



AGENDA OF THE COMMON COUNCIL

TUESDAY, JULY 30, 2024, 6:00 PM

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

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

- I. Join Zoom Meeting Online:
<https://us02web.zoom.us/j/89274696903>

Or call in by phone: +1 312 626 6799

Meeting ID: 892 7469 6903

Passcode: 209710

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) and submit by 4:30 PM on Council meeting day. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

C. Pledge of Allegiance.

D. Invocation.

E. Approval of Minutes.

- I. June 25, 2024 (meeting beginning at 6 pm) and June 25, 2024 (meeting beginning at 8 pm)

F. Approval of the Agenda.

G. Report by the Mayor.

H. Announcements.

I. Appointments.

- I. **Reappointments:**

Community Development Block Grant Revolving Loan Fund Committee

Ace Champion, 900 S. Jackson Street, Green Bay, WI 54301
Term to expire: August 1, 2027

J. Public Hearings.

1. Public Hearing on a request to amend the City's Comprehensive Plan for the property located at 2532 University Avenue, 2540 University Avenue, and 2500 Block University Avenue (Parcel 21-1249-1-3) from a combination of Light Industrial and Commercial land uses to Medium/High Density Residential Use. (CPA 24-01)
2. [ITEM WITHDRAWN AT PETITIONERS REQUEST] Public hearing on a request to establish a Planned Unit Development for the property located at 1820 Frank Street, submitted by Vierbicher on behalf of Wisco Short Term Rentals LLC, property owner. (CPA 24-02)

K. Presentation.

1. 2025 NFL Draft in Green Bay.

L. Ordinances - Second Reading for Adoption.

1. Planning Ordinance No. 02-24
An ordinance amending the official map of the City of Green Bay from Lafayette Drive to Eric Street (OMA 24-01).
2. General Ordinance No. 13-24, Repealing and Recreating Chapter 8, Green Bay Municipal Code, relating to Buildings and Construction.
3. General Ordinance No. 14-24, Creating Section 2-187, Green Bay Municipal Code, relating to Zoning Board of Appeals.

M. Report of the Improvement & Services Committee (July 24, 2024).

1. To approve the request by Cal Larsen (1446 Pilgrim Street) for permission to park on-street overnight every day of the year 2024.
2. To approve the request by WHPC-Flats on Fox LLC for permission to install and maintain a total of nine (9) four-foot planters on Washington Street and CityDeck Court adjacent to their building in the City of Green Bay right-of-way.
3. To approve the request by Department of Public Works to approve an amendment to the design services contract with Modjeski and Masters for B-5-311 WEST LEAF BASCULE REHABILITATION DESIGN in the amount of \$48,925.00.
4. To approve the request by Department of Public Works to approve entering into a cooperative purchasing agreement with HON/Emmons Business Interiors for new office furniture in the amount of \$58,716.59.
5. To approve the request by Department of Public Works to purchase a 2024 Vactor 2100I jet/vac truck from Sourcewell Contract #101221-VTR from MacQueen Equipment in the amount of \$510,542.87, which includes delivery, warranty, and operator training.

6. To approve the request by Department of Public Works to purchase a 2025 Vactor 2100I jet/vac truck from Sourcewell Contract #101221-VTR from MacQueen Equipment in the amount of \$545,666.12, which includes delivery, warranty, and operator training.
7. To approve the request by Department of Public Works to award the following contracts at a staff level and report the awards at the next Improvement & Services Committee meeting:
 - A. PARKS 4-24 EAST RIVER TRAIL - MAIN STREET PLAZA
 - B. TRAFFIC I-24 RRFB BASE INSTALLATION
 - C. PAVEMENT X-24 ARNDT & BRIDGE STREETS RECONSTRUCTION
8. To approve the request by Department of Public Works to review and approve the award of contract PARKS 5-24 (OLDE PREBLE PARK TRAIL IMPROVEMENTS) to McDonald Services, LLC in the amount of \$118,485.46. Award amount includes the base bid in the amount of \$54,800.52 plus Alternate #1 in the amount of \$63,684.94.
9. To approve the request by Department of Public Works to review and approve the award of BRIDGE 5-24 (SCOUR, REPAIR, AND RIP RAP RESTORATION B-5-058 DANZ AVENUE) to the lowest bidder, Advance Construction Inc., in the amount of \$238,982.00.
10. To approve the request by Department of Public Works to review and approve the award of contract TRAFFIC SIGNALS REPAIR 2024 to the lowest bidder, Bodart Electric Service, Inc., in the amount of \$314,654.50.
11. To receive and place on file the report of the awards of the following contracts:
 - A. PAVEMENT 4-24 WOODLAWN AVENUE RECONSTRUCTION to the lowest bidder, De Groot, Inc., in the amount of \$1,039,405.31
 - B. SEWERS 2-24 (MINI-SEWERS) to the lowest bidder, David Tenor Corporation, in the amount of \$349,540.00
 - C. PAVEMENT I-24 S. MAPLE AVENUE RECONSTRUCTION to the lowest bidder, David Tenor Corporation, in the amount of \$773,356.74
12. To receive and place on file the actions taken by the Department of Public Works.
 - A. Granting of Licenses
 - I. Sidewalk Builder
 - a. MCA Concrete Home Solutions
 - b. Milis Flatwork
 - c. Sienna Concrete LLC
13. To approve the request by HCW, LLC and Bay Lake Food Court Real Estate LLC, collectively, to assign a parking rental agreement to The Gateway Collective, Inc. for units 120, 170, and 210 of 301 N. Adams Street.

N. Report of the Protection & Policy Committee (July 22, 2024).

- I. To approve a 24-25 renewal "Class B" Liquor and Class "B" Beer license application for Sarai Buie (Taste of the South on Wheelz) at 114 S. Broadway (Filed June 12, 2024).

2. To approve a 24-25 renewal application for a "Class B" Liquor and Class "B" Beer license for Madrid Tapas and Wine Bar, LLC at 225 E. Walnut St. (Filed June 26, 2024).
3. To approve an application for a "Class A" Liquor and Class "A" Beer license for Oneida Nation at 2370 W. Mason St., with a license premises description as "1,100 SQ FT CONVENIENCE STORE" (Currently holds a Class "A" Beer license).
4. To approve a 24-25 "Class A" Liquor and Class "A" Beer license for Mason Beverages, LLC at 1117 W. Mason St. with a license premises description as "behind the counter, back office, shelves," subject to the approval of the proper authorities.
5. To approve a 24-25 Class "B" Beer license for Cocina Latina LLC at 803 Klaus St. with a license premises description as "only one floor-dining room-kitchen-storage room," subject to the approval of the proper authorities.
6. To approve a "Class B" liquor and Class "B" Beer license for Pour Life Choices, LLC at 226 S. Broadway with a license premises description as "beer and alcohol will be stored behind the bar and walk-in storage cooler," with the approval of the proper authorities (license submitted on June 11 with a surrender from current licensee Big Mitch LLC).
7. To approve an amendment to the license for Soriah Hospitality, LLC at 1139 Main St. to include an outdoor patio expansion (current license description is bar & storage room w/ cooler, outdoor patio), subject to the approval of the proper authorities.
8. To approve a license amendment at 126 S. Broadway for Cole Ductan (Bay Area Burger Co) to include a sidewalk cafe permit, subject to the approval of DPW and proper authorities before issuance.
9. To approve a limited expansion request for the following event(s):
 - a. Napalese Lounge at 1351 Cedar parking lot (August 3, 2024)
 - b. Green Bay Sportservice, Inc. at 1265 Lombardi Ave. parking lots 5&6 (September 14).
 - c. Basil I at 1423 S. Broadway in the parking lot on dates: August 1-3, 8-10, 15-17, 22-24, 29-31; September 4-6, 12-14, 18-20, 25-27; October 3-5, 10-12, 17-19, 24-26, 31; November 1-2.
10. To approve a change of agent at the following location(s):
 - a. 304 North Adams Green Bay, LLC at 304 N Adams St. to Scott Biggar
 - b. Skogen's Foodliner, Inc. at 2430 University Ave. to Jonathan Arlt (For Cigarette and Liquor)
 - c. APG LLC at 1828 S. Ashland St. to Rhadhika Bhandari (Cigarette and Liquor)
 - d. The Daily Buzz, LLC at 130 E Walnut St. to Krisha King
 - e. The 1001 Club, LLC at 1001 Main St. to Krisha King.
 - f. Skogen's Foodliner, Inc. at 2250 W. Mason to Susan Waelchli

11. To approve an appeal by Dillon Vanderwege regarding the denial of his operator's license.
12. To approve a 2024-25 massage establishment license at 127 S Military.
13. To approve a 2024-25 massage establishment license at 842 S Military.
14. To approve a 2024-25 massage establishment license at 2685 W Mason.
15. To approve a 2024-25 massage establishment license at 321 St George St.
16. To approve a 2024-25 massage establishment license at 321 St George St.
17. To approve a 2024-25 massage establishment license at 989 W Mason.
18. To approve a 2024-25 massage establishment license at 131 S Military.
19. To approve a 2024-25 massage establishment license at 1639 Deckner.
20. To approve a 2024-25 massage establishment license at 825 S Huron Rd.
21. To approve a 2024-25 massage establishment license at 1315 W Mason.
22. To approve General Ordinance 13-24 Amending Section 26-6 Relating to Firearms.
23. To approve General Ordinance 15-24 Amending Section 2-112 Relating to the City Attorney with amendments to Section 1C ("Mayor or President of Common Council" to "Mayor and President of Common Council," and add a timeline of 48 hours).
24. To approve General Ordinance 16-24 Amending Section 2-32 Relating to Remote Attendance at Meetings.
25. To approve General Ordinance 9-24, an ordinance relating to petitions and communications.
26. Informational Only: The release of 3 2023-2024 "Class B" liquor and Class "B" Beer licenses to the pool of available liquor licenses at the start of the business day on July 31, 2024 due to no renewal application filed for the 2024-2025 license year (MJ Hospitality at 708 Bodart St., Renee Duffeck at 1699 E. Mason St., JJAA777, LLC at 1685 Main St.).
27. Informational Only: Liquor Violation Report.
28. Informational Only: Clerk's Licensing Report.

O. Report of the Protection & Policy Committee Granting Operator Licenses.

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

P. Report of the Plan Commission (July 22, 2024).

1. To approve the request for a Conditional Use Permit to construct a two-family residential building in an Office Residential (OR) district at 1308 E Walnut Street, subject to compliance with all other regulations of the Green Bay Municipal Code. (ZP 24-19 Public Hearing held July 22, 2024).

2. To approve the request for a Conditional Use Permit to construct a covered porch in the front yard setback in a Low-Density Residential District (R-I) at 1225 Oregon Street, subject to the following conditions:
 1. All materials and architectural details shall be consistent with the home, as determined by the Zoning Administrator at the time of Site Plan Review.
 2. Site plan approval by the Office of Community and Economic Development.
 3. Compliance with all other regulations of the Green Bay Municipal Code.(ZP 24-20 Public Hearing held July 22, 2024).
3. To approve the request to establish a Planned Unit Development for the Grandview Industrial Park on property located at the 900 Block of Erie Road (Parcel 21-199). (ZP 24-21 Public Hearing held July 22, 2024).
4. To approve the request for a Conditional Use Permit to develop a two-family residential use in the Low-Density Residential District (R-I) at 814 S. Ashland Avenue, subject to the following conditions:
 1. Install off-street parking for a two-family residential use that is in compliance with the Green Bay Municipal Code.
 2. Compliance with all other regulations of the Green Bay Municipal Code.(ZP 24-22 Public Hearing held July 22, 2024).
5. [ITEM WITHDRAWN AT PETITIONERS REQUEST] Request for a Conditional Use Permit to construct a single-family residential building in an Office Residential (OR) District at 158 N Maple Avenue. Umer Sheikh of Investment Creations, LLC, applicant; City of Green Bay Redevelopment Authority, property owner.
6. To approve the request to amend the Smart Growth 2022 Comprehensive Plan for the northern side of the 1200 Block of Perrot Street from Medium to High Density Residential to Low Density Residential. (ZP 24-02 Public Hearing held July 22, 2024).
7. To approve the request to rezone the northern side of the 1200 Block of Perrot Street from R-3, Varied Density Residential District, to R-I, Low Density Residential District. (ZP 24-24 Public Hearing held July 22, 2024).
8. [ITEM WITHDRAWN AT PETITIONERS REQUEST] On a request to establish a Planned Unit Development for the property located at 1820 Frank Street, submitted by Vierbicher on behalf of Wisco Short Term Rentals LLC, the property owner.
9. To approve the request to vacate a 5' x 58.68' strip of unimproved right-of-way located at the intersection of Tilkens and Tommark Streets, with the entire vacated area being deeded to 1272 Tilkens Street, subject to the following condition:
 1. Utilities located within the vacated right-of-way shall be protected with an easement(s).
10. To approve the request to vacate a portion of right-of-way located at the southwest corner of Northland Avenue and N Adams Street, subject to the following condition:
 1. Utilities or other reviewing agency interests located within the vacated right-of-way shall be protected with easement(s).

Q. Report of the Finance Committee. (July 23, 2024)

1. To receive and place on file the 2023 year-end financial results for the City. The City's audit firm, Baker Tilly, will present to the committee.
2. To approve the purchase of 58 Panasonic Toughbook FZ-55JZ006BM Laptops for a total cost of \$263,610.00 using funding source 1013420-55140, Equipment Replacement as amended.
3. To approve the purchase of 22 Motorola Radios for a total cost of \$107,871.28. Using funding sources, a JAG grant for \$53,667.00 and 2024 Bonded Money for \$54,204.28.
4. To approve a six (6) month extension to the planning option for the development of the City-owned parcel located at 3855 Finger Road (Parcel 21-24).
5. To approve the City of Green Bay 2025 Fee Schedule resolution as amended.
6. To receive and place on file the Q2 2024 general fund overtime report compared to budget.
7. To approve staff's recommendations for the 2024 Tax Increment District (TID) borrowing request resolution for the JBS Subdivision and Park project.
8. To approve staff's recommendation regarding the request from DPW to award JBS Subdivision and Park- Phase 2 Infrastructure Package contract to Calnin & Goss, LLC in the amount of \$3,912,012.63.
9. To approve staff's recommendation regarding the request from DPW to award JBS Subdivision and Park- Phase 2 Park and Boulevard Package contract to Vinton Construction Company in the amount of \$6,188,240.00.
10. To approve staff's recommendation on the request from DPW to NOT award JBS Subdivision and Park-Phase 2 Urban Farm- Barn Building contract.
11. To accept an AmeriCorps planning grant for \$63,627 to hire a Community Corps Assistant for a limited 1-year term.
12. To approve using \$9,400 of existing Contingency funds as a match for the AmeriCorps planning grant and to include the remaining \$13,009 of required matching funds in the 2025 budget.
13. To approve the updated City of Green Bay Investment Policy.
14. To approve the request by the City Treasurer to approve the resolution of financial institutions the City does business with.
15. To approve the budget amendment for 2024 unbudgeted overtime.
16. To receive and place on file the Claims Committee report.

The Common Council may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Common Council will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

17. Ad Hoc Committee (June 24, 2024): To approve the referral to the Finance Committee to award FGM Architects the Space Needs Analysis and Feasibility Study up to \$110,000 with the amendment, to be funded by ARPA interest.
18. Ad Hoc Committee (June 24, 2024): To approve the referral to staff to explore environmental remediation assessment for Station #1 and prepare an RFP for the eventual disposition of the building by the City.
19. Ad Hoc Committee (June 24, 2024): To approve the referral to refer to staff to incorporate City Hall security recommendations into the Space Needs Analysis and Feasibility Study.
20. Ad Hoc Committee (June 24, 2024): To receive and place on file the Executive Summary for the Common Council and future needs of this committee.

R. Report of the Park Committee (July 24, 2024).

1. To refer to staff to research funding options for adding a splash pad at Ted Fritsch Park and review the options with the Finance Committee as part of the Capital Improvement Plan discussion.
2. To approve the donation of parcels 21-3381 and 21-3380 (2111 and 2123 Imperial Lane) from the Redevelopment Authority for the expansion of VT Pride Park.

S. Report of the Personnel Committee (July 23, 2024).

1. To approve the request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Engineering Tech
 - b. Assistant City Attorney
 - c. Assistant Fire Chief
 - d. Senior Animal Keeper
2. To approve the reclassification of a vacant Word Processor position to a Records Clerk position and approval to fill the Records Clerk position.
3. To approve the addition of a Community Corps Assistant position to the Park Department's table of organization, Starting August 1, 2024, contingent upon the Finance Committee and City Council accepting the AmeriCorps Grant.

T. Report of the Public Arts Commission (July 24, 2024).

1. To approve Greg Mueller's artwork proposal for 109 Dousman Street. Any alternative sites come back to Public Arts Commission for approval.

U. Report of the Traffic, Bicycle, and Pedestrian Commission (July 15, 2024).

1. To approve the reports by the Police Department on the June and July 2024 Traffic Enforcement Unit Traffic Safety Plans.
2. To hold the request by Ald. Stevens to amend the existing policy to allow traffic calming measures on collector streets within the City.

3. To hold the request by Ald. Stevens to amend the existing policy to include traffic calming measures with all new and reconstructed streets.

V. Report of the Sustainability Commission (June 26, 2024).

1. Receive and place on file the amended 2024-25 Sustainability Commission Work Plan held over from the March 20, 2024 meeting.
2. Discussion and possible action to recommend the City purchasing one or more outdoor air quality monitors (Vice Chair Ned Dorff).

W. Report of the Equal Rights Commission

1. To hold until the next Equal Rights Commission meeting the next steps regarding the 2023 Housing Report.
2. To hold until the next Equal Rights Commission meeting the next steps of the Visibility Initiative.
3. INFORMATION ONLY - Alex Galt, the City's Clean Energy Connector, presented information regarding the City of Green Bay's Public Electrification Campaign.

X. Committee of the Whole

1. For consideration and possible action to approve retaining outside counsel to provide litigation support and consultation services to the Law Department regarding election law.

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

Y. Informational.

1. Building Report for June 2024
2. Municipal Court Monthly Financial Report For June

Z. Resolutions.

1. Resolution drawing final orders to contractors for July 30, 2024.
2. Resolution authorizing City of Green Bay 2025 Fee Schedule resolution.
3. Resolution authorizing financial institutions the City does business with.
4. Resolution authorizing budget amendment for 2024 unbudgeted overtime.
5. Resolution authorizing conditional use permit at 1308 E Walnut (ZP 24-19).
6. Resolution authorizing conditional use permit at 814 S. Ashland Ave (ZP 24-22).

7. Resolution authorizing vacation of public right-of-way at Tilkens and Tommark streets (SV 24-01).
8. Resolution authorizing vacation of public right-of-way at the southwest corner of North Adams Street and Northland Avenue (SV 24-02).
9. Resolution authorizing conditional use permit at 1225 Oregon Street (ZP 24-20).
10. Resolution authorizing 2024 Tax Increment District (TID) borrowing request for the JBS Subdivision and Park project.
11. Resolution authorizing transfer of \$9,400 of existing Contingency funds for the AmeriCorps planning grant.

AA. Ordinances - First Reading.

