring or transmitting materials deemed to be trade secrets without a properly executed trade secrets agreement between the Consultant and the Client.
10. Insurance Coverage. Consultant carries professional liability insurance coverage that would cover the nature and type of service that is being provided to the Client, and Consultant will provide proof of insurance coverage prior to the execution of this agreement at the request of the Client.

11. Signature. This Agreement may be executed through e-signature, and may be delivered via facsimile or electronic mail.
12. Assignment. Neither party may assign or transfer this Agreement, or any part thereof, without the written consent of the other party, which shall not be unreasonably withheld.
13. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement. The remaining provisions shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance.
14. Interpretation of Law. This contract is to be interpreted under the laws of the State of Wisconsin.
15. Entire Agreement. This Agreement sets forth the entire understanding of the parties and supersedes all prior arrangements and/or understandings, whether written or oral, with respect to the subject matter contained in this Agreement.

CITY OF GREEN BAY

By:

Date:

CARLSON DETTMANN CONSULTING

By:

Matt Shefchik, AVP Total Rewards

Date:



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # P.I

To approve the request by NEW Leaf to install and manage various food forest gardens at Seymour Park.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Seymour Food Forest Master Plan
2. Seymour Food Forest Zone 2 Plan
3. Seymour Food Forest Zone 2 Prep



Comprehensive Plan

March 2023

- [What is a food forest?](#)
- [Planting areas and timeline](#)
- [Maintenance](#)
- [Vision](#)
- [Food Exports](#)
- [Public Input](#)
- [Implementation/Budget](#)

What is a food forest?

Forests are ecosystems with a diversity of plants, animals, and fungi. They were designed by nature to have perfect balance. A food forest is a version of this in which the different, balanced components produce food. A food forest typically consists of seven layers, the uppermost layer being the canopy layer. The canopy layer consists of tall trees — typically large fruit and nut trees. Between the tall canopy layer trees, there is a layer of low growing, typically dwarf fruit trees. Nestled between all the small trees are the shrubs – which are well represented by currants and berries. Filling the remaining space are the herbaceous layer, these are the culinary and medicinal herbs, companion plants, bee-forage plants and poultry forage plants. Any remaining space is occupied by ground cover plants. These form a living mulch that protects the soil, reduces water loss to evaporation, and prevents weeds growing. We can still go a level deeper to the rhizosphere, or root zone, the underground level which is occupied by all our root crops, such as potatoes, carrots, ginger, yacon, etc. While that might seem like a lot of plants in one space, we still have one more to fill, the upright vertical space. This is filled by climbers and vines, which can be run up trellises, arbors, fences, trees or any other vertical support. This category includes grapes, climbing beans, many berries, kiwi fruit, climbing peas, chokos and many other species that love to climb.

See attached packet for a more detailed look at what a food forest is and what it can do for the public. [GBFFPacket.pdf](#)

LAYERS OF A FOOD FOREST

1. Canopy

Large Fruit & Nut Trees

2. Low Tree Layer

Dwarf Fruit Trees

3. Shrub Layer

Berry Bushes & useful Shrubs

4. Herbaceous

Flowers, Herbs & Vegetables

5. Soil Surface

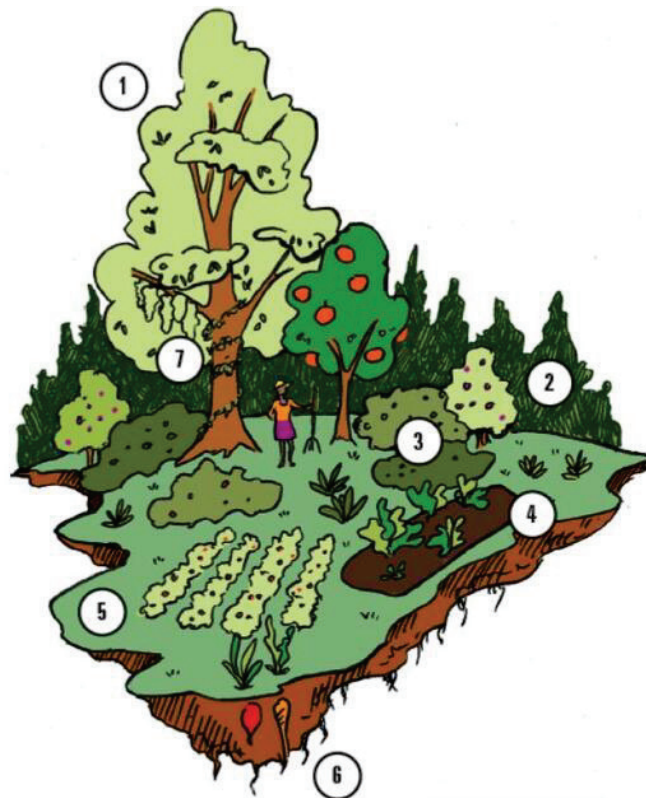
Low-Growing Ground Covers

6. Root Layer

Fungi and Root Vegetables

7. Vertical Layer

Vines & Espaliers



Planting areas and timeline



Description of zones and size

Zone 1 - Current edible walkway size is about 6500 sq ft. With the addition the size would increase to 11000 sq ft. Full sun.

Zone 2 - East side, around 10000 sq ft. North side is shaded by tree cover but good south exposure on the southside.

Zone 3 - Old Playground, 18000 sq ft. Only 5500 sq ft of sun to partial sun. Possible secure compost site, nursery, classroom or picnic area.

Zone 4 - Old Parking lot, 8000 sq ft. Full sun, a few small pines.

Zone 5 - South side of pond. 19000 sq ft. Mixed light. Northeast of pond 11500 sq ft. Midday and afternoon sun.

Total = 77500 sq ft or 1.75 acres

Timeline

Spring 2023

- Zone 1 - Thin and organize the current edible walkway.
- Zone 2 - Plan, and plant the East side.
 -  Zone 2 Prep & Plan
 -  Zone 2 Plant & Grant list

Summer 2023

- Build community boards and social media accounts.

Fall 2023

- Finish planting Zone 2 if need be.
- Add signage. Must get approval from the city. Plant signage will be added within 6 months of planting a new Zone.
- Start a propagation station. Create a small area to grow cuttings and keep replacement plants to fill voids.
- Community Compost. Either at current neighborhood garden or alley on the eastside

2024 & Beyond

- TBD till we know the cities plan

Plants

Attached below is an ever growing plant list. We plan to expand the details and to add photos as we build.

 Food Forest plants

With the list we will be growing a QR code system to help people to identify. We will also create a pictorial guide on a powerpoint that is available online via a QR code that can go on outdoor signs that have all of our plants we will include in the food forest. This will help gardeners not pull good plants and the public to know what to pick.

We will be working with the Parks Dept. to finalize an approved planting for each zone.

Signage & Community Board

Signage will be needed to create a food forest that everyone can enjoy. Signs will be placed next to the food with a QR code linking to more information. NWTC sustainability dept will host the QR code. We think showing the food in its harvestable state would help the public. Below are a few examples.



A community board would also be a great place to have a map of the park and to educate people about the plants in the park. This could be a good partnership with the ship to talk about the native swale planting and maybe a bit of history of the area. Attached to the board could be a chalkboard which indicates what is in harvest or coming into harvest.

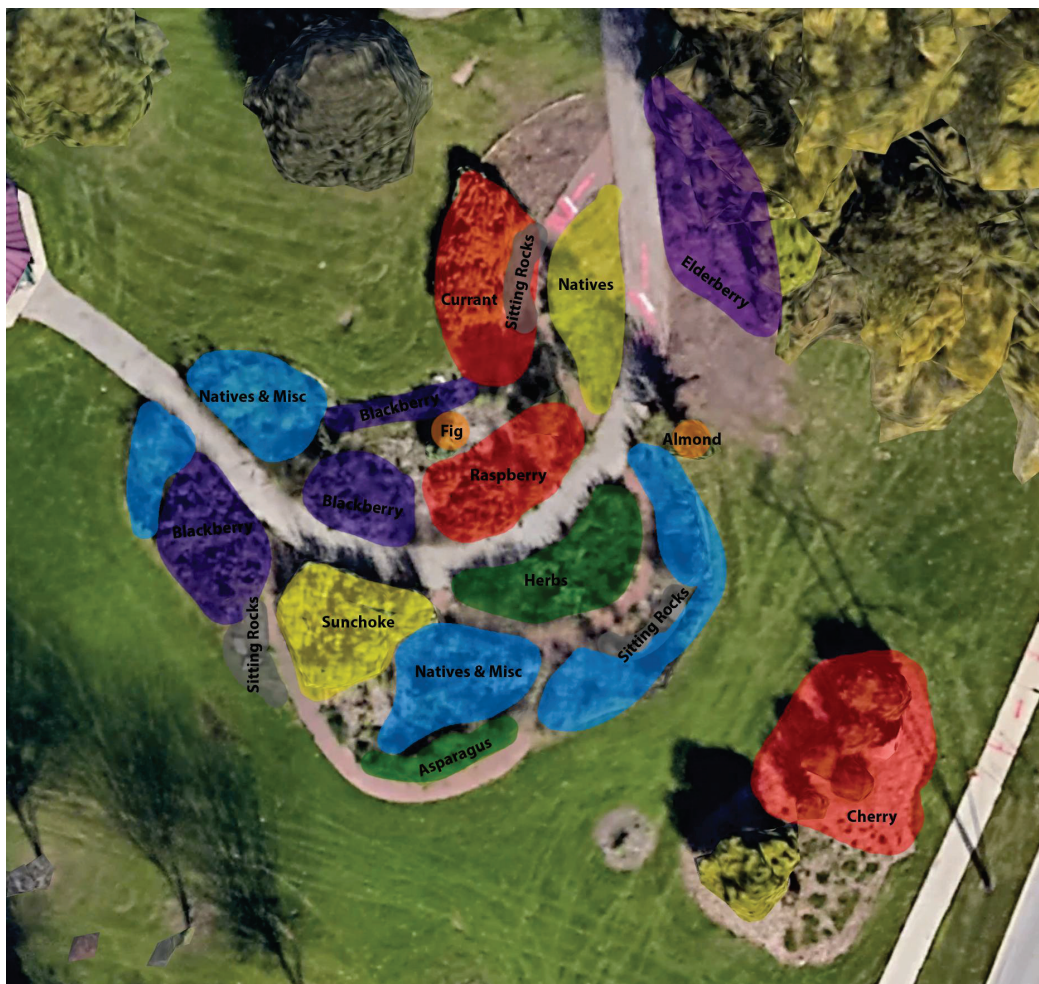


Maintenance

Goal

Our approach to maintenance will be heavy on the front end. A thick layer of wood chips during planting will keep many weeds at bay. This will be followed in the summer with 1-3 days a month of weeding until we have reached ground cover. Each zone will be broken down to specific areas in which we can make a more targeted approach to maintenance. We will have seasonal tasks with man hours attached to each.

In June and October we will review the progress and adapt the plan accordingly.



2023 Schedule of Maintenance for Zone 1

Asparagus patch

Spring - Cut old plants and compost

 Weed and mulch bare spots. 4 hrs

 Harvest at 8-10 inches. Snap or cut. 2 times a week. 5 mins

Summer - Weed. 20 minutes monthly

Fall - Weed. Assess mulch. Collect seeds for next year. 1 hr monthly

Winter - Nothing

[Growing Asparagus in Wisconsin](#)

[Asparagus Beetle – Wisconsin Horticulture](#)

Raspberry patch

Spring - Weed and mulch bare spots. Look for bindweed and pull the whole root. Divide and move regrowth. 6 hrs

Summer - Weed. Mostly bull thistle, bring gloves and pull after nice rain. 3 hrs monthly

 Harvest weekly 1 hr for the patch.

Fall - Weed. Assess mulch. 2 hrs monthly

Winter - Nothing

[Growing Raspberries in Wisconsin \(A1610\)](#)

Elderberry patch

Spring - Weed and mulch bare spots, pull suckers and pot or replant. 6 hrs monthly

Summer - Weed. Mostly bull thistle, bring gloves and pull after nice rain. 2 hrs monthly

Harvest weekly 1 hr for the patch.

Fall - Weed. Assess mulch. 2 hrs monthly

Winter - Trim dead or damaged. Cuttings for spring propagation. 2 hrs

[Growing Currants, Gooseberries, and Elderberries in Wisconsin \(A1960\)](#)

Cherry patch

Spring - Weed and mulch bare spots, pull suckers and pot or replant. 4 hrs

 Harvest weekly 15 mins a bush.

Summer - Weed. Less than 10 minutes a month the previous 3 years.

Fall - Weed. Assess mulch. 2 hrs monthly

Winter - Trim dead or damaged. 10 mins a bush.

Currant patch

Spring - Weed and mulch bare spots. Trim back seating area. 4 hrs

Summer - Weed. 2 hr monthly

 Harvest 1 hrs weekly

Fall - Weed. Assess mulch.

Winter - Trim dead or damaged. 10 mins a bush.

[Growing Currants, Gooseberries, and Elderberries in Wisconsin \(A1960\)](#)

Natives

Spring - Weed and mulch bare spots. Pull and replant overgrowth. 8 hrs

Summer - Weed. 8 hours monthly

Harvest whenever

Fall - Weed. Assess mulch. Collect seeds for next year. 6 hrs monthly

Winter - Nothing

Herbs

Spring - Weed and mulch bare spots. Plant new herbs. Pull out natives and replant. 4 hrs

Summer - Weed. Less than 1 hr monthly

Harvest whenever

Fall - Weed. Assess mulch. 1 hr monthly

Winter - Nothing

Trees

Fig & Hardy Almond

Spring - Unwrap protection. Weed and mulch bare spots. 2 hrs

Summer - Weed. Less than 1 hr a month

Fall - Weed. Assess mulch. Insulate for winter. 2 hrs

Winter - Trim. 1 hr

Sunchokes

Spring - Pull as many tubers as possible. Eat, ferment, and donate. 6 hrs

Find the 3 Honeyberries and cage. 1 hr

Assess Mulberry

Revision some of the space.

Summer - Weed and water new plants if needed. 4 hrs monthly

Overall Zone 1

Keep plants from crowding paths.

Add signage to the whole garden. Quick Signs have shown interest in help. Talk to the city.

Make sure seating areas are cleared. Look into planting some shade for each of the three sitting areas.

More detailed document

 Maintenance Schedule

New site preparation

Step One:

Responsibilities

City - Review and approve food forest plan and installation. Approve, install (or approve of contractor to install), and maintain signs. Provide guidance to program groups on creating City approved comprehensive Food Forest plans for all phases (provide them with examples and feedback). Deliver wood chips. Mow lawn that isn't food forest, mulched, or native grass areas. Prune and maintain large overstory trees especially if they are damaged or pose a safety risk. Remove large trees that are dead or posing a safety risk. Remove or "chip and leave" larger fallen branches (3" diameter +). Not spraying chemicals or pesticides in or near food forest or native grasses area. Turn water on in the spring and turn it off in the fall. Assist the volunteers with appraisal and assessment of maintenance plans each year. Be main contact for food forest volunteers with other city and brown county municipal offices and contractors in regards to Food Forest matters (E.G. Please dump wood chips in a specific location). Have Kaurie design the space.

Volunteers - Develop a comprehensive maintenance plan for the city to review and approve. Review and update the comprehensive maintenance plan for the city to review and approve yearly. Escalate safety concerns in Seymour Green Commons to the city as needed. Contact the city to turn on and turn off water access. Contact the city or other city approved group to request woodchip or mulch be delivered. Coordinate and get approval for any major changes to the food forest such as additional zones. Create the info for the signs for the city to review and approve. Coordinate with affiliates to ensure that sign QR codes are up to date and working. Coordinate volunteer work days to accomplish basic maintenance tasks in the food forest. Mulch areas that need to be mulched. Pick up trash and keep the food forest tidy. Plant the food forest. Water the food forest. Hand Weed the food forest. Manage the food forest compost piles (food forest material such as leaves, branches, and pruning clippings only, no food waste from community allowed). Prune and maintain food forest plants that are below the canopy level. Harvest food forest plants that are below the canopy level and get the harvest to its export destination. Spray [USDA Organic Pesticides](#) and post on the community board and social media what we have applied and when for transparency. Be the contact for the city if there are food forest related complaints and address said complaints.

Step Two:

Responsibilities

City - Mow area staked by the volunteers as low as possible in preparation for them to cover the area with cardboard and heavily mulch it to kill the grass there. Provide piles of wood

chip/mulch for the volunteers to cover the space with. Remove dead or dangerous trees at the locations.

Volunteers - Stake the area to be mowed by the city. Lay down the cardboard. Water the cardboard. Heavily mulch (2" +) the area. Plant the food forest. Water the food forest. Weed the food forest. Remove trash and keep the food forest tidy.

Harvesting

The food will be harvested when it is ready. The public will get the first opportunity to pick what they want. Whenever the park is open the food forest will be open. When we notice any spoilable food not being picked we will contact our list of groups. The only food of concern are the fruit and nut trees. All of the berry bushes and such the birds will pick clean.

We currently have 15 black plastic crates and a four wheeled cart. Access to a commercial kitchen at Trinity Lutheran has also been given.

Vision

Our hope is to build a sustainable food forest system at Seymour Park. This can work as a template to help NEW Leaf Foods create a grand plan for Brown Co. We think we have a great opportunity to work with the city to create an amazing master plan for Seymour. A park that will blend the beauty of the native swale with the abundance of a food forest and the functionality of the stormwater ponds. As food prices continue to rise and access to whole foods is limited in this neighborhood the food forest could help a bit of the burden.

We plan to program the park, either through local groups or city parkies. These events can be anything from educational walks, planting days, cider making, canning classes or chefs tables with local restaurants. Building the community through food will be a great way to become neighbors again. This neighborhood is one of the most diverse in Green Bay and there is no better way to bring people together than food.

The key to success will be hinged on a great partnership between the city and volunteers. A small group consisting of a master gardener, an arborist, and a community gardener will lead this project while working with New Leaf Foods. We have had many great conversations in the last 4 months with groups around our community. There seems to be support coming from all over. With the current timeline we have proposed it will give us a good gauge on where we are with volunteers. Overall we have been met with a lot of excitement for this project and can't wait to build something that will provide nutrients for generations to come.

Outdoor Classroom

An outdoor classroom in the food forest would give local schools and other organizations a place to educate. A homeschool group and a teacher from Aldo have already reached out in using our food forest to teach. This space could also be used as just a gathering space or even things such as live music.



Food Exports

The only food that will be a pest problem will be the larger fruits. So picking apples, plums, peach, pears, and paw paw are the bigger problems. These will be picked by the volunteers, delivered or set out for pick up. We are 3-5 years away from any of this food hitting the ground.

Public
Local food pantries
Wildlife Sanctuary

Public Input

NEW Leaf Foods
Seymour
Tank
Shipyard

Implementation/Budget

We currently have \$7314.46 in our account from the edible walkway built many years ago.

Community Development Block Grant

Neighborhood Grants

ARPA funding

Green Bay Packers

Trinity Lutheran - donation and kitchen

Norbinte brothers

Augustine Stewardship

Volunteers

Green Bay Conservation Corps

NEW Leaf

UW- Ext

Northeast Wisconsin Technical College

UWGB

Listed below are examples of other food forests

[Photo Examples](#)

[Design Examples](#)

In the Trial Version, a watermark
will appear on Printouts and
exported images.



Zone 2 Site Preparation

- Trim up all the trees
- Cut down the north 5 dead trees down.
 - Hugelkultur these on the east over the stumps
- Cut down SE tree by power lines. A box elder is falling into lines. Andy thinks there may be a grant from ATC
- Build a medicine garden around the middle stumps with bench seating of some sort.
- Pathways will be turf grass for now and should be the width of the city's mower deck for easy mowing.
- Put up a plastic shed on the East Side next to the alley.
- Right off of the corner of the alley will be the city's dump site for woodchips and such. This provides an easy in and out and will keep anything dumped away from the stormwater system
- A patch of Thimbleberries in the Northwest corner
- Plant 4 Paw Paw on the westside. They are understory trees and benefit from the shade when they are young.
- A mixture of shade and spring plants will be planted along the Northern line
- Vining crops will run up the existing trees. Hardy kiwi, grapes and schisandra berry
- A mixture of plum, apricot and quince will go in front of the current tree line. We will plant blue false indigo, and seaberry for nitrogen
- Seaberry, guomi and goji will be the next layer with spacing between the fruit trees
- A patch of blueberry and lingonberry will be on the southeast corner. This will need acid via coffee ground to start and monitor growth
- Mixed through will be misc ground cover
- Keep all plants 10 feet from the stormwater line, alley, and the sidewalk

Thing to do

- Investigate which plants the bunnies will eat and fence them



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # Q.I

To approve the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Park Maintenance Worker
- b. Park Maintenance Worker
- c. Parking Enforcement Officer
- d. Civil Engineer
- e. IT Director

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Personnel Committee Request to Fill Memo - 4.25.2023
- 2. Park Maintenance Worker - T. Flores 04.10.23
- 3. Park Maintenance Worker - D. Falk 06.30.23
- 4. Parking Enforcement Officer - J. Anderson 04.28.23
- 5. Civil Engineer - Snyder - 2023
- 6. Position Fill Request - IT Director

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: April 25, 2023

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2023 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Park Maintenance Worker – Replacement position due to the resignation of Terri Flores effective at the end of the work day April 10, 2023. This position is budgeted at \$21.60 – \$25.42 per hour. (Pay Grade F)
- Park Maintenance Worker – Replacement position due to the retirement of David Falk effective at the end of the work day on June 30, 2023. This position is budgeted at \$21.60 – \$25.42 per hour. (Pay Grade F)
- Parking Enforcement Officer – Replacement position due to the resignation of Jason Anderson effective at the end of the work day on April 28, 2023. This position is budgeted at \$17.33 – \$20.40 per hour. (Pay Grade C)
- Civil Engineer (Utility Section) – Replacement position due to the resignation of Tom Snyder effective at the end of the work day on May 1, 2023. This position is budgeted at \$54,600 - \$75,483 per year. Effective June 4, 2023, with the implementation of the market analysis approved by the Common Council in the 2023 budget, the salary range will be \$64,189 - \$81,162 per year. The position is currently funded 50% by the Sanitary District and 50% by the Storm Water Utility budgets.
- IT Director – Replacement position due to the retirement of Mike Hronek effective at the end of the work day on December 16, 2022. This position is budgeted at \$109,866 - \$129,230 per year. (Pay Grade R)

**Position Fill Request
Justification Report
04-10-2023**

Position Title: Park Maintenance Worker

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position is vacant as a result of the resignation of Terri Flores effective April 10, 2023.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is budgeted. The wage range is \$21.60 - \$25.42 per hour (Pay Grade F).

- 3. Please list the functions and any special information regarding this position.**

The Park Maintenance Worker is a generalist position responsible for maintaining all facets of the year-round park operations. Parks and the related facilities are used daily from sun-up to 10:30 p.m. throughout the year. Therefore, we need to ensure that they are clean, safe, and functional at all times for our patrons.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

No, this position does not generate revenue.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Over the years, we have added more parkland and facilities, but have not added additional staff. We are also responsible for maintaining a four-diamond Little League complex, a six-field soccer complex, more trails, more parklands, and the City Deck.

- 6. If duties of position are presently being done, how are they done?**

When vacancies occur in this classification, we are unable to meet all of the maintenance needs of our parks and facilities. As positions become vacant, we prioritize and reprioritize our daily work. The effect is that many of the services that we provide to the public are being performed less frequently.

- 7. What service would be reduced or eliminated if this position is not filled?**

The overall service would be reduced. We have tried to lessen the obvious impact by reprioritization.

8. What are the alternative methods and costs of accomplishing the work?

Contracting for various maintenance services would need to be explored. Costs would be dependent on the service contracted. The Park Maintenance Worker performs a wide range of services during a calendar year, therefore making it difficult to replace a single position by contracting.

9. Are there union issues?

No.