1. Miscellaneous Ordinance No. 02-24
An ordinance adopting an amendment to the Smart Growth 2022 Comprehensive Plan of the City of Green Bay related to property located 2532, 2580 University Avenue and parcel 21-1249-1-3 from Commercial and Light Industrial to Medium/High Density Residential (CPA 24-01).
2. Zoning Ordinance No. 13-24
An ordinance rezoning property located at 2532 University Avenue from General Commercial to Varied Density Residential (ZP 24-18).
3. General Ordinance 13-24
An ordinance amending Section 26-6 Relating to Firearms.
4. General Ordinance 15-24
An ordinance amending Section 2-112 Relating to the City Attorney with amendments.
5. General Ordinance 16-24
An ordinance amending Section 2-32 Relating to Remote Attendance at Meetings.
6. General Ordinance 9-24
An ordinance relating to petitions and communications.
7. Zoning Ordinance No. 14-24
An ordinance zoning certain property located at the 900 Block of Erie Road (Parcel 21-199) as a Planned Unit Development District for purposes of developing the Grandview Industrial Park Phase II (ZP 24-21).
8. Miscellaneous Ordinance No. 03-24
An ordinance adopting an amendment to the Smart Growth 2022 Comprehensive Plan of the City of Green Bay related to property located at the 1200 Block of Perrot Street from Medium/High Density Residential to Low Density Residential (CPA 24-02).
9. Zoning Ordinance No. 15-24
An ordinance rezoning properties located at the 1200 Block of Perrot Street from Varied-Density Residential (R3) to Low-Density Residential (R1) (ZP 24-24).

BB. Referral of Petitions & Communications.

CC. 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.



Report to the
Common Council
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # J.1

Public Hearing on a request to amend the City's Comprehensive Plan for the property located at 2532 University Avenue, 2540 University Avenue, and 2500 Block University Avenue (Parcel 21-1249-1-3) from a combination of Light Industrial and Commercial land uses to Medium/High Density Residential Use. (CPA 24-01)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Common Council
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # J.2

[ITEM WITHDRAWN AT PETITIONERS REQUEST] Public hearing on a request to establish a Planned Unit Development for the property located at 1820 Frank Street, submitted by Vierbicher on behalf of Wisco Short Term Rentals LLC, property owner. (CPA 24-02)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

PLANNING ORDINANCE NO. 02-24

**AN ORDINANCE
AMENDING THE OFFICIAL MAP OF THE
CITY OF GREEN BAY FROM LAFAYETTE DRIVE TO ERIC STREET
(OMA 24-01)**

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

SECTION 1. The Official Map of the City of Green Bay, as created by Section 34-1, Green Bay Municipal Code, is hereby amended removing mapped rights-of-way including the future extension of Lafayette Drive to the future extension of Eric Street and replacing with a cul-de-sac at the current east end of Lafayette Drive.

This amendment is depicted on a map attached hereto and made a part of this ordinance as though fully set forth herein.

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

SECTION 3. This ordinance shall not take effect until a public hearing is held thereon as provided by Section 12.03, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

APPROVED:

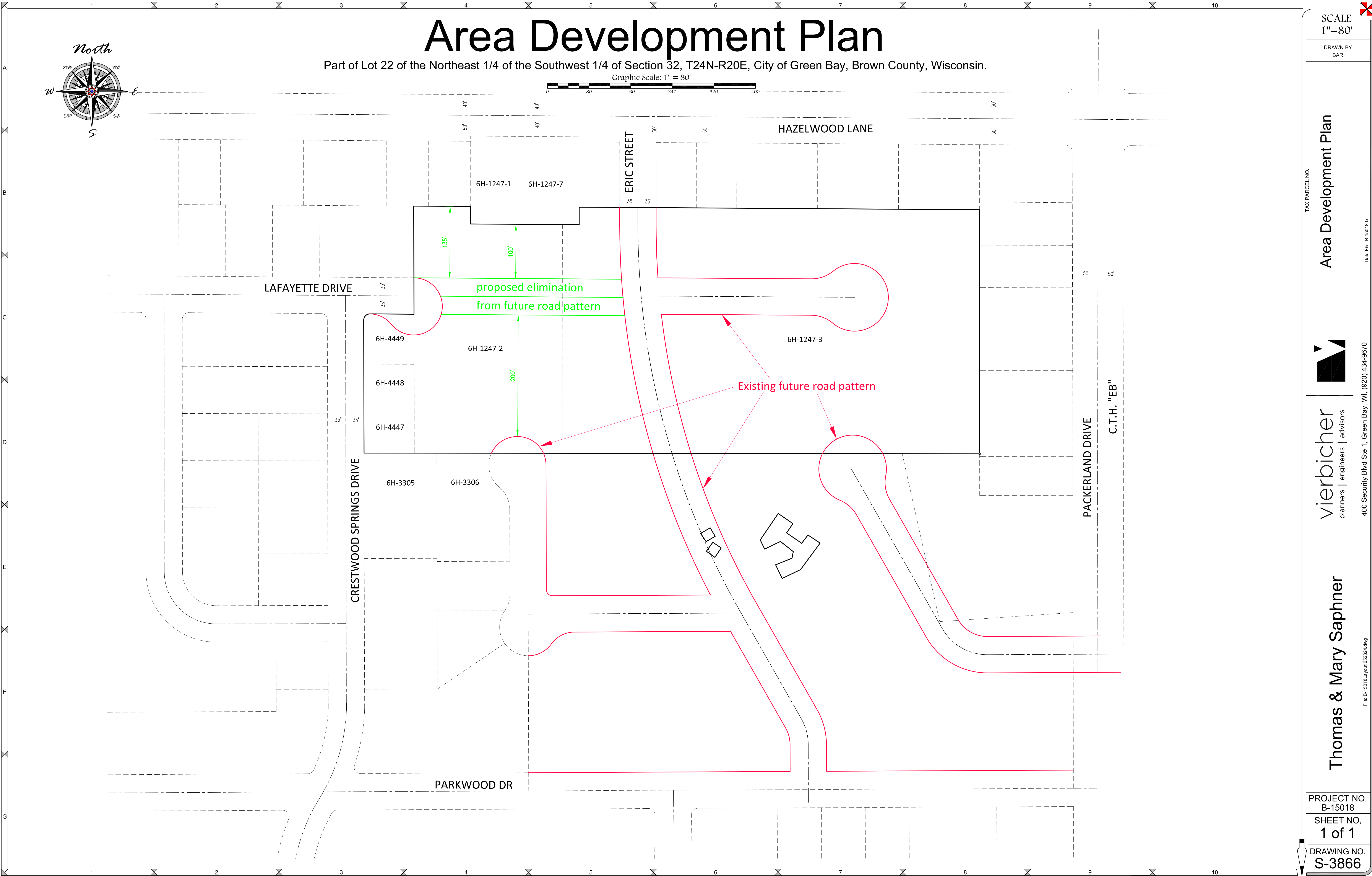
Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, City Clerk

dm:

Attachments – Map



SCALE
1"=80'

DRAWN BY
BAR

TAX PARCEL NO.

Area Development Plan


vierbicher
planners | engineers | advisors

400 Security Blvd Ste 1, Green Bay, WI (920) 434-9670
Data File: B-15018.txt

Thomas & Mary Saphner

PROJECT NO.
B-15018
SHEET NO.
1 of 1
DRAWING NO.
S-3866



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # L.2

General Ordinance No. 13-24, Repealing and Recreating Chapter 8, Green Bay Municipal Code, relating to Buildings and Construction.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Chapter 8 Updates Memo
2. DRAFT GO 13-24 - Repeal and Recreate Ch 8 - Buildings and Construction

CITY OF GREEN BAY

TO: Mayor Eric Genrich; Common Council

FROM: Assistant City Attorney Lindsay Mather

DATE: June 13, 2024

RE: Updates and Revisions to Building and Trades Codes in Chapter 8, GBMC

Chapter 8 of the Green Bay Municipal Code is being repealed and recreated in its entirety in order to incorporate necessary revisions and updates to the entire code at once. The primary purpose of the updates is to bring the Green Bay Municipal Code into compliance with Wisconsin's Administrative Code. Many changes were grammatical or otherwise non-substantive; however, this memo serves to provide an overview of the large-scale substantive changes.

- Municipalities no longer have the authority to regulate certain areas previously included in Chapter 8; those parts of the code have been removed.
- Provisions that were inconsistent with the state administrative code were removed or amended to resolve the inconsistencies.
- Certain provisions appeared in and/or applied to several of the Articles within Chapter 8. To streamline the chapter and prevent repetition, as well as make those provisions easier to find, they have been incorporated into Article I, "In General."
- Included in the "In General" article is a provision concerning appeals of permit denials and orders issued under Chapter 8. As presently written, the code gives jurisdiction over these appeals to different bodies. These revisions give that jurisdiction to the Board of Appeals.
 - In order to give the Board of Appeals jurisdiction over these hearings, Section 2-187 is being created to add appeals under Chapter 8 to the Board's jurisdiction (in addition to hearings under Chapter 44).
 - Appeals of reinspection fees, which affect the City's budget, will be heard by the Finance Committee, subject to approval by Council.
- The permitting provisions of each Article have been updated to make them more consistent with one another and contain all necessary provisions, including those related to permit revocation.

GENERAL ORDINANCE NO. 13-24

AN ORDINANCE REPEALING AND RECREATING
CHAPTER 8, GREEN BAY MUNICIPAL CODE,
RELATING TO BUILDINGS AND CONSTRUCTION

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

SECTION 1. Chapter 8, Green Bay Municipal Code, is hereby repealed in its entirety and recreated as shown in the attached Exhibit A, incorporated herein and made part hereof in its entirety by reference.

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

ljm

6/25/2024

Exhibit A

Chapter 8 BUILDINGS AND CONSTRUCTION

ARTICLE I. IN GENERAL

Sec. 8-1. Director of Community and Economic Development to enforce.

The Director of Community and Economic Development is responsible for the enforcement of this chapter and may issue citations hereunder and may delegate such citation authority to their employees. It is declared that the intent of this chapter can be most effectively carried out by the cooperation of all City departments concerned, and all such departments shall cooperate with the Director in the enforcement of this chapter.

Sec. 8-2. Wisconsin Administrative Code to be on file.

Copies of the chapters of the Wisconsin Administrative Code incorporated into this chapter by reference shall be kept on file in the offices of the Department of Community and Economic Development and the City Clerk.

Sec. 8-3. Violations of this chapter.

Whenever the Director determines that there has been a violation or that there are reasonable grounds to believe that there has been a violation of any provision of this chapter or of any rule or regulation adopted pursuant hereto, the Director shall give notice of such violation to the person legally responsible therefor. Such notice shall provide sufficient information to the person responsible as to inform them of the actions necessary to correct the violation and specify a deadline by which such corrections must be made.

Sec. 8-4. Appeals; Zoning Board of Appeals.

- (a) *Jurisdiction.* The Zoning Board of Appeals, organized under Section 44-138, shall have the authority to hear the following matters.
 - (1) Any decision of the Director of the Department of Community and Economic Development (Director) to deny an application for any permit issued under this chapter, or any decision to revoke such a permit.
 - (2) Any error in any order made by the Director in the enforcement of this chapter.
- (b) *Appeal process.* Any person aggrieved by a decision, determination, or order of the Director as described in subsection (a) may appeal the decision, determination, or order to the Zoning Board of Appeals. Unless otherwise provided in this chapter, such appeals shall be governed by the following provisions.
 - (1) The aggrieved person must file a written petition with the City Clerk within 20 days of the decision, determination, or order being appealed or the petition shall be untimely. The petition must identify the permit denial, permit revocation, or enforcement order being appealed, the official who made the decision, determination, or order, and all other relevant facts related to the appeal.
 - (2) The official whose decision, determination, or order is appealed shall submit a written report to the Board describing the reasons for the decision, determination, or order and shall attend the appeal hearing to comment.
 - (3) The Board shall establish a reasonable time for the hearing of the appeal and give public notice thereof. The Board shall render a decision on the appeal within a reasonable time.
 - (4) The Board may reverse or affirm the decision, determination, or order, wholly or partially, as appropriate.
 - (5) A party aggrieved by a decision of the Zoning Board of Appeals under this section may seek judicial review of the Board's decision by petition for writ of certiorari to the Brown County Circuit Court.

Sec. 8-5. Re-inspection fees.

- (a) *Definition.* The term "re-inspection fee" means a special charge that may be assessed against a property owner by the City in order to defray the administrative cost of exercising jurisdiction over this chapter and conducting related inspections within the City.
- (b) *When assessed.* An inspector may assess a re-inspection fee if a property is not available to be inspected at the time of a scheduled inspection or if all of the following conditions are met:
 - (1) The inspector has found that the owner's parcel is not in compliance with a provision of this chapter;
 - (2) The inspector has informed the property owner of the changes necessary to gain compliance; and
 - (3) Upon subsequent investigation or inspection, the inspector finds that the same violation persists.
- (c) *Fees charged.* Each re-inspection fee shall be as provided in the City Fee Schedule. A separate re-inspection fee may be assessed each time the conditions under subsection (b) of this section exist.
- (d) *Appeals.* Within 30 days of assessment, a property owner against whom re-inspection fees have been assessed may appeal said fees to the Finance Committee.

Sec. 8-6. General penalty.

Unless a more specific penalty is specified, any person who shall violate any provision of this chapter or any rule, regulation, or order made hereunder shall be subject to a penalty as provided in Section 1-6, except that the minimum penalty for each offense shall be \$25.00. Unless otherwise provided, each 24-hour period any such violation is allowed to exist shall constitute a separate violation.

Secs. 8-7—8-18. Reserved.

ARTICLE II. BUILDING CODE

DIVISION 1. GENERALLY

Sec. 8-19. Purpose.

The purpose of this article is to provide minimum City regulations, provisions, and requirements for buildings and structures within the City, thereby increasing safety to persons and property, stable design, and good methods of construction and uses of materials in any building or structure constructed, enlarged, altered, repaired, moved, converted to other use, or demolished; to regulate the equipment, maintenance, condition, use, occupancy, and safety of buildings in the City; and to promote the public health, safety, and general welfare. This article shall apply to new buildings and structures and to alterations and additions to existing buildings and structures within the City.

Sec. 8-20. Applicability.

- (a) *Persons affected.* This article shall be binding upon every owner of a building and every person in charge of or responsible for the condition of any building or structure in the City, or who causes repair or alteration thereof.
- (b) *Buildings affected.* This article shall apply to all buildings and structures, except buildings which were erected in compliance with the City Building Code and/or the State of Wisconsin building code in force at the time of their construction or last change in use and which:
 - (1) Have been repaired and maintained so that the structures are weathertight and the structural members are not hazardous to life or property;

- (2) Are kept free from accumulations of dirt, filth, rubbish, garbage, or other matter in or on the same or in the yards, courts, passageways, or other areas connected or belonging to the same; and
- (3) Do not have cross-connections in plumbing systems that are hazardous to the occupants or violate any provision of the Plumbing Code regarding cross-connections.

Sec. 8-21. Definitions.

The definitions in Wis. Admin. Code SPS § 320.07 shall apply to this article. Additionally, the following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section. Where a conflict exists between a definition in this section and in Wis. Admin. Code SPS § 320.07, the definition in the administrative code shall control.

Accessory building means a detached building, not used as a dwelling unit but incidental to that of the main building and which is located on the same lot. Accessory building does not mean farm building.

Accessory use means a use incidental to the use of the main building or to the principal use of the premises.

Air temperature means a measurement of the temperature of the air and not of radiant heat.

Alley means a public thoroughfare which affords a secondary means of access to abutting property and which is generally fewer than 20 feet wide.

Alteration means an enhancement, upgrading, or substantial change or modification other than an addition or repair to a dwelling or to electrical, plumbing, heating, ventilating, air conditioning, and other systems within a dwelling.

Apartment means a part of a building occupied or designed or intended to be occupied by one or more persons as a single-living unit or as a single-family housekeeping unit and which includes the use of kitchen facilities, either in private or in common with others.

Approved as to materials and types of construction means approved by the Director as the result of investigation and tests conducted by the Director or an authorized agent or by reason of accepted principles or tests by national authorities or by technical or scientific organizations accepted by the Director. Approvals given shall be in writing, and a copy thereof kept on file in the Building Inspection Division.

Balcony means a landing or porch projecting from the wall of a building.

Basement means that portion of a dwelling below the first floor or groundfloor with its entire floor below grade.

Base flood has the meaning ascribed in Section 44-1045.

Boarding house or lodging house means a building or structure, other than a hotel licensed by the State, where lodging and meals for three or more persons are served for compensation.

Building means:

- (1) *Noun.* Any structure designed or intended for the support, enclosure, shelter, or protection of persons, animals, or property. When a structure is divided into separate parts by unpierced walls extending from the ground up, each part is deemed a separate building.
- (2) *Verb.* Any enlargement, alteration, movement, or demolishing of any building or structure, and also any new heating plant or any material alteration in any existing heating plant, toilet room, or elevator.

Court means an open, unoccupied space other than a yard on the same lot with a building.

Inner court means any court other than an outer court.

Outer court means a court which extends directly to and opens on a street or other permanent open space or on a required yard.

Department means the Department of Community and Economic Development.

Director means the Director of the Department of Community and Economic Development or their designee.

Dwelling means any building, or portion thereof, which is designed or used exclusively for residential purposes.

One-family dwelling means a building designed and occupied exclusively by one family.

Two-family dwelling means a building or portion thereof designed for or occupied by not more than two families.

Extermination means the control or elimination of infestation by eliminating harboring places and removing or make inaccessible materials that may serve as food or by poisoning, spraying, trapping, fumigating by a licensed fumigator or any other effective elimination procedure.

Family means one or more individuals living on a premises as a single housekeeping unit.

Filling station means a place where gasoline, kerosene, or any other fuel, lubricating oil, or grease for operating motor vehicles is offered for sale at retail to the public and where deliveries are made at the time of sale and directly into the motor vehicles, including greasing and oiling on the premises.

Full story. That portion of a building, other than a basement, included between the surface of any floor and the surface of the floor next above it; or if there is no floor above it, then the space between the floor and the ceiling next above it, not including in either case mezzanine floors or balconies.

Garage means a space or structure used for storing motorized vehicles that has any more than two sides completely enclosed.

Community garage means a garage, or a series of garages, for use only for the storage of noncommercial vehicles of residents of the neighborhood.

Privage garage means a garage, for private use only, for the storage of not more than four motorized vehicles, including not more than one commercial vehicle, which shall be of less than two-ton capacity.

Public garage means a garage other than a private or community garage used for the storage, sale, hire, or repair of motor vehicles or of vehicles used in connection therewith.

Habitable room means any room in a dwelling unit used for sleeping, living, or dining purposes.

Half story. That part of a building between the eaves and the ridge line of pitched roofs used for storage or occupancy. When designed and constructed for limited storage, such portion is an attic.

Homeless family means a group of one or more related individuals who are homeless individuals.

Homeless individual means an individual who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is a supervised public or privately-operated shelter designed to provide temporary living accommodations. Temporary living accommodations include welfare hotels, congregate shelters, and transitional housing.

Hotel means a building in which lodging and board is provided to the public for compensation and which caters to daily transient guests.

Impervious to water means constructed of concrete, cement block, terrazzo, brick, tile, or other similar material approved by the Director and having tight-fitting joints and more than four and one-half percent absorption by test.

Infestation means the sustained presence of household pests, vermin, or rodents.

Living room means a room used for sitting, dining, or cooking purposes, but does not include a room designed for laundry, workshop, furnace, play, or storage purposes.

Mezzanine floor means a balcony-like floor located between a main or full floor and the main ceiling next above and not exceeding in area more than one-third of such main or full floor.

Occupant means any individual residing in a dwelling.

Owner means the State, the City, the University of Wisconsin-Green Bay, any sewer or drainage district, any person, firm, partnership, corporation, or organization of any kind having a legal or equitable interest in a property.

Plumbing means all gas pipes and gas burning equipment, waste pipes, water pipes, water closets, sinks, lavatories, bath tubs, catch basins, drains, vents, and any other fixtures, together with connections to the water, sewer, or gas lines.

Provided means furnished, supplied, or paid for by, or under control of, the owner.

Rooming house means a building or structure, other than a hotel licensed by the State, where three or more persons are lodged for compensation.

Service station means a garage, other than a public garage, used in connection with liquid fuel dispensing stations and in which one or more vehicles can be accommodated for washing, greasing, oil changing, tire and battery replacement, or similar minor operations or adjustments.

Shelter facility means a temporary place of lodging for homeless individuals or homeless families.

Sleeping room means a room used for sleeping purposes.

Street means a public or private right-of-way, lane, or way set aside permanently for common travel and being 21 feet or more in width if it existed on November 3, 1959.

Structural alteration means any change in the supporting members of a building, such as bearing walls, columns, beams, or girders.

Structure means anything constructed, the use of which requires location on the ground or attachment to something having a permanent location on the ground.

Yard means an open, unoccupied space on the same lot with a dwelling and lying between the front, rear, or sides of the dwelling and the respective lot lines.

Sec. 8-22. Incorporation by reference.

The Wisconsin Uniform Dwelling Code, Wis. Admin. Code SPS chs. 320 to 325, and Commercial Building Code, Wis. Admin. Code SPS chs. 361 to 366, as amended from time to time, are hereby adopted and incorporated by reference as though fully set forth herein. Any conflict between this article and the Wisconsin Administrative Code shall be resolved in favor of the Wisconsin Administrative Code.

Secs. 8-23—8-45. Reserved.

DIVISION 2. ADMINISTRATION

Sec. 8-46. Division of Building Inspection.

- (a) *Duties.* The Director shall enforce all state laws, City ordinances, and lawful orders relating to the construction, alteration, repair, removal, location, occupancy, safety, and use of buildings and permanent building equipment.
- (b) *Records.* The Director shall keep records of and make monthly and annual reports to the Council on all of the following.
 - (1) All applications for building permits, which shall be numbered in the order of issuance.
 - (2) The number, description, and size of every building erected, which shall indicate the materials used and the cost of each building, as well as the aggregate cost of all buildings of the various classes.

- (3) All inspections made and all removals and condemnations of buildings.
- (4) All related fees collected, including the dates of their receipt and delivery to the City Treasurer.
- (d) *Powers.*
 - (1) *Inspection.* The Director may at all reasonable times for any proper purpose enter upon any public or private premises and make inspections thereof and may require the permit for any building, electrical, heating, or plumbing work, or the required license therefor, to be produced for inspection.
 - (2) *Emergency powers.* The Director shall have such emergency powers as are necessary to fulfill the purpose and intent of this article; that is, to promote the public health, safety, and welfare.

Sec. 8-47. Building permits.

- (a) *Building permit required.* No person shall erect or construct any building or structure, or shall add to, enlarge, move, improve, alter, convert, extend, or demolish any building or structure or cause the same to be done, or shall commence any work covered by this article on any structure without first obtaining a building permit therefor from the Director, provided the Director may authorize minor repairs not involving structural alterations without requiring a building permit to be issued.
 - (1) *Residential properties.* The Director may issue a permit under this section to an owner currently living and residing at the property. For residential properties not occupied by the owner, the Director shall only issue a permit under this section to a contractor who holds a dwelling contractor certification or dwelling contractor qualifier certification issued by the State of Wisconsin.
- (b) *Application.* An application for a building permit shall be filed with the Director on a blank form to be furnished for that purpose. Such application shall describe the land upon which the proposed building or work is to be done, either by lot, block, tract, or similar general description which will readily identify and definitively locate the proposed building or work, shall show the use or occupancy of all parts of the building, and shall include such other pertinent information as may be required by the Director.
- (c) *Information to accompany application.*
 - (1) *Site plan.* Each application for a building permit shall be accompanied by two copies of a site plan, drawn to scale, where not less than one inch equals 20 feet nor more than 1/16-inch equals one foot, which shows the actual dimensions of the lot to be built upon, the size and location of the buildings to be erected, the proper relationship of the buildings to the exterior lines of existing or proposed streets shown on the Official Map, and such other information as may be necessary to provide for the enforcement of this article. Such site plan shall indicate the detailed legal description of the property as it appears of record. In the case of unplatted land or parcels conveyed by metes and bounds, the site plan, together with sufficient measurements to permit property determination, shall be submitted to the Director, who shall certify as to whether the proposal is in conflict with the Official Map.
 - (2) *Other data required.* The following data shall be a part of, or shall accompany, all site plans submitted for approval:
 - a. The location of streets, alleys, lot lines, and any other buildings on the same lot or property.
 - b. The name of the owner.
 - c. The intended use of all rooms.
 - d. When required by the Director, computations, stress diagrams, and other data necessary to show the correctness of the plans.
 - (3) *Foundation specifications.* When necessary, information concerning the size and material of the foundations and, if required, the loads to be placed thereon, where piles are to be driven, and the spacing, size, and materials of the piles and the load to be placed on each shall accompany the application for a building permit.

(e) *Conditions of approval of application.*

- (1) *Sanitary sewers.* Where sanitary sewers are not installed or immediately available, no building permit shall be issued by the Director until a plumbing permit for an individual sewage disposal system has been issued in accordance with Section 8-370.
- (2) *Right to inspect.* The Director may, as a condition of the granting of a building permit, enter any premises for which such permit was issued at any reasonable time during the course of the work and until final inspection and approval thereof has been given to inspect such premises for compliance with all statutory and ordinance regulations concerning the construction, repair, use, and location of such building.
- (3) *Buildings covered by State Building Code.*
 - a. *Approval of plans.* Before a permit is issued for any building listed in subsection (e)(3)b or for the equipment for remodeling any such building, complete plans and specifications, including a site plan showing the position of the building with respect to lot lines, shall be submitted to the State Department of Safety and Professional Services for approval in accordance with the Wisconsin Administrative Code. Such plans shall be submitted to the State in such number as will permit a complete set of approved plans and specifications, together with any correspondence concerning such approval by the State, to be filed with the Department of Community and Economic Development.
 - b. The Department of Safety and Professional Services must approve permit applications for the following types of buildings:
 1. Hospitals.
 2. Buildings containing elevators.
 3. Buildings containing fire sprinkler systems or fire alarm systems.
 4. All other buildings required by state law or administrative regulation to be submitted.
 - c. *Changes in approved plans.* After plans have been approved for buildings and equipment thereof, no changes shall be permitted unless such changes are approved by the Department of Safety and Professional Services.
 - d. *Inspection of buildings covered by State Building Code.* The Director shall make inspections and require such changes as will be necessary for buildings and their equipment to conform with the approved plans, or the approved changes in such approved plans, which have been filed in their office.

(f) *Specifications shall be in detail.* All specifications in which general expressions are used to the effect that work shall be done "in accordance with the Building Code" or "to the satisfaction of the Director" shall be deemed imperfect and incomplete; and every reference to the Building Code shall be to the applicable section or subsection.

(g) *Permit fees.*

- (1) Fees for building permits issued under this section shall be provided in the City Fee Schedule.
- (2) If an application for a building permit has not been obtained prior to the commencement of a job, the applicable permit fee shall be doubled.

(h) *Issuance of building permit.*

- (1) *When issued.* If the application, plans, and specifications conform to the requirements of this article and to all other laws or ordinances applicable thereto, the Director shall, upon receipt of the required fee, issue a building permit for such work in the name of the owner and shall sign, date, and endorse in writing or by rubber stamp both sets of plans and specifications as "approved."

- (2) *Who shall have plans and specifications.* One such approved set of plans and specifications shall be retained by the Department and one shall be returned to the applicant, which set shall be kept at the site of such work at all times until the work authorized thereby is completed and shall be available for inspection by any public official. Such approved plans and specifications shall not be altered without written permission from the Director.
- (3) *Evidence of permit.* With every permit, Director shall also issue to the applicant an appropriate card properly filled out evidencing issuance of the permit. The permit holder shall place such card in a conspicuous place on the site of such authorized work, the card to be unobstructed from the public view and available for Inspectors to mark.
- (4) *Lapse.* A building permit shall lapse and be void unless the work authorized thereby is commenced within six months of the date thereof and completed or resumed within one year from the date thereof. If further construction is necessary after one year, the permit holder shall make written application in duplicate to the Director stating the reasons for the request for an extension at least 90 days prior to the expiration of the building permit, and the Director shall approve or reject the renewal permit application. The applicant may appeal the denial of a renewal permit application to the Board of Appeals.
- (5) *Revocation.*
- a. If the Director finds at any time that the ordinances, laws, orders, plans, and specifications herein are not being complied with, the building permit shall be revoked by written notice served on the general contractor, or on the person in charge of that phase of work in which the error or violation has occurred, and upon the owner. Such service shall be either personal or by mailing a copy of such notice to the address of the permit holder and by posting a copy of such notice at the work site. When any such permit is revoked, no person shall do any further work upon the subject building until a new permit is issued, excepting such work as the Director may authorize as reasonably necessary to protect work already done on the job, existing property, adjoining property, and/or the public.
 - b. The permit holder may request a hearing on the revocation of said permit within 15 business days of receipt of notice of the City's intent to revoke the permit.
 - c. The hearing on the revocation shall be held before the Board of Appeals. If the Board of Appeals revokes the permit, the permit holder may seek judicial review of the Board's decision by petition for writ of certiorari to the Brown County Circuit Court.
- (6) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for or approval of any violation of any provision of this article. No permit presuming to give authority to violate, or to fail to comply with, the provisions of this article shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications, or execution of the work, the Director may require the correction of such errors and may rescind the permit and prevent building operations from being further carried on thereunder when in violation of this article or any other City ordinances.
- (7) *Preliminary foundation permit may be issued.* Whenever any person has applied for a building permit and all of the provisions of this section have been complied with, particularly with respect to review and approval of the site plan and other necessary conditions of approval as set forth in subsection (e) of this section, the Director may issue a preliminary foundation permit allowing the permittee to construct the foundation of any building for which a permit is sought. Thereafter, the Director may issue the final permit upon approval of plans and specifications for the remaining portion of the building to be constructed above the foundation. Nothing contained herein shall require the Building Inspector to issue the final permit unless the plans and specifications for the remainder of the building to be constructed above the foundation are in proper order and approved. The Director shall not issue such preliminary foundation permit unless all necessary information provided hereunder has been

reviewed and approved by the appropriate City departments and the only information remaining to be approved is the computation, stress diagrams, and other data necessary to show the correctness of the plans for that portion of the building to be constructed above the foundation.

- (i) *Hearing when permit is denied.* Any person whose application for a permit under this section has been denied may request and shall be granted a hearing on the matter before the Zoning Board of Appeals.

Secs. 8-48—8-67. Reserved.

DIVISION 3. ENFORCEMENT

Sec. 8-71. Unsafe buildings; razing or repair.

- (a) *Order to raze.* If any building located within the City is old, dilapidated, or out of repair and consequently dangerous, unsafe, unsanitary, or otherwise unfit for human habitation and unreasonable to repair, the Director may order the owner of the building to raze and remove such building; or, if the building can be made safe by reasonable repairs, order the owner to either make the building safe and sanitary or raze and remove it, at the owner's option; or, where there has been a cessation of normal construction of a building for more than two years, order the owner of the building to raze and remove such building. Any order issued under this section shall specify the repairs necessary to make the building safe and sanitary and shall specify a time within which the owner shall comply therewith. Such order shall be served as provided by Wis. Stats. § 66.0413.
- (b) *Failure to comply with order.*
 - (1) If the owner fails or refuses to comply with an order issued under this section within the time prescribed, the Director shall cause such building either to be razed and removed as provided by Wis. Stats. § 66.0413, through any available public agency or by contract or arrangement with private persons, or to be closed if unfit for human habitation, occupancy, or use.
 - (2) The cost of such razing and removal or closing shall be charged against the real estate and shall be assessed and collected as a special charge. When any building has been ordered razed and removed, the Director may sell the salvage and valuable material at the highest price obtainable. The proceeds of such sale, after deducting the expense of razing and removal of the building, shall be promptly remitted to the Circuit Court with a report of such sale or transaction, including the items of expense and the amounts deducted, for the use of the person entitled to the net proceeds, subject to the order of the Court. If there remains no surplus to be turned over to the Court, the report shall so state.
 - (3) If a building subject to a raze order under this section is unsanitary and unfit for human habitation, occupancy, or use and is not in danger of structural collapse, the Director shall post a placard on the premises containing the following notice: "This Building May Not Be Used For Human Habitation, Occupancy, or Use." The Director shall prohibit use of the building for human habitation, occupancy, or use until the necessary repairs have been made. Any person who rents, leases, or occupies a building which has been condemned for human habitation, occupancy, or use shall be fined not less than \$5.00 nor more than \$50.00 for each week of the violation.

Secs. 8-72—8-98. Reserved.

DIVISION 4. INSPECTION

Sec. 8-99. Structural portions to be inspected.

No structural portion of any part of any building or structure not supervised by an architect or professional engineer or their authorized representative, and no reinforced steel, structural framework of iron or steel, brick, concrete block, frame, or any other materials used in the structural part of any building shall be covered or concealed in any manner without first securing the approval of the Building Inspection Division. The Building Inspection Division shall be notified at least one working day prior to such time as the work is to be inspected.

Sec. 8-100. Successive inspections to be made.

No work shall be done on any part of a building or structure beyond the point indicated in each successive inspection without first obtaining the approval of the Building Inspection Division. Upon notification by the permit holder or an agent of the completion of each of the respective steps in construction, the Director shall make the following successive inspections in accordance with the Department of Safety and Professional Services Administrative Code and shall either approve that portion of the construction as completed or shall notify the permit holder or an agent where the same fails to comply with the law:

- (1) Residential and/or commercial building inspections are required following specific phases of the construction process. The list in this section is not exhaustive, and additional inspections may be required as appropriate. The Director shall perform an inspection following each of the following steps in construction:
 - a. *Footings.* When forms for footings are in and ready to be poured. Forms for footings shall be framed with a minimum depth of six inch framing members.
 - b. *Foundation.* When footings are fully installed and the permit holder is ready to install concrete for the walls.
 - c. *Tar, stone, and tile.* When the walls are up and stone, tile, and damproofing have been installed.
 - d. *Rough-in.* When the roof and all framing, fire blocking, and bracing are in place, and all pipes, chimneys, and vents are completed.
 - e. *Insulation.* When the insulation has been installed.
- (2) *Certificate of occupancy.* The Chief Building Official, Plumbing Supervisor, Heating Inspector, Electrical Inspector, Engineering Department agents, and Fire Department Prevention Bureau, or their designees, shall each make a final inspection of all new buildings, additions, and alterations. If no violation of this article or any other ordinance, law, or order is found and if there is a sewer connected to the public system or a system approved by ordinance, a connection with adequate water supply and access to the premises by a graded and graveled public road, and the buildings, additions, and alterations are in compliance with the City's building, electrical, heating and air conditioning, plumbing, rat prevention, and fire prevention and control ordinances, the Director shall issue a certificate of occupancy stating the purpose for which the building is to be used and the maximum load and maximum number of persons that may be accommodated on each floor thereof. No building or part thereof shall be occupied until such certificate has been issued, except with the written consent of the Director, nor shall any building be occupied in any manner which conflicts with the conditions set forth in the certificate of occupancy. In no case shall a certificate of occupancy be issued until complete compliance with the conditions stipulated on the site plan have been met, except such certificate may be issued prior to complete compliance provided that a cash bond in an amount equal to the cost of site plan compliance, as stipulated by the Director of Public Works and indicated on the site plan, has been deposited with the City Treasurer. If all conditions have not been met within 60 days after notice by the Director of Community and Economic Development, the Director of Public Works may make the

necessary installations as provided in the site plan and charge the same to the cash bond account for that particular building.

- (3) *Commercial partial and/or temporary occupancy.* Partial and/or temporary occupancy of a building may be granted subsequent to the original site plan approvals if the following conditions are met:
- a. The applicant has submitted a Life Safety Plan containing the stamped seal of the supervising professional. Said Life Safety Plan shall demonstrate to the satisfaction of the Director that all life safety components for the entire building have been completed or that an equivalent or better level of protection is in place.
 - b. The Director and the Fire Chief have reviewed and approved the revised Life Safety Plan described in this subsection.
 - c. The applicant has paid an additional permit fee in an amount determined by the Director, which amount shall reflect the actual administrative costs of issuing the partial or temporary certificate of occupancy. In determining the fee amount, the Director may consider all relevant factors, including, but not limited to, the timing or urgency of the request for the partial or temporary occupancy permit, the number of inspections required to grant the partial or temporary occupancy permit, and the percentage of the building included in the partial or temporary occupancy permit. The fee for the partial or temporary occupancy permit shall not exceed fifty percent of the total permit fee.

Secs. 8-101—8-128. Reserved.

DIVISION 5. BUILDING SITE REGULATIONS

Sec. 8-129. Excavations.

- (a) *Excavation plans to be submitted in advance.* A building permit shall be obtained before commencing with excavation or driving piles for any foundation of any building or structure. The application for a building permit shall be filed with the plans and specifications of the building showing the location of the building or structure, the size and material of the foundation, and, if required, the loads to be placed thereon, where piles are to be driven, the spacing, size, and materials of the piles and the load to be placed on each.
- (b) *Guard rails.* Any person making excavations or causing the same to be made shall properly guard them and shall so protect them that the adjoining soil shall not cave in. No one shall excavate so as to injure any adjoining soil, ground, or building. Wherever such excavations are made within ten feet of any sidewalk, street, or alley, guard rails and warning lights and signs determined to be proper by the Director shall be installed and maintained. The Director may require guard rails around such other excavations as such they believe the protection of the public requires.

Sec. 8-130. Abandoned or water-filled excavations.

- (a) *Open basements.* Any open basement or basement excavation on which no work has been performed for a period of 60 days after the commencement of building or razing shall constitute a nuisance and the owner or contractor shall, within five business days of receipt of written notice from the Director, cause such basement or basement excavation to be properly filled and leveled off to the original grade. All concrete, including footings and foundations, must be removed in its entirety prior to such filling and shall not be buried.
- (b) *Fill and debris.* Any fill or debris on land or lots that has not been leveled off or removed within 30 days after its deposit and which is harboring rodents, preventing noxious weeds from being cut, or otherwise creating a nuisance shall be subject to the issuance of written orders by the Director requiring the leveling or removal of such fill or debris within 48 hours of receipt of such orders.
- (c) *Water-filled excavations.* Any open

basement or basement excavation in which one foot or more of water is permitted to stand shall constitute a nuisance and the owner shall, within 48 hours of receipt of written orders from the Director, cause the excavation or basement to be pumped dry.

- (d) *Publication of notice.* If the address of the owner or contractor cannot be ascertained with reasonable diligence, then the 48-hour period provided in subsections (a) through (c) of this section shall commence to run at the beginning of the day following two successive publications of the notice in the official newspaper.
- (e) *Failure to comply.* Failure to comply with a written order from the Director shall be cause to have the work done to abate the nuisance in accordance with Chapter 24, and the cost thereof charged back to the property or property owner.

Sec. 8-131. Littering and damage to property.