10. Other supporting comments.

Since 2001, the Parks Division has been responsible for maintaining the following added facilities: SK8 Park; Leicht Memorial Festival Park; Resch Aquatic Center; four new buildings; nine splash pads; more parkland at Farlin Park, Beach Lane, Navarino Park, V.T. Pride Park, Eastman Park; several parcels along the Baird Creek Greenway; 16 acres of turf at Bay Beach Park; a new boarded hockey rink; a four ball diamond softball complex; a six-field soccer complex; the City Deck; the Zippin Pippin, Sea Dragon, Bay Beast, Rockin' Tug, and Falling Star amusement rides; as well as several miles of trails.

We have assumed the work at the additional facilities while seeing a reduction in staff of 6 Park Maintenance Workers and 12 fewer seasonal positions since 2006. With future maintenance responsibilities sure to come, we will fall further behind in our efforts to provide the most basic of services if we do not maintain our staffing levels accordingly.

**Position Fill Request
Justification Report
04-14-2023**

Position Title: Park Maintenance Worker

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position will be vacant as a result of the retirement of David Falk effective at the end of the work day on June 30, 2023.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is budgeted. The wage range is \$21.60 - \$25.42 per hour (Pay Grade F).

- 3. Please list the functions and any special information regarding this position.**

The Park Maintenance Worker is a generalist position responsible for maintaining all facets of the year-round park operations. Parks and the related facilities are used daily from sun-up to 10:30 p.m. throughout the year. Therefore, we need to ensure that they are clean, safe, and functional at all times for our patrons.

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No, this position does not generate revenue.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Over the years, we have added more parkland and facilities, but have not added additional staff. We are also responsible for maintaining a four-diamond Little League complex, a six-field soccer complex, more trails, more parklands, and the City Deck.

- 6. If duties of position are presently being done, how are they done?**

When vacancies occur in this classification, we are unable to meet all of the maintenance needs of our parks and facilities. As positions become vacant, we prioritize and reprioritize our daily work. The effect is that many of the services that we provide to the public are being performed less frequently.

- 7. What service would be reduced or eliminated if this position is not filled?**

The overall service would be reduced. We have tried to lessen the obvious impact by reprioritization.

8. What are the alternative methods and costs of accomplishing the work?

Contracting for various maintenance services would need to be explored. Costs would be dependent on the service contracted. The Park Maintenance Worker performs a wide range of services during a calendar year, therefore making it difficult to replace a single position by contracting.

9. Are there union issues?

No.

10. Other supporting comments.

Since 2001, the Parks Division has been responsible for maintaining the following added facilities: SK8 Park; Leicht Memorial Festival Park; Resch Aquatic Center; four new buildings; nine splash pads; more parkland at Farlin Park, Beach Lane, Navarino Park, V.T. Pride Park, Eastman Park; several parcels along the Baird Creek Greenway; 16 acres of turf at Bay Beach Park; a new boarded hockey rink; a four ball diamond softball complex; a six-field soccer complex; the City Deck; the Zippin Pippin, Sea Dragon, Bay Beast, Rockin' Tug, and Falling Star amusement rides; as well as several miles of trails.

We have assumed the work at the additional facilities while seeing a reduction in staff of 6 Park Maintenance Workers and 12 fewer seasonal positions since 2006. With future maintenance responsibilities sure to come, we will fall further behind in our efforts to provide the most basic of services if we do not maintain our staffing levels accordingly.

Position Justification Form

April 17, 2023

Position Title: **Parking Enforcement Officer (PEO) – DPW-Parking Division**

1. **If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This Parking Enforcement Officer vacancy is the result of the resignation of Jason Anderson. effective at the end of his regular work shift on Friday, April 28, 2023.

2. **Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

This position is funded through the Parking Division's operating budget. The current wage range is \$17.33 - \$20.40 per hour (Pay Grade C).

3. **Please list the functions and any special information regarding this position.**

Parking Division provides over 95% of the City's parking enforcement services. The remainder of parking enforcement is provided by Police Department. Currently there are four (4) Parking Division Parking Enforcement Officers for the entire City. Parking enforcement provided by Parking Division occurs Monday through Saturday.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

Parking Enforcement Officers generate parking citation revenue, which allows Parking Division to operate without funding from City tax levy revenue.

5. **Please explain why current staff is unable to absorb duties of this position.**

See answers to 3 and 4 above. Full enforcement staffing is necessary to cover all enforcement zones, and generate the revenue that Parking Division needs to be financially independent from the City tax levy.

6. **If duties of position are presently being done, how are they done?**

Without Parking Enforcement Officers, there would be little to no parking enforcement activity in the City of Green Bay. Police Department places parking enforcement low on their priority list.

7. **What service would be reduced or eliminated if this position is not filled?**

Parking Division would continue to operate at its current level of parking enforcement for the City. But parking compliance/enforcement in the City and associated revenue would decrease. Insufficient revenue would require Parking Division to eliminate services, or require assistance from the City's tax levy to remain financially solvent.

8. **What are the alternative methods and costs of accomplishing the work?**

Privatization

9. Are there union issues?

No.

10. Other supporting comments.

The City attempted to privatize the (then) Parking Utility in 1998, and was met with significant resistance. After seeing what occurred with privatization of the City of Chicago parking system, Green Bay is not interested in dealing with the increased costs and problems of a privatized public parking system. Green Bay's current parking system is functioning well, but needs employees to function properly.

**Position Fill Request
Justification Report
April 18, 2023**

Position Title: Civil Engineer – Utility Section

1. **If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position is vacant as a result of Tom Snyder's resignation effective May 1, 2023.

2. **Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

The position is included in the current budget. The current salary range for the position is \$54,600 - \$75,483 per year. Effective June 4, 2023, with the implementation of a recent market analysis, the salary range will be \$64,189 - \$81,162 per year. The position is currently funded 50% by the Sanitary District and 50% by the Storm Water Utility budgets.

3. **Please list the functions and any special information regarding this position.**

This position provides design and contract administration services for all Public Works construction projects throughout the City of Green Bay. The position is responsible for the design and preparation of contract plans and specifications for projects benefitting the residential, commercial, and industrial customers of the City. This position is responsible for the on-going development of a sanitary sewer system hydraulic modeling effort to aid in determining inflow & infiltration deficiencies within the existing system. This position conducts site plan and storm water management review, as well as responds to storm water drainage issues.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

The position generally does not generate revenue and reduce expenses.

5. **Please explain why current staff is unable to absorb duties of this position.**

This vacancy results in two vacant engineering positions within the Utility Division. This is a hard to fill position and the level of work routinely exceeds the number of hours available.

6. **If duties of position are presently being done, how are they done?**

We would anticipate some project responsibilities to be shifted to other staff while some duties of the position will currently not be completed. As a result of this vacancy, it is possible that the work in 2023 Capital Improvement Program may not be completed or will be delayed. Response to customer needs and complaints may also be delayed.

7. **What service would be reduced or eliminated if this position is not filled?**

The design, construction and hydraulic modeling City Infrastructure, both sanitary and storm sewer as related to capital projects would not be completed. Site plan and storm water management plan reviews may not be completed in a timely manner.

8. What are the alternative methods and costs of accomplishing the work?

The alternate method of accomplishing the work would be to hire outside consultants to supplement our engineering staff. The cost associated with this alternative would be approximately 15-25% of the value of the construction for each project the outside consultant works on. These additional costs were not anticipated either through the development of the 2023 budget nor the 2023 Capital Improvement Program. Furthermore, it is difficult for a consultant to fill this role since they would be reviewing the work of other consultants, which can result in positive or negative biases on behalf of the City.

9. Are there union issues?

No

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
April 25, 2023**

Position Title: IT Director

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

Mike Hronek retired on December 16, 2022.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes. This position is currently budgeted at pay grade R (\$109,866-\$129,230) of the general employee salary schedule.

- 3. Please list the functions and any special information regarding this position.**

The Information Technology and Services Department has 12 full time individuals and a budget of approximately \$1.7M. This position is responsible for directing, administering and monitoring all of the information services department functions and provides management and supervision to departmental staff. In addition the position:

Ensures the operational effectiveness of IT systems equipment and applications, conducts analysis of computer hardware and software needs for all departments, assists in evaluation and selection of software and hardware for all departments.

Oversees the installation of systems, system upgrades, software releases, and enhancements for all City computerized applications.

Procures, develops, maintains, and updates reference manuals pertaining to information systems equipment and applications.

Develops, compiles, and prepares regular and special reports as required. Directs provision of information systems training on a city-wide basis. Maintains inventory of all city-wide computer hardware and software.

Maintains proper licensure for all software. Stays abreast of developments and trends in the field of Information Technology.

Attends meetings of the Common Council and other various meetings as necessary.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position reduces expenses through careful management of the City's technology use and needs and maintenance of those systems. There have been several software programs

and business applications created throughout the years that reduce contractual expenses to purchase new software or program workflow for departmental use. Also, potential liability can be reduced by ensuring the City is up to date on its cyber and information technology defense systems.

5. Please explain why current staff is unable to absorb duties of this position.

The volume of work this position completes is beyond what the department's current staffing levels can absorb and is a significant amount of responsibility. This is a critical position to ensure the City continues to use the most efficient and effective technology to improve day-to-day operations, service delivery to the public, as well as protect from potential cyber attacks on the network.

6. If duties of position are presently being done, how are they done?

The duties of the position are being performed by the current interim IT Director, Dave Wilquet.

7. What service would be reduced or eliminated if this position is not filled?

The IT Department's response time and effectiveness will be diminished if the position is not filled and we would need to modify services currently being provided to departments.

8. What are the alternative methods and costs of accomplishing the work?

Contracting the position out at a significantly higher cost.

9. Are there union issues?

No.

10. Other supporting comments.

This position is vital to the IT Department and the City of Green Bay in leading the City in all of its technology systems and all of the services the department provides to the City's internal and external customers.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # Q.2

To approve the 2023 City of Green Bay and City of Green Bay International Brotherhood of Electrical Workers Local No. 158 labor agreement.

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. City of GB and IBEW 2023 Agreement

Agreement Between

City of Green Bay

And

City of Green Bay

International Brotherhood of Electrical Workers

Local No. 158

(Department of Public Works
Electrical Division)

2023

Agreement Between

City of Green Bay

And

International Brotherhood of Electrical Workers

Local No. 158

2023

AGREEMENT

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and Local 158, International Brotherhood of Electrical Workers, hereinafter referred to as the "Union".

ARTICLE 1 RECOGNITION

The City agrees to recognize representatives of Local 158, IBEW, as the exclusive bargaining agent for all issues specifically addressed in this Agreement, for all its employees in the Department of Public Works as defined in the certification issued by the Wisconsin Employment Relations Board on August 13, 1964.

ARTICLE 2 TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2023 and remain in full force and effect up to and including December 31, 2023.

ARTICLE 3 WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement. The wage rates include a 3% increase effective with the first day of the pay period in which April 1, 2023 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, approved by IBEW Local 158 on _____ and by the City Council on _____.

City of Green Bay

**Local 158, International Brotherhood of
Electrical Workers**

Mayor

Business Manager, Local 158

Human Resources Director

City Clerk

**APPENDIX A
WAGE RATE**

International Brotherhood of Electrical Workers
Local No. 158

CITY PAY PLAN

Placement on a step of the new schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN

April 1, 2023

Pay Grade: J

✦ Electrician Foreperson

Pay Grade: I

✦ Electrician

WAGES IN ACCORDANCE WITH CITY PAY PLAN

April 1, 2023

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range	
J	\$30.86	\$31.75	\$32.66	\$33.58	\$34.47	\$35.37	\$36.29	\$36.30	\$41.73
I	\$28.55	\$29.38	\$30.23	\$31.04	\$31.91	\$32.72	\$33.59	\$33.60	\$38.61

The Following Guidelines Are For Informational Purposes and Not Subject To Bargaining

- **STEP PROGRESSION:** Employees are eligible for an annual step increase, unless otherwise agreed to by the Department Head and Human Resources Director, until they reach Step 7 of the appropriate pay grade, provided the employee's overall performance is rated at meets expectations or higher. Requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- Employees hired at Step 1 will be eligible for a step increase after 6-months of employment and thereafter will be eligible for annual increases. Employees hired at Step 2 or higher will be eligible for a step increase after 12-months of employment. All requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- **PERFORMANCE INCREASES:** Once an employee reaches Step 7 of the appropriate pay grade, the employee is eligible for a 1% annual increase to the maximum of the range based on the following criteria.
 - a. Performance rated overall as 'Meets Expectations'.
 - b. Other arrangements between Employee, Department Head and Human Resources Director.

Requests for a performance range increase must be accompanied by a written performance review and recommendation by Department Head or designee.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # Q.3

To approve the market assessment and pay grade adjustment for the Electrician position from Pay Grade I to Pay Grade J and Electrician Foreperson position from Pay Grade J to Pay Grade K.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. MEMO - Personnel Committee - Electrician and Electrician Foreperson Market Assessment 2023



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee

From: Joseph Faulds, Chief of Operations

Re: Market Analysis for Electricians and Electrician Foreperson

Date: April 25, 2023

RECOMMENDATION

Human Resources and the Public Works Departments are requesting that the Electrician and Electrician Foreperson positions (7 total) be increased one pay grade. The Electricians will move from Pay Grade I to Pay Grade J and the Electrician Foreperson will move from Pay Grade J to Pay Grade K. The recommendation is based on the market analysis provided by the City's consultant, Carlson and Dettman.

The request is for this adjustment to take effect on June 4, 2023.

BACKGROUND

The Electricians have had at least one vacant position since 2019 which has put a strain on the staff given the responsibilities of the positions. The positions are required to be on call 24 hours/day with a weekly on-call rotation. There also has been an increase in the scope of work to assist other municipalities and Brown County in both emergency and maintenance responsibilities. An Electrician position was added in 2022 to help with the additional work, but the position has not always been filled given the turnover and ability to fill the position.

To address these concerns, the City asked its consultant to provide a market analysis of the Electrician positions. Based on the analysis, the recommendation is to move both the Electrician and Electrician Foreperson positions up one pay Grade. This adjustment is recommended to provide more competitive wages to help recruit and retain these positions.

FISCAL IMPACT

The reclassification of these positions and the wage adjustment based on the market analysis will result in an overall increase of approximately \$10,092 for the remainder of 2023.

c: Public Works Director Steve Grenier



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # Q.4

To approve the reclassification of the following positions in Community and Economic Development:

- a. Economic Development Specialist (Pay Grade I) to Senior Economic Development Specialist (Pay Grade K)
- b. Administrative Assistant (Pay Grade I) to Administrative Operations Supervisor (Pay Grade J)
- c. Administrative Clerk (Pay Grade D) to Inspections Support Specialist and Development Support Specialist (Pay Grade E)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. MEMO - Personnel Committee - 2023 C&ED Reclassifications
- 2. Sr. Economic Development Specialist - Clean - 2023
- 3. Economic Development Specialist - redline changes 2023
- 4. Administrative Operations Supervisor JD - 4-25-23
- 5. AdminAsst-Job Description tracked changes
- 6. Inspection Support Specialist - Clean Job Description 3-22-23
- 7. Development Support Specialist - Planning - Clean Job Description 3-22-23
- 8. Administrative Clerk-Planning - tracked changes
- 9. Administrative Clerk-Inspection- tracked changes



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee

From: Joe Faulds, Chief of Operations
Neil Stechschulte, Development Director

Re: Request to reclassify the Economic Development Specialist, Administrative Assistant, and the Administrative Clerks in the Community and Economic Development Department

Date: April 25, 2023

RECOMMENDATION

The Human Resources and Community and Economic Development departments request that the Economic Development Specialist, Administrative Assistant, and Administrative Clerks be reclassified to ensure appropriate compensation for the work that is being performed and the additional responsibilities. These positions and the new job duties were reviewed by the City's consultant, Carlson and Dettman, for placement in the City's salary plan.

The reclassifications would become effective on June 4, 2023.

The total 2023 financial impact for these positions is approximately \$6,800. The funding sources will be from the projected short term rental fees, inspection fees, and TIF administrative costs. These are funding sources that directly relate to the work and responsibilities of the positions.

I. Economic Development Specialist

The City of Green Bay continues to expand its economic development that includes a variety of public and private projects. The Economic Development Specialist role is recommended to be reclassified to a Senior Economic Development Specialist to provide project management for some of the new projects as well as take on more complex responsibilities. The position will oversee the \$565,000 GLRI grant for Shipyard Phase and the planning and implementation of the Shipyard Phase 2 which will oversee the \$5 million NPS grant. In addition, the role:

- Takes on greater responsibilities in creating, reviewing, and implementing development agreements.
- Serves as a primary liaison to major development partners including developers, consultants, and community organizations.
- Serves as liaison for Downtown design efforts between DGBI, OBI, and City Staff.

The attached job description shows the new responsibilities and essential functions of the Senior Economic Development Specialist.

FISCAL IMPACT

This reclassification results in a 2023 financial impact of approximately \$2,486.38.

Estimated	2023 Grade I	2023 Grade K
Salary	\$73,413	\$77,126
FICA	\$5,533	\$5,900
WRS (General)	\$4,918	\$5,245
Worker's Comp	\$152	\$162
Health Insurance	\$17,197	\$17,197
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$92	\$98
TOTAL COMPENSATION	\$101,621	\$107,130

Annual Fiscal Impact \$4,262

II. Administrative Assistant

The recommendation is to reclassify the Administrative Assistant position to an Administrative Operations Supervisor based on the substantial changes in job responsibilities. A summary of those changes are:

- Expanded role in providing recommendations on the department's annual budget as well as monitoring expenses and revenues throughout the year.
- Functions as the liaison to other City departments on administrative and financial matters.
- Expanded role in management decisions impacting the roles and responsibilities of the position's direct reports and all the employees in the department.
- Responsible for the accounts payable functions and maintaining billing records in the City's financial systems.
- Reviews and submits legal notices for publications and maintains records on affidavits of publication.
- Under the knowledge, skills, and abilities the changes require more knowledge and skill regarding management, administrative responsibilities, and communication.

The attached job description shows the new responsibilities and essential functions of the Administrative Operations Supervisor.

FISCAL IMPACT

This reclassification results in a 2023 financial impact of approximately \$2,854.92.

Estimated	2023 Grade I	2023 Grade J
Salary	\$70,554	\$74,818
FICA	\$5,397	\$5,724
WRS (General)	\$4,798	\$5,088
Worker's Comp	\$148	\$157
Health Insurance	\$17,197	\$17,197
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$89	\$95
TOTAL COMPENSATION	\$99,585	\$104,479

Annual Fiscal Impact \$4,894

III. Administrative Clerks

There are three Administrative Clerks in the Community and Economic Development Department. Two of those positions will be named Inspection Support Specialists and one will be Development Support Specialist.

All three of the positions provide considerably difficult customer service and administrative support for the entire department as well as phones and counter service to walk-in customers. Two of the positions have a stronger role in supporting the Inspections and Enforcement division, while the other position has a stronger role in supporting the Planning and Projects and Housing divisions. The expanded roles include:

- All three assist the public in providing the appropriate permit applications based on the work being done and who is performing the work, explaining the forms that are needed and answering some basic code questions, explaining what is required on the site plan, etc.
- When permit applications are submitted, they review to make sure all required information is provided for the submittal (such as signatures on appropriate forms, estimated cost of construction, site plans, etc.).
- They independently create projects in ECLIPS for various permits upon submittal. This expanded role has reduced the frequency of the Building Inspector being called to the counter, having phone calls transferred, and entering data into ECLIPS. This allows more time for the Building Inspector to focus on plan review and other tasks.
- The Admin Clerk-Inspection positions will:
 - o Attend meetings with IT and the Chief Building Official to discuss and coordinate process improvements
 - o Create and maintain the ECLIPS manual

- Assist IT in the creation and improvements of online services including the scheduling webpage for inspections.
- Provide point of contact for contractors and the public with questions about the permit process when inspectors are not available.
- The Admin Clerk-Planning position will:
 - Provide agenda, minutes, and legal notification support to Community and Economic Development boards and commissions. (i.e. Plan Commission, Board of Appeals, Economic Development Authority, Green Bay Housing Authority, and others as needed).
 - This includes preparing and tracking the appropriate municipal ordinances and resolutions and ensuring they are included on boards, commission, and Council agendas. This work was previously handled by the Law Department.
 - Take the lead on short term rental applications and annual review process. This involves review of required paperwork for new applications and the annual renewal process, communication, and follow-up with the applicants and maintaining related records.

The attached job descriptions show the new responsibilities and essential functions of the Inspection Support Specialist and Development Support Specialist positions. The Inspection Support Specialist positions are fully funded by the general fund and the Development Support Specialist is funded 60% by the general fund and 40% by Community Development Block Grant funding.

FISCAL IMPACT

This reclassification results in a 2023 financial impact of approximately \$1,448.37.

Estimated	Admin Clerk Grade D	Admin Clerk Grade D	Admin Clerk Grade D	Inspection Grade E	Inspection Grade E	Develop. Grade E
Salary	\$43,534	\$45,822	\$45,822	\$44,970	\$47,403	\$44,970
FICA	\$3,330	\$3,505	\$3,505	\$3,440	\$3,626	\$3,440
WRS (General)	\$2,960	\$3,116	\$3,116	\$3,058	\$3,223	\$3,058
Worker's Comp	\$91	\$96	\$96	\$94	\$100	\$94
Health Insurance	\$17,197	\$17,197	\$17,197	\$17,197	\$17,197	\$17,197
Dental Insurance	\$1,402	\$1,402	\$1,402	\$1,402	\$1,402	\$1,402
Life Insurance	\$55	\$58	\$58	\$57	\$60	\$57
TOTAL COMPENSATION	\$68,571	\$71,197	\$71,196	\$70,217	\$73,012	\$70,217

Fiscal Impact \$2,483

JOB DESCRIPTION

City of Green Bay

Position Title:	SENIOR ECONOMIC DEVELOPMENT SPECIALIST
Department:	Community and Economic Development
Reports To:	Development Director
Position Status:	Exempt
Salary Range:	Grade K
Job Summary:	Creates an economically vibrant community by developing, promoting and managing a variety of City incentives and business assistance programs. This position requires a high degree of versatility and a working understanding of the basic principles of urban planning, downtown revitalization, brownfield redevelopment, public administration and political science.
Essential Functions:	1) Manages and coordinates City involvement in major development projects including environmental review, budgets, contracting, bidding, financing, and other aspects of projects as directed by the Development Director. Acts as the lead and primary contact for these projects. 2) Manages City programs focusing on downtown revitalization and brownfield redevelopment, including but not limited to, grants and loans funded by, federal, state, and private partners. 3) Manages City-led redevelopment projects, including complicated brownfield properties, in coordination with other City departments, private developers, consultants, state and federal partners, and community stakeholders. 4) Proactively seeks out, applies for and administers major grants and funding opportunities that complement Department and City objectives. 5) Supports the Development Director in the creation and implementation of development agreements, incentive packages, economic development policies, and City plans for neighborhoods, districts, corridors and Tax Increment Districts (TIDs). 6) Provides direction and guidance to project teams, and outside consultants or vendors who provide project support and services for City projects. 7) Cultivates business networks. Collaborates with Business Improvement Districts (BIDs) and other economic development partners on retention and recruitment efforts. 8) Works collaboratively with staff and external partners to retain and grow City businesses, especially major employers, second-stage firms and startup companies. Strategically recruits cluster-related industries, residential developers and specialty retailers. 9) Creates maps and data visualizations. Compiles and presents information on local, state and national trends in real estate, business climate, business finance, tax policy and labor market trends. 10) Guides people through permitting processes and compliance with building and zoning codes. Responds to questions about City planning and enforcement.

	11) Performs other duties as assigned.
Knowledge, Skills And Abilities	• Considerable knowledge of the principles, techniques, and objectives of economic development, urban planning, and land development concepts, especially brownfield redevelopment. Considerable knowledge of the basic principles of urban planning and design, and the tools and practices of economic development including incentives and public-private financial structures; Federal and state statutes; and real estate sales and financing. Knowledge of the City's economic structure and of local, state and federal loan and tax credit programs. • Working skill in the application of principles and practices of community and economic development, especially through grant writing and administration, program and project management, drafting policies, and analyzing data and preparing reports on the economy, housing, the environment, transportation and other relevant topics. • Good ability in the collection, preparation, and analysis of reports and data; financial analysis; analytical skill preparing and maintaining accurate and complete records, files and reports; and making public presentations. Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with staff, elected officials, and members of the public and private sectors. Ability to work the required hours of the position.
Minimum Education And Experience	• Bachelor's degree in Urban Planning, Public Administration, Economics, Political Science or other closely related field. Master's degree desirable. • Three years related experience in economic development, planning, or real estate development desired. • Experience applying for and administering federal and state grants. • Experience with GIS desirable. • Experience conducting real estate market analysis desirable. • Certification through International Economic Development Council (IEDC), American Institute of Certified Planners (AICP), or similar accreditation desirable. • Valid driver's license and a good driving record. A combination of equivalent experience and/or education may be considered.

Physical Requirements	Ability to perform the following activities: • Lifting up to 10 – 20 pounds. • Carrying up to 10 – 20 pounds. • Frequent standing and sitting. • Ability to focus on projects for long periods of time. • Ability to reach, stoop and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position. _____ Employee Name (please print) _____ Employee Signature _____ Date	

JOB DESCRIPTION

City of Green Bay

Position Title:	<u>SENIOR</u> ECONOMIC DEVELOPMENT SPECIALIST
Department:	Community and Economic Development
Reports To:	Development Director
Position Status:	Exempt
Salary Range:	Grade <u>KI</u>
Job Summary:	Creates an economically <u>vibrant</u> community by developing, promoting and managing a variety of City incentives and business assistance programs. This position requires a high degree of versatility and a working understanding of the basic principles of urban planning, <u>downtown revitalization, brownfield redevelopment</u> , public administration and political science.
Essential Functions:	1) Cultivates business networks. Collaborates with Business Improvement Districts (BID's) on retention and recruitment efforts. Organizes and facilitates meetings with employers in the business centers. 2) Works collaboratively with staff and external partners to retain and grow City businesses, especially major employers, second-stage firms and startup companies. Strategically recruits cluster-related industries, residential developers and specialty retailers. 3) Creates maps and data visualizations. Compiles and presents information on local, state and national trends in real estate, business climate, business finance, tax policy and labor market trends. 4) Assists in the creation and implementation of neighborhood, district, corridor and Tax Increment District (TID) plans. <u>1) Manages and coordinates City involvement in major development projects including environmental review, budgets, contracting, bidding, financing, and other aspects of projects as directed by the Development Director. Acts as the lead and primary contact for these projects.</u> <u>2) Manages City programs focusing on downtown revitalization and brownfield redevelopment, including but not limited to, grants and loans funded by, federal, state, and private partners. US Environmental Protection Agency (EPA) Brownfields Community-wide Assessment funds. Completes all reporting requirements.</u> 5)3) Manages City-led redevelopment projects, including complicated brownfield properties, in coordination with other City departments, private developers, consultants, state and federal partners, and community stakeholders. 6) Manages Community Development Block Grant (CDBG) funds for façade and demolition grants. Markets programs and reviews applications. 7)4) Proactively seeks out, applies for and administers major grants and funding opportunities (<\$250,000) that complement Department and City objectives. Guides people through permitting processes and compliance with building and zoning codes. Responds to questions about City planning and enforcement.

	5) <u>Supports the Development Director in the creation and implementation of development agreements, incentive packages, economic development policies, and City plans for neighborhoods, districts, corridors and Tax Increment Districts (TID).</u> 6) <u>Provides direction and guidance to project teams, and outside consultants or vendors who provide project support and services for City projects.</u> 7) <u>Cultivates business networks. Collaborates with Business Improvement Districts (BID's) and other economic development partners on retention and recruitment efforts.</u> 8) <u>Works collaboratively with staff and external partners to retain and grow City businesses, especially major employers, second-stage firms and startup companies. Strategically recruits cluster-related industries, residential developers and specialty retailers.</u> 9) <u>Creates maps and data visualizations. Compiles and presents information on local, state and national trends in real estate, business climate, business finance, tax policy and labor market trends.</u> 8)10) <u>Guides people through permitting processes and compliance with building and zoning codes. Responds to questions about City planning and enforcement.</u> 9)11) <u>Performs other duties as assigned.</u>
Knowledge, Skills And Abilities	• Considerable knowledge of the principles, techniques, and objectives of <u>economic development, community urban planning, and land development concepts, especially brownfield redevelopment. ; basic statistical methods; financial analysis; market analysis; and marketing and urban development.</u> Considerable Good knowledge of the basic principles of urban planning and design, and the tools and practices of economic development including incentives and public-private financial structures; Federal and state statutes; and real estate sales and financing. Knowledge of the City's economic structure and of local, state and federal loan and tax credit programs. • Working skill in the application of principles and practices of community <u>and economic development, planning; performance of statistical calculations and analysis; collection, analyzing and interpreting data pertaining to planning and zoning; reading and understanding construction plans and maps; performing mathematical computations and analysis; and preparing marketing and advertising publications especially through grant writing and administration, program and project management, drafting policies, and analyzing data and preparing reports on the economy, housing, the environment, transportation and other relevant topics.</u> • Good ability in the collection, preparation, and analysis of <u>marketing reports and data; financial analysis; analytical skill; preparing and maintaining accurate and complete records, files and reports; and making public presentations.</u> Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with staff, elected officials, and members of the public and private sectors. Ability to work the required hours of the position.
Minimum Education And Experience	• Bachelor's degree in Urban Planning, Public Administration, Economics, Political Science or other closely related field. Master's degree desirable. • <u>One to t</u>Three years related experience in economic development, <u>marketing,</u> planning,

	or real estate development desired. • Experience applying for and administering federal and state grants. • Experience with GIS desirable. • Experience conducting real estate market analysis desirable. • Certification through International Economic Development Council (IEDC), American Institute of Certified Planners (AICP), or similar accreditation desirable. • Valid driver's license and a good driving record. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: • Lifting up to 10 – 20 pounds. • Carrying up to 10 – 20 pounds. • Frequent standing and sitting. • Ability to focus on projects for long periods of time. • Ability to reach, stoop and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position. _____ Employee Name (please print) _____ Employee Signature _____ Date	

JOB DESCRIPTION

City of Green Bay

Position Title:	Administrative Operations Supervisor
Department:	Community and Economic Development
Reports To:	Development Director
Position Status:	Non-Exempt
Salary Range:	Grade J
Job Summary:	Under general direction, performs work of considerable difficulty in the management of office operations and supervision of clerical staff in the Community and Economic Development Department; provides administrative assistance to the Director.
Essential Functions:	1) Plans, assigns, supervises, and evaluates the work of administrative clerks. Interviews and selects applicants for positions. Provides training and orientation of administrative clerks. Responsible for front office procedures and staffing. Manages related daily issues. 2) Participates in managers meetings and department team meetings involving discussions and decisions on department operations and policies. 3) Provides recommendations for annual budget and works with Director and managers on budget preparation, review, and submittal. Monitors expenses and revenues throughout the year. Prepares and reviews budget status reports. Responsible for maintenance of budget accounts. Responsible for records of revenue, receipts and deposits. Maintains inspection receivables account for expenses and billings related to demolitions and nuisance abatement work. Functions as the liaison to other City departments on administrative and financial matters. 4) Responsible for accounts payable functions. Codes invoices for payment from appropriate general ledger account and approves invoice entry batches. Maintains records for various department operations. Involves expense tracking and billing of chargebacks for federal programs. 5) Provides oversight and review of processes relating to all Boards and Commissions served by the Community and Economic Development Department. Involves all aspects of meeting preparation, mailing of notices, agenda packet preparation, minutes, and Council reports. Performs work for the Green Bay Redevelopment Authority and Tax Incremental Districts Joint Review Board. Coordinates execution of development agreements and other documents with developers and City officials. 6) Provides oversight and review of processes relating to front office responsibilities involving the issuance of building permits, scheduling of inspections, communications with customers, and processing of payments. 7) Reviews and submits legal notices for publication. Reconciles billings and issues payments for various accounts with Official City newspaper. Maintains records on Affidavits of Publication. 8) Responsible for department purchasing functions including the purchase of office supplies, field supplies for inspectors, safety equipment, furniture, and clothing.

	Reconciles assigned purchasing cards and responsible for maintenance of records. Authorizes requisitions and vouchers in the Director's absence. 9) Processes all confidential materials for Community and Economic Development Department. Maintains personnel records. Initiates, tracks, and prepares required personnel action forms. Responsible for training and travel arrangements. Handles reservations, registrations, travel reimbursements and other employee reimbursements. 10) Responsible for oversight of conference room use, copy machine/printer operation and maintenance, and overall functioning of department equipment, furniture, supplies, etc. This would include development and maintenance of Standard Operating Procedures. 11) Performs other duties as assigned.
Knowledge, Skills And Abilities	• Comprehensive knowledge and skill in the principles of management and administration including accounting and bookkeeping, budget management, financial reporting, and record keeping. Comprehensive knowledge of the principles and techniques of effective supervision and evaluation skills. Considerable knowledge of standard office procedures and routines, department programs and policies. Knowledge of local government organization and procedures. • Strong interpersonal communication and analytical skills. Sufficient supervisory skills to effectively supervise assigned staff. Sufficient communication and human relation skills to effectively communicate with people at all levels of the organization. Must possess the analytical and planning skills to evaluate current systems, determine needs, implement changes, and assess impacts of recommendations. Good computer skills including familiarity with word processing, databases, graphics, spreadsheets, and desktop publishing programs. • Proficient skill and ability to learn and adeptly apply departmental rules and regulations. Ability to use a computer and the required software, including spreadsheets. Ability to understand and carry out complex oral and written instructions, work independently without specific instruction, and handle confidential materials with discretion. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff and the public. • Ability to organize and maintain a variety of office records, determine formats for reports of various documents and correspondence. Ability to work the required hours of the position. • May be required to demonstrate minimum competency by successfully passing approved tests.
Minimum Education And Experience	• Associate degree in Supervisory Management, Accounting or related field. • Five years of office management experience. • Prior supervisory experience desired. • Valid driver's license and good driving record.

	• A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: • Lifting up to 10 – 20 pounds. • Carrying up to 10 – 20 pounds. • Frequent standing and sitting. • Ability to focus on projects for long periods of time. • Ability to reach, stoop and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position. _____ Employee Name (please print) _____ Employee Signature _____ Date	

CITY OF GREEN BAY
Job Description

I. IDENTIFICATION

Position Title: ADMINISTRATIVE ASSISTANT
Dept/Division: ~~Planning and Development~~Community and Economic Development
Reports To: Director of ~~Planning and Development~~Community and Economic Development
Supervises: ~~Secretarial Staff~~Administrative Clerks
Job Summary: ~~Performs work of considerable difficulty as administrative assistant to the Green Bay/Brown County Planning Executive Director. Supervises clerical staff. Performs work as related.~~Under general direction, performs work of considerable difficulty in the management of office operations and supervision of clerical staff in the Community and Economic Development Department; provides administrative assistance to the Director.

II. ESSENTIAL FUNCTIONS

~~Responsible for planning scheduling, training, orientation and supervision of all secretarial responsibilities and clerical staff for the Planning and Development Department, including interviewing applicants for employment within the clerical division. Responsible for training and orientation of all departmental staff concerning clerical and other procedures of the department.~~Plans, assigns, supervises, and evaluates the work of administrative clerks. Interviews and selects applicants for positions. Provides training and orientation of administrative clerks. Responsible for front office procedures and staffing. Manages related daily issues.

Participates in managers meetings and department team meetings involving discussions and decisions on department operations and policies.

~~Provides recommendations for annual budget and works with Director and managers on Assists and contributes input in budget preparation, review, and submittal. -and mMonitors expenses and revenues throughout the year. Prepares and reviews budget status reports.;~~Responsible for maintenance of budget accounts. Responsible for records of revenue, receipts and deposits. Maintains inspection receivables account for expenses and billings related to demolitions and nuisance abatement work. Functions as the liaison to other City departments on administrative and financial matters.

Provides oversight and review of processes relating to all Boards and Commissions served by the Community and Economic Development Department. Involves all aspects of meeting preparation, mailing of notices, agenda packet preparation, minutes, and Council reports. Performs work for the Green Bay Redevelopment Authority and Tax Incremental Districts Joint Review Board. Coordinates execution of development agreements and other documents with developers and City officials.

Provides oversight and review of processes relating to front office responsibilities involving the issuance of building permits, scheduling of inspections, communications with customers, and processing of payments.

Reviews and submits legal notices for publication. Reconciles billings and issues payments for various accounts with Official City newspaper. Maintains records on Affidavits of Publication.

Responsible for accounts payable functions. Codes invoices for payment from appropriate general ledger account and approves invoice entry batches. Maintains records for various department operations. Involves expense tracking and billing of chargebacks for federal programs.

~~Responsible for all aspects of department purchasing functions. Handles purchasing including the purchase of office supplies, field supplies for inspectors, safety equipment, furniture, and clothing. Enters requisitions and received reports. Reconciles assigned purchasing cards and responsible for maintenance of records, including requisitioning, received reports and maintaining inventory.~~ Authorizes requisitions and vouchers in the Director's ~~of Planning and Development's~~ absence.

Processes all confidential materials for ~~Planning and~~Community and Economic Development Department. Maintains personnel records. Initiates, tracks, and prepares required personnel action forms. Responsible for overall physical appearance of the Planning and Development Office and procurement of equipment and supplies for all staff. Prepares invoices for planning services performed and follows up on collections. Deposits monies for real estate transactions, cash sales and billing payments. Maintains related accounting records. Responsible for training and travel arrangements. Handles making reservations, registrations, advances and travel reimbursements and other employee reimbursements.

~~Responsible for completion of city and county payroll and maintenance of related records, maintenance of sick and vacation records, attendance reports, insurance and worker's compensation records, processing of inventory and maintenance of related records, and for maintaining other department records, including vehicles, equipment, etc.~~

Responsible for oversight of conference room use, copy machine/printer operation and maintenance, and overall functioning of department equipment, furniture, supplies, etc. office procedures related to secretarial work flow, staff use of equipment including vehicles, fax machine, office supplies, etc. This would include development and maintenance of Standard Operating Procedures, an operations and procedures manual for the department.

III. KNOWLEDGE, SKILLS AND ABILITIES

□ Comprehensive knowledge and skill in the principles of management and administration including accounting and bookkeeping, budget management, financial reporting, and record keeping. Comprehensive knowledge of the principles and techniques of effective supervision and evaluation skills. Considerable knowledge of standard office procedures and routines, department programs and policies. Knowledge of local government organization and procedures.

Strong interpersonal communication and analytical skills. Sufficient supervisory skills to effectively supervise assigned staff. Sufficient communication and human relation skills to effectively communicate with people at all levels of the organization. Must possess the analytical and planning skills to evaluate current systems, determine needs, implement changes, and assess impacts of recommendations. Good computer skills including familiarity with word processing, databases, graphics, spreadsheets, and desktop publishing programs.

~~Comprehensive knowledge of business forms and letter writing, policy and procedure forms and terminology, including business English, spelling, punctuation, grammar and vocabulary. Considerable~~

~~knowledge of standard office procedures and routines, department programs and policies. Knowledge of bookkeeping procedures and other City departments.~~

☐ ~~Proficient skill and ability to learn and adeptly apply departmental rules and regulations. Ability to use a computer and the required software, including spreadsheets. Ability to understand and carry out complex oral and written instructions, work independently without specific instruction, and handle confidential materials with discretion. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff and the public.~~

~~Comprehensive skill in providing a full range of secretarial services, including use of discretionary judgment in dispensing information. Ability to work independently without specific instruction, handling confidential materials with discretion, operating a computerized word processor proficiently (minimum speed of 70 WPM). General computer and office equipment familiarity and experience sufficient to allow for ready understanding of~~

~~computerized systems. Proficiency in word processing and spreadsheet applications. Ability to organize and maintain a variety of office records, determine formats for reports of various documents and correspondence. Working skill in dealing effectively with the public and maintaining effective working relationships.~~ Ability to work the required hours of the position.

May be required to demonstrate minimum competency by successfully passing approved tests.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- ~~High school diploma or equivalent.~~
- Associate degree in ~~secretarial science~~Supervisory Management, Accounting or related field, ~~highly desirable.~~
- ~~Three to five year's progressively responsible secretarial experience~~Five years of office management experience.
- Prior supervisory experience ~~desirable~~.
- Valid driver's license and good driving record.

A combination of equivalent experience and/or education may be considered.

V. PHYSICAL REQUIREMENTS

Ability to perform the following activities:

Lifting up to 10-20 pounds.

Carrying up to 10-20 pounds.

Frequent standing and sitting.

Ability to focus for long periods of time on projects.

Ability to reach, stoop and lift.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Administrative Assistant

~~Planning and Development~~ Community and Economic Development

~~Page 2~~

Employee Signature

Date: 7/22/99



JOB DESCRIPTION

City of Green Bay

Position Title:	Inspection Support Specialist
Department:	Community & Economic Development
Reports To:	Administrative Assistant
Position Status:	Non-Exempt
Salary Range:	Grade E
Job Summary:	Under general supervision, provides customer service and administrative support of considerable difficulty calling for individual judgment, initiative, and specialized knowledge of the Community & Economic Development Department. Works closely with Inspection Division staff.
Essential Functions:	▪ Provides administrative support to inspection and enforcement staff in the permitting and plan review process. Assists with permit process improvements using technology to improve efficiency and communication, including regularly attending meetings with Information Technology staff to streamline processes. Point of contact for contractors, public, and other department staff with questions relating to the building permit process. Tracks and follows up on unpaid permits and start of work. ▪ Proactively updates website content, permitting guides, and documents related to permitting procedures and code updates. Creates and maintains online forms. ▪ Creates and maintains a training manual for inspection software as well as creation and updating documents generated from the inspection software. ▪ Performs considerably difficult customer service duties to walk-in, telephone, and on-line inquiries. Provides information to and/or directs callers and visitors to proper personnel using knowledge of department policies and procedures. Appropriately directs callers to other City of Green Bay departments and other governmental agencies. Involves explanation of department policies and procedures or independent judgement for immediate referral to staff. ▪ Assists the public with permit-related questions and completion and submittal of building permit applications. Involves review for required forms, signatures, site plans, etc. Independently creates projects and processes applications for building, heating, plumbing, electrical, sewer, and other permits upon submittal. ▪ Utilizing computerized system, receives and logs in complaints from the public and other departments/agencies for building, housing, zoning, plumbing, heating, and electrical code violations. Schedules inspections for residential and commercial construction projects. Maintains communications with inspectors in the field. ▪ Performs essential financial functions of accepting payments and generating receipts for in-person, mailed, and online payments for permits, fees, and various other department transactions. Involves research to ensure proper paperwork and approvals are in place before accepting payment, and communication and follow-up with customers on missing documents. ▪ Prepares daily deposit and balancing of cash drawer. Generates and reviews daily and monthly reports to verify accuracy of financial and permit information. Maintains receipt and deposit records and assists with annual auditing. ▪ Generates invoices to property owners for inspection fees and services. Processes

	court citations and related recordkeeping and billings. ▪ Performs work related to invoice processing and payments using computerized system. Generates and distributes monthly reports of building report activity and census data. ▪ Coordinates mailings and schedules inspections for renewals of liquor license establishments. ▪ Provides administrative support services to department staff in typing, formatting, proofreading and distribution of correspondence, reports, forms, plans and other material. Processes incoming and outgoing mail. ▪ Creates committee agendas, reports, minutes and related documents as needed utilizing computerized system. Distributes/publishes meeting materials to website and members. Attends committee meetings. ▪ Maintains files of correspondence, plans, forms, reports and other materials, including scanning of current and historic records. ▪ Assists and performs backup duties for Administrative Assistant and other Administrative Clerks as deemed necessary. ▪ Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Good knowledge of basic office procedures; Working knowledge of business English, spelling, punctuation, and grammar. Working knowledge of business letter forms and general filing procedures. Good attention to detail. ▪ Good skill in performing basic mathematical computations, cash handling, and simple bookkeeping procedures; good skill in planning and processing documents to meet specified deadlines. Skill and ability to operate a variety of office machines. ▪ Ability to provide excellent customer service. Ability to prioritize and multi task duties to meet deadlines as required in a fast paced environment. Ability to maintain focus and complete tasks with multiple disruptions. ▪ Ability to proficiently type and utilize a computer and the required software. Ability to follow oral and written instructions. Ability to use independent judgment and work independently; ability to learn and apply departmental policies, City ordinances and State Statutes. Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate effectively both orally and in writing. Ability to work the required hours of the position. ▪ Typing and other testing tools will be used to assess skills.
Minimum Education And Experience	▪ High school diploma or equivalent. ▪ Successful completion of post high school courses in administrative professional, business, communications, or related field highly desirable. ▪ Three or more years of full-time office experience which included a substantial amount of data entry and computerized systems and software. ▪ Three or more years of full-time customer service with money handling. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: ▪ Lifting up to 20 pounds. ▪ Carrying up to 20 pounds.

- | | |
|--|---|
| | <ul style="list-style-type: none">▪ Frequent sitting.▪ Ability to stoop, reach and lift. |
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The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (please print)

Date

Employee Signature

JOB DESCRIPTION

City of Green Bay

Position Title:	Development Support Specialist
Department:	Community & Economic Development
Reports To:	Administrative Assistant
Position Status:	Non-Exempt
Salary Range:	Grade E
Job Summary:	Under general supervision, provides customer service and administrative support of considerable difficulty calling for individual judgment, initiative, and specialized knowledge of the Community & Economic Development Department. Performs Planning, Economic Development, Inspection, Green Bay Housing Authority, and Green Bay Redevelopment Authority work as assigned.
Essential Functions:	• Provides administrative support for staff related to various boards and commissions including Plan Commission, Board of Appeals, Economic Development Authority, Green Bay Housing Authority, and others as needed. Sets up meetings utilizing computerized system and creates agendas, reports, minutes and related documents. Distributes/publishes meeting materials to website and members. Sets up Zoom meetings for hybrid meeting access. Attends committee meetings. Prepares, tracks, and adds items needed to Council agenda including reports, resolutions, and ordinances. Prepares mailings and public notices as required per committee guidelines. Maintains contact information for boards and commissions. Prioritizes related work to meet deadlines. • Performs work related to the short-term rental permit application process. Involves review of required paperwork for new applications and the annual renewal process. Communicates and follows up with applicants as needed. Maintains related records in computerized system. • Performs considerably difficult customer service duties to walk-in, telephone, and on-line inquiries. Provides information to and/or directs callers and visitors to proper personnel using knowledge of department policies and procedures. Appropriately directs callers to other City of Green Bay departments and other governmental agencies. Involves explanation of department policies and procedures or independent judgement for immediate referral to staff. • Assists the public with permit-related questions and completion and submittal of building permit applications. Involves review for required forms, signatures, site plans, etc. Independently creates projects in computerized system for various permits upon submittal. • Utilizing computerized system, receives and logs complaints from the public and other departments/agencies for building, housing, zoning, plumbing, heating, and electrical code violations. Schedules inspections for residential and commercial construction projects. Maintains communications with inspectors in the field. • Performs essential financial functions of accepting payments and generating receipts for in-person, mailed, and online payments for permits, fees, and various other department transactions. Involves research to ensure proper paperwork and approvals

	are in place before accepting payment, and communication and follow-up with customers on missing documents. • Prepares daily deposit and balancing of cash drawer. Generates and reviews daily reports to verify accuracy of financial and permit information. Maintains receipt and deposit records. • Maintains files of correspondence, forms, reports, and other materials. Compiles and enters data for invoice processing. Processes incoming and outgoing mail.. • Proactively updates website content, creates and maintains online forms, and creates department documents for staff and public use. • Provides administrative support for federal housing program and community development block grant program. • Assists and performs back up duties for Administrative Assistant and other Administrative Clerks as deemed necessary. • Performs other duties as assigned.
Knowledge, Skills And Abilities	• Good knowledge of basic office procedures. Working knowledge of business English, spelling, punctuation and grammar. Working knowledge of business letter forms and general filing procedures. Good attention to detail. • Good skill in performing basic mathematical computations, cash handling, and simple bookkeeping procedures; good skill in planning and processing documents to meet specified deadlines. Skill and ability to operate a variety of office machines. • Ability to provide excellent customer service. Ability to prioritize duties and multi-task to meet deadlines as required. Ability to focus on projects for long periods of time. Ability to proficiently type and utilize a computer and the required software. Ability to follow oral and written instructions. Ability to use independent judgment and work independently. Ability to learn and apply departmental policies, City ordinances and State Statutes. Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate effectively both orally and in writing. Ability to work the required hours of the position. Typing and other testing tools will be used to assess skills.
Minimum Education And Experience	• High school diploma or equivalent. • Three or more years of full-time office and customer service experience which included a substantial amount of data entry, computerized systems, software, and money handling. • Successful completion of post high school courses in Administrative Professional, business, communications, or related field highly desirable. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: • Lifting up to 20 pounds. • Carrying up to 20 pounds. • Frequent sitting. • Ability to stoop, reach and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.	