- (a) *General provisions.* No person engaged in work for which a building permit has been issued shall cause, maintain, or permit the littering of any public or private property with mud, dust, brush, stumps, tree limbs, construction, or other types of debris; nor shall such person cause damage to any public street, sidewalk, alley, curb, gutter, sewerage system, or property.
- (b) *Littering at razing or removal site.* No person shall leave litter, building debris, excavations, or ground piles on property on which a building is being razed or from which a building has been moved. If work is not being done in a satisfactory manner or is not progressing, thus causing a public safety hazard and nuisance, the Director shall issue a written order to the property owner specifying a definite period within which persons concerned shall clean up the property and level off the ground to the adjoining level, the City shall cause such work to be done to abate the nuisance in accordance with Chapter 24, and the cost thereof charged back to the property or the property owner.

Sec. 8-132. Lot corners.

- (a) *To be monumented.* Prior to issuance of a building permit, all lot corners of the property upon which any building or structure is to be located shall be monumented by a registered land surveyor. These monuments shall be marked by wooden guard stakes.
- (b) *Monuments to be maintained.* The lot corner monuments and guard stakes shall be maintained and kept readily visible until the footings have been inspected and approved by the Director.

Secs. 8-133—8-165. Reserved.

DIVISION 6. BUILDING CONSTRUCTION REGULATIONS

Sec. 8-166. Minimum building elevations.

- (a) The first habitable floor of any building or structure shall not be constructed below the current city elevation.
- (c) Uses requiring floodproofing measures shall be designed consistent with the current flood protection elevation. The Director shall require that the applicant submit a plan or document certified by a registered professional engineer or architect that the floodproofing measures are consistent with the flood protection elevation. Floodproofing measures shall include, but are not limited to, the following:
 - (1) Installation of water-tight doors, bulkheads, and shutters.
 - (2) Reinforcement of walls to resist water pressure.
 - (3) Use of paint, membrane, or mortar to reduce seepage of water through walls.
 - (4) Construction of water supply and waste treatment systems to prevent the entrance of floodwaters.

- (5) Pumping facilities for subsurface drainage systems for buildings, to receive external foundation wall and basement floor pressures.
- (6) Construction to resist rupture or collapse caused by water pressure or floating debris.
- (7) Installation of cutoff (backwater) valves on sewer lines or elimination of gravity flow basement drains.
- (8) Anchorage to resist flotation and lateral movement.
- (9) Addition of mass or weights to structures to resist flotation.
- (10) Installation of pumps to lower water levels in structures.
- (d) Accessory uses such as parking lots, yards, and other similar land or open land uses may be permitted at the current base flood elevation.
- (e) Fill shall be placed around buildings and structures to a minimum of one foot above base flood elevation and shall extend at such elevation at least 15 feet in each direction from the structure thereon. Fill material shall be stabilized in a manner recommended by the U.S. Soil Conservation Service and protected against erosion.

Secs. 8-167—8-202. Reserved.

DIVISION 7. OTHER CONSTRUCTION REQUIREMENTS

Sec. 8-203. Materials approved by Department of Safety and Professional Services.

Materials not listed in this article but approved by the State Department of Safety and Professional Services may be used in any building in the City, provided the necessary test sheets verifying such approval are on file in the office of the Department.

Sec. 8-204. Prefabricated and other similar buildings.

Nothing in this article shall prevent the erection of prefabricated, component, pre-cut, stressed-skin, or unit-constructed buildings, provided such buildings meet or are modified to comply with all requirements of this article.

Sec. 8-205. Items not covered by this article.

Any item, phase, or area of construction not specifically covered by this article shall meet with the approval of the Director. This article shall not be interpreted to limit the scope or use of other construction practices not specifically covered herein, provided the standards of construction and safety intended by this article are maintained. Detailed material, information, and structural design data on other construction practices shall be submitted to the Director for approval prior to starting construction.

Secs. 8-206—8-234. Reserved.

DIVISION 8. HOUSING REQUIREMENTS

Sec. 8-235. Buildings affected.

This division shall apply to buildings hereafter constructed which are not covered by the State Building Code. Sections 8-238 through 8-240 shall also apply to buildings heretofore constructed which are not covered by the State Building Code.

Sec. 8-236. Light and air regulations.

Every room used for human habitation, including bath and toilet rooms, shall be lighted directly upon a street or alley, upon a court on the same lot with the building, or upon the sky. Every court which is bound on one side by a lot line and which opens at one or both ends to the street, alley, or yard shall be an outer line court and shall be at least three feet wide. Every court which is between two buildings or parts of buildings on the same lot and which opens at one or both ends to the street, alley, or yard shall be an outer court and shall be at least six feet wide. Every court which is bounded on one side and both ends by walls and on the remaining side by a lot line shall be an inner lot line court and shall be at least six feet wide and at least 60 square feet in area. Every court which is bounded on all sides by walls shall be an inner court and shall be at least ten feet wide and at least 150 square feet in area. No building shall be built, altered, or enlarged so as to encroach upon the space reserved under this section for light and air.

Sec. 8-247. Ceilings.

All habitable rooms in each dwelling unit shall maintain a minimum ceiling height of seven feet. If beams or girders are exposed below the normal ceiling, a height of seven feet shall be maintained between the floor and the beams or girders. Rooms with sloping ceilings shall maintain a seven-foot average. In one-half story residences, areas with less than five feet of head room at the sides shall not be included in the above requirements, but the center ceiling height shall be at least seven feet.

Secs. 8-248—8-273. Reserved.

DIVISION 9. OTHER BUILDING REGULATIONS

Sec. 8-274. Razing of buildings.

- (a) *Permit required.* No person shall raze any building in the City without first securing a permit therefor from the Department and a permit for the sealing of the sewer from the Director. No permit shall be granted unless the applicant files a certificate of insurance with Risk Management giving evidence of liability insurance with policy limits in amounts to be determined by the Risk Manager. The applicant shall agree to indemnify and hold the City harmless from all liability arising out of the job. Such insurance shall not be cancelled or reduced without 30 days prior written notice thereof to Risk Management. Such notice shall suspend the permit, and no work shall be done under such permit until a new certificate of insurance certificate complying with this subsection has been filed with Risk Management. No certificate of insurance is required if either of the following conditions exists:
- (1) The building is located in a residential zoning district and is set back at least ten feet from all property lines.
 - (2) The building is located in any zoning district, is an accessory building as defined in Section 44-249, is no greater than one story, and is set back at least ten feet from all property lines, or is constructed and situated upon the property so that the same may be razed with no damage resulting to the person or property of others as determined by the Director and Risk Manager. Anyone aggrieved by such determination may appeal that decision to the Protection and Policy Committee in accordance with Wis. Stats. Ch. 68.
- (b) *Requirements.* The holder of a permit to raze a building shall comply with the following requirements:
- (1) *Property to be protected.* Streets, alleys, and private property shall be properly protected by erecting proper fences and scaffolds. If scaffolds are to be built on streets or alleys, they shall be properly protected with a top cover of planks, guard rails, and toe-boards to prevent the falling of debris on sidewalks or streets. The top of the scaffold shall be at least eight feet above the sidewalk or alley.

- (2) *Walls to be supported.* No person shall remove all horizontal support from exterior walls or partitions thereby permitting them to stand unsupported.
- (3) *Buildings to be razed floor-by-floor.* In buildings of more than one story, the exterior walls, interior partitions, and other supports shall be removed floor-by-floor, using the floor below as protection from falling debris and to prevent exterior and interior walls from collapsing.
- (4) *Razing to be gradual.* No walls, chimneys, or other construction shall be allowed to fall en masse on a floor and bulky material such as beams and columns shall be lowered and not thrown.
- (5) *Cranes.* Cranes may be used in wrecking or demolishing buildings provided the other requirements of this subsection are met.
- (6) *Sewers.* When a building is moved or demolished, its sewer shall be located at a point outside the foundation lines and sealed off. The plug or seal shall not be covered until the Director or a plumbing inspector under Section 8-356 gives approval.
- (7) *Obstruction of streets.* When razing requires the obstruction of a public street, alley, or sidewalk, a permit must be obtained from the Director of Public Works as provided in Section 34-11 before work on razing the structure can begin.
- (8) *Filling basement and excavated areas.* All loose material and debris shall be removed from the basement, crawlspaces, and other excavated areas. Upon ascertaining that all openings, pipelines, drains, and similar components have been properly capped, all basements, crawlspaces, excavated areas, and other below-grade voids resulting from the removal of pavements, slabs, foundations, and the like shall be filled to within four inches of finished grade with granular fill material. The material shall be well graded, free from debris and organic material. All granular fill shall be placed in layers of 12 inches or less and shall be compacted to not less than 95 percent of Modified Proctor (ASTM D-1557).
- (9) *Completion of project.* When razing activities are completed, the disturbed area shall be graded so that no gradients in disturbed earth shall be steeper than a slope of three to one (horizontal to vertical). A layer of arable topsoil capable of supporting perennial grasses shall be spread over the disturbed area to a minimum depth of four inches. The area shall be seeded with a perennial grass capable of survival in this climate and maintained until the area is stabilized and developed with zoning and other applicable provisions of this Code.

Sec. 8-275. Moving of dilapidated or detrimental building prohibited.

- (a) *Dilapidated buildings.* No permit shall be granted for the moving of any building from one location to another which, in the judgment of the Director, is so dilapidated and so out of repair as to be unsanitary or unfit for human habitation, occupancy, or use or is so out of repair that it would be unreasonable to repair the same.
- (b) *Detrimental buildings.*
 - (1) To protect and conserve the value of neighboring property, no permit shall be granted for the moving to a location within the City of any building which, in the judgment of the Director, would be detrimental to the character of the intended neighboring property. Such consideration shall be made on the basis of compatibility of external appearance, size, and architectural quality in relation to existing structures.
 - (2) The application for a moving permit shall be accompanied by three copies of a site plan of the proposed site, with such additional material as would permit the application of the foregoing standards.
- (c) *Denial; appeal.* The refusal to grant a moving permit shall be in writing and shall contain a detailed statement as to why the relocation would be detrimental to the value of the neighboring property, if such is the case. The applicant or any aggrieved party may, within ten days of the granting or refusal of a moving permit,

appeal to the Board of Appeals. The Board of Appeals shall hear such appeal in accordance with procedures which it shall provide.

Sec. 8-276. Building maintenance.

- (a) *Hazardous conditions.* A person who owns, leases, or occupies a building shall keep the building from structural or other conditions that constitute a substantial hazard to the health or safety of its occupants or create an unreasonable risk of personal injury as a result of any reasonably foreseeable use of the building other than negligence by an occupant.
- (b) *Common areas.* A person who owns a commercial building and leases the building to multiple tenants shall keep all common areas of the building maintained in a manner that is safe, functioning, sanitary, and undamaged.
- (c) *Building exterior.* A person who owns a building shall keep all exterior and weatherproofing components maintained in a manner that is safe, functioning, cleanable, and undamaged.
- (d) *Other structures.* Accessory structures, temporary structures, fences, and other structures shall be kept in a manner that is safe, functioning, cleanable, and undamaged.
- (e) *Insufficient repairs.* A person who owns a building shall ensure all repairs to the building are performed in a workmanlike manner. The term "workmanlike manner" includes, but is not limited to:
 - (1) The use of materials that have a consistent texture, color, quality, or appearance with adjacent materials.
 - (2) The complete performance of a job which does not leave unfinished edges, exposed nails or screws, loosely attached materials, or similar conditions.

Secs. 8-277—8-324. Reserved.

DIVISION 10. OTHER STRUCTURES

Sec. 8-325. Billboards and signs.

- (a) *General.* Billboards and signs are subject to all applicable regulations in Chapter 30.
- (b) *Materials to be used within Commercial Construction District.* When erected or maintained within the Commercial Construction District, billboards and signs shall be constructed and maintained entirely of incombustible materials, including the structural parts of the frames of such structures; except that braces, uprights, and the skeleton frames of billboards and signboards to which the metal facing is fastened may be wood.
- (c) *Not to be an obstruction.* No billboard or sign or any part of such structure, or any anchor, brace, guide wire, or guide rod shall be attached, fastened, or anchored to any fire escape, fire ladder, or stand pipe; and no such structure or any part of such structure, or any anchor, brace, guide wire, or guide rod shall be erected or maintained so as to cover or obstruct any doors, doorways, or windows or so as to prevent or hinder the raising or placing of ladders against any such building by the City Fire Department if necessary.
- (d) *Signs in public places.* No person shall erect, fasten, post, paint, or maintain any sign, picture, poster, or advertisement of any description upon any curb, sidewalk, fence, board, barrel, box, case, railing, pole, post, barricade, material, bridge, bridge fender, dock, pile, structure, or building of any kind placed upon any street, alley, public way, public ground, or public waterway.
- (e) *Temporary banner.* No person shall erect or maintain any temporary banner or sign extending beyond the curblineline of the street.

Sec. 8-326. Awnings over streets or sidewalks.

No person shall erect, repair, or maintain any awning over any sidewalk or street within the City except in accordance with this section.

- (1) *Permit required.* No person shall erect any awning over any sidewalk or street without first obtaining a permit therefor from the Director. No permit shall be granted unless the applicant files a certificate of insurance with Risk Management giving evidence of liability insurance with policy limits in amounts to be determined by the Risk Manager.
- (2) *Specifications.* Any awning erected over any sidewalk or street within the City shall be constructed of an adjustable iron frame firmly secured in place and covered with canvas or other suitable material. Such frame shall be at least 7½ feet in height above the highest point of the walk, and the lowest point of the flap or fringe of such awning shall not be less than 6½ feet above the sidewalk immediately beneath it.
- (3) *Permanent metal awnings.* Permanent metal-type awnings may be erected provided that a minimum clearance of ten feet is allowed from the sidewalk to the lowest part of the awning.

Sec. 8-327. Canopies, hoods, and projecting signs.

No permanent hood, canopy, or projecting sign shall be constructed unless in the manner herein provided.

- (1) *Permit and inspections required.* No canopy, hood, or projecting sign shall hereafter be erected without a permit therefor being first secured from the Director. All such canopies, hoods, or projecting signs shall be inspected yearly by the Director.
- (2) *Certificate of insurance for canopies, hoods, or projecting signs over the public right-of-way.* No permit shall be granted until the applicant files a certificate of insurance with Risk Management giving evidence of liability insurance with policy limits in amounts to be determined by the Risk Manager. Such insurance shall not be cancelled or reduced without 30 days prior written notice thereof to Risk Management. Such notice shall suspend the permit until a new certificate complying with this subsection has been filed with Risk Management.
- (3) *Clearance.* There shall be not less than ten feet between the grade of the sidewalk at any point and the lowest point of any appendage or projection of any canopy, hood, or projecting sign extending over a public street right-of-way.
- (4) *Project toward streets.* The projections of permanent hoods, canopies, or projecting signs shall not extend over the street nearer than two feet from a vertical projection of the outside face of the curb.
- (5) *Height.* The overall height of canopies or hoods, including all projections, ornamentations, accessories, or appurtenances, shall not exceed six feet. After the original erection, no sign, poster, or other thing extending beyond six feet above the ten-foot clearance required of such canopy shall be added to such canopy or hood. The maximum distance to the top of any canopy, including all projections, ornamentations, or appurtenances, signs, or other part of the canopy, shall not exceed 16 feet from any point of the sidewalk.
- (6) *Accessories to installations.* Any necessary appurtenances or signs of a temporary or permanent installation shall be rigidly attached to the hood or canopy in a manner satisfactory to the Director. No swinging signs or accessories shall be permitted.
- (7) *Signs erected above canopies or hoods.* Where projecting signs are erected above canopies or hoods, they shall in no manner be attached to any accessory, ornament, or other thing of a temporary or permanent nature. Such signs shall be hung independently of the canopy.
- (8) *Drainage to be provided.* All hoods, canopies, and projecting signs shall have gutters and conductors connected with the sewer at the building and shall be so drained as not to discharge any water onto the sidewalk or public highway, except as provided in the City Plumbing Code.

- (9) *Other design and material requirements.* Canopies, hoods, and projecting signs shall be built of incombustible material throughout, shall be capable of resisting a superimposed load of 30 pounds per square foot, shall extend from the lot line toward the curb at a height in the clear of not less than ten feet, and shall slope and drain toward the building in accordance with the City Plumbing Code.
- (10) *Suspension from building.* Canopies, hoods, and projecting signs shall be suspended from the building, with no supports resting upon the sidewalk or public highway.
- (11) *Approval required.* The Director shall approve the design and materials of construction of all canopies, hoods, and projecting signs.

Sec. 8-328. Fire escapes outside.

No outside fire escape or other structural addition projecting from a building over a public alley or thoroughfare shall be erected without first securing a permit from the Director. The Director shall not issue a permit for the building of such outside fire escape or other structural addition unless the plans provide for a minimum of 13 feet, six inches vertical clearance from the permanent established grade of the alley or thoroughfare below, provided where such grade has not been established, the clearance shall be on the basis of the proposed grade for such alley or thoroughfare as set by the Director of Public Works.

Sec. 8-329. Gas or oil distributing stations.

- (a) *Plans and specifications.* Plans and specifications for any gas or oil distributing station shall conform in all respects to the laws of the State and to existing laws for buildings and construction in the City.
- (b) *Design standards.*
 - (1) *Sidewalk, street, and curb grades.* Sidewalk, street, and curb grades shall be established by the Council and shall be obtained from the Engineering Division of the Department of Public Works. All construction shall conform to the grades so established.
 - (2) *Driveways and stationaries.*
 - a. *Surfacing.* All stationaries and driveways which receive moving traffic shall be surfaced with bituminous or Portland cement concrete. If Portland cement concrete is used, it shall be a minimum thickness of six inches or of a designed mix containing not less than 5½ bags of cement per cubic yard of concrete. If bituminous concrete is used, it shall be laid with a minimum thickness of two inches of a plant hot mix material upon either a four-inch Portland cement concrete base or a six-inch crushed stone base, such base to be properly compacted and rolled.
 - b. *Corner lots.* Driveway approaches measured along the curblines shall not be less than 25 feet from the intersection of the street right-of-way line on a corner lot or 35 feet from the point of intersection of the curb faces, whichever is greater.
 - c. *Curb cuts.* Two driveways shall be permitted on both the long and short side of any lot; but in no case shall two driveways be permitted on any side less than 100 feet long. Openings shall not exceed the distances set in this subsection. The opening at the curb to any proposed gas or oil distributing station shall not be greater than 30 feet and at the property line shall not be greater than 20 feet.
 - d. *Curbing required.* Except at driveway locations, curbing not less than eight inches in height and eight inches in width shall be constructed adjacent to all property lines and/or street setback lines abutting the street rights-of-way. At all driveway locations, the end 24 inches by eight inches curbing may be evenly tapered to allow the top of such curbing to intersect at the grade with the driveway.
 - e. *Driveways.* The curbing of all driveways on both sides shall commence at the outside sidewalk line at the grade established by the Engineering Division of the Department of Public Works. Such

curb shall continue and become attached to the curb at the street at the same grade as such street curbing, the outer edge of such curbing conforming with the entrance measurements as set forth in this section.

- f. *Distance between driveways.* The minimum distance between driveways at the property line shall be 30 feet.
 - g. *Lighting.* The type and location of all lighting shall be shown on the site plan. All outdoor light sources shall be controlled, directed, and/or otherwise screened from illuminating directly upon adjoining or opposite properties. This control can be by landscaping, buildings, louvers, and/or shields on the lights, or with similar devices.
 - h. *Fencing required.*
 - 1. When abutting a residential zone, decorative fencing that is impervious to sight and not less than four feet nor more than eight feet in height shall be installed along the interior boundaries of the proposed station property to a point 15 feet from the street right-of-way. Curbing eight inches by eight inches shall be placed along the property line within this 15 feet. When abutting a zone other than residential, curbing or bumper guards may replace the fencing equipment.
 - 2. All exterior waste or storage areas shall be properly fenced to screen them from public view.
 - i. *Setback area.*
 - 1. Where street setback areas are required, the setback area shall not be considered part of the station proper but shall be properly seeded and landscaped.
 - 2. With the permission of the Plan Commission, the station area may extend into the street setback area to within 15 feet of the street right-of-way line if proper curbing is installed as required by the Commission for the purpose of safety and protection of property.
 - 3. Interior and corner side yard setback areas bordering on residential zoning districts shall be landscaped and buffered as required in Chapter 44, regardless of size of parking area.
 - j. *Underground storage tanks.* The location and size of all underground fuel tanks shall be approved in writing by the Fire Prevention Division of the City Fire Department by submitting a site plan and application to such Division. Installations shall comply with the provisions of Chapter 18.
 - k. *Elevated pump islands.* All site plans shall show the following information:
 - 1. The location of the elevated pump islands.
 - 2. The location of a rectangular area that shall surround the pump islands. Such area shall be surfaced with Portland cement concrete or bituminous concrete in accordance with subsection (b)(2)a of this section, and covered and maintained with a solvent resistant material and shall project at least three feet to the front and rear of the pump island and eight feet to each side.
 - 3. The distance from the property line to the nearest point on the face of such pump island. Such distance shall be at least 15 feet.
- (c) *Permit.* No gas or oil distributing station shall be erected in the City without first securing a permit from the Director. No permit shall be issued by the Director until detailed plans and specifications have been submitted to the Plan Commission and subsequently approved by the Council.
- (d) *Approval of plans.* No permit shall be issued until a site plan fulfilling the following requirements has been approved by the Plan Commission pursuant to Chapter 44. Such site plan shall be drawn to an engineer's scale and shall show the location and dimension of all property lines, property description, sidewalks, curbs, trees, lighting standards, utility poles, fire hydrants, mail boxes, traffic signs, water mains, sanitary sewers,

storm sewers, storm sewer inlets, storm, sanitary, and water connections, and any other structures on or in the street adjacent to the property as well as on the property and shall show the location of all existing and proposed structures and installations on the property. All elevations shown on such site plan shall give the City datum. After a site plan has been approved by the Plan Commission, all construction and operation shall be in accordance with the provisions of the plan, and no certificate of occupancy shall be issued by the Director until all requirements have been fulfilled.

- (e) *Noncompliance and inspection.* If it is thought the terms of this section are being violated, the City Engineer or the Director, or any other parties properly designated by the Common Council may enter upon the premises at any reasonable time for inspection. If noncompliance is found, all business activities upon such premises shall be suspended until the terms of this section are complied with.

Sec. 8-330. Erection and operation of service stations dispensing liquefied petroleum gas.

- (a) *Permit.* No service station distributing liquefied petroleum gas shall be erected in the City without first securing a permit from the Director. No permit shall be issued by the Director until detailed plans and specifications have been submitted to the Plan Commission and subsequently approved by the Council.
- (b) No service station dispensing liquefied petroleum gas shall be permitted within 200 feet of a building used for institutional occupancy or public assemblies.
- (c) A site plan shall be submitted to the Plan Commission, and a copy of such site plan shall also be filed with the Fire Department to be retained in the Fire Department records.
- (d) No building permit for a liquefied petroleum gas service station installation shall be issued until plans are approved by the Fire Chief.
- (e) No permit for the installation of a liquefied petroleum gas service station shall be approved within the Commercial Construction District.
- (f) The total quantity of liquefied petroleum gas in one or more containers shall not exceed 12,000 gallons at a single service station.
- (g) Each storage container used exclusively in service station operations shall be a minimum of 50 feet from any building or group of buildings, from the centerline of the adjoining streets at the time of installation, and from the adjoining property lines which may be built upon. No container shall be closer than 20 feet to the adjacent right-of-way line of the street.
- (h) A six-inch diversion curb shall be installed to protect all liquefied petroleum storage containers at any service station where flammable liquids are also dispensed.
- (i) The design and construction of protective guard rails and barriers around containers and metering devices shall be subject to approval by the Fire Chief.
- (j) No gas shall be transferred at a liquefied petroleum gas station to any automotive fuel supply tank if such tank requires removal from its normally-established installed position for weighing or gauging.
- (k) Liquefied petroleum gas service stations shall be equipped with at least 20 pounds dry powder fire extinguisher or the equivalent, as approved by the Fire Chief.

Sec. 8-331. Television and radio receiving and transmitting antennas.

- (a) *Applicability.* This section shall apply to the outdoor portion of all apparatus used for receiving or transmitting television or radio waves of more than 12 inches in height.
- (b) *To be of incombustible materials.* All television and radio antenna systems, including the supporting tower or mast, shall be constructed of galvanized steel or other corrosion-resistant incombustible material. Where approved by the State Department of Safety and Professional Services, towers constructed of wood or wood

poles set in the ground may be used to support antenna systems, provided no wood tower or wood pole shall be mounted on the roof of any building or structure.

- (c) *Load requirements.*
 - (1) *Ice load.* The antenna and tower shall support the dead load of the structure plus an ice load of at least one-half inch in radial thickness. The ice load shall be computed upon the wires, cables, messengers, and antenna only.
 - (2) *To withstand wind.* The tower or mast shall be braced or guyed and anchored to resist a horizontal wind pressure of not less than 30 pounds per square foot of net exposed surface area. Guy wires shall not be anchored to a chimney or to any roof ventilator or vent pipe.
- (d) *To be independently mounted.* Antenna systems installed on the roof of a building shall not be supported by or attached to a chimney. All such installations shall be mounted on an independent platform or base and anchored in place. Such platform or base shall be large enough to distribute the weight of the tower over sufficient roof area so the roof will safely support the weight of the structure in addition to the required live and dead roof loads.
- (e) *Distance from streets and thoroughfares.* All antenna systems shall be so installed that no part of the structure will be nearer to a street or other public thoroughfare than the height of the antenna as measured from its platform or base to the top-most point. Any variance necessary from this requirement shall be reviewed as described in subsection (h). No wires, cables, or guy wires shall extend over any street or other public thoroughfare or over any electric power or communication lines.
- (f) *Not to interfere with utility poles and lines.* Poles used for electric power or for communication lines shall not be used for supporting or guying any antenna system. Where antenna installations are so located that damage will be caused to adjacent power or communication lines by the falling of the antenna structures, a separate safety wire shall be attached to the top of the tower and secured in a direction away from such power or communication lines.
- (g) *Electrical installations.* Electrical installations in connection with antenna systems, including the grounding of the tower or mast, shall comply in all respects with the requirements of the State Electrical Code.
- (h) *Variance.* The Plan Commission is authorized to hear and decide special exceptions to the terms of this section and to authorize such variances from the terms of this section as shall not be contrary to the public interest. Such variances shall be granted only where, owing to special conditions, a literal enforcement of the provisions of this section will result in practical difficulty or unnecessary hardship. It is the intent that the spirit of this section shall be observed, public safety and welfare secured, and substantial justice done. If a variance is granted under this section, the owner shall sign a contract, approved by the City Attorney, agreeing to hold the City harmless from and indemnify the City for any and all liability that may result from the construction and maintenance of any structure permitted pursuant to such variance.
 - (1) In all cases where such a variance is granted, the owner shall file a certificate of insurance with Risk Management giving evidence of liability insurance with policy limits in amounts to be determined by the Risk Manager. Such insurance shall not be cancelled or reduced without 30 days prior written notice thereof to Risk Management. Such notice shall suspend the variance until a new certificate complying with this subsection has been filed with Risk Management.

Sec. 8-332. Pools, ponds, and spas.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Pond means any naturally-occurring or manmade body of water that retains or detains the natural flow of water. This definition does not include ponds used for or as part of a stormwater management plan as regulated in Chapter 42.

Pool means any constructed or prefabricated structure, either temporary (installed for a duration of less than seven days) or permanent (installed for a duration of seven days or more), either above ground or in-ground, containing or normally capable of containing water that is primarily used for the purpose of wading, swimming, or other recreational use. This definition excludes hot tubs, spas, and ponds.

Spa or hot tub means any hydro-massage pool or tub designed for immersion of users and primarily intended for recreational or therapeutic use which may or may not be equipped with a filter, heater, and motor-driven blower.

- (b) *Permit required.* No construction of a pool intended as a permanent installation, a humanmade pond, or a spa shall begin unless a permit therefor has been obtained and the fee paid as provided in the City Fee Schedule. The application for such permit shall be accompanied by a site plan showing the size, location, and description of the property.
- (c) *Requirements.*
 - (1) *Setback.* Permanent above- or in-ground pools, humanmade ponds, or spas shall maintain a minimum front yard setback of 25 feet and a rear and side yard setback of ten feet from adjoining property, subject to properly granted variance under Chapter 44. In determining this setback for above-ground pools, ponds, or spas with permanent fencing or decks, any deck or similar structure shall be considered part of the pool, pond, or spa.
 - (2) *Fencing.* All pools, ponds, or spas requiring a permit shall be encompassed by fencing as required under this subsection. A variance to maximum fence height may be granted under the procedures of Chapter 44. However, under no circumstance may the minimum fence height requirements of this subsection be varied.
 - a. *Structural requirements.* All fences under this subsection shall be constructed in such a manner as to comply with the requirements of Chapter 44, Article V, Division 6, and the requirements of this subsection.
 - 1. The fence must be able to withstand 200 pounds of force in any direction.
 - 2. The fence shall be so constructed and designed as to prevent penetration of an object greater than six inches in diameter.
 - 3. All such fences shall be constructed with a locking door or gate which complies with all other height and structural requirements of this section.
 - b. *Permanent in-ground pools, ponds, or spas.* Permanent in-ground pools, ponds, or spas, subject to Chapter 44, Article V, Division 9, shall be encompassed by a freestanding fence not less than 48 inches nor more than 96 inches from the ground level. Such fence shall be no less than three feet from the pool, pond, or spa at its nearest point. The fence shall comply with the requirements of this subsection.
 - c. *Above-ground pools.* Above-ground pools, ponds, and spas shall be encompassed by fencing which complies with one or any combination of options listed below and the requirements of this subsection.
 - 1. A fence in compliance with the requirements under this subsection for in-ground pools, ponds, or spas.
 - 2. A fence within three feet of the pool, pond, or spa, not less than 48 inches nor more than 96 inches from ground level.
 - 3. A fence attached to a deck or walkway, provided such fence is at least 36 inches above the surface of the deck or walkway and complies with subsection (c)(2)c.2 of this section.
 - 4. A pool wall not less than 48 inches from ground level, provided that steps, ladders, or other means of pool access are removed when the pool is not in use.

- (3) *Exceptions.* Fencing shall not be required under the following circumstances:
 - a. Pools, ponds, or spas with locking and solid structural covers. Such covers shall be in place whenever the pool, pond, or spa is not in use and/or is unsupervised by an adult.
 - b. Pools, ponds, or spas completely enclosed within a building.
 - c. Existing pools, ponds, or spas as of April 20, 2004.
 - d. The Director has determined that the pool, pond, or spa does not affect the safety, health, or welfare of the residents of the community and does not annoy, disturb, injure, or endanger the comfort, repose, health, peace, or safety of others.
- (d) *Operation of residential pools, ponds, or spas.*
 - (1) *Public pools, ponds, or spas prohibited in residential areas.* No person shall operate a public pool, pond, or spa on any premises zoned residential. The operation of a public pool, pond, or spa on residential premises is declared to be a public nuisance.
 - (2) *Interference with enjoyment of property rights prohibited.* No pool, pond, or spa shall be so located, designed, operated, or maintained as to unduly interfere with the enjoyment of the property rights of owners of property adjoining the pool, pond, or spa or located in the neighborhood.
 - (3) *Shielding lights.* Lights used to illuminate any pool shall be so arranged and shaded as to reflect light away from adjoining premises as regulated in Chapter 44, Article V, Division 8.
 - (4) *Unnecessary noise.* No person shall make, continue, or cause to be made or continued at any pool, pond, or spa any loud, unnecessary, or unusual noise or any noise which annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of others. In the operation of any pool, pond, or spa, the use or permitting the use or operation of any radio, receiving set, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet, and comfort of the neighboring inhabitants, or at any time with louder volume than is necessary for convenient hearing of the persons who are in the pool, pond, or spa premises, shall be prohibited.
 - (5) *Indecent exposure.* Every person using an outdoor pool, pond or spa shall wear a bathing suit or other suitable garment to protect their person from indecent exposure.

Secs. 8-333—8-354. Reserved.

ARTICLE III. PLUMBING CODE

Sec. 8-355. Wisconsin State Plumbing Code adopted.

- (a) *Adoption by reference.* Wis. Stats. Ch. 145, and the Wisconsin State Plumbing Code, Wis. Admin. Code SPS chs. 325 and 381 through 387, as amended from time to time, are hereby adopted and incorporated by reference as though fully set forth herein. Failure to comply with any of the provisions of such statutes or Codes shall constitute a violation of this article, punishable according to the penalties provided herein.
- (b) *To be on file.* A copy of the Wisconsin State Plumbing Code shall be on file in the offices of the Department of Community and Economic Development and the City Clerk.

Sec. 8-356. Administration.

- (a) *Definitions.* The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Director means the Director of the Department of Community and Economic Development or their designee.

Plumbing inspector shall be interpreted to have the same meaning as “Plumbing Supervisor,” as that term is defined in Wis. Stats. § 145.05, and shall be construed as though followed by the words, “or their designee.”

(b) *Duties and authority.*

- (1) Plumbing inspectors shall supervise and inspect all plumbing and drainage work in or in connection with all buildings within the City and shall faithfully enforce all laws, ordinances, and rules in relation thereto. Plumbing inspectors shall see that the construction, reconstruction, demolition, and alteration of all plumbing and drainage installed in all buildings in the City conforms with state laws and with the rules and regulations of the State Department of Safety and Professional Services and of the City, shall see that the work is done by licensed plumbers as provided by state law and this article, and shall make or cause to be made all inspections required thereby and in the manner therein set forth. In the discharge of their duties, the plumbing inspectors may enter any building during reasonable hours. They shall supervise and inspect plumbing and drainage installations as necessary to adequately enforce and administer the provisions of this article, state law, and the State Plumbing Code, or any amendments thereto, to make plumbing safe and sanitary and to promote the public welfare in all classes of buildings.
- (2) Plumbing inspectors shall take applications and issue permits to qualified applicants and keep suitable records of the permits issued.

Sec. 8-357. Reinspection fees.

- (a) *Definition.* The term "re-inspection fee" means a special charge that may be assessed against a property owner by the City in order to defray the cost of exercising jurisdiction over this article and conducting related inspections within the City.
- (b) *When assessed.* An inspector may assess a re-inspection fee if a property is not available to be inspected at the time of a scheduled inspection and/or if the following conditions are met:
 - (1) The inspector has found that the owner's parcel is not in compliance with a provision of this article;
 - (2) The inspector has informed the property owner of the changes necessary to gain compliance; and
 - (3) Upon subsequent inspection, the inspector finds that the same article violation persists.
- (c) *Fees charged.* Each re-inspection fee shall be as provided in the City Fee Schedule. A separate re-inspection fee may be assessed each time the conditions under subsection (b) of this section exist.
- (d) *Appeals.* Within 30 days of assessment, a property owner against whom re-inspection fees have been assessed may appeal said fees to the Finance Committee.

Sec. 8-358. Testing and inspections.

Plumbing inspectors shall make or cause to be made all required testing and inspections in accordance with Wis. Admin. Code SPS § 382.21.

Sec. 8-359. Supervision of sewers.

- (a) The Director shall have jurisdiction over all building sanitary and storm sewers. No such sewer shall be laid, and no opening into or connection with a sewer service lateral shall be made, except under the direction and supervision of a plumbing inspector.
- (b) The Director of Public Works shall keep a proper sewer connection record in a book, card index, or plat provided for such purpose showing the location of the lot, the name of the owner of the premises desiring to make such connection, the master plumber, master plumber restricted service, or utility contractor proposing to lay the sewer or drain, and the exact location with respect to the public sewer of each sewer or drain so laid. Information concerning the size, location, and depth of public and private sewers or drains and

the position of the branches, junctions, and appurtenances shall be furnished by the Director of Public Works. All reasonable care shall be taken to ensure the correctness of such information, but such correctness shall not be guaranteed. When a junction is not found within three (3) feet of the point designated according to the measurements furnished, an approved Y or T fitting shall be used. Such connection shall be made upon approval of the Director of Public Works and under the direction of the plumbing inspector.

Sec. 8-360. Permits.

- (a) *Permit required.* A permit is required to perform work that constitutes "plumbing" as that term is defined in Wis. Stats. § 145.01(10).
- (b) *Application.*
 - (1) Application for a permit shall be filed with the Director on a blank form furnished for that purpose. No work shall be started before a permit has been issued.
 - (2) Permits may be applied for by licensed master plumbers, persons licensed as master plumbers (restricted), as described in Wis. Stats. § 145.14, utility contractors, and by qualified homeowners.
 - (3) The permit application shall include the name, phone number, and email address of the property owner and plumber and shall state that the property owner and plumber will be bound by and subject to the rules and regulations of this article.
- (c) *Specifications shall be in detail.* All specifications in which general expressions are used to the effect that work shall be done "in accordance with the Plumbing Code" or "to the satisfaction of the Director" shall be deemed imperfect and incomplete; and every reference to the Building Code shall be to the applicable section or subsection.
- (d) *Insurance and bond for persons making street cuts.* Before a permit shall be issued for work requiring a cut, excavation, or service connection on the traveled portion of any street, a permit therefor shall be obtained, a bond executed and deposited, and a certificate of insurance filed in accordance with the provisions of Section 34-5(b).
- (e) *Fees.*
 - (1) Fees for permits issued under this section shall be as provided in the City Fee Schedule.
 - (2) If an application for a plumbing permit has not been obtained prior to the commencement of a job, the applicable permit fee shall be doubled.
- (f) *Restrictions on issuance.*
 - (1) No plumbing or sewer permit shall be granted until a building permit has been issued.
 - (2) No plumbing or sewer permit shall be issued to any person who is in violation of this article until such violation has been corrected.
 - (3) No plumbing or sewer permit shall be issued to any master plumber or person against whom an order issued by a plumbing inspector is pending, including, but not limited to, defective work, bad faith, unreasonable delay in performance of plumbing or drainage work, or failure to respond to official communication.
- (g) *Plan examination.* Plumbing plans and specifications for the types of plumbing installations specified in Wis. Admin. Code SPS § 382.20 shall be submitted to the Director for review. This review requirement applies to all new buildings and all additions and alterations involving six or more indoor and/or outdoor plumbing fixtures.
- (h) *Plan approval.* No permit shall be issued to commence work on any plumbing installation requiring review without plan approval from the City or the State Department of Safety and Professional Services."
- (i) *Issuance of plumbing permit.*

- (1) *When issued.* If the application, plans, and specifications conform to the requirements of this article and to all other laws or ordinances applicable thereto, the Director shall, upon receipt of the required fee, issue a permit for such work in the name of the owner and shall sign, date, and endorse in writing or by rubber stamp the plans and specifications as "approved."
- (2) *Who shall have plans and specifications.* One approved set of plans and specifications shall be retained by the Department and one shall be returned to the applicant, which set shall be kept at the site of such work at all times until the work authorized thereby is completed and shall be available for inspection by any public official. Such approved plans and specifications shall not be altered without written permission from the Director.
- (3) *Evidence of permit.* With every permit, the Director shall also issue to the applicant an appropriate card properly filled out evidencing issuance of the permit. The permit holder shall place such card in a conspicuous place on the site of such authorized work, the card to be unobstructed from the public view and available for Inspectors to mark.
- (4) *Lapse.* A permit issued under this section shall lapse and be void unless the work authorized thereby is commenced within six months of the date thereof and completed or resumed within one year from the date thereof. If further work is necessary after one year, the permit holder shall make written application to the Director stating the reasons for the request for an extension at least 90 days prior to the expiration of the permit, and the Director shall approve or reject the renewal permit application. The applicant may appeal the denial of a renewal permit application to the Board of Appeals.
- (5) *Revocation.*
 - a. If the Director finds at any time that the ordinances, laws, orders, plans, and specifications herein are not being complied with, the Director may revoke the permit by written notice served on the general contractor, or on the person in charge of that phase of work in which the error or violation has occurred, and upon the owner. Such service shall be either personal or by mailing a copy of such notice to the address of the permit holder and by posting a copy of such notice at the work site. When any such permit is revoked, no person shall do any further work until a new permit is issued, excepting such work as the Director may authorize as reasonably necessary to protect work already done on the job, existing property, adjoining property, and/or the public.
 - b. The permit holder may request a hearing on the revocation of said permit within 15 business days of receipt of notice of the City's intent to revoke the permit.
 - c. The hearing on the revocation shall be held before the Board of Appeals. If the Board of Appeals revokes the permit, the permit holder may seek judicial review of the Board's decision by petition for writ of certiorari to the Brown County Circuit Court.
- (6) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for or approval of any violation of any provision of this article. No permit presuming to give authority to violate, or to fail to comply with, the provisions of this article shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications, or execution of the work, the Director may require the correction of such errors and may rescind the permit and prevent building operations from being further carried on thereunder when in violation of this article or any other City ordinances.
- (h) *Hearing when permit is denied.* Any person whose application for a permit under this section has been denied may request and shall be granted a hearing on the matter before the Zoning Board of Appeals.