Employee Name (please print)

Date

Employee Signature

JOB DESCRIPTION

City of Green Bay

Position Title:	ADMINISTRATIVE CLERK <u>(PLANNING)</u>
Department:	Community & Economic Development
Reports To:	Administrative Assistant
Position Status:	Non-Exempt
Salary Range:	Grade D
Job Summary:	Under general supervision, provides customer service and performs clerical-related work <u>administrative support</u> of considerable difficulty calling for individual judgment, initiative, and specialized knowledge of the Community <u>& Economic Development Department. Services Agency.</u> Performs Planning, <u>Economic Development</u> , Inspection, Green Bay Housing Authority, Brown County Housing Authority, and Green Bay Redevelopment Authority work as assigned.
Essential Functions:	<u>Provides administrative support for staff related to various boards and commissions including Plan Commission, Board of Appeals, Economic Development Authority, Green Bay Housing Authority, and others as needed. Sets up meetings utilizing computerized system and creates agendas, reports, minutes and related documents. Distributes/publishes meeting materials to website and members. Sets up Zoom meetings for hybrid meeting access. Attends committee meetings. Prepares, tracks, and adds items needed to Council agenda including reports, resolutions, and ordinances. Prepares mailings and public notices as required per committee guidelines. Maintains contact information for boards and commissions. Prioritizes related work to meet deadlines.</u> <u>Performs work related to the short-term rental permit application process. Involves review of required paperwork for new applications and the annual renewal process. Communicates and follows up with applicants as needed. Maintains related records in computerized system.</u> <u>Performs front desk receptionist and considerably difficult customer service duties to walk-in, and telephone, and on-line inquiries. FurnishesProvides information to and/or directs callers and visitors to proper personnel using knowledge of department policies and procedures. Appropriately directs callers to other City of Green Bay departments and other governmental agencies. <u>Involves explanation of department policies and procedures or independent judgement for immediate referral to staff.</u></u> <u>Assists the public with permit-related questions and completion and submittal of building permit applications. Involves review for required forms, signatures, site plans, etc. Independently creates projects in computerized system for various permits upon submittal.</u> <u>Utilizing computerized system, Rreceives and logs new complaints from the public and other departments/agencies for building, housing, zoning, plumbing, heating, and electrical code violations. relating to code violations using computerized system. Schedules inspections <u>for residential and commercial construction projects. as-needed for contractors and property owners using computerized system. Maintains communications with inspectors in the field.</u></u>

	• <u>Performs essential financial functions of accepting payments and generating receipts for in-person, mailed, and online payments for permits, fees, and various other department transactions. Involves research to ensure proper paperwork and approvals are in place before accepting payment, and communication and follow-up with customers on missing documents.</u> • <u>Prepares daily deposit and balancing of cash drawer. Generates and reviews daily reports to verify accuracy of financial and permit information. Maintains receipt and deposit records.</u> • Provides clerical support services to department staff in the typing, formatting and proofreading of agendas, minutes, letters, reports, loan documents, plan documents, studies and other material from rough drafts, originals, or digital files. Prioritizes and processes related work to meet deadlines. Makes copies and prepares mailings. Maintains mailing lists for boards and commissions. Performs other general office work as required. • Transcribes minutes for various committee meetings and handles the processing of agendas, reports and related documents. Organizes and prepares follow up Council reports and notices and maintains records of related Council actions. • Maintains files of correspondence, forms, reports, and other materials. Compiles and enters data for invoice <u>processing</u>. <u>Processes incoming and outgoing mail.</u>; requisitions and purchase orders and maintains related records. Processes and receipts payments for permits, fees, and various other department transactions. • <u>Proactively updates website content, creates and maintains online forms, and creates department documents for staff and public use.</u> • <u>Provides administrative support for federal housing program and community development block grant program.</u> • Assists and performs back up duties for Administrative Assistant and other Administrative Clerks as deemed necessary. Inspection Division staff, including clerical staff, with related tasks as deemed necessary. • Performs back-up duties in the absence of the Administrative Assistant as deemed necessary. • Performs other duties as assigned.
Knowledge, Skills And Abilities	• Good knowledge of basic office procedures. Working knowledge of business English, spelling, punctuation and grammar. Working knowledge of business letter forms and general filing procedures. <u>Good attention to detail.</u> • Good skill in performing basic mathematical computations, cash handling, and simple bookkeeping procedures; good skill in planning and processing documents to meet specified deadlines. Skill and ability to operate a variety of office machines. • Ability to provide excellent customer service. Ability to prioritize duties and multi-task to meet deadlines as required. Ability to focus on projects for long periods of time. Ability to proficiently type and utilize a computer and the required software. Ability to follow oral and written instructions. Ability to use independent judgment and work independently. Ability to learn and apply departmental policies, City ordinances and State Statutes. Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate effectively both orally and in writing. Ability to work the required hours of the position.

	Typing and other testing tools will be used to assess skills.
Minimum Education And Experience	• High school diploma or equivalent. • Three or more years of full-time office and customer service experience which included a substantial amount of <u>data entry, word processing</u>, computerized systems, software, and money <u>handling/receipting</u>. • Successful completion of post high school courses in Administrative Professional, <u>business, communications, program</u> or related field <u>highly</u> desirable. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: • Ability to perform the following activities: • Lifting up to 10-20 pounds. • Carrying up to 10-20 pounds. • Frequent sitting. • Ability to stoop, reach and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.	
_____ Employee Name (please print) _____ Date _____ Employee Signature	



JOB DESCRIPTION

City of Green Bay

Position Title:	ADMINISTRATIVE CLERK (INSPECTION)
Department:	Community & Economic Development
Reports To:	Administrative Assistant
Position Status:	Non-Exempt
Salary Range:	Grade D
Job Summary:	Under general supervision, provides customer service and <u>administrative support</u> performs clerical related work of considerable difficulty calling for individual judgment, initiative, and specialized knowledge of the Department of Community & Economic Development <u>Department. Works closely with Inspection Division staff.</u>
Essential Functions:	<u>Provides administrative support to inspection and enforcement staff in the permitting and plan review process. Assists with permit process improvements using technology to improve efficiency and communication, including regularly attending meetings with Information Technology staff to streamline processes. Point of contact for contractors, public, and other department staff with questions relating to the building permit process. Tracks and follows up on unpaid permits and start of work.</u> <u>Proactively updates website content, permitting guides, and documents related to permitting procedures and code updates. Creates and maintains online forms.</u> <u>Creates and maintains a training manual for inspection software as well as creation and updating documents generated from the inspection software.</u> Performs front desk receptionist and <u>considerably difficult</u> customer service duties to walk-in, telephone, and on-line inquiries. Furnishes<u>Provides</u> information to and/or directs callers and visitors to proper personnel using knowledge of department policies and procedures. Appropriately directs callers to other City of Green Bay departments and other governmental agencies. May involve<u>Involves explanation of some</u> <u>department policies and procedures or independent judgement for immediate referral to staff.</u> Assists the public with permit-related questions and completion and submittal of building permit applications. {Involves review for required forms, signatures, acceptable site plans, etc.} <u>Independently creates projects and processes applications for building, heating, plumbing, electrical, sewer, and other permits upon submittal.</u> Utilizes<u>esing</u> computerized system, receives and logs in new complaints from the public and other departments/agencies for building, housing, zoning, plumbing, heating, and electrical code violations. Creates projects and processes applications for building, heating, plumbing, electrical, sewer, and other permits. Schedules various inspections for residential and commercial construction projects for building, heating, plumbing, and electrical inspectors. Maintains communications with inspectors in the field. Coordinates mailings and schedules inspections for renewals of liquor license establishments. Generates invoices to property owners for inspection fees and services. Processes lot cleanup and secure requests. Processes citations and related recordkeeping and billings. <u>Performs essential financial functions of</u> G<u>generatesing accepting payments and generating</u> receipts for over the counter in person, mailed, and online payments for

	permits, fees, and various other department transactions. Involves research to ensure proper paperwork and approvals are in place before accepting payment, and communication and follow-up with customers on missing documents. ▪ Prepares daily deposit and balancing of cash drawer. Generates and reviews daily and monthly reports to verify accuracy of financial and project/permit information. Maintains receipt and deposit records and assists with annual auditing. ▪ Generates invoices to property owners for inspection fees and services. Processes court citations and related recordkeeping and billings. ▪ Performs work related to invoice processing and payments using computerized system. Generates and distributes monthly reports of building report activity and census data. ▪ Coordinates mailings and schedules inspections for renewals of liquor license establishments. ▪ Provides administrative clerical support services to department staff in typing, formatting, proofreading and distribution of correspondence, reports, forms, plans and other material. Processes incoming and outgoing mail. ▪ Proactively Updates website content and documents related to permitting procedures and code updates. Creates and maintains online forms. ▪ May a Attends committee meetings and eCreates process committee agendas, reports, minutes and related documents as needed utilizing computerized system. Distributes/publishes meeting materials to website and members. Attends committee meetings. ▪ Maintains files of correspondence, plans, forms, reports and other materials, including scanning of current and historic records. ▪ Assists and performs backup duties for Administrative Assistant and other department staff, including other clerical staff, Administrative Clerks as deemed necessary. with related tasks. Performs back up duties in the absence of the Administrative Assistant. ▪ Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Good knowledge of basic office procedures; Working knowledge of business English, spelling, punctuation, and grammar. Working knowledge of business letter forms and general filing procedures. Good attention to detail. ▪ Good skill in performing basic mathematical computations, cash handling, and simple bookkeeping procedures; good skill in planning and processing documents to meet specified deadlines. Skill and ability to operate a variety of office machines. ▪ Ability to provide excellent customer service. Ability to prioritize and multi task duties to meet deadlines as required in a fast paced environment. Ability to maintain focus and complete tasks with multiple disruptions. ▪ Ability to proficiently type and utilize a computer and the required software. Ability to follow oral and written instructions. Ability to use independent judgment and work independently; ability to learn and apply departmental policies, City ordinances and State Statutes. Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate effectively both orally and in writing. Ability to work the required hours of the position. ▪ Typing and other testing tools will be used to assess skills.

Minimum Education And Experience	▪ High school diploma or equivalent. ▪ <u>Successful completion of post high school courses in administrative professional, business, communications, or related field highly desirable.</u> ▪ Three or more years of full-time office experience which included a substantial amount of <u>data entry</u> typing and computerized systems and software. ▪ Three or more years of full-time customer service with money <u>handling</u> receipting. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: ▪ Ability to perform the following activities: ▪ Lifting up to 20 pounds. ▪ Carrying up to 20 pounds. ▪ Frequent sitting. ▪ Ability to stoop, reach and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position. _____ Employee Name (please print) _____ Date _____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # Q.5

To approve amendment of the July 1, 2023 timeline for the increase of two legal assistant positions (one at 80% and the other at 93.75%) to full-time as soon as practicable.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # R.I

To receive and place on file the monthly Traffic Enforcement Unit Traffic Safety Plan.

BACKGROUND

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. TRAFFIC SAFETY PLAN APR 2023



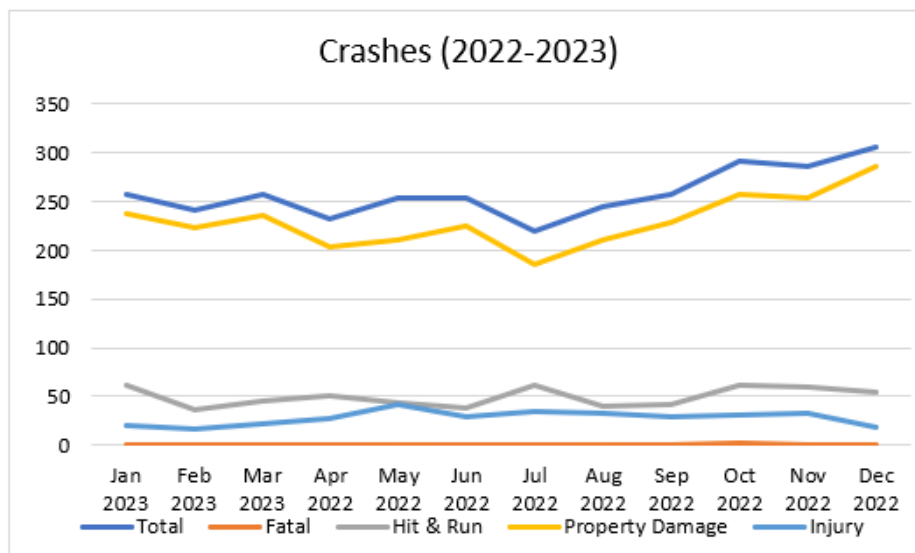
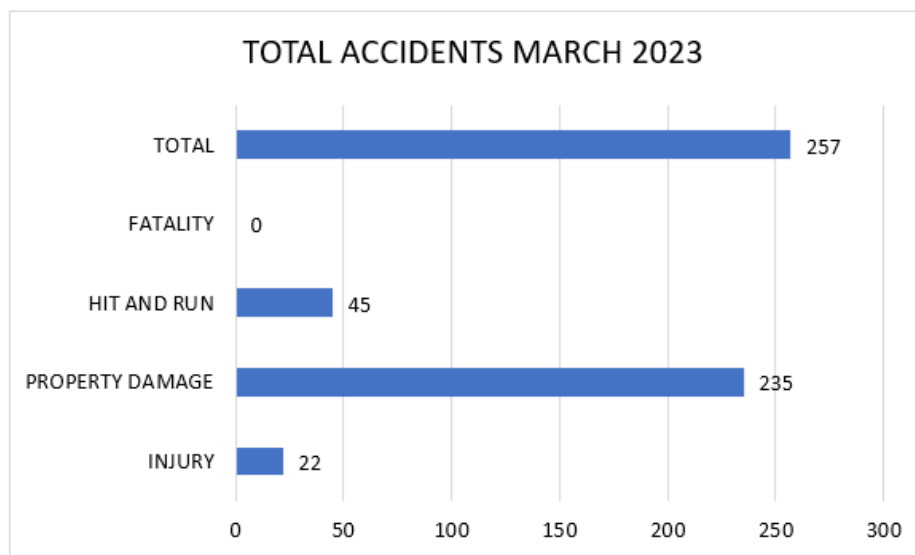
Green Bay Police Department

APRIL 2023

Traffic Safety Plan

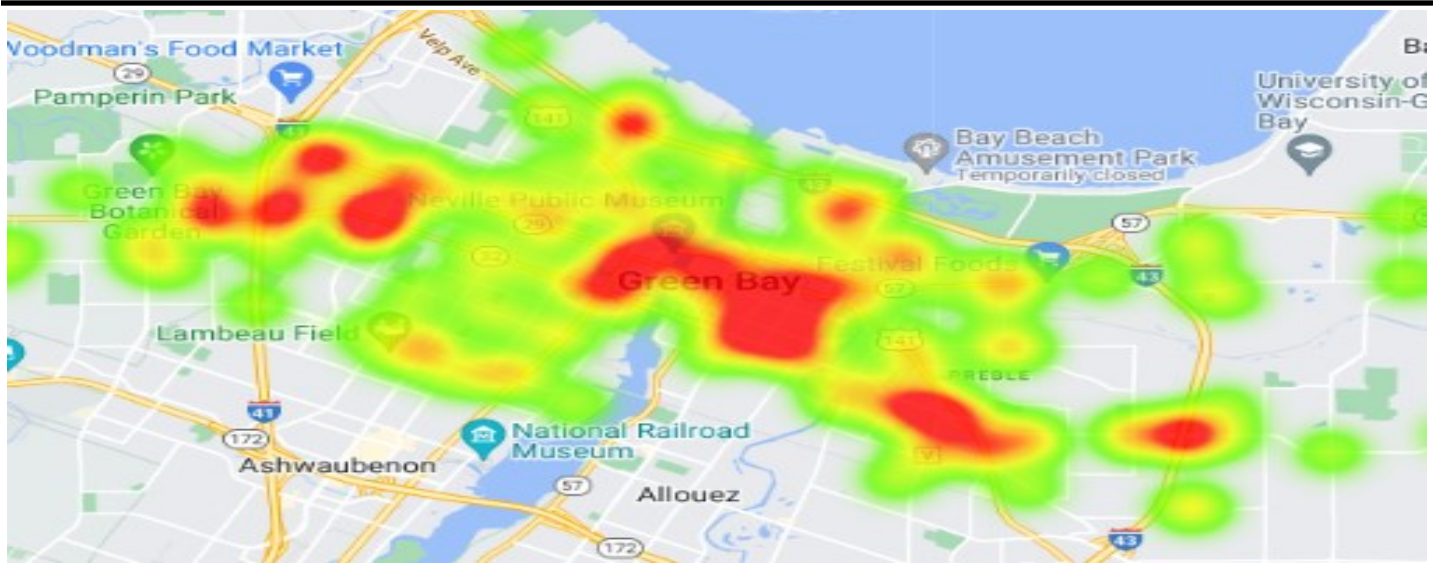
Traffic complaints are the #1 complaint made to the Green Bay Police Department and City Alderpersons. The police department is committed to safe travels for motorists, pedestrians and bicyclists. With a goal of reducing traffic crashes, property damage, injury and death on Green Bay's roadways, the police department will use a data driven approach for traffic enforcement. Data analytics from crash data, citizens complaints and speed boards will be used to identify traffic emphasis areas. Each month's report will be posted on the police department's website and will be presented at each months Traffic, Bicycle and Pedestrian Commission meetings.

MARCH 2023 CRASH DATA

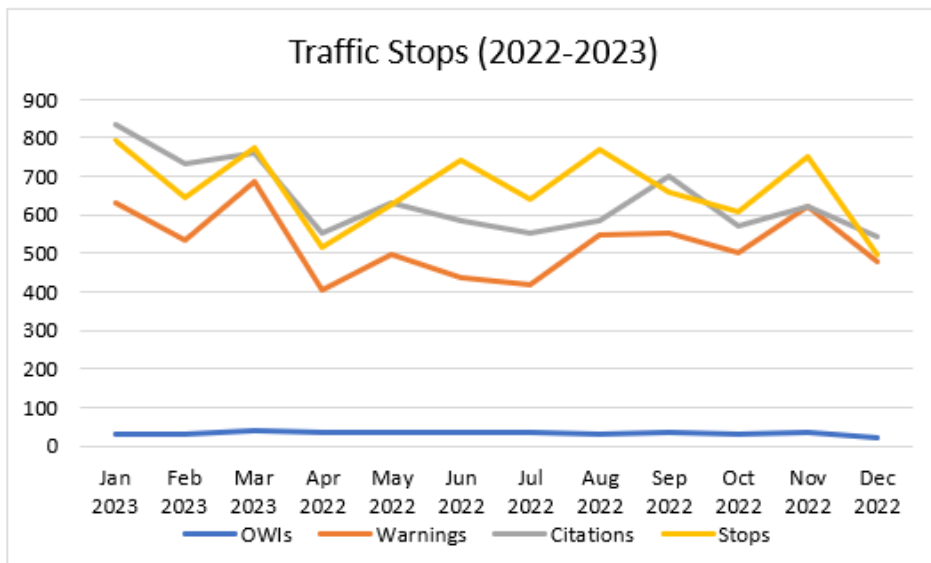
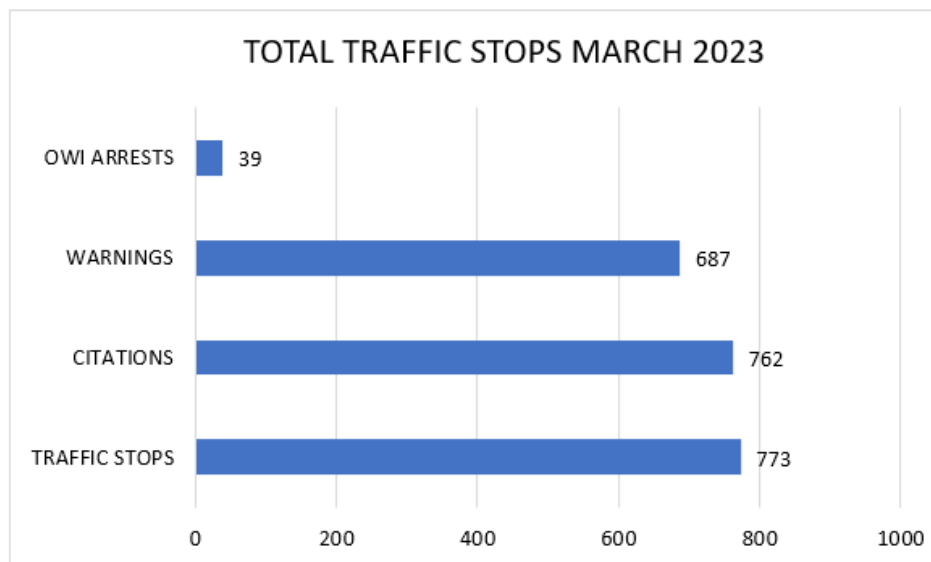


GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

MARCH 2023 TRAFFIC CRASH HEAT MAP



MARCH 2023 TRAFFIC STOPS



GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

UPCOMING TRAFFIC TASK FORCE DEPLOYMENTS

- * BROWN COUNTY OWI TASK FORCE— APRIL 8 (HOBART/LAWRENCE), 29 (DE PERE)
- * CLICK IT OR TICKET SEATBELT ENFORCEMENT— APRIL 11 (GREEN BAY), 21 (COUNTY)
- * LOCAL GREEN BAY ALCOHOL ENFORCEMENT—APRIL 7, 14, 15, 22, 28

ENFORCEMENT PRIORITY AREAS



Analysis Area #1: GREEN BAY (C)

Roadway: WEBSTER AVE S

Total Crashes: 15

Contributing Factors:

- Occp Protection (4)
- Aggressive (1)
- Teen Driver (4)
- CMV (1)
- Speed (3)
- Impaired (1)
- Bike (2)
- Pedestrian (1)
- Distracted (2)



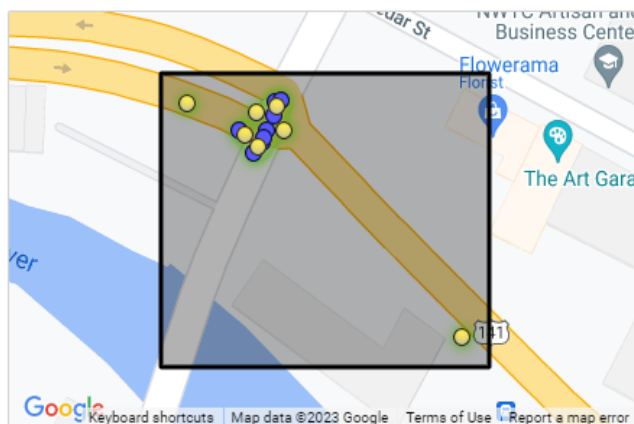
Analysis Area #3: GREEN BAY (C)

Roadway: E MASON ST

Total Crashes: 13

Contributing Factors:

- Teen Driver (4)
- 65+ Driver (3)
- Occp Protection (2)
- Speed (2)
- Impaired (1)



Analysis Area #4: GREEN BAY (C)

Roadway: 141

Total Crashes: 15

Contributing Factors:

- Teen Driver (5)
- Impaired (1)
- 65+ Driver (3)
- Occp Protection (1)
- Distracted (2)
- Speed (2)
- Bike (1)

These areas are determined as the most likely to experience an injury traffic crash based on the last three years of crash data collected by the state of Wisconsin. Packerland & Mason was listed as Analysis Area #2, but since the road pattern in that area has been altered, it was excluded from this analysis until more data can be collected. In the short time the traffic pattern has been changed in the area, crashes have been reduced significantly.

GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

TRAFFIC COMPLAINTS

The Green Bay Police Department has been working tirelessly with the Green Bay Area School District regarding traffic complaints involving the drop-off and pick-up of children before and after school. There have been numerous complaints around the city at a number of schools. Each school has a drop-off and pick-up plan in place to help facilitate the most safe and efficient method for dealing with traffic and children around schools. The Green Bay Police Department Traffic Enforcement Unit, Community Policing Unit and Patrol Division will be randomly going to schools around the city and heavily enforcing the traffic and parking laws that are being violated around the schools that create an unsafe environment for the children as they arrive and depart from school. We encourage all parents to talk to your school administrators to make sure you understand the drop-off and pick-up plan developed for your school. Also, please obey all instructions given to you by crossing guards.

Most common violations around school:

- Speeding in a school zone (school zone speed limits are 15 MPH when children are present)
- Double parking to allow children to enter/leave a vehicle
- Stopping/parking in an intersection or within 15' of a crosswalk
- Disobeying "NO PARKING" or "NO STOPPING OR STANDING" signs

CONSTRUCTION/TRAFFIC CONFLICTS

Packerland Dr. & W. Mason St. (Frontage Rd.)

Packerland Dr. and W. Mason St. (Frontage Rd.) were blocked off using concrete barricades to prevent drivers on the Frontage Rd. from turning left onto Packerland from the businesses on both sides of Packerland. Additionally, "No U-Turn" signs have been added to Southbound Packerland down to Trojan Dr. There are constant violations of the U-turn as drivers need to get used to the new traffic patterns. GBPD Traffic Enforcement Unit is paying attention to the area and educating drivers of the change. Construction will begin at Packerland/Mason in the upcoming months.

Interstate-43 (Leo Frigo Bridge)

Interstate 43 Leo Frigo Bridge painting project and installation of new lighting on the bridge is underway. Work is expected to end in the fall of 2023. One lane of traffic in each direction. Expect delays and shut downs for any accident on the bridge.

W. Mason St. @ Beaver Dam Creek (Fireman's Park area)

Bridge over Beaver Dam Creek near Fireman's Hill (W. Mason St.) will be repaired this summer. Expect delays and a detour up to Shawano Ave. during times when Mason St. will be closed. Traffic Unit expected to have heavy enforcement near the area for cars cutting through the neighborhoods to avoid the detour.



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # R.2

To receive and place on file the 2023 1st quarter serious injury and fatal crashes.

BACKGROUND

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. 2023 IST Quarter Fatal Accident Summary

2023 1ST Quarter Fatal Accident Summary

1/10/2023 06:08PM

GBPD Report #23-201724

On Tuesday January 10th, 2023 at approximately 06:08PM, a Jeep traveling Eastbound on E. Mason St. near Laura St. struck a 74 -year-old pedestrian that suddenly stepped into traffic in front of the Jeep. The male pedestrian struck the hood of the Jeep and was lying in the roadway. Medics rushed the male to the hospital where he was in critical condition. Alcohol, drugs and speed were not factors for the driver of this accident. The male succumbed to his injuries on March 20th, 2023 at UW Hospital in Madison. According to the Wisconsin DOT, "A traffic fatality is reported when death occurs within 30 days (of a crash) as a result of injuries received in the crash." Since this death occurred outside of the 30 day window, it is technically not a traffic fatality by DOT standards for statistical reporting, but is still a fatality resulting from a car crash.



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.3

To remove the NO PARKING (DAY OF PACKERS HOME GAME) zone on the north side of Tony Canadeo Run from Brett Favre Pass to Bart Starr Drive, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.4

To remove the NO PARKING (DAY OF PACKERS HOME GAME) zone on the south side of Tony Canadeo Run from Brett Favre Pass to a point 1,050 feet east of Brett Favre Pass, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.5

To establish a NO PARKING (DAY OF PACKERS HOME GAME) zone on both sides of Tony Canadeo Run from Brett Favre Pass to Bart Starr Drive, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.6

To remove the NO PARKING (DAY OF PACKERS HOME GAME) zone on the east side of Reggie White Way from a point 150 feet south of Lombardi Avenue to Lombardi Avenue, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.7

To remove the NO PARKING zone on the east side of Reggie White Way from a point 150 feet south of Lombardi Avenue to Lombardi Avenue, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.8

To remove the NO PARKING zone on the east side of Reggie White Way from a point 250 feet south of Lombardi Avenue to 300 feet south of Lombardi Avenue, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.9

To establish a NO PARKING (DAY OF PACKERS HOME GAME) zone on the east side of Reggie White Way from Tony Canadeo Run to a point 360 feet south of Lombardi Avenue, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.10

To establish a NO PARKING zone on the east side of Reggie White Way from a point 360 feet south of Lombardi Avenue to Lombardi Avenue, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.11

To remove the NO PARKING zone on the east side of Linden Drive from a point 190 feet south of University Avenue to a point 375 feet south of University Avenue, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.12

To establish a NO PARKING zone on the east side of Linden Drive from a point 190 feet south of University Avenue to a point 300 feet south of University Avenue, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.13

To remove the NO PARKING zone on the west side of Chestnut Avenue from the cul-de-sac south of Dousman Street to James Street, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.14

To establish a NO PARKING zone on the west side of Chestnut Avenue from the cul-de-sac south of Dousman Street to a point 70 feet north of Dousman Street, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.15

To establish a NO PARKING BUS LOADING ONLY 7 AM TO 2:30 PM SCHOOL DAYS zone on the west side of Chestnut Avenue from a point 70 feet north of Dousman Street to a point 290 feet north of Dousman Street, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.16

To establish a NO PARKING zone on the west side of Chestnut Avenue from a point 290 feet north of Dousman Street to James Street, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.17

To remove the NO PARKING zone on the south side of Cherry Street from Washington Street to a point 55 feet east of Washington Street, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.18

To remove the NO PARKING zone on the south side of Cherry Street from a point 130 feet east of Washington Street to a point 220 feet east of Washington Street, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.19

To remove the NO PARKING 15 MINUTE LOADING 7 AM TO 7 PM zone on the south side of Cherry Street from a point 50 feet west of Adams Street to a point 150 feet west of Adams Street, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.20

To establish a NO PARKING zone on the south side of Cherry Street from Washington Street to a point 205 feet east of Washington Street, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.2I

To establish a metered parking zone on the south side of Cherry Street from Washington Street to Adams Street, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.22

To remove the TWO-WAY STOP condition on Westfield Avenue at Murphy Drive, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # R.23

To establish a TWO-WAY YIELD condition on Westfield Avenue at Murphy Drive, and adopt by ordinance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

**RESOLUTION AUTHORIZING CONDITIONAL USE
PERMIT AT 158 NORTH MAPLE STREET (PARCEL 4-95)
(ZP 22-10)**

May 2, 2023

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

That, pursuant to Zoning Petition 22-10 and the recommendation of the Plan Commission on April 24, 2023, the City of Green Bay authorizes a Conditional Use Permit (CUP) for a dormitory use in an Office/Residential (OR) District at 158 North Maple Street, submitted by Redevelopment Authority of Green Bay, property owner:

Legal Description:

DOUSMANS ADDITION NORTH 55 FEET OF LOT 103 & NORTH 55 FEET
OF WEST 25 FEET OF LOT 102. 0.094 ACRES MORE OR LESS
TAX PARCEL NO. 4-95

Said conditional-use permit shall be granted subject to:

1. A maximum capacity of 6 individual unrelated residents who are students of UWGB and one VISTA fellow to act as the property caretakers) for a maximum total of 7 individual tenants. Any increase in residents will require Plan Commission and Common Council approval.
2. If the dormitory use is discontinued, the operation is dissolved, or if *UWGB's Center for Civic Engagement* no longer operates/manages the facility, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.
3. Conformance with the submitted operating plan submitted by the applicant.
4. Compliance with all other regulations of the Green Bay Municipal Code.
5. Final site and building plans are reviewed and approved by the Green Bay Redevelopment Authority.

Adopted _____

Approved _____

Mayor

Clerk

db

Attachment – Map

-  Proposed CUP
-  200' Property Owner Notice

**RESOLUTION AUTHORIZING CONDITIONAL USE
PERMIT AT 1200 S BROADWAY
(ZP 23-12)**

MAY 2, 2023

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

That, pursuant to Zoning Petition 23-12 and the recommendation of the Plan Commission on April 24, 2023, the City of Green Bay does authorize a Conditional Use Permit (CUP) for self-service storage facility in the Special Purpose-Residential Light Industrial (S-RLI) District on the following described property located at 1200 S Broadway:

The North 2 feet of Lot 9 and all of Lot 10, Block 27, According to the recorded plat of C.L.A. Tank's Fourth Addition to Fort Howard City of Green Bay, Brown County, Wisconsin

Tax Parcel No. 1-855

Said CUP shall be granted subject to the following conditions:

1. Submitted site plans to remain in general conformance of what has been provided with this conditional use permit request.
2. The maximum building height shall be three stories, no greater than 40 feet in total.
3. Individual storage units shall not contain motor vehicles.
4. A minimum of three indoor parking spaces are provided to users. The applicant must meet sufficient additional off-street parking to meet the minimum standard for parking requirements for the self-service storage use.
5. Submission of information regarding the specific custom sheet metal to be used on the buildings. Staff to review and grant approval.
6. Final site and building plans are reviewed and approved by the Green Bay Redevelopment Authority.
7. Compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit, including standard site plan review and approval.

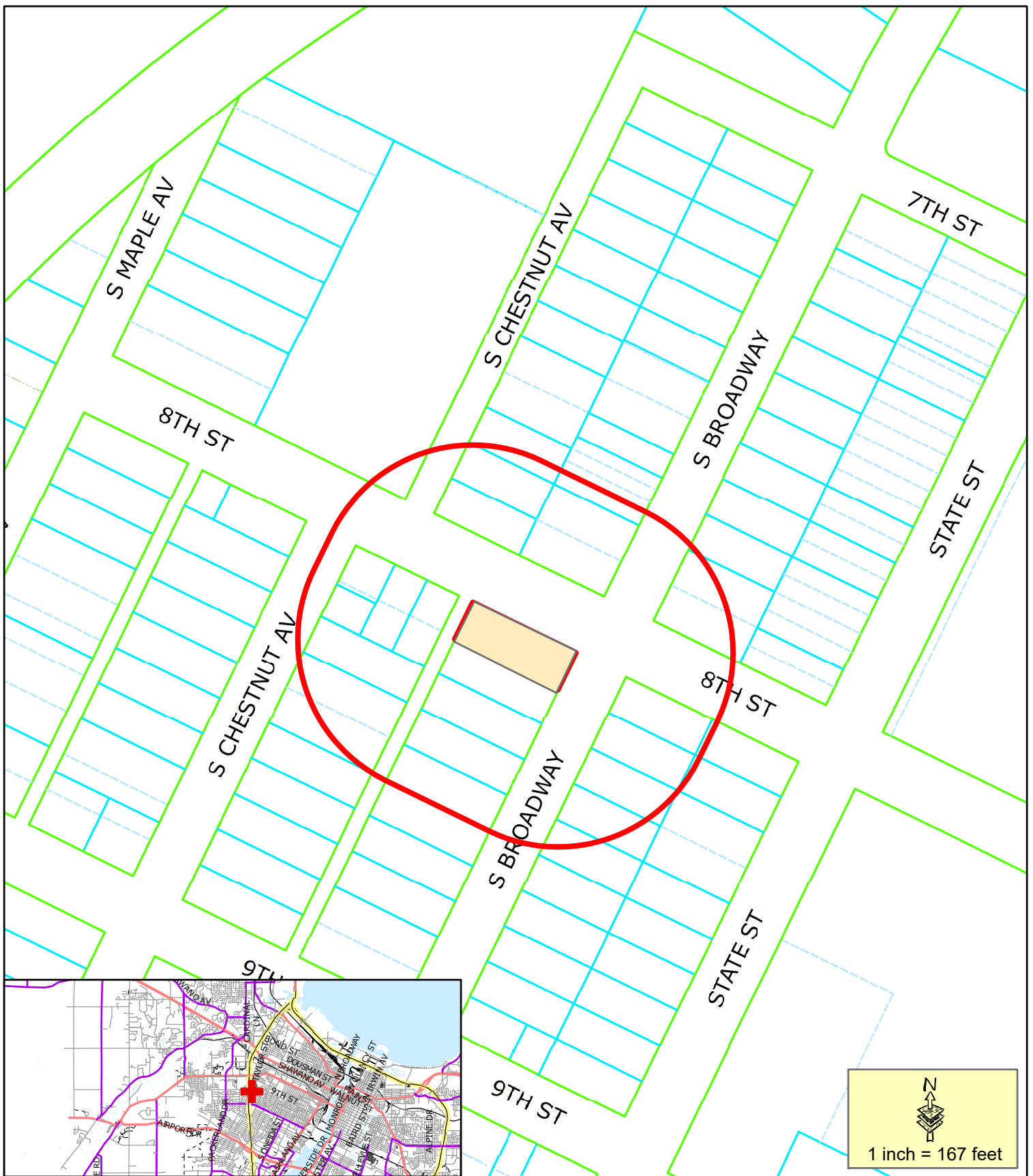
Adopted _____

Approved _____

Mayor

Clerk

jel
Attachment – Map

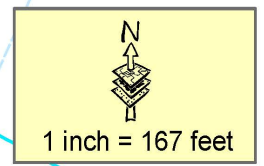
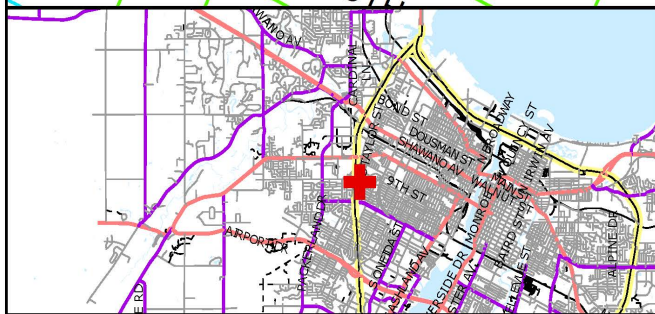
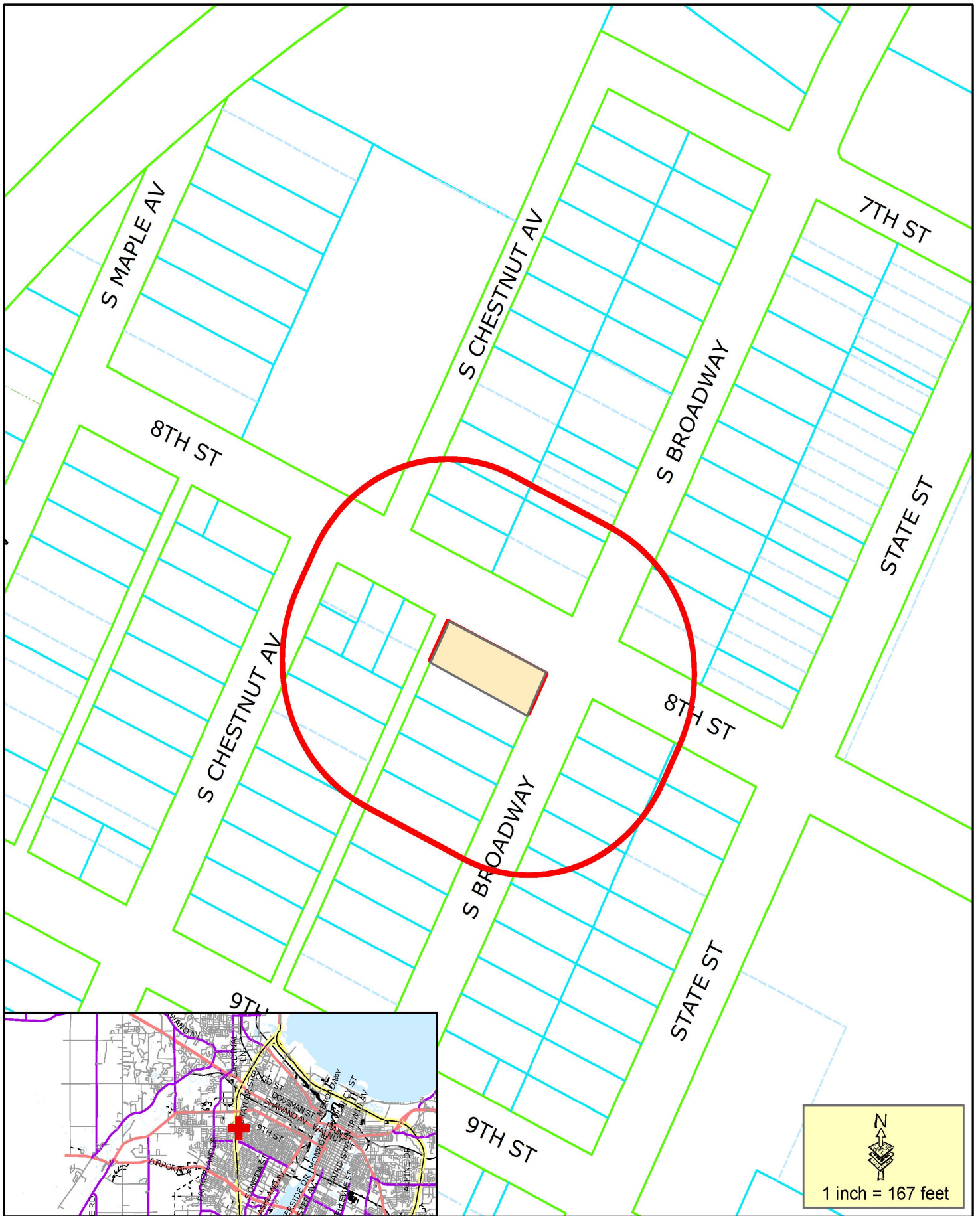


Proposed Conditional Use Permit

200' Property Owner Notice

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by JL

**Conditional Use Permit Request
(ZP 23-12)
Request for Self-Service Storage Use
1200 S Broadway**



Proposed Conditional Use Permit

200' Property Owner Notice

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by JL

**Conditional Use Permit Request
(ZP 23-12)
Request for Self-Service Storage Use
1200 S Broadway**

**RESOLUTION AUTHORIZING
A VARIANCE FROM SECTION 44-554,
ZONING, GREEN BAY MUNICIPAL CODE,
TO ALLOW FOR CREATION OF LOTS UNDER THE
MINIMUM LOT SIZE AND FRONTAGE FOR A PARCELS
LOCATED AT 0 RICHMOND STREET/PARCEL 21-1361-6
(VR 23-06)**

May 2, 2023

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

That, pursuant to Variance Request 23-02 and the recommendation of the Plan Commission on April 24, 2023, the City of Green Bay does authorize a variance from Section 44-554, Zoning, Green Bay Municipal Code, to allow for the creation of substandard lots in relation to size and width of a parcel located on the following described property at 0 Richmond Street:

115,760 SQ FT LOT 1 OF 43 CSM 247 MAP 6521 IN 1878062
BNG PRT OF LOT 26 ASTORS SUBD OF PC 3 TO 7 ESFR
(Parcel 21-1361-6)

Adopted _____

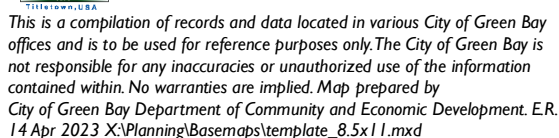
Approved _____

Mayor

Clerk

sh

Attachments (Map and Preliminary Plat)



0 Richmond Street

**RESOLUTION AUTHORIZING RELEASE OF
UTILITY EASEMENT AT 100 BLOCK of E. MASON STREET
(ED 23-02)**

May 2, 2023

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, a request has been filed with the Common Council requesting the release of a 6' x 300' utility easement in the 100 Block of E. Mason Street (Parcel #'s 15-168-A and 15-2).

WHEREAS, the Plan Commission of the City of Green Bay approved said release at its meeting on April 24, 2023, subject to the condition:

1. A separate and existing 24' easement remains along the north property line for the use of a main by Green Bay Water Utility.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Easement Discontinuance 23-02 and the recommendation of the Plan Commission on April 24, 2023, the City of Green Bay does authorize the requested easement discontinuance for the following parcel located in the 100 Block of E. Mason Street:

BE IT FURTHER RESOLVED, the easement discontinuance shall be filed with the Register of Deeds and recorded by the property owner.

Tax Parcels Affected: 15-168-A & 15-2

That part of Lot 1, Brown County Certified Survey Map Number 2379 recorded in Volume 11 of Certified Survey Maps. Page 99, as Document Number 976872, (being part of Lots 1, 2, 3, 4 and 5, Block 6, according to the recorded Plat of Astor), City of Green Bay, Brown County, Wisconsin, described as follows: Beginning at the northwest corner of said Lot 1, Certified Survey Map Number 2379; thence S26°-24'-32"W, 300.00 feet, along the west line of said Lot 1, Certified Survey Map Number 2379; thence S63°-42'-07"E, 6.00 feet; thence N26°-24'-32"E, 300.00 feet, to the north line of said Lot 1, Certified Survey Map Number 2379; thence N63°-42'-07"W, 6.00 feet, along said north line, to the point of beginning.