Sec. 8-361. Building sanitary sewers.

- (a) *Required.* Every building shall have a separate and independent connection with a public main sanitary sewer, private onsite water treatment system, or private main sanitary sewer. Each private main sanitary

sewer shall conform to City standards for public sewers and shall be approved by a plumbing inspector. Manholes shall be located not less than 25 feet from any building.

- (1) *Exemption.* Upon proof of the following, the Director may grant an exemption from the requirements of subsection (a) of this section:
 - a. The building is zoned Low Density Residential (R1) and is located within the City's Urban Expansion District.
 - b. The purpose of the exemption is to retrofit existing infrastructure that has been installed but not dedicated to the public and/or accepted as public right-of-way.
 - c. An easement exists on the face of the recorded subdivision plat, certified survey map (CSM) or replat which addresses the location of any shared lateral and identifies the ownership and maintenance responsibilities for the shared lateral from the common point of connection back to the sanitary sewer main.
 - d. An exemption is necessary to achieve compliance with any other requirement that the Director deems necessary.
- (b) *Piping.* All building sanitary sewer piping extending from a public sewer service lateral or other disposal terminal to within three feet to five feet of the outside foundation walls shall be of cast iron or vitrified clay. Such disposal terminal shall be the end of the sewer service lateral or, in the event no lateral has been installed, the City sewer main. Building sanitary sewer connections to a private main sanitary sewer shall be of cast iron pipe or vitrified clay pipe to within three feet to five feet outside of the foundation wall.
- (d) *Unconnected pipes to be closed off.* The ends of all sanitary sewer pipes not immediately connected shall be securely closed with a cap or plug to prevent the introduction of sand, earth, or drainage from an excavation.
- (e) *Replacement.* When it becomes necessary to replace any building sewer because of stoppages, such sewer shall be replaced in its full length with approved materials.
- (f) *Sewers carrying harmful discharges.* No person shall connect to a public sewer any sewer through which is discharged any substance likely to cause undue corrosion, obstruction, nuisance, explosion, or interference with sewage treatment processes.
- (g) *When buildings are razed or moved.* When a building is moved or demolished, the building sewer shall be located at a point outside the foundation walls and shall be sealed off. The plug or seal shall not be covered until approval has been given by a plumbing inspector.

Sec. 8-362. Building drains.

- (b) *Floor outlet fixtures below sidewalk grade.*
 - (1) *New construction.* In all new construction, all floor outlet fixtures located below the sidewalk grade shall be provided with an approved Palmer-type backwater valve.
 - (2) *Existing buildings where drainage systems subject to backflow.* Where a building drainage system is subject to backflow of sewage and where the building was erected prior to August 19, 1972, the owner of the building shall, when ordered by a plumbing inspector, install approved automatic-type backwater valves in all fixtures located below the sidewalk grade.

Sec. 8-363. Grease and oil treatment.

All required plumbing installations for occupancies other than dwelling units where grease, fats, oils, or similar waste products of cooking or food are introduced into the drain system shall be provided.

Sec. 8-364. Storm drainage.

- (a) *Drains to connect to storm sewers.* All clear water drains shall discharge into a storm sewer wherever possible in accordance with Wis. Admin. Code SPS § 382.38. Where a building was erected prior to August 19, 1972, the owner of the building shall disconnect all clear water drains from the sanitary sewer when ordered to do so by a plumbing inspector.
- (b) *Sump pumps.* Every foundation drain shall be connected to a sump pit containing an approved sump pump as specified Wis. Admin. Code SPS § 382.36.
 - (1) *New installations.* In all new construction, such approved sump pump shall discharge into a storm sewer where such is available or can be made available. In areas where a storm sewer is not available, the sump pump shall discharge into the surface at least ten feet from the building foundation. Discharge from the sump pump shall not be directed as to flow into a street or alley, over a sidewalk, or over adjoining property. Discharge from the sump pump shall not create a nuisance. The sump pump discharge shall be considered a nuisance in situations including, but not limited to, such discharge creating icing problems on a City street or sidewalk, entering a City street or sidewalk, creating ponds of standing water, or flowing over adjoining property. If the sump pump discharge is directed to the street, a permit must be obtained from the Director to direct the discharge from a sump pump to the street.
 - (2) *Existing installations creating a nuisance.* All sump pumps shall discharge into a storm sewer where such is available or can be made available if in the opinion of the Director the sump pump discharge creates a nuisance. Sump pump discharge shall be considered a nuisance in situations including, but not limited to, such discharge flowing into a street or alley, over a sidewalk, or over adjoining property. If such a nuisance exists, the Director shall require the owner of the property to install a storm sewer lateral and connect the sump pump discharge to the lateral.
- (c) *Required drainage of parking lots and surface drains.*
 - (1) All parking lots whose area exceeds 2,000 square feet shall provide for interior drainage and be connected with a storm sewer if one abuts or adjoins the parking lot. Lots of 2,000 square feet or less may drain the surface water runoff to an abutting public street or alley if such public way provides stormwater drainage. Where neither drainage method is available, an interior yard storage area shall be provided. All provisions for drainage require approval by a plumbing inspector and the Director.
 - (2) Where a parking lot is constructed and such construction impedes natural drainage of adjoining property, the parking lot drainage shall be extended as necessary to provide adequate drainage of the adjoining property.
 - (2) *Conduits.* The size of the conduit serving a parking lot shall be determined by the area to be drained. The conduit for areas less than 5,000 square feet shall be cast iron pipe from the yard drain or catch basin to the service lateral or, where no lateral has been installed, to the City sewer main or other designated terminal. Areas over 5,000 square feet may be served by pipes whose standards conform to City specifications for storm drainage.
 - (3) *Catch basin and grates.* Catch basin and grate areas shall conform to City specifications.
- (d) *Granting of funds for private clear water separation work.*
 - (1) *Granting of funds.* The City may grant funds for private clear water separation work subject to this subsection (d). Any repayment of funds granted for private clear water separation work to property owned by indigent persons may be deferred by the Council. Such deferment shall be granted only to owner-occupied, single-family, or duplex residential real estate. Such deferment shall be by resolution directing the Director to pay all or any portion of the costs for private clear water separation work used on such property from the Storm Sewer Construction Account.

- (2) *Copy of resolution to be filed with Register of Deeds for Brown County.* A copy of such resolution, with a statement of the amount and date paid and description of the property, certified by the City Clerk, shall be recorded with the Register of Deeds for Brown County; the amount shall thereby become a lien upon such real property in favor of the City prior to any other lien other than prior outstanding tax certificates or prior liens hereunder, for the amount paid, with legal interest, and shall be enforceable after transfer of title of the property by sale, inheritance, or will in the manner provided by law for the enforcement of mechanics liens.
- (3) *Discharge of lien.* The owner of such property, heirs, personal representatives, or assigns may discharge such lien at any time by paying the amount of such lien with accrued interest to the City Treasurer, who shall execute a satisfaction in such form as may be recorded with the Register of Deeds for Brown County.
- (4) *Purchase of lien.* The holder of any subsequent lien may purchase such lien by payment of the amount thereof with accrued interest to the City Treasurer, who shall execute a proper assignment thereof to such payee; and on recording such assignment, such assignee shall have the same rights the assignor had.
- (5) *When due.* After transfer of title by sale, inheritance, or will, or when the basis for indigency no longer exists, the deferred funds shall be due and owing in full.
- (6) *Limits for the determination of indigency.* The Council shall establish, by resolution, limits for the determination of indigency. Such limits shall include:
 - a. Maximum combined annual income of both spouses and their dependents.
 - b. Maximum combined assets of both spouses and their dependents.
- (7) *Subject to review.* Such income and asset figures shall be subject to periodic review and modification by the Council.
- (8) *Application.* Application for deferment shall be made to the Council upon an affidavit form provided by the City Clerk verified by each applicant.
 - a. The application shall list the relationship, ages, and employment status of the applicant and all dependents; a complete schedule setting forth all assets, liabilities, and income from all sources including the applicant individually and jointly with their spouse, and from their dependents; and any other pertinent information which may assist the City in evaluating such application.
- (9) *Notify Clerk of increases.* The applicant shall notify the City Clerk when there is a material change in the applicant's assets and/or their annual income increases above the limits described in this subsection(d).
- (10) *Providing false or incomplete information.* If the applicant willfully provides false or incomplete information, the basis for indigency shall no longer exist and the special assessment shall become due and owing in full.
- (11) *Application reviewed by Improvement and Services Committee.* The application for deferment shall be reviewed by the Improvement and Services Committee, which shall make a recommendation to the Council.
- (12) *Interest.* Interest may be charged during the deferment period. The interest rate shall not, however, exceed the legal rate prescribed by Wisconsin Statutes.

Sec. 8-365. Water supply systems.

- (a) *Water service.*

- (1) *Size.* The water service or building supply pipe to any building shall be of sufficient size to provide an ample flow of water under maximum use to all fixtures and points of service. Such size shall be determined by standards set forth by the Wisconsin Department of Safety and Professional Services.
 - (2) *Material.* The underground water service pipe from the City main or a private water supply system to any building shall be meet the requirements of Wis. Admin. Code SPS § 384.30 and the Green Bay Water Utility.
 - (3) *Valve controls.* Service laterals shall include a corporation stop at the main, and a curb stop or valve at the curb, or privately-owned pump and a valve or stop within three feet of entering each building and, where a meter is installed, a valve on both sides of the meter as specified in Wis. Admin. Code SPS § 382.40(4)(b). Meters of one and one-half (1½) inches in diameter or larger shall have a bypass around the meter.
- (b) *Separate water service.* Plans and specifications for private water mains are required to be submitted to the State Department of Safety and Professional Services for site plan review in accordance with Wis. Admin. Code SPS § 382.20.
 - (c) *Cross-connections prohibited.* No private water system shall be connected directly or indirectly to any private water main or pipe that is in turn connected to any publicly owned water main or pipe unless approved in writing by the State Department of Natural Resources pursuant to Wis. Admin. Code SPS § 382.40(3)(c).
 - (d) *Plumbing inspector may make orders.* A plumbing inspector may issue orders requiring any changes necessary to bring any water supply work up to prescribed standards.

Sec. 8-366. Authority to control water service.

After the completion and trial of the work, no person shall turn on or leave turned on any water service curb stop which for any reason has been turned off by the Green Bay Water Utility. No unauthorized individual shall turn water on or off after it has been turned on or off from a given service, nor shall anyone make openings in the street or turn off water at the main without a permit therefor and supervision thereof as provided for in this article.

Sec. 8-367. Compulsory connection to sewer service.

When notified, the owner of any building intended for human habitation or occupancy abutting on any street, alley, or other thoroughfare in which public sanitary sewer has been extended and is available for service shall cause to be made a sewer connection thereto.

Sec. 8-368. Compulsory connection to water and well abandonment.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning.

Cross-connection means a connection or potential connection between any part of a water supply system and another environment containing substances that, under any circumstances, would allow the substances to enter the water supply system by means of back siphonage or back pressure.

Licensed pump installer means any individual who has obtained a license under Wis. Stats. § 280.15(2m), and Wis. Admin. Code § NR 146.04, as a pump installer and has paid the annual license fee under Wis. Stats. § 280.15(2m)(c)2.

Licensed well driller means any individual who has obtained a license under Wis. Stats. § 280.15(2m), and Wis. Admin. Code § NR 146.04, as a water well driller and has paid the annual license fee under Wis. Stats. § 280.15(2m)(c)1.

Municipal water system means a community water system owned by a city, village, county, town, town sanitary district, utility district, public inland lake and rehabilitation district, municipal water district or a federal, state, county or municipal-owned institution for congregate care or correction, or a privately owned water utility serving the foregoing.

Pump installation means the pump and its associated pressure system including any equipment and material needed to withdraw, obtain, discharge, and store water from a well or a spring. The pump installation includes the spring box, reservoir, pump, pump drop pipe, check valves, well cap or seal, pitless adapter, pitless receiver tank, pitless unit, above-ground discharge unit, associated discharge piping and associated connections, valves, and appurtenances, pressure tank, sampling faucet, water storage or pressure vessel or structure, the electrical wiring and controls needed to operate the pump or pressure system, and any chemical addition, water treatment device, or yard hydrant upstream of the water storage or pressure vessel or building control valve.

Unused well means a well which is not in use or does not have a functional pumping system.

Well means any drillhole or other excavation or opening deeper than it is wide that extends more than ten feet below the ground surface constructed for the purpose of obtaining groundwater.

Well filling and sealing means the filling and sealing of a well, drillhole, pit, or reservoir with materials in accordance with Wis. Admin. Code NR ch. 812 so the well, drillhole, pit, or reservoir will not act as a vertical conduit to contaminate another well, groundwater, or an aquifer.

- (b) *Compulsory connection to municipal water main.* The owner of any building intended for human habitation or occupancy abutting on any street, alley, or other thoroughfare in which a municipal water main has been extended and is available for service, shall cause to be made a water connection thereto within 120 days of notification of said extension and availability. Except as provided in subsection (4), the owner shall abandon any existing source of water currently being used for said building.
- (c) *Well filling and sealing required.* All unused wells and wells located on premises served by the municipal water system shall be filled and sealed in accordance with the terms of Wis. Admin. Code NR ch. 812 not later than one year from the date the municipal water system is available.
- (d) *Well filling and sealing procedures.* All wells required to be filled and sealed under this section shall be filled and sealed according to the procedures and standards established in Wis. Admin. Code NR ch. 812. A copy of the State Department of Natural Resources filling and sealing report shall be submitted by the well owner to the Water Utility within thirty days of the completion the well filling and sealing.
- (e) *Private well operation permit.*
 - (1) The Green Bay Water Utility may grant a permit to a private well owner to operate a private well for a period of five years provided the conditions of this section are met. A private well operation permit may be renewed provided that the conditions of this section are met.
 - (2) Permit applications shall be made on the form provided by the Water Utility.
 - (3) The Water Utility General Manager or their designee may conduct inspections or have water quality tests conducted at the applicant's expense to obtain or verify information necessary for consideration of a permit application.
 - (4) The Water Utility may only grant a private well operation permit if all of the following conditions are met.
 - a. The owner pays the private well operation permit fee as provided in the City Fee Schedule.
 - b. The demonstrates a need for use of a private well.
 - c. The owner operates the well in accordance with Wis. Admin. Code NR ch. 812.
 - d. Prior to issuing or renewing the permit, a minimum of one safe sample has been taken from the private well to establish that the water is bacteriologically safe.

- e. The well and pump system are functional and have been evaluated by a licensed well driller or pump installer and certified to comply with Wis. Admin. Code NR ch. 812. The evaluation shall be documented on a form provided by the State of Wisconsin Department of Natural Resources.
- (5) *Hearing when permit is denied.* Any person whose application for a permit under this section has been denied may request and shall be granted a hearing on the matter before the Water Commission.
- (f) Unapproved cross-connections between any private well and pump installations and the municipal water system are prohibited.
- (g) *Hardship.* When, in the judgment of the Water Commission, after recommendation from the Water Utility, it would be inappropriate to apply literally a provision of this section because hardship would result, the Water Commission may waive or vary such provisions so that substantial justice may be done and the public interest secured.

Sec. 8-369. Individual sewage disposal systems.

Private domestic sewage treatment and disposal systems, where permitted, shall be constructed, maintained, and used in accordance with the provisions of Wis. Admin. Code SPS ch. 383.

Secs. 8-370—8-385. Reserved.

ARTICLE IV. ELECTRICAL CODE

DIVISION 1. GENERALLY

Secs. 8-386—8-402. Reserved.

DIVISION 2. LICENSURE

Sec. 8-403. License or registration required.

No person may install, repair, or maintain electrical wiring or engage in the business of installing, repairing, or maintaining electrical wiring, except as allowed pursuant to Wis. Stats. § 101.862 and this article.

Sec. 8-404. Licensure exemptions for homeowners.

Notwithstanding Wis. Stats. § 101.862(4)(a), a residential property owner may only install, repair, or maintain electrical wiring on premises that they own and occupy as a residence without a license if all of the following apply:

- (1) The premises is a one-family dwelling;
- (2) The homeowner signs the permit and accepts all responsibility for work performed; and
- (3) The homeowner does not perform any work on service entrance equipment.

Sec. 8-405. Proof of credentials.

The City of Green Bay has the right to verify the licensure of all persons performing electrical work.

Secs. 8-406—8-423. Reserved.

DIVISION 3. ELECTRICAL CODE REGULATIONS

Sec. 8-424. Adoption by reference.

Wis. Admin. Code SPS ch. 316, as it may be amended from time to time, is hereby adopted and incorporated by reference as though fully set forth herein.

Sec. 8-425. Existing services.

If any component of the electrical service, from the service point to the load side of the service disconnect, is repaired or replaced grounding and bonding is required by the City to the same extent required by Wis. Admin. Code SPS § 316.250, as amended from time to time.

Secs. 8-426—8-448. Reserved.

DIVISION 4. CODE ENFORCEMENT

Sec. 8-450. Electrical Inspectors.

- (a) *Jurisdiction.* Electrical Inspectors shall exercise jurisdiction over inspection of the installation, alteration, repair, servicing, or maintenance of electrical wiring in all public or private buildings, including places of employment, within the City of Green Bay city limits.
- (b) *Authority.* Electrical Inspectors shall ensure all work performed within their jurisdiction complies with this article.
- (c) *Duties.* Electrical Inspectors may issue permits and shall maintain records of permits issued to contractors and homeowners, along with any fees received for such permits.