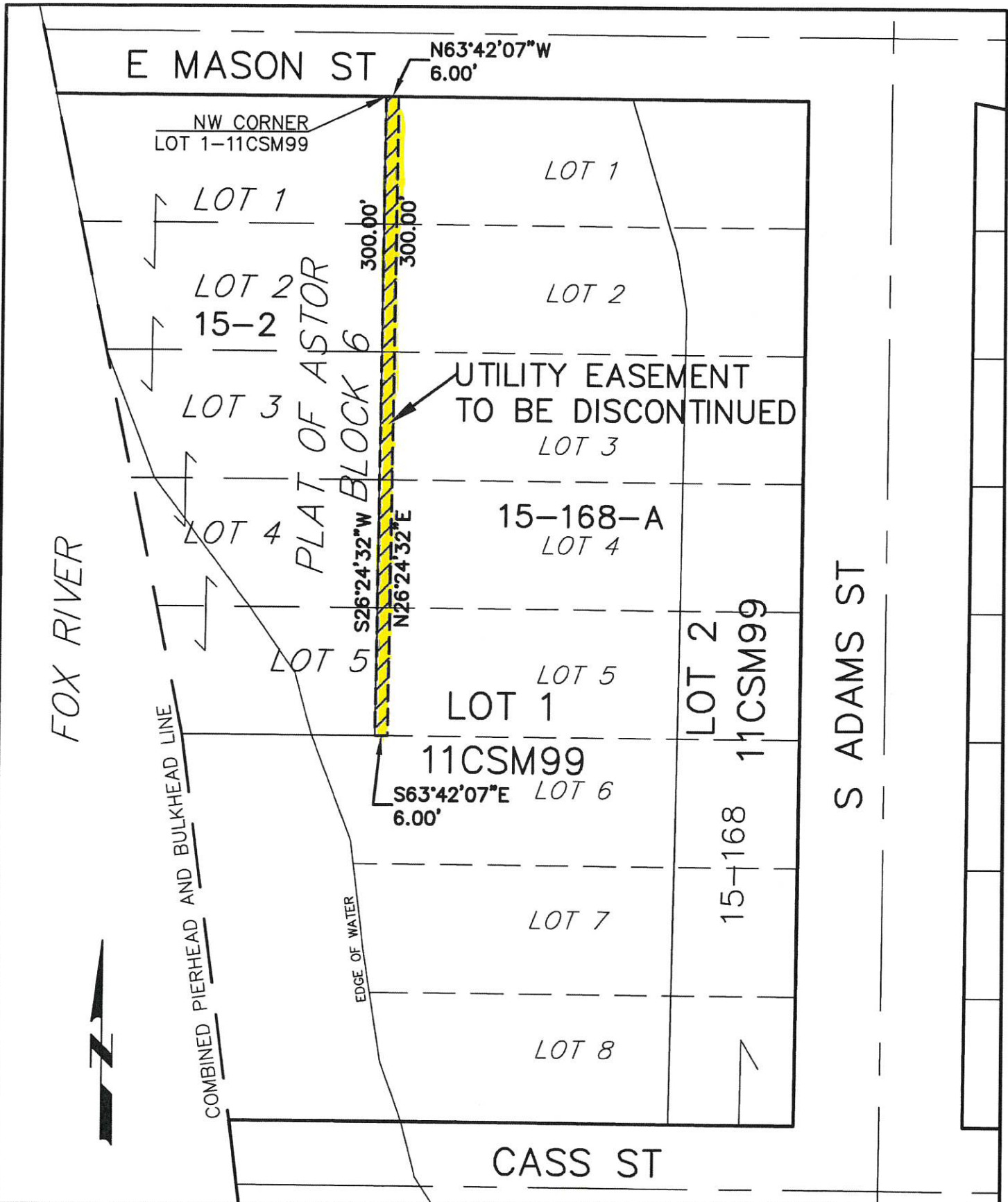
Adopted _____

Approved _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

DM
Attachment – Map



DISCLAIMER

This Computer Aided Drafting and Design (CADD) drawing is a compilation of records and data located in various Public and Private offices. Bearings and distances on this map are based on Brown County basemap. A field survey has not been completed. Brown County and/or City of Green Bay are not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.

0 30' 60' 120'



CITY OF GREEN BAY, WISCONSIN
DEPT. OF PUBLIC WORKS— ENGINEERING DIVISION

UTILITY EASEMENT GRANTED IN 11-CSM-99
TO BE DISCONTINUED

BY	DATE

**RESOLUTION REGARDING VACATION
OF PUBLIC RIGHT-OF-WAY
CUL-DE-SAC AT RICKY STREET AND VINE STREET
(SV 23-01)**

June 27, 2023

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, a request has been filed with the Common Council requesting vacation of the cul-de-sac at Ricky Street and Vine Street; as depicted on the attached map; and

WHEREAS, the public interest may require that the aforesaid street be abandoned, vacated, and discontinued; and

WHEREAS, the Plan Commission of the City of Green Bay has given approval to such abandonment, vacation, and discontinuance, with the following conditions:

1. Access to parcel 21-1361-3 shall be maintained. This shall be addressed in the Developers Agreement with the petitioner(s).
2. Green Bay Water Utility's existing facilities can be abandoned provided that abandonment happens along with the water main extension that is needed for the housing development.
3. Wisconsin Public Service shall be granted a utility easement for their existing facilities within the vacation area.
4. The existing Storm and Sanitary Sewer within the vacated area will need to be modified and/or a sewer easement will need to be addressed in the Developers Agreement with the petitioner(s).; and

NOW, THEREFORE, BE IT RESOLVED that it appears to be in the public interest that the cul-de-sac at Ricky Street and Vine Street be abandoned, vacated, and discontinued by the City of Green Bay subject to the above-referenced conditions, and that a hearing be held on the abandonment, vacation, and discontinuance of the same on June 27, 2023 at 6:00 p.m. in the Council Chambers, City Hall, 100 North Jefferson Street, Green Bay, Wisconsin.

BE IT FURTHER RESOLVED that a notice of such hearing be served on the owners of the frontage of the lots and lands abutting on the portion of the street sought to be abandoned, vacated, and discontinued at least 30 days before such hearing, and that notice of such hearing be published in the official newspaper of the City of Green Bay once a week for three successive weeks before the date of hearing.

BE IT FURTHER RESOLVED that the City Attorney, upon adoption of this resolution, cause a lis pendens to be prepared and filed with the Register of Deeds for Brown County, Wisconsin, pursuant to §840.11, Wis. Stats.

BE IT FURTHER RESOLVED that the City Clerk shall cause a certified copy of this Resolution to be filed with the Register of Deeds for Brown County, Wisconsin.

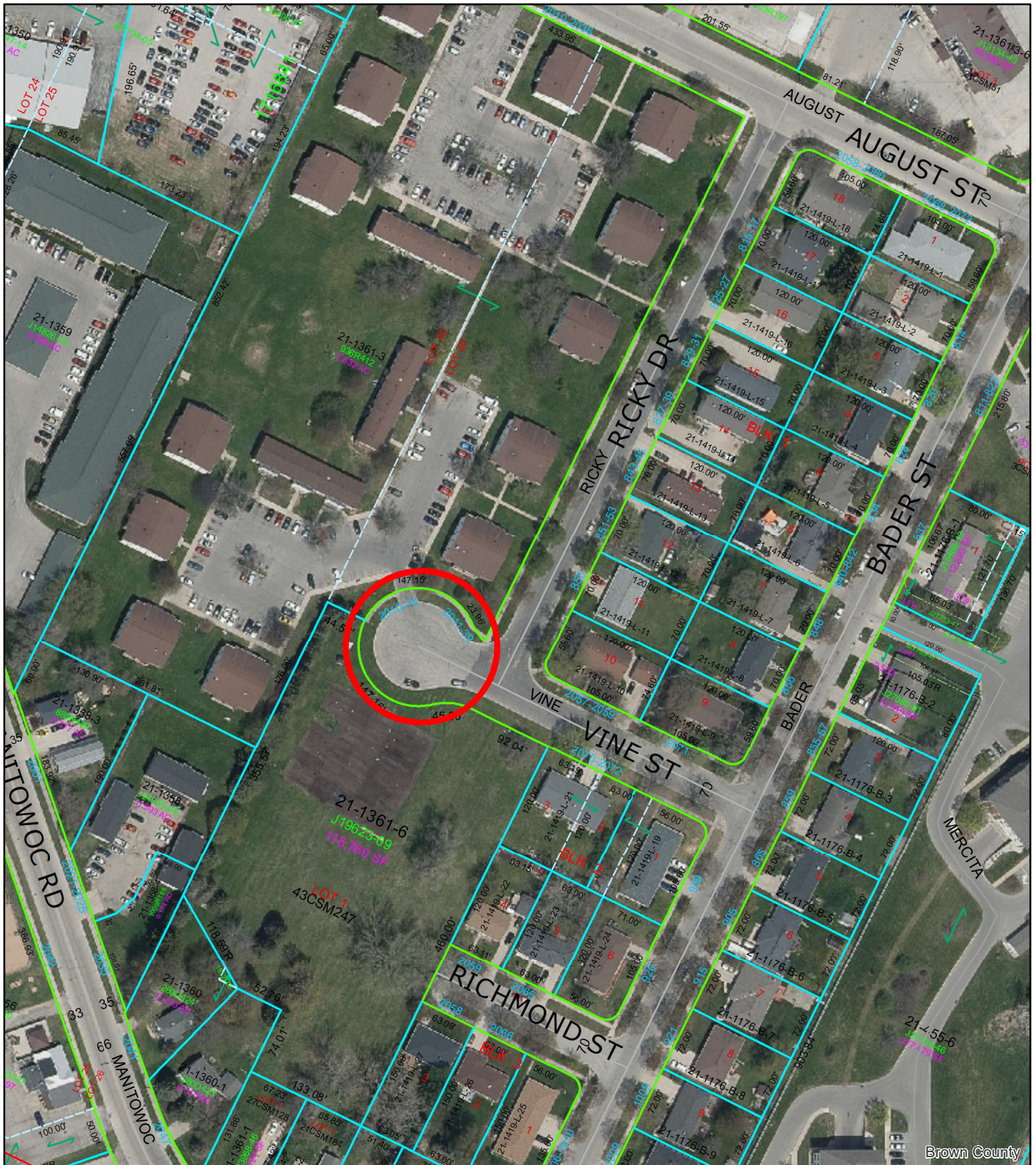
Adopted _____

Approved _____

Mayor

Clerk

Attachments (legal description and exhibit)



(SV 23-01) Vacation of Cul-de-Sac at Vine and Ricky Streets



Vacation Area



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. E.R. 12 Apr 2023 X:\Planning\Basemaps\template_8.5x11.mxd

VACATED ROAD DESCRIPTION

Part of Lot 26, Astors Plat of Private Claim 3 thru 7, located in Private Claim 6 and 7, East Side of Fox River, City of Green Bay, Brown County, Wisconsin, more fully described as follows:

Commencing at the Northwest Corner of Lot 1, Volume 43, Certified Survey Maps, Page 247, Map No. 6521, Document No. 1878062, Brown County Record; thence S63°38'18"E, 44.52 feet along a Northerly line of said Lot 1 to the Point of Beginning; thence 147.15 feet along a Northerly line of said Lot 1, also being the South right of way of Vine Street being the arc of a 65.00 foot radius curve to the Left whose long chord bears S38°29'53"E, 117.68 feet; thence 23.84 feet along a Northerly line of said Lot 1, also being said South right of way being the arc of a 65.00 foot radius curve to the Right whose long chord bears N87°09'27"E, 23.71 feet; thence N26°22'24"E, 76.89 feet; thence 23.91 feet along the North said right of way being the arc of a 65.00 foot radius curve to the Right whose long chord bears N34°27'55"W, 23.78 feet; thence 147.11 feet along the North said right of way being the arc of a 65.00 foot radius curve to the Left whose long chord bears N88°48'54"W, 117.66 feet to the Point of Beginning.

Vacated road contains 13,439 square feet / 0.31 acres more or less.



North



Exhibit

Part of Lot 26, Astors Plat of Private Claim 3 thru 7, located in Private Claim 6 and 7, East Side of Fox River, City of Green Bay, Brown County, Wisconsin.

Graphic Scale: 1" = 40'



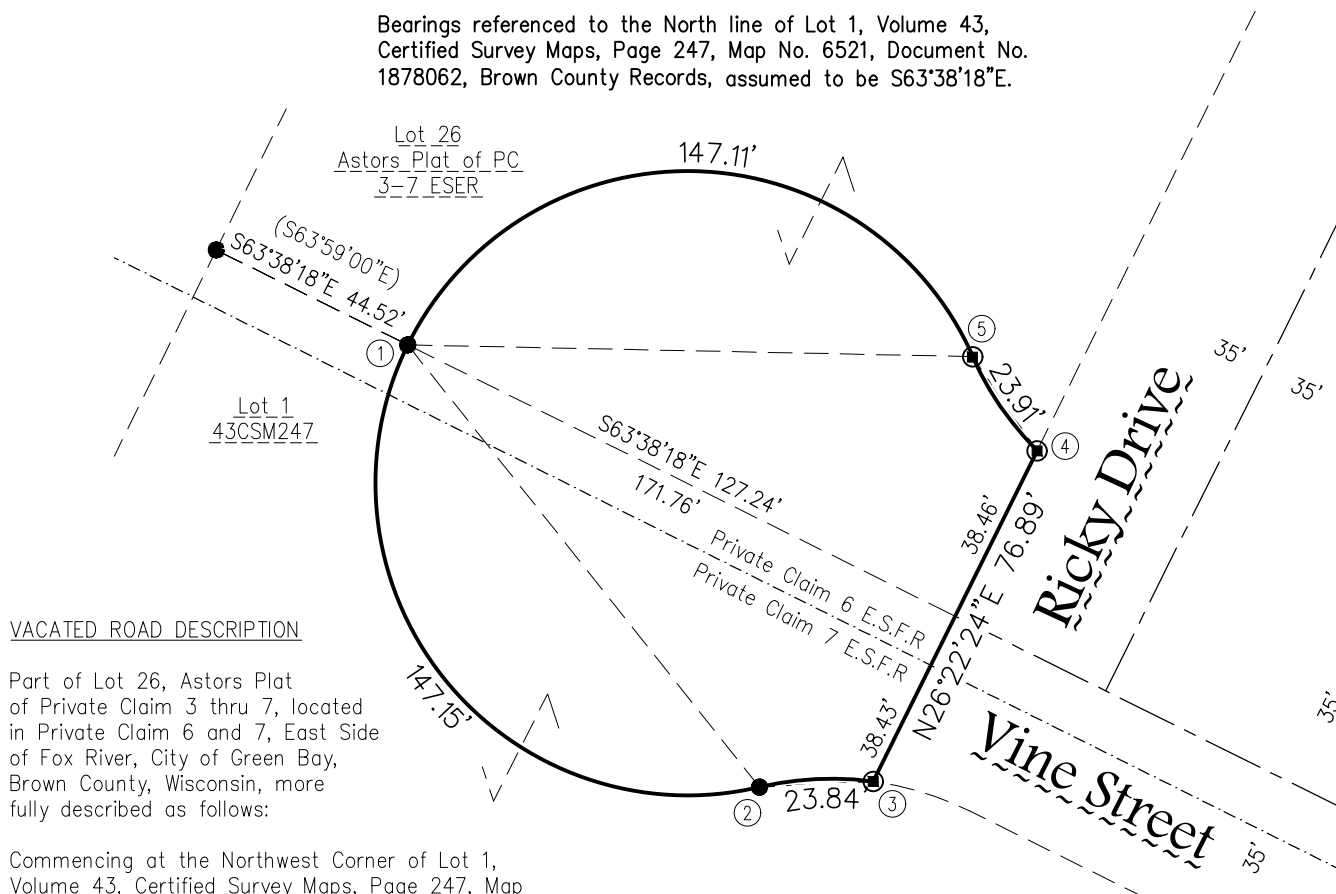
Legend

- 1" iron pipe found
- ⊙ computed point
- () recorded as bearing

Curve Data

CURVE	ARC LENGTH	RADIUS	CHORD LENGTH	CHORD BEARING	CENTRAL ANGLE	TANGENT BEARING
1-2	147.15'	65.00'	117.68'	S38°29'53"E	129°42'02"	S26°21'08"W & S76°39'06"E
2-3	23.84'	65.00'	23.71'	N87°09'27"E	21°01'02"	N82°20'02"E
4-5	23.91'	65.00'	23.78'	N34°27'55"W	21°04'33"	N45°00'12"W
5-1	147.11'	65.00'	117.66'	N88°48'53"W	129°39'58"	N23°58'54"W

Bearings referenced to the North line of Lot 1, Volume 43, Certified Survey Maps, Page 247, Map No. 6521, Document No. 1878062, Brown County Records, assumed to be S63°38'18"E.



VACATED ROAD DESCRIPTION

Part of Lot 26, Astors Plat of Private Claim 3 thru 7, located in Private Claim 6 and 7, East Side of Fox River, City of Green Bay, Brown County, Wisconsin, more fully described as follows:

Commencing at the Northwest Corner of Lot 1, Volume 43, Certified Survey Maps, Page 247, Map No. 6521, Document No. 1878062, Brown County Record; thence S63°38'18"E, 44.52 feet along a Northerly line of said Lot 1 to the Point of Beginning; thence 147.15 feet along a Northerly line of said Lot 1, also being the South right of way of Vine Street being the arc of a 65.00 foot radius curve to the Left whose long chord bears S38°29'53"E, 117.68 feet; thence 23.84 feet along a Northerly line of said Lot 1, also being said South right of way being the arc of a 65.00 foot radius curve to the Right whose long chord bears N87°09'27"E, 23.71 feet; thence N26°22'24"E, 76.89 feet; thence 23.91 feet along the North said right of way being the arc of a 65.00 foot radius curve to the Right whose long chord bears N34°27'55"W, 23.78 feet; thence 147.11 feet along the North said right of way being the arc of a 65.00 foot radius curve to the Left whose long chord bears N88°48'54"W, 117.66 feet to the Point of Beginning.

Vacated road contains 13,439 square feet / 0.31 acres more or less.

Client: Habitat for Humanity
Tax Parcel: 21-1361-6, 21-1361-3
Drafted By: NDK
File: D-5401Exhibit 011623.dwg
Data File: D-5401.txt

Mau & Associates, LLP
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

Sheet One of One
Project No.: D-5401
Drawing No.: X-1440
Fieldwork Completed: 09/14/22

**RESOLUTION APPROVING THE
2023 OPERATING PLAN FOR THE
ON BROADWAY, INC.
BUSINESS IMPROVEMENT DISTRICT
(PP 22-03)**

May 2, 2023

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

That, pursuant to the recommendation of the Green Bay Plan Commission at its meeting of October 24, 2022, the 2023 Operating Plan for the On Broadway, Inc., Business Improvement District, a copy of which is on file in the Clerk's office, is hereby approved.

Adopted _____

Approved _____

Mayor

Clerk

WMT

Attachment – Map

**RESOLUTION APPROVING DEDICATION OF CITY-OWNED LANDS
REQUIRED FOR LARSEN ROAD RIGHTS-OF-WAY**

May 2, 2023

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

That the following described lands required for Larsen Road be dedicated for public street rights-of-way purposes.

That part of Outlot 1, according to the recorded plat of Packerland Subdivision, recorded in Volume 18 of Plats, Page 54, as Document Number 659171, City of Green Bay, Brown County, Wisconsin, described as follows:

Commencing at the northwest corner of said Outlot 1;

thence S59°-07'-56"E, 73.13 feet, along the south right-of-way line of Larsen Road, to the point of beginning;

thence continuing S59°-07'-56"E, 125.00 feet, along said south right-of-way line of Larsen Road;

thence S30°-49'-28"W, 10.08 feet;

thence N59°-10'-32"W, 125.00 feet;

thence N30°-49'-28"E, 10.18 feet, to the point of beginning.

Parcel affected is part of Tax Parcel Number 6H-1634.

Adopted _____

Approved _____

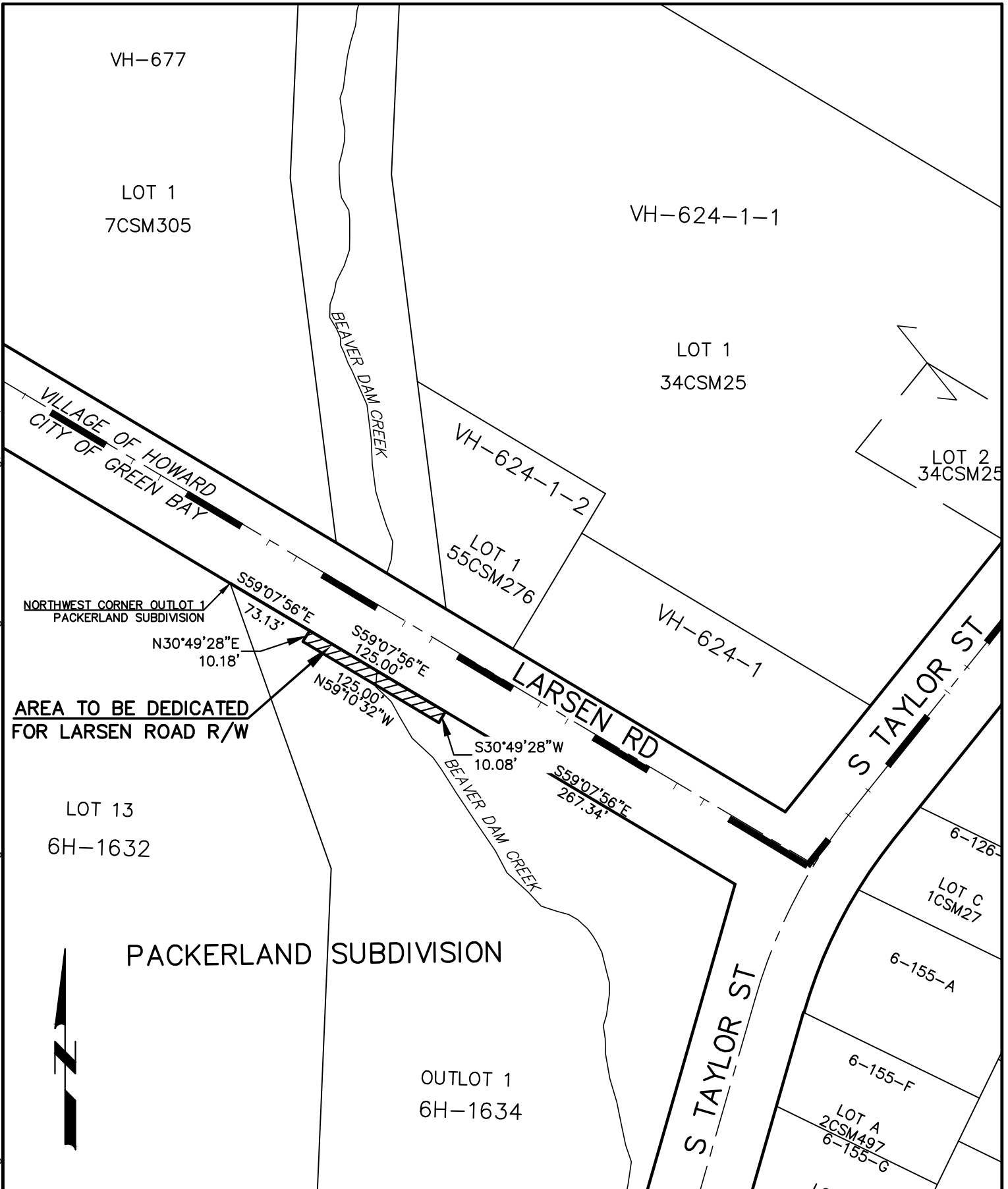
Mayor

Clerk

tg

Attachment – Map

I:\DeptData\PubWorks\Eng\CADD\ACAD\ROW\RW Resolutions\Larsen Rd Bridge over Beaver Dam Cr.dwg, 8.5x11, 4/21/2023 9:42:22 AM



DISCLAIMER
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CITY OF GREEN BAY, WISCONSIN
DEPT. OF PUBLIC WORKS— ENGINEERING DIVISION

AREA TO BE DEDICATED FOR LARSEN ROAD

DATE	BY	REVISION
05/20/20		

**RESOLUTION AUTHORIZING CANCELLATION
OF 2022 REAL ESTATE PROPERTY TAXES**

MAY 2, 2023

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

That, pursuant to the recommendation of the Finance Committee at its meeting of April 25, 2023, the real estate property taxes for 2022 for the following parcel is hereby rescinded.

<u>Parcel</u>	<u>Amount</u>
# 21-5901	\$902.33
John J Jeanquart	
0 Sandy Ln	
Green Bay, WI 54302-4231	

Adopted _____

Approved _____

Mayor

Clerk

**RESOLUTION AUTHORIZING CANCELLATION
OF 2022 REAL ESTATE PROPERTY TAXES**

MAY 2, 2023

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

That, pursuant to the recommendation of the Finance Committee at its meeting of April 25, 2023, the real estate property taxes for 2022 for the following parcel is hereby rescinded.

<u>Parcel</u>	<u>Amount</u>
# 23-254-5 MCR Rentals LLC 1901-1921 Verlin Road Green Bay, WI 54302	\$1,085.41

Adopted _____

Approved _____

Mayor

Clerk

**RESOLUTION AUTHORIZING CANCELLATION
OF 2022 REAL ESTATE PROPERTY TAXES**

MAY 2, 2023

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

That, pursuant to the recommendation of the Finance Committee at its meeting of April 25, 2023, the real estate property taxes for 2022 for the following parcel is hereby rescinded.