Sec. 8-451. Permits.

- (a) *Permit required.* No person may install, repair, alter, service, or maintain electrical wiring without first obtaining a permit under this article.
- (b) *Application.* An application for an electrical permit shall be filed with the Director on a blank form to be furnished for that purpose. The application shall include the name, phone number, and email address of the property owner and contractor and shall state that the property owner and contractor will be bound by and subject to the rules and regulations of this article.
- (c) *Specifications shall be in detail.* All specifications in which general expressions are used to the effect that work shall be done "in accordance with the Electrical Code" or "to the satisfaction of the Director" shall be deemed imperfect and incomplete; and every reference to the Building Code shall be to the applicable section or subsection.
- (d) *Permit fees.*
 - (1) Fees for building permits issued under this section shall be provided in the City Fee Schedule.
 - (2) If an application for a building permit has not been obtained prior to the commencement of a job, the applicable permit fee shall be doubled.
- (e) *Issuance of electrical permit.*
 - (1) *When issued.* If the application, plans, and specifications conform to the requirements of this article and to all other laws or ordinances applicable thereto, the Director shall, upon receipt of the required fee, issue a permit for such work in the name of the owner and shall sign, date, and endorse in writing or by rubber stamp the plans and specifications as "approved."

- (2) *Who shall have plans and specifications.* One approved set of plans and specifications shall be retained by the Department and one shall be returned to the applicant, which set shall be kept at the site of such work at all times until the work authorized thereby is completed and shall be available for inspection by any public official. Such approved plans and specifications shall not be altered without written permission from the Director.
- (3) *Evidence of permit.* With every permit, the Director shall also issue to the applicant an appropriate card properly filled out evidencing issuance of the permit. The permit holder shall place such card in a conspicuous place on the site of such authorized work, the card to be unobstructed from the public view and available for Inspectors to mark.
- (4) *Lapse.* A permit issued under this section shall lapse and be void unless the work authorized thereby is commenced within six months of the date thereof and completed or resumed within one year from the date thereof. If further work is necessary after one year, the permit holder shall make written application to the Director stating the reasons for the request for an extension at least 90 days prior to the expiration of the permit, and the Director shall approve or reject the renewal permit application. The applicant may appeal the denial of a renewal permit application to the Board of Appeals.
- (5) *Revocation.*
 - a. If the Director finds at any time that the ordinances, laws, orders, plans, and specifications herein are not being complied with, the Director may revoke the permit by written notice served on the general contractor, or on the person in charge of that phase of work in which the error or violation has occurred, and upon the owner. Such service shall be either personal or by mailing a copy of such notice to the address of the permit holder and by posting a copy of such notice at the work site. When any such permit is revoked, no person shall do any further work until a new permit is issued, excepting such work as the Director may authorize as reasonably necessary to protect work already done on the job, existing property, adjoining property, and/or the public.
 - b. The permit holder may request a hearing on the revocation of said permit within 15 business days of receipt of notice of the City's intent to revoke the permit.
 - c. The hearing on the revocation shall be held before the Board of Appeals. If the Board of Appeals revokes the permit, the permit holder may seek judicial review of the Board's decision by petition for writ of certiorari to the Brown County Circuit Court.
- (6) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for or approval of any violation of any provision of this article. No permit presuming to give authority to violate, or to fail to comply with, the provisions of this article shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications, or execution of the work, the Director may require the correction of such errors and may rescind the permit and prevent building operations from being further carried on thereunder when in violation of this article or any other City ordinances.
- (f) *Hearing when permit is denied.* Any person whose application for a permit under this section has been denied may request and shall be granted a hearing on the matter before the Zoning Board of Appeals.

Sec. 8-452. Inspection stages.

During the process of performing electrical work, the person performing such work shall ensure the following inspections occur when required by the Electrical Inspector:

- (1) *Rough.* An inspection before any electrical wiring is hidden from view.
- (2) *Service.* An inspection of the service equipment and grounding electrode system prior to energizing.
- (3) *Final.* An inspection after all work has been completed and wiring concealed.

Sec. 8-453. Compliance with article.

Electrical Inspectors may utilize any lawful means to gain compliance with this article, including, but not limited to:

- (1) Inspecting electrical wiring.
- (2) Withholding electrical permits.
- (3) Issuing orders to correct violations.
- (4) Assessing re-inspection fees.
- (5) Denying/removing the connection of power to equipment.
- (6) Issuing citations or complaints for violations.
- (7) Condemning a building that is not safe for human habitation.

Secs. 8-455—8-475. Reserved.

ARTICLE V. HEATING AND AIR CONDITIONING CODE

Sec. 8-477. Wisconsin State Heating, Ventilating, and Air Conditioning Code adopted.

Adoption by reference. The Wisconsin State Heating, Ventilating, and Air Conditioning Code, Wis. Admin. Code SPS chs. 323 and 364, and the National Fuel Gas Code, NFPA 54, as amended from time to time, are hereby adopted and incorporated by reference as though fully set forth herein.

Sec. 8-478. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Director means the Director of the Department of Community and Economic Development or their designee.

HVAC means heating, ventilating, and air conditioning.

HVAC equipment means materials, piping, fittings, devices, appliances, apparatus, controls, and control wiring used as part of or in connection with permanent heating, ventilating, air conditioning, or exhausting systems serving buildings.

Licensed heating contractor means a person, entity, or business is a registered HVAC contractor under Wis. Admin. Code SPS § 305.70 or holds an HVAC qualifier certification under Wis. Admin. Code SPS § 305.71.

Sec. 8-479. License Required.

No person, entity, or business may engage or offer to engage in installing or servicing heating, ventilating, or air conditioning (HVAC) equipment unless the person, entity, or business is a registered HVAC contractor under Wis. Admin. Code SPS § 305.70 or holds an HVAC qualifier certification under Wis. Admin. Code SPS § 305.71.

Sec. 8-480. Permits.

- (a) *Permit required.* No person shall install or repair within the City any furnace, boiler, air conditioner, fireplace, or woodburning stove, or commence any other HVAC work in any structure subject to this article and/or any applicable provisions of the Wisconsin Administrative Code incorporated into this article, without first obtaining a permit for said work from the Director. In addition to any plans and specifications otherwise

required under this article, the Director may require additional information consistent with their duty to review such plans prior to issuing permits under this section.

- (b) *To whom issued.* No permit shall be issued except to the owner of a residence to personally perform work on the owner's home or to a licensed heating contractor. Such permits shall be nontransferable.
- (c) *Application.* An application for an HVAC permit shall be filed with the Director on a blank form to be furnished for that purpose. The application shall include the name, phone number, and email address of the property owner and contractor and shall state that the property owner and contractor will be bound by and subject to the rules and regulations of this article.
- (d) *Specifications shall be in detail.* All specifications in which general expressions are used to the effect that work shall be done "in accordance with the HVAC Code" or "to the satisfaction of the Director" shall be deemed imperfect and incomplete; and every reference to the Building Code shall be to the applicable section or subsection. (e) *Fees.*
 - (1) Fees for permits issued under this section shall be as provided in the City Fee Schedule.
 - (2) If an application for a permit has not been obtained prior to the commencement of a job, the applicable permit fee shall be doubled.
- (f) *Issuance of HVAC permit.*
 - (1) *When issued.* If the application, plans, and specifications conform to the requirements of this article and to all other laws or ordinances applicable thereto, the Director shall, upon receipt of the required fee, issue a permit for such work in the name of the owner and shall sign, date, and endorse in writing or by rubber stamp the plans and specifications as "approved."
 - (2) *Who shall have plans and specifications.* One approved set of plans and specifications shall be retained by the Department and one shall be returned to the applicant, which set shall be kept at the site of such work at all times until the work authorized thereby is completed and shall be available for inspection by any public official. Such approved plans and specifications shall not be altered without written permission from the Director.
 - (3) *Evidence of permit.* With every permit, the Director shall also issue to the applicant an appropriate card properly filled out evidencing issuance of the permit. The permit holder shall place such card in a conspicuous place on the site of such authorized work, the card to be unobstructed from the public view and available for Inspectors to mark.
 - (4) *Lapse.* A permit issued under this section shall lapse and be void unless the work authorized thereby is commenced within six months of the date thereof and completed or resumed within one year from the date thereof. If further work is necessary after one year, the permit holder shall make written application to the Director stating the reasons for the request for an extension at least 90 days prior to the expiration of the permit, and the Director shall approve or reject the renewal permit application. The applicant may appeal the denial of a renewal permit application to the Board of Appeals.
 - (5) *Revocation.*
 - a. If the Director finds at any time that the ordinances, laws, orders, plans, and specifications herein are not being complied with, the Director may revoke the permit by written notice served on the general contractor, or on the person in charge of that phase of work in which the error or violation has occurred, and upon the owner. Such service shall be either personal or by mailing a copy of such notice to the address of the permit holder and by posting a copy of such notice at the work site. When any such permit is revoked, no person shall do any further work until a new permit is issued, excepting such work as the Director may authorize as reasonably necessary to protect work already done on the job, existing property, adjoining property, and/or the public.
 - b. The permit holder may request a hearing on the revocation of said permit within 15 business days of receipt of notice of the City's intent to revoke the permit.

- c. The hearing on the revocation shall be held before the Board of Appeals. If the Board of Appeals revokes the permit, the permit holder may seek judicial review of the Board's decision by petition for writ of certiorari to the Brown County Circuit Court.
- (6) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for or approval of any violation of any provision of this article. No permit presuming to give authority to violate, or to fail to comply with, the provisions of this article shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications, or execution of the work, the Director may require the correction of such errors and may rescind the permit and prevent building operations from being further carried on thereunder when in violation of this article or any other City ordinances.
- (g) *Hearing when permit is denied.* Any person whose application for a permit under this section has been denied may request and shall be granted a hearing on the matter before the Zoning Board of Appeals.

Sec. 8-481. Inspection.

- (a) The Director shall examine and approve or disapprove all plans and specifications for the performance of any work governed by this article. The Inspector shall inspect all work as required by this article and shall order work stopped which is in violation of this article.
- (b) In any new building or addition, immediately upon completion of those portions of the installation which are to be concealed or covered, the licensed heating contractor shall notify the Director, who shall make an inspection within two working days after notice for inspection, excepting weekends and holidays. If no inspection is made within the specified time period, work may proceed. All other inspections shall be scheduled immediately upon notification of the completion of such work.
- (c) Wherever work for which a permit has been issued has been ordered stopped by the Inspector, the Inspector shall post a stop-work notice. After such notice has been posted, no further work shall be done until the violations have been corrected and such corrections approved by the Inspector.

Secs. 8-485—8-516. Reserved.

ARTICLE VI. MINIMUM HOUSING STANDARDS

DIVISION 1. GENERALLY

Sec. 8-517. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Approved means approved by or in accordance with regulations established by the Director of Community and Economic Development or their designee.

Basement means that portion of a building the floor of which is below the outside ground grade level.

Bath means a bathtub or shower stall.

Bedroom means a habitable room within a dwelling unit or part thereof which is used or intended to be used primarily for the purpose of sleeping, but not including any kitchen or dining room.

Boarding house or lodging house means a building or structure other than a hotel licensed by the State where lodging is furnished and meals for three (3) or more persons are served for compensation. A boarding house or lodging house may be considered a dormitory as defined and regulated within this Code.

City Building Code means Article II of this chapter.

City Electrical Code means Article IV of this chapter.

City Heating and Air Conditioning Code means Article V of this chapter.

City Plumbing Code means Article III of this chapter.

Director means the Director of the Department of Community and Economic Development or their designee.

Dormitory means a communal-type living arrangement of four or more persons not related by blood, adoption, or marriage who share common sleeping areas, kitchen, bath, and/or restroom facilities. The term "dormitory" includes, but is not limited to, shelter facilities, educational facility housing, rooming houses, boarding houses or lodging houses, community living arrangements, community based residential facilities, and migrant housing.

Dwelling means any building or structure which is wholly or partly used or intended to be used for living or sleeping by human occupants.

Dwelling unit means any habitable room or group of adjoining habitable rooms located within a dwelling or part thereof and forming a single unit with facilities which are used or intended to be used for living, sleeping, cooking, and eating of meals.

Extermination means the control and elimination of infestation of insects, rodents, or other pests by eliminating their harborage places, removing or making inaccessible materials that may serve as their food, and poisoning, spraying, fumigating, trapping, or utilizing any other approved pest elimination methods.

Family means one or more individuals living on a premises as a single housekeeping unit.

Garbage broadly refers to both "garbage" and "refuse," as defined in Section 32-1 of this Code.

Habitable room means a room or enclosed floor space used or intended to be used for living, sleeping, cooking, or eating purposes, excluding bathrooms, toilet rooms, laundries, pantries, foyers, communicating corridors, closets, storage spaces, stairways, and rooms used for play or recreational purposes.

Homeless family means a group of one or more related individuals who are homeless individuals.

Homeless individual means an individual who lacks a fixed, regular, and adequate nighttime residence (without regard to whether the individual is a member of a family) or an individual whose primary nighttime residence is a supervised public or privately operated shelter designed to provide temporary living accommodations. Temporary living accommodations include welfare hotels, congregate shelters, dormitories, and transitional housing.

Infestation means the presence of any insects, rodents, or other pests within a dwelling or part thereof or on the dwelling premises or part thereof.

Kitchen means a habitable room used or intended to be used for cooking or the preparation of meals.

Living room means a habitable room within a dwelling unit which is used or intended to be used primarily for general living purposes.

Meaning of certain terms. Whenever the terms "dwelling," "dwelling unit," "rooming house," "rooming unit," or "premises" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."

Non-dwelling structure means a garage, shed, or other similar storage or convenience building attached to or detached from a dwelling and used primarily for recreation and the storage of vehicles, lawn and garden appliances, and other household tools or equipment. A non-dwelling structure shall not be used for living or sleeping by human occupants.

Occupant means any person, including an owner or operator, living, sleeping, or cooking in or having actual possession of a dwelling or rooming unit or part thereof.

Operator means any person who has charge, care, or control of a building or part thereof in which dwelling or rooming units or part thereof are let.

Owner means any person who, individually or jointly or as tenant in common with other(s), has legal title or equitable title to any dwelling or dwelling unit or rooming unit or part thereof or who has charge, care, or control of any dwelling or dwelling unit or rooming unit or part thereof as executor, administrator, trustee, or guardian of the estate of the owner.

Plumbing includes, but is not limited to, all of the following facilities and equipment: water pipes, garbage disposal units, waste pipes, vent pipes, toilets, sinks, installed dishwashers, lavatories, baths, installed clothes washing machines, catch basins, drains, vents, domestic hot water heaters, and any other similar fixtures, together with all connections to water, sewer, or gas lines.

Portable heater means a UL-listed portable appliance used for heating a relatively small area, typically electrical in nature.

Premises means a platted lot or part thereof, an unplatted lot, or a parcel or a plot of land, either occupied or unoccupied by any dwelling or structure.

Recyclables means “recyclable waste,” as defined in § 32-1 of this Code.

Roomer means an occupant of a rooming house or part thereof who is not a member of the family of the operator of that rooming house, or an occupant of a dwelling unit or part thereof who is not a member of the family occupying the dwelling unit or part thereof.

Rooming house means a building or structure, other than a hotel licensed by the State of Wisconsin, where three or more persons are lodged for compensation. A rooming house may be considered a dormitory as defined and regulated within this article. The term “rooming house” does not include short term rentals as defined in Wis. Stats. § 66.0615(1)(dk).

Rooming unit means any room or group of rooms forming a single habitable unit in a rooming house or part thereof used or intended to be used for living and sleeping but not for cooking or eating meals.

Shelter facility means a temporary place of lodging for homeless individuals or homeless families. A shelter facility may be considered a dormitory as defined and regulated within this Code.

Sleeping room means a habitable room in a dwelling or dwelling unit of an area and volume as required by this code intended for or used primarily for sleeping purposes.

State Building Code means Wis. Admin. Code SPS chs. 320 through 325 and 361 through 366.

State Heating, Ventilating, and Air Conditioning Code means Wis. Admin. Code SPS chs. 323 and 364.

State Plumbing Code means Wis. Admin. Code SPS chs. 381 through 387.

Supplied means paid for, furnished by, or provided by or under the control of the owner or operator.

Unit heater means a self-contained, automatically controlled, vented, fuel-gas burning, space-heating appliance intended for installation in the space to be heated without the use of ducts, having integral means for circulation of air.

Sec. 8-518. Residential rental practices.

- (a) *State law adopted.* Wis. Admin. Code ATCP ch. 134 and Wis. Stats. § 704.95, as they may be amended from time to time, are hereby adopted and incorporated by reference as though fully set forth herein.
- (b) *Enforcement.* The Director may sign and issue citations for violations of this section and may delegate that authority to employees.
- (c) *Penalties.* Any person who violates this section shall forfeit not less than \$25.00 nor more than \$5,000.00 for each offense.

Secs. 8-519—8-542. Reserved.

DIVISION 2. PURPOSE AND SCOPE

Sec. 8-543. Purpose.

Buildings that are or are becoming dilapidated, neglected, overcrowded with occupants, or unsanitary jeopardize and are detrimental to the health, safety, morals, and welfare of the people of the City. Such buildings are rendered detrimental to the public through faulty design or construction, failure to be kept in a proper state of repair, lack of proper sanitary facilities or adequate lighting or ventilation, inability to properly heat, improper management, or any combination of these factors. The City finds that elimination of such buildings or structures and the prevention of the occurrence of such conditions in the future is in the best interest of the citizens of the City, and this article is enacted to foster and encourage such elimination.

Sec. 8-544. Compliance with other codes.

The provisions of this article shall not abrogate the responsibility of every person to comply with the provisions of the State Building Code and the building, zoning, plumbing, heating and air conditioning, and electrical codes of the City.

Secs. 8-545—8-566. Reserved.

DIVISION 3. ADMINISTRATION AND ENFORCEMENT

Sec. 8-568. Inspections.

- (a) *To be made by Director.* The Director of Community and Economic Development shall make inspections to determine the condition of dwelling units, rooming units, premises, and parts thereof located within the City and may enter any building during reasonable hours in the discharge of the duties. Any person who interferes with the Director in the discharge of the duties shall be in violation of this article. The Director shall have proper identification and shall show same when making such inspections.
- (b) *Access of owner or operator.* Every occupant of a dwelling, dwelling unit, rooming unit shall give the owner or operator thereof, or an agent or employee of the owner, access to any part of such dwelling, dwelling unit, rooming unit or its premises or part thereof at all reasonable times for the purpose of maintenance or making such repairs or alterations as are necessary to effect compliance with this article or with any lawful rule or regulation adopted, or any lawful notice or order issued, pursuant to the provisions of this article.

Sec. 8-570. Emergency orders.

Whenever the Director finds that an emergency exists which requires immediate action to protect the public health, the Director may, without notice of hearing and in accordance with the provisions of Wis. Stats. § 66.1337(4)(a), issue an order reciting the existence of such an emergency and requiring that such action be taken as the Director deems necessary to meet the emergency. Such order shall be effective immediately. Notwithstanding any other provision of this article, every notice served by the Director in accordance with the provisions of Sections 8-593(8), 8-596(a)(11), (b)(2) and (b)(3), and 8-632(j) shall be regarded as an order.

Sec. 8-571. Condemnation of dwellings and dwelling units or parts thereof as unfit for human habitation.