<u>Parcel</u>	<u>Amount</u>
# 23-327	\$3,357.11
Wandering Springs Estates LLC	
Wandering Springs Ct RR	

Adopted _____

Approved _____

Mayor

Clerk

**RESOLUTION AUTHORIZING CANCELLATION
OF 2022 REAL ESTATE PROPERTY TAXES**

MAY 2, 2023

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

That, pursuant to the recommendation of the Finance Committee at its meeting of April 25, 2023, the real estate property taxes for 2022 for the following parcel is hereby rescinded.

<u>Parcel</u>	<u>Amount</u>
# 21-2116-18	\$1,946.64
Michael J Zolper	
1845 August St	
Green Bay, WI 54302	

Adopted _____

Approved _____

Mayor

Clerk

**RESOLUTION AUTHORIZING CANCELLATION
OF 2022 REAL ESTATE PROPERTY TAXES**

MAY 2, 2023

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

That, pursuant to the recommendation of the Finance Committee at its meeting of April 25, 2023, the real estate property taxes for 2022 for the following parcel is hereby rescinded.

<u>Parcel</u>	<u>Amount</u>
# 21-2116-15	\$1,946.64
Michael J Zolper	
1831 August St	
Green Bay, WI 54302	

Adopted _____

Approved _____

Mayor

Clerk

FINAL PAYMENTS RESOLUTION
May 2, 2023

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

That the City Clerk be and is hereby instructed to draw FINAL ORDERS in favor of the following contractors for their projects in the amounts listed as follows:

**1. BRIDGE 7-22 MAIN STREET BRIDGE B-5-311 (HYDRAULIC
REHABILITATION PHASE 1)
DRAX, INC.**

TOTAL AMOUNT EARNED:	\$ 67,762.00
LESS AMOUNT RETAINED:	<u>\$ 0.00</u>
	\$ 67,762.00
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 61,392.95</u>
AMOUNT DUE THIS PAYMENT:	\$ 6,369.05

ACCOUNT NUMBERS
401500E-55310-69222: \$6,369.05
PO #2300017

Adopted _____, 2023

Approved _____, 2023

Mayor

ATTEST:

City Clerk

SP

GENERAL ORDINANCE NO. 10-23

**AN ORDINANCE
AMENDING SECTION 40-71,
GREEN BAY MUNICIPAL CODE,
RELATING TO TRAFFIC REGULATIONS**

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

SECTION 1. Section 40-71, Green Bay Municipal Code, is hereby amended to remove the following 2-WAY STOP condition:

WESTFIELD AVENUE, at Murphy Drive (eastbound and westbound)

SECTION 2. Section 40-71, Green Bay Municipal Code, is hereby amended to establish the following 2-WAY YIELD condition:

WESTFIELD AVENUE, at Murphy Drive (eastbound and westbound)

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

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

Dated at Green Bay, Wisconsin this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

City Clerk

DJAH
5/2/23

GENERAL ORDINANCE NO. 11-23

**AN ORDINANCE
AMENDING SECTION 40-34,
GREEN BAY MUNICIPAL CODE,
RELATING TO PARKING REGULATIONS**

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

SECTION 1. Section 40-34, Green Bay Municipal Code, is hereby amended to remove the following NO PARKING zones:

CHERRY STREET, south side, from Washington Street to a point 55 feet east of Washington Street.

CHERRY STREET, south side, from a point 130 feet east of Washington Street to a point 220 feet east of Washington Street.

CHESTNUT AVENUE, west side, from the cul-de-sac south of Dousman Street to James Street.

LINDEN DRIVE, east side, from a point 190 feet south of University Avenue to a point 375 feet south of University Avenue.

REGGIE WHITE WAY, east side, from a point 300 feet south of Lombardi Avenue to a point 250 feet south of Lombardi Avenue.

REGGIE WHITE WAY, east side, from a point 150 feet south of Lombardi Avenue to Lombardi Avenue.

SECTION 2. Section 40-34, Green Bay Municipal Code, is hereby amended to remove the following NO PARKING 15-MINUTE LOADING 7 AM TO 7 PM zone:

CHERRY STREET, south side, from a point 150 feet west of Adams Street to a point 50 feet west of Adams Street.

SECTION 3. Section 40-34, Green Bay Municipal Code, is hereby amended to remove the following NO PARKING (DAY OF PACKERS HOME GAME) zones:

REGGIE WHITE WAY, east side, from a point 150 feet south of Lombardi Avenue to Lombardi Avenue.

TONY CANADEO RUN, south side, from Brett Favre Pass to a point 1,050 feet east of Brett Favre Pass.

TONY CANADEO RUN, north side, from Brett Favre Pass to Bart Starr Drive.

SECTION 4. Section 40-34, Green Bay Municipal Code, is hereby amended to establish the following NO PARKING zones:

CERRY STREET, south side, from Washington Street to a point 205 feet east of Washington Street.

CHESTNUT AVENUE, west side, from the cul-de-sac south of Dousman Street to a point 70 feet north of Dousman Street.

CHESTNUT AVENUE, west side, from a point 290 feet north of Dousman Street to James Street.

LINDEN DRIVE, east side, from a point 300 feet south of University Avenue to a point 190 feet south of University Avenue.

REGGIE WHITE WAY, east side, from a point 360 feet south of Lombardi Avenue to Lombardi Avenue.

SECTION 5. Section 40-34, Green Bay Municipal Code, is hereby amended to establish the following NO PARKING (DAY OF PACKERS HOME GAME) zones:

REGGIE WHITE WAY, east side, from a point 360 feet south of Lombardi Avenue to Lombardi Avenue.

TONY CANADEO RUN, both sides, from Brett Favre Pass to Bart Starr Drive.

SECTION 6. Section 40-34, Green Bay Municipal Code, is hereby amended to establish the following NO PARKING BUS LOADING ONLY 7 AM TO 2:30 PM SCHOOL DAYS zone:

CHESTNUT AVENUE, west side, from a point 70 feet north of Dousman Street to a point 290 feet north of Dousman Street.

SECTION 7. Section 40-34, Green Bay Municipal Code, is hereby amended to establish the following metered parking zone:

CERRY STREET, south side, from Washington Street to Adams Street.

SECTION 8. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 9. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

City Clerk

DJAH
5/2/23



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # U.3

General Ordinance I-23
Relating to Rules of Council Procedure

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DRAFT GO 01-23 - Amend 2-27n - Rules of Council Procedure (COTW)

GENERAL ORDINANCE NO. 01-23

AN ORDINANCE
AMENDING SECTION 2-27(n),
GREEN BAY MUNICIPAL CODE,
RELATING TO RULES OF COUNCIL PROCEDURE

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

SECTION 1.

1. Section 2-27(n), Green Bay Municipal Code, is hereby amended to read:

Sec. 2-27. Rules of Council procedure.

- (n) *Committee of the whole.* The Mayor or the President of the Council may declare the entire Council a committee of the whole for informal discussion at any meeting, or for any other purpose, provided there is no objection made by the majority of the Alderpersons present at the meeting. **The Committee of the Whole may take final action on any matter before it.** The Mayor shall ex officio be Chairperson of such meeting; ~~or, if~~ **If** the Mayor is not present, the Council President shall act as Chairperson in their absence. **If neither the Mayor nor Council President is present, the Council Vice President shall act as Chairperson in their absence.**

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

Clerk

law
03/07/2023



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # U.4

General Ordinance 2-23
Relating to expiration of Mayoral appointments to Boards and Commissions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. G.O. 02-23 Relating to Expiration of Mayoral Appointments to Boards and Commissions

GENERAL ORDINANCE NO. 02-23

AN ORDINANCE
AMENDING SECTION 2-80
GREEN BAY MUNICIPAL CODE,
RELATING TO EXPIRATION OF MAYORAL
APPOINTMENTS TO BOARDS AND COMMISSIONS

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

SECTION 1. Section 2-80, Green Bay Municipal Code, is hereby amended to read:

Sec. 2-80. Expiration of mayoral appointments to boards and commissions.

- (a) Unless appointed to serve the remainder of the existing term by the incoming mayor, mayoral appointments of citizens and Alderpersons to City boards and commissions shall, regardless of any time remaining on the appointment, expire six months after the appointing mayor leaves office.
- (b) Unless otherwise provided by law, this provision shall apply to all boards and commissions.
- (c) Appointments made to vacancies created pursuant to this section shall be for the remainder of the vacated term.
- (d) This section shall affect only those appointments first made after the effective date of the ordinance from which this section is derived.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

Clerk

law
4/20/2023



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

MEETING DATE

May 2, 2023

PREPARED BY

AGENDA ITEM # U.5

General Ordinance 07-23
Relating to Hotel Registry

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DRAFT GO 07-23 - Create I0-2 - Lodging and Accommodations

GENERAL ORDINANCE NO. 07-23

**AN ORDINANCE
CREATING SECTION 10-2,
GREEN BAY MUNICIPAL CODE,
RELATING TO LODGING AND ACCOMMODATIONS**

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

SECTION 1. Section 10-2, Green Bay Municipal Code, is hereby created to read:

Sec. 10-2. Lodging and accommodations.

- (a) *Identification required.* Every owner, keeper, or proprietor of any lodging house, rooming house, short-term rental, motel, hotel, or other similar transient use shall require identification of such guest, roomer, or lodger at the time of registration in a format including, but not limited to, a driver's license, government-issued picture identification card, credit card, or such other form as will reasonably assure that the registrant is, in fact, the person under whose name such lodging, room, or accommodations is, in fact, being procured.
- (b) *Register to be maintained.*
 - (1) Every such owner, keeper, or proprietor shall maintain a register wherein all guests, roomers, or lodgers shall inscribe their names and permanent address upon their procuring lodging, a room, or accommodations. All registers shall be kept on establishment premises for a ninety (90) day period. The register shall be made available for review and inspection by the Green Bay Police Department or other law enforcement agency when authorized.
 - (2) Before furnishing any lodging for hire to any person in any lodging house, or before furnishing any accommodations to any guest of any rooming house, short-term rental, motel, hotel, or other similar transient use, the proprietor, manager or owner thereof shall require the person to whom such lodgings are furnished, or room is rented or accommodations furnished, to inscribe their name and permanent address in such register, opposite said name the time that said name was so inscribed and the room occupied by such lodger, roomer, or guest.
- (c) *Enforcement.* In addition to any forfeiture under this Section, the City may institute an action or proceeding to enjoin a violation of this Chapter, and such violation may constitute the basis for revocation of any and all licenses and permits wherein the City is the issuing authority.

- (d) *Forfeiture.* Failure to maintain a registry in accordance with this section shall be subject to a forfeiture of not less than \$100.00 nor more than \$500.00.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

Clerk

law

ZONING ORDINANCE NO. 10-23

AN ORDINANCE
CREATING A PLANNED UNIT DEVELOPMENT (PUD) OVERLAY DISTRICT FOR
PROPERTY LOCATED AT 2500 BLOCK OF UNIVERSITY AVENUE (PARCEL 21-
1249-1-3)
(ZP 23-13)

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

SECTION 1. Section 44-30, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by establishing a Planned Unit Development District on the following described property:

Legal Description: Lot 1 of 33 CSM 272, being part of Government Lots 2 and 3 and being part of the SE ¼ of the NW 1/4, Section 33, T24N-R21E, in the City of Green Bay, Brown County, Wisconsin.

Tax Parcel: 21-1249-1-3

SECTION 2. Pursuant to Chapter 44, Article XX, Green Bay Municipal Code, as they apply, the following conditions are imposed:

- A. Purpose and Intent. The Planned Unit Development (PUD) is being utilized to permit the development and construction of a 48-unit, multi-story affordable multi-family residential development. The overall appearance and design of the site and improvements shall comply with the attached Exhibits and as regulated within this PUD.
- B. Development Site. 1.837 acre parcel located at the southeast corner of University Avenue and Rothe Street, parcel 21-1249-1-3.
- C. Land Use Regulation.
The principal and accessory land uses which may be established and/or maintained on the subject property are as follows:
 1. Principal use of 48 residential dwelling units within a single structure.
 2. C-1 uses are permitted on ground floor and spaces directly connected to the ground floor.
 3. Accessory uses customarily associated with multi-family dwelling and supportive housing including lobby, mail room, janitorial services, office space associated with the principal use, bicycle storage, secure parcel holding room, community room, fitness room, office space for community services, surface

parking lot and other uses deemed appropriate by the Zoning Administrator.

4. Land use will generally conform with the design of the conceptual site plan (Exhibit B)

5. Residential units are permitted on the ground floor of the development.

6. Prohibited Uses. The PUD limits certain uses from being established on The site or as accessory to the multi-family dwelling principal use including rooming/boarding houses, shelter facilities, transitional housing, dormitories, and assisted living/nursing homes. All other proposed uses are subject to a PUD amendment.

- D. Dimensional and Area Requirements: Dimensional and area requirements or principal structure and surface parking on the subject property shall be regulated as follows:

1. General Site.

- a. Lot Size. Minimum lot area is 1.8 acres
- b. Maximum Impervious Surface: 80%
- c. Maximum Building Height: 50 feet

2. Apartment Building.

a. Front Yard Setbacks

1. University Avenue: Minimum: 15 feet
2. Rothe Street: Minimum: 15 feet

b. Side Yard Setbacks (east lot line): 6 feet

c. Rear Yard Setback (south lot line): 6 feet

d. Maximum Height: Principal building shall not exceed 50 feet in height.

3. Surface Parking.

a. Front Yard Setbacks

1. Rothe Street: Minimum: 15 feet
2. University Avenue: Not Applicable. No parking along street.

b. Side Yard Setback

1. (South lot line): Minimum: 6 feet

c. Rear Yard Setbacks

1. (East lot line): Minimum: 6 feet

- E. Access Circulation and Parking. Access, circulation, and parking within the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, Article XVIII of the Green Bay Municipal Code.

- F. Architectural Design. All building elevations shall generally comply with Exhibit C and subject to the following requirements:

- a. Four-sided design. All sides of the building shall include materials and design characteristics similar to and compatible with those on the front.

- b. Exterior Materials. Building materials shall be durable and appropriate for the residential district as well as being regulated as follows:
 - a. Exterior building façades shall be predominately (minimum of 90%):
 - I. Brick or brick veneer
 - II. Cementitious panels/siding
 - III. Architectural/decorative metal panels
 - IV. Wood or wood composite
 - V. Windows and doors
 - b. Windows and doors. Windows shall include trim and all building entrances shall include a canopy or other roofing element over the doorway.
 - c. A minimum of one public entryway to the principal building must be accessible from University Avenue.
 - d. Accessory structures. Accessory structures are limited to no greater than 16 feet in height and shall match the character of the principal structure, reflected in colors, materials, windows, and architectural features.
- G. Lighting. All lighting on the subject property shall be regulated as set forth in Chapter 44, Article V, Division 8, Green Bay Zoning Code.
- H. Signage. All signage shall be regulated as set forth in Chapter 30 Green Bay Zoning Code.
- I. Site Plan Review & Standards
 - a. Prior to the issuance of any building permits, site plans shall be submitted and reviewed per Chapter 44 Article XIX, Green Bay Zoning Code.
 - b. Risers, paved stoops, paved entries leading to private and public doorways along University Avenue which are in the front setback are allowed.
- J. Access/Parking/Pedestrian Circulation.
 - a. All parking shall be regulated as required in Chapter 44, Article XVIII, Green Bay Zoning.
 - b. Pedestrian access shall be provided from University Avenue and Rothe Street to the development and connected via an internal pedestrian network to the primary entrance of the principal building.
 - c. A public sidewalk extension is required along Rothe Street in the public right of way.
- K. Landscaping/Transitional Yard
 - a. Prior to the issuance of any building permits, detailed landscape plans shall be submitted and reviewed per Chapter 44, Article XIX, Division 5, Green Bay Zoning Code.
 - b. Landscape buffer area can be reduced to six feet in width along the

southern and eastern property lines.

L. Prior to the issuance of any building permits, stormwater management plans, meeting the standards established by the City's Department of Public Works, shall be submitted to and approved by the City. See Chapter 30, Green Bay Municipal Code.

M. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the PUD.

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

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

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

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

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

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

SECTION 8. This ordinance shall not take effect until a public hearing is held thereon as provided by Section 44-82, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor Eric Genrich

ATTEST:

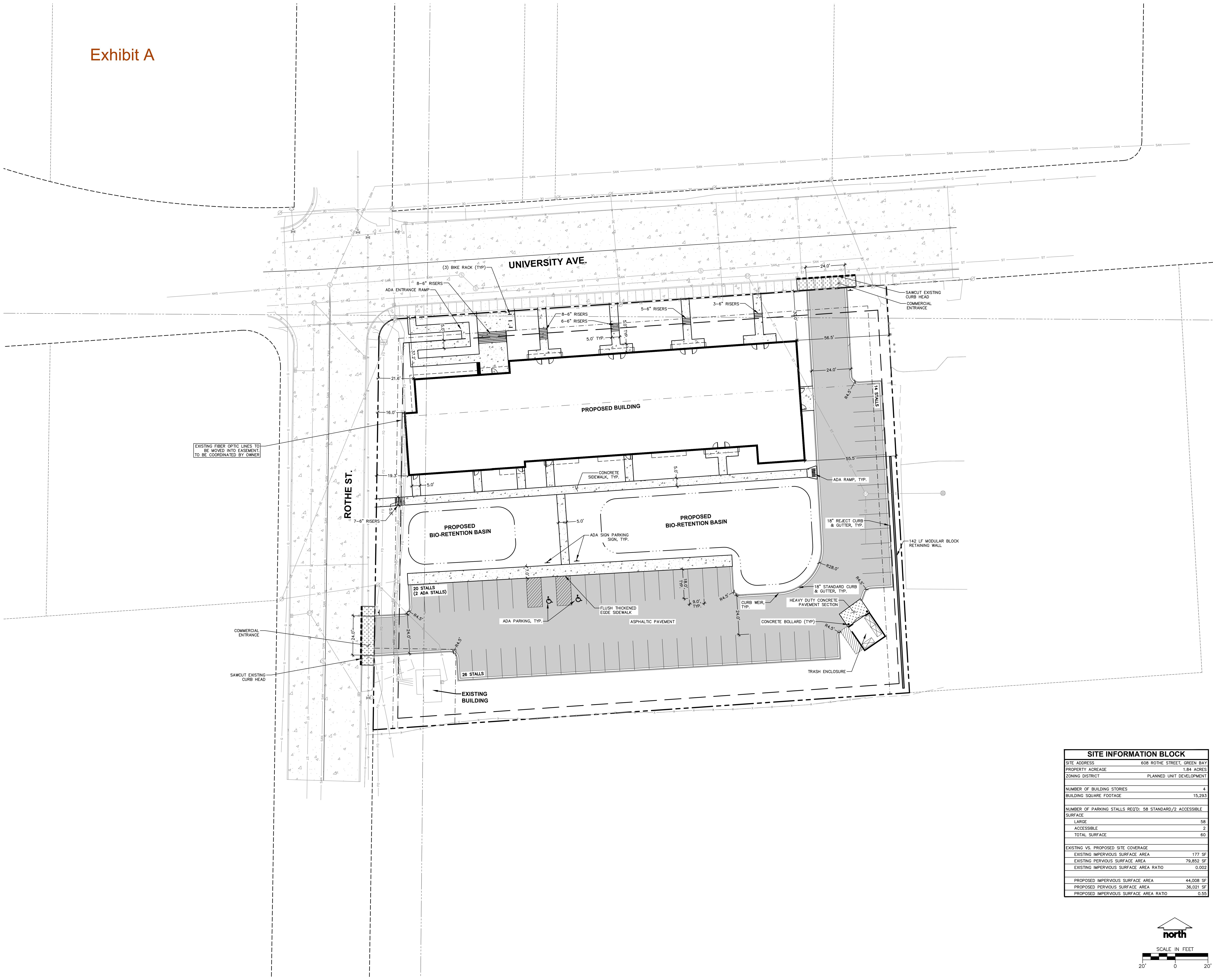
Clerk

Attachments:

Exhibit A – Conceptual Site Plan

Exhibit B – Conceptual Building Elevations and Floor Plans

DRAFT



PROJECT:
BAY CITY LOFTS
608 ROTHE STREET
GREEN BAY, WI 54311

OWNER:
GORMAN & COMPANY
200 N Main Street
Oregon, WI 53575

ARCHITECT:
KORB + ASSOCIATES
ARCHITECTS
648 N. PLANKINTON AVE
SUITE 240
MILWAUKEE, WI 53203

CIVIL ENGINEER:
JSD PROFESSIONAL
SERVICES, INC.
7402 STONE RIDGE DRIVE
WESTON, WI 54476

STRUCTURAL ENGINEER:
SPIRE ENGINEERING, INC.
305 N Plankinton Avenue
Suite 101
Milwaukee, WI 53203

DATE	REVISION

SITE INFORMATION BLOCK	
SITE ADDRESS	608 ROTHE STREET, GREEN BAY
PROPERTY ACREAGE	1.84 ACRES
ZONING DISTRICT	PLANNED UNIT DEVELOPMENT
NUMBER OF BUILDING STORIES	4
BUILDING SQUARE FOOTAGE	15,293
NUMBER OF PARKING STALLS REQ'D: 58 STANDARD/2 ACCESSIBLE	
SURFACE	
LARGE	58
ACCESSIBLE	2
TOTAL SURFACE	60
EXISTING VS. PROPOSED SITE COVERAGE	
EXISTING IMPERVIOUS SURFACE AREA	177 SF
EXISTING PERVIOUS SURFACE AREA	79,852 SF
EXISTING IMPERVIOUS SURFACE AREA RATIO	0.002
PROPOSED IMPERVIOUS SURFACE AREA	44,008 SF
PROPOSED PERVIOUS SURFACE AREA	36,021 SF
PROPOSED IMPERVIOUS SURFACE AREA RATIO	0.55

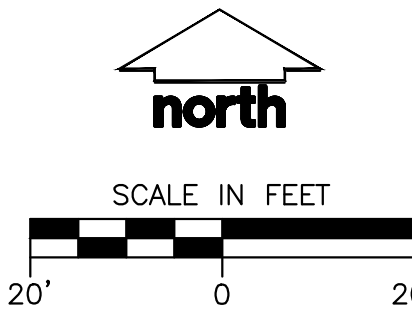
DESIGN REVIEW - NOT FOR CONSTRUCTION -

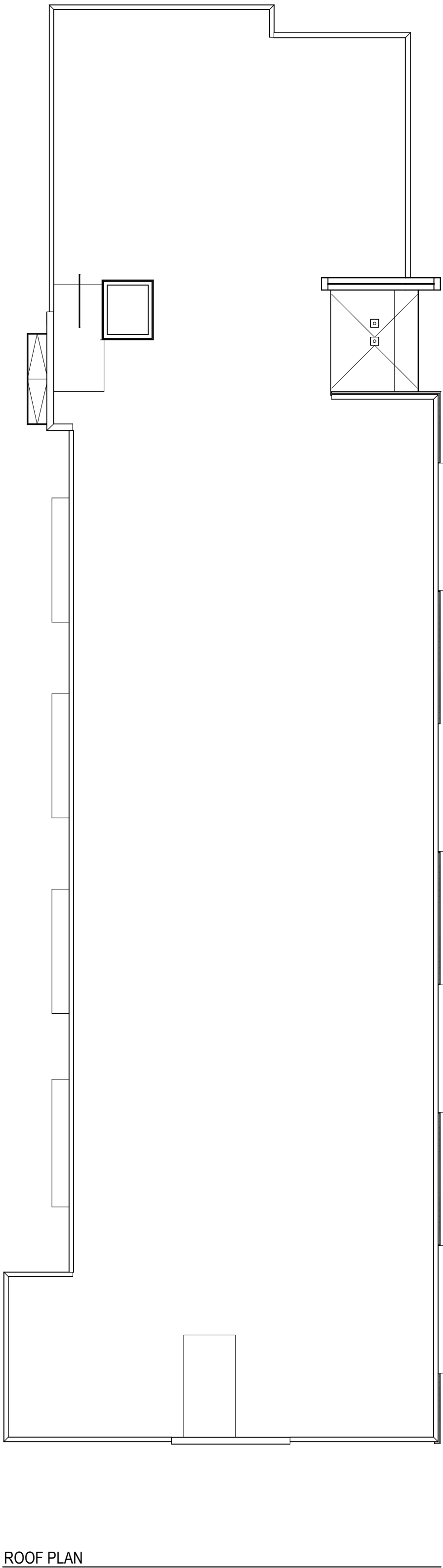
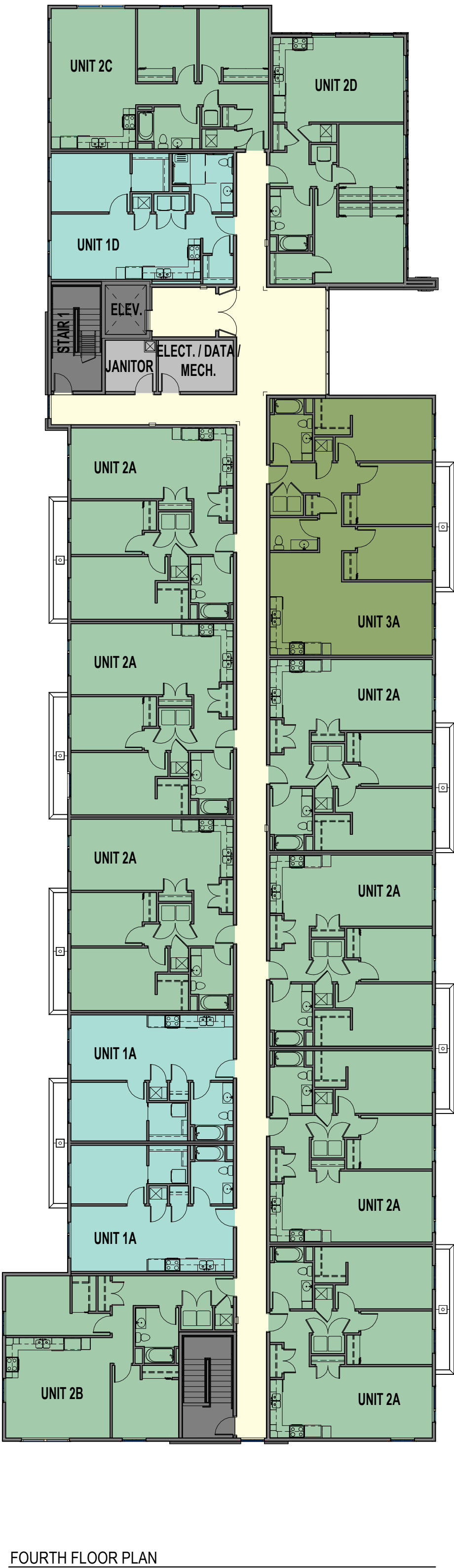
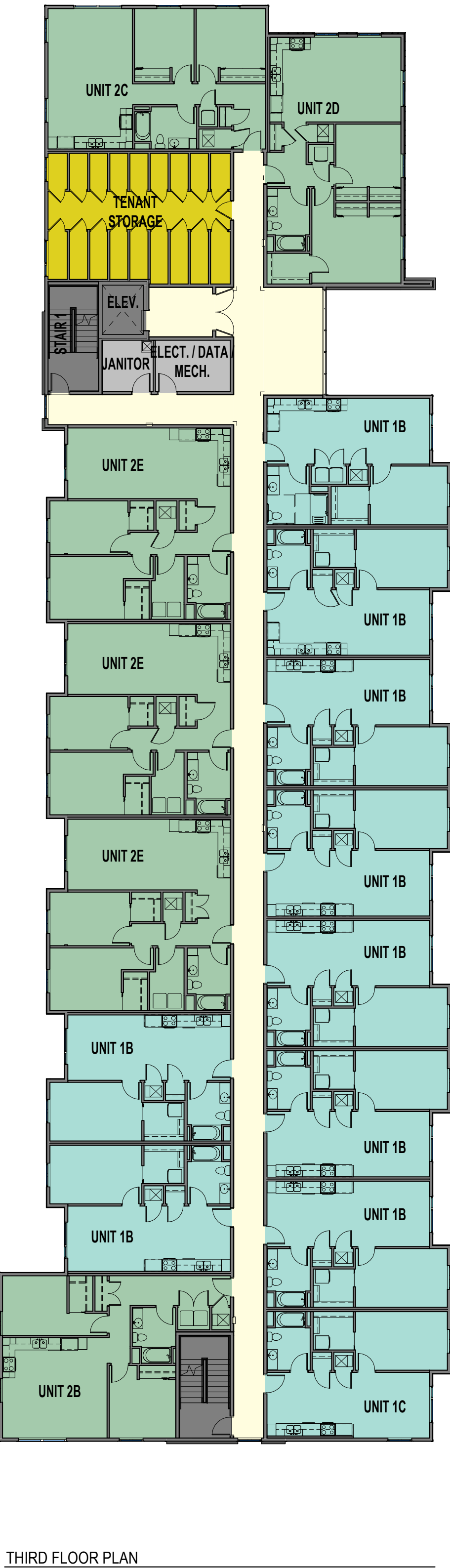
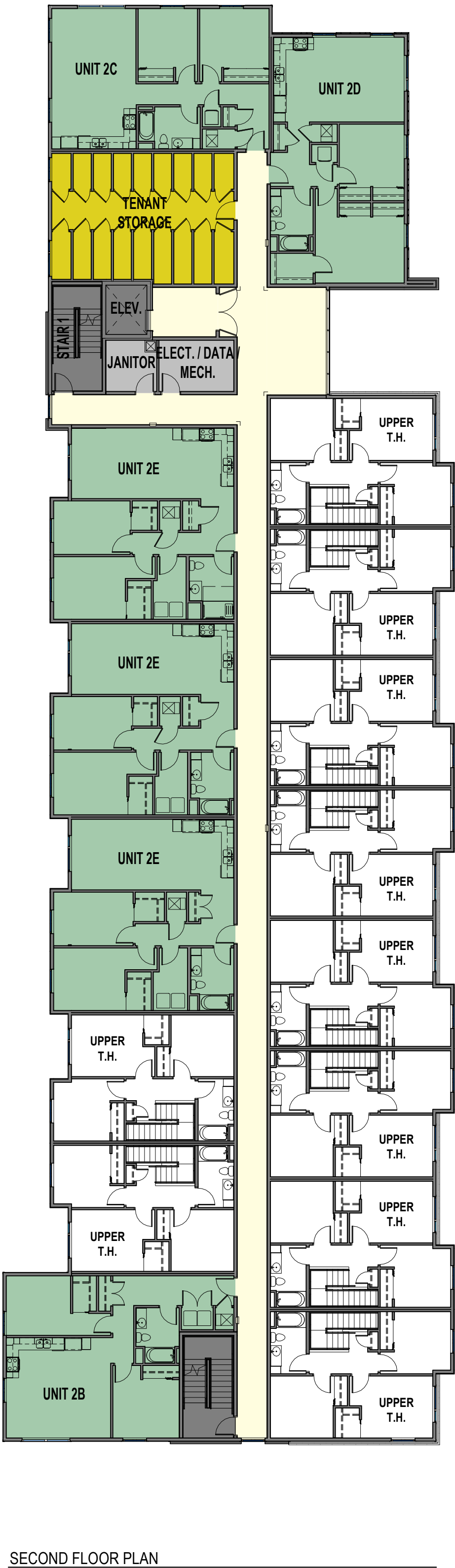
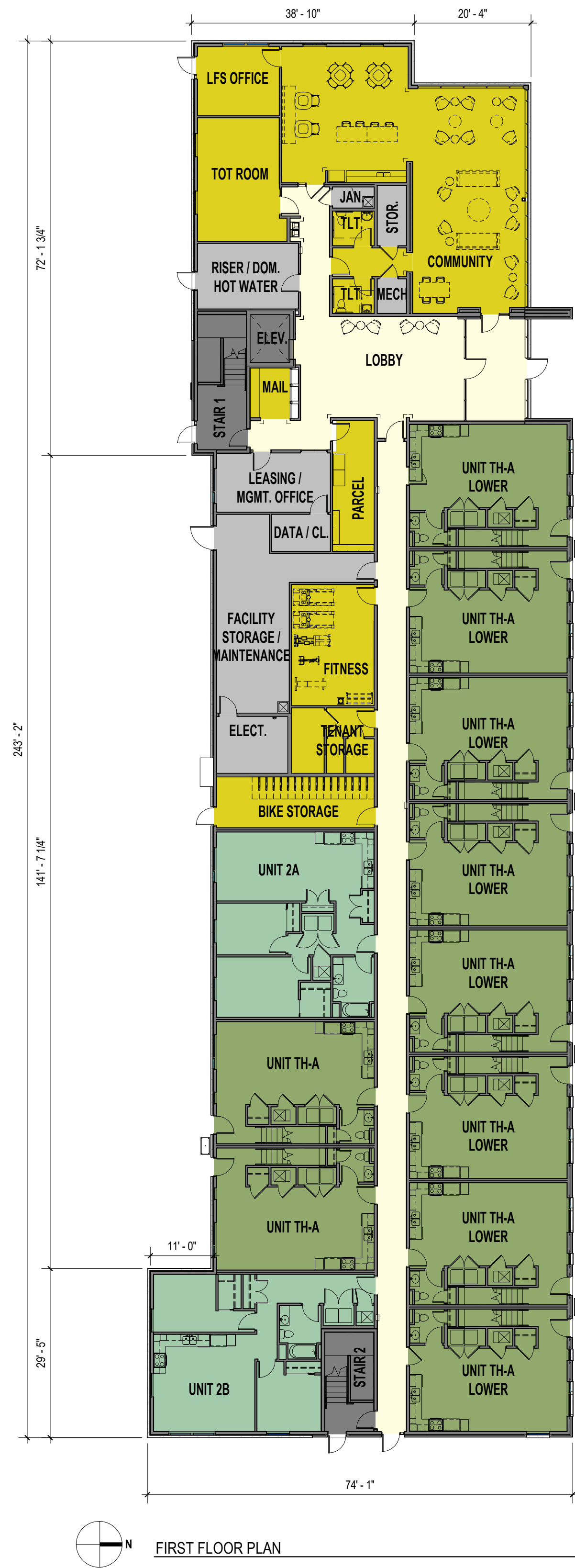
PROJ. NO.	22023-04
SCALE	AS INDICATED
PHASE	
DATE	

Site Plan

C200

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UNIT SUMMARY		
UNIT	Beds/Baths	Unit Type
UNIT 308	1BR 1BA	1C
UNIT 307	1BR 1BA	1B
UNIT 306	1BR 1BA	1B
UNIT 305	1BR 1BA	1B
UNIT 304	1BR 1BA	1B
UNIT 303	1BR 1BA	1B
UNIT 302	1BR 1BA	1B
UNIT 301	1BR 1BA	1B
UNIT 311	1BR 1BA	1B
UNIT 310	1BR 1BA	1B
UNIT 412	1BR 1BA	1D
UNIT 407	1BR 1BA	1A
UNIT 408	1BR 1BA	1A
1BR 1BA: 13		
UNIT 209	2BR 1BA	2B
UNIT 212	2BR 1BA	2E
UNIT 213	2BR 1BA	2E
UNIT 214	2BR 1BA	2E
UNIT 215	2BR 1BA	2C
UNIT 216	2BR 1BA	2D
UNIT 109	2BR 1BA	2B
UNIT 112	2BR 1BA	2A
UNIT 316	2BR 1BA	2D
UNIT 315	2BR 1BA	2C
UNIT 314	2BR 1BA	2E
UNIT 313	2BR 1BA	2E
UNIT 312	2BR 1BA	2E
UNIT 309	2BR 1BA	2B
UNIT 413	2BR 1BA	2C
UNIT 414	2BR 1BA	2D
UNIT 402	2BR 1BA	2A
UNIT 403	2BR 1BA	2A
UNIT 404	2BR 1BA	2A
UNIT 405	2BR 1BA	2A
UNIT 406	2BR 1BA	2B
UNIT 409	2BR 1BA	2A
UNIT 410	2BR 1BA	2A
UNIT 411	2BR 1BA	2A
2BR 1BA: 24		
UNIT 101.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 102.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 103.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 104.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 105.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 106.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 107.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 108.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 110.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 111.1 (LOWER)	3BR 1.5BA	TH-A
UNIT 401	3BR 1.5BA	3A
3BR 1.5BA: 11		
TOTAL OF ALL UNITS: 48		

NOT FOR CONSTRUCTION

KEYNOTE	DESCRIPTION
04 CSTN-1	04 72 00 / CAST STONE SILL - TO MATCH CORDOVA BUFF
04 FBR-1	04 26 13 / FACE BRICK - UTILITY SIZE
04 STN-1	04 43 13 / ANCHORED STONE MASONRY VENEER
07 FCB-1	07 46 19 / FIBER CEMENT RAINSCREEN
07 MP-1	07 46 19 / METAL PANEL
07 SDG-1	07 46 46 / FIBER CEMENT LAP SIDING
07 SMF-2	07 62 00 / SHEET METAL FLASHING - PREFINISHED ALUMINUM
08 AFS-2	08 41 13 / ALUMINUM FRAMING SYSTEM - EXTERIOR, THERMALLY BROKEN
08 VWS-1	08 53 13 / VINYL WINDOW SYSTEM



COLOR ELEVATIONS

BAY CITY LOFTS

22002-04

04.19.2023

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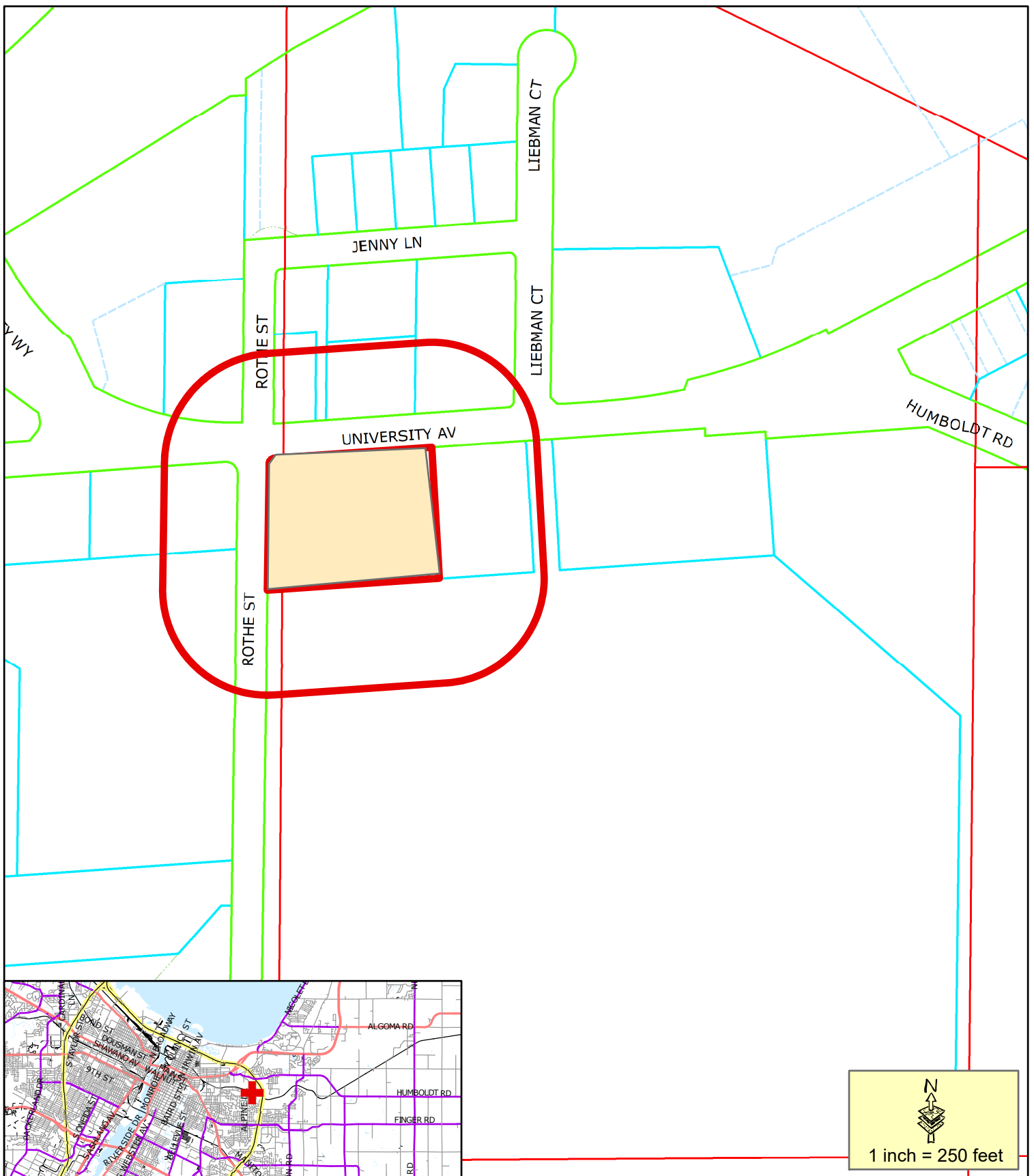
PERSPECTIVE - INTERSECTION OF UNIVERSITY AVE & ROTHE ST - NORTHWEST CORNER



PERSPECTIVE - UNIVERSITY AVENUE ENTRY



PERSPECTIVE - SOUTHEAST CORNER



Proposed Rezone for Planned Unit Development

200' Property Owner Notice

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by JL

Rezone Request (ZP 23-13)
Planned Unit Development
2500 Block of University Avenue
Parcel 21-1249-1-3

GENERAL ORDINANCE NO. 09-23

AN ORDINANCE AMENDING CHAPTER 44, ARTICLES III, VII, VIII, IX, XVI, AND XXI, GREEN BAY MUNICIPAL CODE, RELATING TO COMMERCIAL DOG USES

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

SECTION 1. Article III, Definitions, of Chapter 44, Green Bay Municipal Code, is hereby amended to reflect the addition of the following definitions:

Section 44-250(7): Land Use Definitions

Commercial Business with Dog Area: Commercial facility with an accessory use allowing an area for customers to bring their dog(s).

Commercial Dog Day Care: Commercial facility occupied by dogs for the purpose of exercise and socialization during daytime business hours. No animal will be kept overnight or on weekends. These facilities can include indoor and outdoor spaces.

SECTION 2. Article VII, Mixed-Use Districts, of Chapter 44, Green Bay Municipal Code, is hereby amended to add:

Section 44-615, Table 44-5

Use	OR	NC	D	Dev. Stds.
Service Businesses				
<u>Business with Dog Area</u>	C	C	P	x
<u>Commercial Dog Day Care</u>	C	C	P	x

SECTION 3. Article VIII, Commercial Districts, of Chapter 44, Green Bay Municipal Code, is hereby amended to add:

Section 44-681, Table 44-8

Use	C1	C2	C3	Dev. Stds.
Service Businesses				
<u>Business with Dog Area</u>	P	P	P	x
<u>Commercial Dog Day Care</u>	P	P	P	x

SECTION 4. Article IX, Industrial Districts, of Chapter 44, Green Bay Municipal Code, is hereby amended to add:

Section 44-769, Table 44-11

Use	LI	GI	BP	Dev. Stds.
Service Businesses				
Animal grooming establishment	P	-	P	x
Animal boarding facility, kennel	P	-	P	x
<u>Commercial Dog Day Care</u>	P	-	P	x

SECTION 5. Article XVI, Land Use Development Standards, Chapter 44, Green Bay Municipal Code, is hereby amended to reflect the addition of the following:

Section 44-1584, Land Use Development Standards, Commercial Uses

(b)Animal boarding facility, kennel in all districts ~~except the L-1 district.~~

(1) Animal boarding facilities shall be required to be soundproofed to ensure that the noise levels associated with the use do not interfere with the health, welfare, and safety of adjoining properties.

(2) All runs, exercise areas, and enclosures/kennels shall be located within a completely enclosed building.

(3) All provisions in Chapter 6 of the Green Bay Municipal Code shall be met.

(c)Animal grooming establishment in all districts ~~except the L-1 district.~~

(1)Animal grooming establishments shall be required to be soundproofed to ensure that the noise levels associated with the use do not interfere with the health, welfare, and safety of adjoining properties.

(2)All runs, exercise areas, and enclosures/kennels shall be located within a completely enclosed building.

(3) All provisions in Chapter 6 of the Green Bay Municipal Code shall be met.

(d)Animal hospital, veterinary clinic in all districts ~~except the L-1 district.~~

(1)Animal hospitals and veterinary clinics shall be required to be soundproofed to ensure that the noise levels associated with the use do not interfere with the health, welfare, and safety of adjoining properties.

(2)All runs, exercise areas, and enclosures/kennels shall be located within a completely enclosed building.

(2) Runs, exercise areas, and enclosures/kennels can be located outside in accordance with the Land Use Development Standards for Commercial Dog Day Care uses.

(3) All provisions in Chapter 6 of the Green Bay Municipal Code shall be met.

(k) Commercial Dog Day Care and Commercial Business with Dog Area in all districts.

(1) Facilities shall be soundproofed to ensure that the noise levels associated with the use do not interfere with the health, welfare, and safety of adjoining properties.

(2) All overnight kennels shall be located within a completely enclosed building.

(3) Total area requirements must allow for one hundred (100) square feet per dog.

This area requirement per dog shall be calculated by using the total area that will be occupied by the dogs, including area within the building and outdoor play area.

(4) For Commercial Dog Day Cares: Outdoor space must be completely fenced with a minimum six-foot high solid wooden (or other material approved by the Zoning Administrator, or their designee, which will absorb sound) fence with a lockable gate. The fence shall be no closer than thirty (30) feet to any property used or zoned for residential use and no closer than fifteen (15) feet to any property used or zoned

for nonresidential use. Use of outside space is limited to the hours of 7am-10pm. Outdoor space is prohibited in the front yard.

(5) For Commercial Business with Dog Area: Outdoor space must be completely fenced with a six-foot high fence with a lockable gate. This fence shall be no more than 50% opaque (exemptions to opacity can be granted by the Zoning Administrator). The fence shall be no closer than five (5) feet to any property line, walkway, or parking area. Use of outside space is limited to the hours of 7am-10pm.

(6) Noise levels shall not exceed sixty-five (65) decibels as measured at the property line adjacent to any property used or zoned for residential, office, commercial, institutional, or park use and seventy (70) decibels as measured at the property line to any property used or zoned for industrial, storage, or transportation use.

(7) Animal waste must be picked up immediately, bagged, and deposited in a sealed container to prevent odor from impacting neighboring properties. Animal waste containers must be stored at least fifteen (15) feet from any property line and meet all dumpster screening standards for commercial land uses.

(8) Outdoor areas shall be supervised whenever dogs are present.

(9) All provisions in Chapter 6 of the Green Bay Municipal Code shall be met.

(l) Day labor agency

(m) Drive-through facility

(n) Firearms sales and service in all districts

(o) Garden supply store/greenhouse, commercial districts.

(p) Garden supply store/greenhouse, mixed-use districts.

(q) General retail in residential districts.

(r) Health clubs in all industrial districts.

(s) Motor vehicle repair/service station in all mixed-used and commercial districts, as well as in the BP district.

(t) Outdoor commercial recreation area.

(u) Personal service business in residential districts

(v) Restaurants with drive-through facilities.

(w) Payday loan businesses and auto title loan businesses.

SECTION 6. Article XXI, Special Purpose District, of Chapter 44, Green Bay Municipal Code, is here by amended to add:

Section 44-2075, Table 44-23

Use	S-RLI	Dev. Stds.
Service Businesses		
Business with Dog Area	P	x
Commercial Dog Day Care	P	x

SECTION 7. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 8. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

Clerk

May 16, 2023
law