- (a) *When condemnation required.* Any dwelling unit or part thereof which the Director finds to have any of the following defects shall be condemned as unfit for human habitation, occupancy, or use:
- (1) One which is so damaged, decayed, dilapidated, unsanitary, difficult to heat, unsafe, or vermin-infested that it creates a hazard to the health or welfare of the occupants or the public.
 - (2) One which lacks illumination, ventilation, or sanitary facilities adequate to protect the health or welfare of the occupants or the general public.
 - (3) One which, because of its general condition or location, is unsanitary or otherwise dangerous to the health or welfare of the occupants or the general public.
- (b) Any dwelling or dwelling unit or part thereof may be condemned by the Director as unfit for human habitation if the owner or occupant fails to comply with any order based on the provisions of this article or any rule or regulation adopted pursuant hereto, provided such dwelling or dwelling unit or part thereof is, in the opinion of the Director, unfit for human habitation by reason of such failure to comply.
- (c) *Procedure for condemnation.* The condemnation of dwellings and dwelling units as unfit for human habitation, occupancy, or use shall be carried out in accordance with Wis. Stats. § 66.0413. Where such condemnation occurs, the Director shall post at the main entrance to such dwelling or dwelling unit a notice stating that the dwelling or dwelling unit is unfit for human habitation, occupancy, or use and has been condemned. It shall be further unlawful for any person to occupy, use, or enter such dwelling or dwelling unit thereafter, except for the purpose of making required repairs or alterations.
- (1) *Removal of notice prohibited.* The notice of condemnation shall remain posted until the required repairs or alterations are made. It shall be unlawful for any person to remove such notice without written permission from the Director.
 - (2) *Condemnation by police and fire departments.* The Director may temporarily grant authority under this section to the Chief of Police, Fire Chief, or their designees when circumstances so require.

Sec. 8-572. General penalty.

Any person who violates any provision of this article or any rule, regulation, or order made hereunder shall be subject to forfeiture of not less than \$25.00 nor more than \$5,000.00 for each offense.

Secs. 8-573—8-592. Reserved.

DIVISION 4. HOUSING STANDARDS

Sec. 8-593. Minimum standards for basic equipment and facilities.

No person shall occupy as owner-occupant or let to another for occupancy any dwelling or dwelling unit or part thereof for the purpose of living, sleeping, cooking, or eating meals therein which does not comply with the following requirements:

- (1) *Kitchen sink and lavatory.* Every dwelling unit shall contain an approved kitchen sink. Every dwelling unit shall contain a lavatory or wash basin in or adjacent to the toilet room.
- (2) *Toilet.* Every dwelling unit shall contain a toilet which shall be placed in a separate room enclosed with partitions which extend to the ceiling.
- (3) *Bath.* Every dwelling unit shall contain a bath which shall be contained within a toilet room or within a separate room which affords privacy to a person using such facility.

- (4) *Hot and cold water supply to bath and sinks.* Every bath, kitchen sink, and lavatory required under this article shall be properly connected with both hot and cold water lines.
- (5) *Water heating facilities.* Every dwelling shall have supplied water heating facilities which are properly installed and maintained in reasonably good working condition, properly connected with the hot water lines required under subsection (4) of this section, and capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every bath at a temperature of not less than 120 degrees Fahrenheit. Such supplied water heating facilities shall be capable of meeting these requirements when the dwelling or dwelling unit heating facilities are not in operation.
- (6) *Connection to water and sewer system.* Every kitchen sink, toilet, lavatory basin, and bath shall be in good working condition and properly connected to an approved water and sewer system.
- (7) *Plumbing.* All plumbing, plumbing equipment, and plumbing fixtures and the installation thereof shall comply with the Plumbing Codes of the City and of the State.
- (8) *Garbage and recyclables.* Every dwelling and dwelling unit shall be provided with adequate facilities for the storing of recyclables and garbage. Such facilities shall comply with the provisions of Chapter 32.
- (9) *Exits.* Every dwelling unit shall have exits which conform to the exit requirements of the City Building Code or the State Building Code, as applicable. Every exit and passageway shall also comply with the following requirements:
 - a. It shall be kept in good repair.
 - b. It shall be unobstructed at all times.

Sec. 8-594. Minimum standards for light, heating, and ventilation.

- (a) *Window area.* Every habitable room, toilet room, and bathroom shall have at least one window facing directly to the outdoors. The minimum window area shall be at least ten percent of the floor area of the room, but not less than 12 square feet. The top of at least one such window shall be not less than six and one-half (6½) feet above the floor. At least one half of the window shall be made so as to open the full width unless other means of adequately ventilating such rooms are installed and operating. The outside window in every toilet or bathroom shall have a total area of at least ten percent of the floor area, but not less than four square feet, provided no window or sky light shall be required in adequately ventilated bathrooms or toilet rooms equipped with a ventilation system which is kept in continuous operation.
- (b) *Electric equipment.* In accordance with Wis. Admin. Code SPS §§ 316.020 and 316.021, all electrical power and communication equipment shall be properly constructed, installed, operated, and maintained. Any of this equipment known to be defective shall be promptly repaired or isolated until repairs can be made.
- (c) *Heating facilities.*
 - (1) Every dwelling unit shall have supplied heating facilities; and such facilities shall be properly installed, maintained in good working condition, and capable of adequately heating all habitable rooms, bathrooms, and toilet rooms contained therein or intended for use by the occupants thereof to a temperature of at least 68 degrees Fahrenheit, measured three feet above the floor level, when the outside temperature is at or above negative fifteen (-15) degrees Fahrenheit. A dwelling unit shall contain a sufficient number of chimney outlets to permit the occupants, through the use of unit heaters furnished by the owner, to adequately heat all habitable rooms, bathrooms, and toilet rooms contained therein to a temperature of at least 68 degrees Fahrenheit, measured at least three feet above the floor level, when the outdoor temperature is at or above negative fifteen (-15) degrees Fahrenheit. This provision shall not be interpreted to permit the use of portable heaters where such use is prohibited by either the City Building or Heating and Air Conditioning Code or the State Building or Heating, Ventilating and Air Conditioning Codes, as applicable. Every central heating system shall comply with the City Building and Heating and Air Conditioning Codes and the State Building and

Heating, Ventilating and Air Conditioning Codes, as applicable. Such central heating systems shall also comply with the following requirements:

- a. The central heating unit shall be in good operating condition.
 - b. Every heat duct, steam pipe, and hot water pipe shall be free of leaks and shall function so that an adequate amount of heat is delivered where intended.
 - c. Every seal between the sections of a warm air furnace shall be tight, so noxious gases will not escape into heat ducts.
 - d. If the temperature of all dwelling units in a multi-unit dwelling is regulated by a single heating zone controlled by a single device, and the temperature standards articulated in this section cannot be maintained in any of the dwelling units included in that zone, the Director may issue orders to remedy the deficiency, including but not limited to requiring additional heating zones in the dwelling.
- (2) Every unit heater shall comply with the City Building and Heating and Air Conditioning Codes and the State Building and Heating, Ventilating, and Air Conditioning Codes, as applicable, and with all of the following requirements:
- a. No unit heater burning solid, liquid, or gaseous fuels shall be a portable type.
 - b. Every unit heater burning solid, liquid, or gaseous fuels shall be properly vented.
 - c. Every coal-burning or oil-burning unit heater shall have a fire-resistant panel beneath it.
 - d. The location of unit heaters, the insulation of walls and ceilings close to such heaters, and the construction, installation, and guarding of smoke pipes and walls or ceilings through which they go shall be in accordance with the Heating and Air Conditioning Code of the City in Article V of this chapter.
- (d) *Lighting of public halls and stairways.* Every public hall and public stairway in every dwelling containing four or more dwelling units or accommodating more than 20 persons shall be adequately lighted at all times. Such lighting shall include lights at all intersections of stairways. Instead of continuous lighting, every public hall and public stairway in dwellings containing fewer than four dwelling units or rooming houses accommodating more than three roomers but less than 20 persons shall be supplied with convenient light switches controlling an adequate lighting system which may be turned on when needed.
- (e) *Screens.* At least one window in each habitable room, toilet room, and bathroom where windows are required shall be supplied with a screen covering at least one-third of the window area, except where other means of adequately ventilating such rooms are available and operating. Screens shall have a wire mesh of not less than No. 16, and all installed screens must be in a state of good repair.
- (1) *Exception.* During the cold weather period from November 1 to March 31 of each calendar year, having screens installed is optional. Any screens installed must be in a state of good repair.(f) *Basement window screens.* Every basement or cellar window used or intended to be used for ventilation, and every other opening to a basement which might provide an entry for rodents, shall be supplied with a screen or such other device as will effectively prevent their entrance.

Sec. 8-595. Minimum space, use, and location requirements.

No person shall occupy or let to another for occupancy any dwelling or dwelling unit for the purpose of living therein which does not comply with the following requirements:

- (1) *Dwelling unit to be occupied by one family.* No dwelling unit or part thereof shall be occupied by more than one family.
- (2) *Minimum floor area for dwelling unit or part thereof.* Every dwelling unit or part thereof shall contain at least 150 square feet of floor space for the first occupant thereof and at least 100 additional square

feet of floor space for every additional occupant thereof, the floor space to be calculated on the basis of total habitable room area.

- (3) *Minimum floor area for sleeping purposes.* Every room occupied by one person for sleeping purposes shall contain at least 70 square feet of floor space and 490 cubic feet of air space, and every room occupied by more than one person for sleeping purposes shall contain at least 60 square feet of floor space and 400 cubic feet of air space for each occupant thereof, provided these requirements shall be reduced by one-half for children under 12 years of age.
- (4) *Arrangement of sleeping, bath, and toilet rooms.* No dwelling or dwelling unit containing two or more sleeping rooms shall be so arranged that access to a bathroom or toilet room intended for use by the occupants of more than one sleeping room can be had only by going through another sleeping room, nor shall room arrangements be such that access to a sleeping room can be had only by going through another sleeping room or a bathroom or toilet room.
- (5) *When basement space may be habitable.* No basement space shall be used as a sleeping room or dwelling unit unless such sleeping room or dwelling unit is in conformity with existing City or State Building Codes and complies with the following requirements:
 - a. The total window area in each room shall be at least equal to the minimum window area required in Section 8-594(a).
 - b. Such required minimum window area shall be located entirely above the grade of the adjoining ground.
 - c. The total openable window area in each room shall be at least equal to the minimum required under Section 8-594(a), unless there is supplied some other approved ventilating device.
 - d. Every habitable room in a basement shall be at least seven feet, six inches high from the floor to the ceiling; and the ceiling shall be at least four feet above the outside ground grade level. The walls and floors shall be damp-proof and waterproof.
- (6) *Occupants to have access to sanitary facilities.* Every occupant of every dwelling or dwelling unit shall have unrestricted access to a toilet and bath and to a kitchen sink or lavatory located within that dwelling or dwelling unit.
- (7) *Ceiling height with respect to floor area.* At least one-half of the floor area of every habitable room shall have a ceiling height of at least seven feet, and the floor area of that part of any room where the ceiling height is less than five feet shall not be considered in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.
 - (a) *Exemption.* Any one- or two-family dwelling unit built prior to the State of Wisconsin's adoption of the Uniform Dwelling Code on June 1, 1980 is exempt from the basement room height requirement in Wis. Admin. Code SPS ch. 321.

Sec. 8-596. Maintenance of dwellings, dwelling units, and rooming units.

- (a) *Owner's responsibility.* No person shall occupy as owner-occupant or let to another for occupancy any dwelling, dwelling unit, or rooming unit for the purpose of living therein which does not comply with the following requirements:
 - (1) *Maintenance of foundations, exterior walls, roofs.* Every foundation, exterior wall, and roof shall be weather-tight, water-tight, and insect-proof, shall be rodent-proof in accordance with the terms of Section 6-7 (Rat Prevention), and shall be well-maintained and kept in a state of good repair. The exterior walls of dwellings, dwelling units, and rooming houses shall be either prefinished material, brick, stone, stucco, exterior plaster, stained or painted wood, water-proof shingles, or other material designed and advertised to be used as permanent exterior siding and capable of being painted, stained, or weatherproofed if not prefinished. Materials designed and advertised for insulation, sub-siding, or structural uses other than exterior walls shall not be allowed as exterior siding. Roofing materials shall

- be kept in a state of good repair and shall have no significant signs of wear, weathering, or other forms of deterioration.
- (2) *Maintenance of interior walls, doors, floors, ceilings, countertops, cabinets.* Every interior partition, wall, door, floor, ceiling, countertop, and cabinet shall be capable of affording privacy, kept in a state of good repair, and so maintained as to permit it to be kept clean and sanitary.
 - (3) *Rainwater drains.* Rainwater shall be so drained and conveyed from every roof so as not to cause dampness in the basement, walls, ceilings, or floors of any room. Drains shall be kept clean and free of debris, and shall allow for the proper flow of water. No downspout located within six feet of adjoining property shall be pointed toward such property.
 - (4) *Windows, doors, hatchways.* Every window, exterior door, and basement hatchway shall be weather-tight and shall be kept in a good working condition, well-maintained, and repaired. All windows and exterior doors shall open and close properly with all hardware in-tact and operational.
 - (5) *Protection of exterior surfaces.* All exterior surfaces shall be protected from the elements and against decay by paint or other approved protective coating applied in a workmanlike manner. Painted surfaces must be properly maintained and repaired, including, but not limited to, scraping, priming, and applying finishing coats to said surfaces.
 - (6) *Stairways and porches.* Every inside and outside stairway, every porch, and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon and shall be kept in sound condition and maintained in a state of good repair.
 - (7) *Supplied plumbing fixtures.* Every supplied plumbing fixture and water and waste pipe shall be properly installed and maintained in good sanitary working condition and in accordance with the Plumbing Codes of the City and the State.
 - (8) *Chimney and supplied smoke pipes.* Every chimney and every supplied smoke pipe shall be adequately supported, reasonably clean, and maintained in a state of good repair and in accordance with the City Building and Heating and Air Conditioning Codes and the State Building and Heating, Ventilating, and Air Conditioning Codes, as applicable.
 - (9) *Bathroom and toilet room floors.* Every bathroom and toilet room floor shall be so maintained as to be reasonably impervious to water and as to permit such floor to be kept in a clean and sanitary condition.
 - (10) *Supplied facilities.* Every supplied facility, piece of equipment, or utility which is required under this article shall be so constructed or installed that it will function properly and shall be maintained in good working condition.
 - (11) *Discontinuance of required services, facilities, equipment, or utilities.* No owner or operator shall cause any service, facility, equipment, or utility which is required to be supplied under the provisions of this article to be removed from, shut off from, or discontinued from any occupied dwelling or dwelling unit let or occupied by said owner or operator, except for such temporary interruption as may be necessary while actual repairs, replacements, or alterations are being made.
 - (12) *Pest extermination.* Whenever infestation exists in any dwelling or dwelling unit or part thereof, or in the shared or public parts of any dwelling or part thereof containing two or more dwelling units, or whenever infestation is caused by failure of the owner to maintain the dwelling or part thereof in a rat-proof or insect-proof condition, extermination thereof shall be the responsibility of the owner. The owner shall hire a pest management professional to inspect and treat, as necessary, all dwelling units sharing a common wall, floor, or ceiling with the dwelling unit containing the infestation. The pest management professional must provide documentation that the affected dwelling unit and surrounding units are clear and free of infestation and live activity.
 - (13) *Cleanliness of public areas of dwellings.* Every owner of a dwelling containing two or more dwelling units shall be responsible for maintaining in a clean and sanitary condition in all communal, shared, or

public areas of the dwelling and premises or parts thereof which are used or shared by the occupants of two or more dwelling units.

- (14) *Vacant dwelling units to be clean and sanitary before being let for occupancy.* No owner shall occupy or rent to any other person for occupancy or allow any other person to occupy any vacant dwelling unit or part thereof unless it is clean, sanitary, free of infestation, and complies with all provisions of this article and all rules and regulations adopted pursuant thereto.
- (15) *Hanging screens.* The owner of a dwelling or dwelling unit shall be responsible for hanging all screens whenever the same are required under the provisions of this chapter or any rule or regulation adopted pursuant hereto. Screens shall be hung at all times except as otherwise provided in this article. If windows are designed to have screens installed, one must be installed and in a state of good repair as required by Section 8-594.

(b) *Responsibility of occupants.*

- (1) *Cleanliness.* Every occupant of a dwelling or dwelling unit or part thereof shall keep in a clean and sanitary condition that part of the dwelling, dwelling unit, and premises thereof which is occupied or controlled.
- (2) *Disposal of garbage and recyclables.* Every occupant of a dwelling or dwelling unit or part thereof shall dispose of all garbage and recyclables in a clean and sanitary manner by placing it in the garbage or recyclables containers as required by Chapter 32.
- (3) *Extermination of pests.* Every occupant of a dwelling or part thereof or dwelling unit or part thereof shall assist the owner of the dwelling with the extermination of any pests, including, but not limited to, maintaining unit cleanliness, notifying the owner of any infestation, cooperating with extermination efforts, and preparing the unit for treatment.
- (4) *Use and operation of supplied plumbing fixtures.* Every occupant of a dwelling unit shall keep all supplied plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.

Sec. 8-597. Maintenance of non-dwelling structures, fences, and premises.

No owner shall permit any non-dwelling structure or fence to exist on any premises which does not comply with the following requirements:

- (1) *Maintenance of non-dwelling structures.* Every foundation, retaining wall, exterior wall, roof, window, exterior door, basement hatchway, and every other entrance way of every non-dwelling structure shall be weather-tight, water-tight, and insect-proof; shall be rodent-proof in accordance with the terms of Section 6-7; shall be well maintained and kept in a state of good repair; and shall have no significant signs of wear, weathering, or other forms of deterioration.
- (2) *Protection of exterior surfaces.* All exterior wood and other surfaces of all non-dwelling structures shall be properly protected from the elements and against decay by paint or other approved protective coating applied in a workmanlike manner. Painted surfaces must be properly maintained and repaired, including, but not limited to, scraping, priming, and applying finishing coats to said surfaces. Exterior walls of structures shall be prefinished material, brick, stone, stucco, exterior plaster, stained or painted wood, water-proof shingles, or a similar material designed and advertised to be used as permanent exterior siding and capable of being painted, stained, or weatherproofed if not prefinished. Materials designed and advertised for insulation, sub-siding, or structural uses other than exterior walls shall not be allowed as exterior siding.
- (3) *Maintenance of fences.* Every fence either shall be reasonably maintained and kept in a state of good repair or shall be removed. All components of fencing material shall be installed as designed or completely removed. Fences shall consist only of materials approved in Chapter 44. Nothing in this subsection shall permit fence removal where the fence is otherwise required by this Code.

- (4) *Grading and drainage of premises.* All premises or part thereof shall be so graded and maintained that no stagnant water will accumulate or stand on the premises or part thereof or within any building or structure located on the premises or part thereof.

Secs. 8-598—8-627. Reserved.

DIVISION 5. ROOMING HOUSE/SHELTER FACILITY REGULATIONS

Sec. 8-628. Compliance required.

No person shall operate a rooming house or shelter facility or occupy or let to another for occupancy any rooming unit in any rooming house or shelter facility except in compliance with the requirements of this division and any other applicable section within this Code.

Sec. 8-629. Permits.

- (a) *Required.* No person shall operate a rooming house or shelter facility without a valid rooming house/shelter facility permit issued by the Director in the name of the operator and for the specific dwelling or dwelling unit within which the rooming house or shelter facility is contained, provided the provisions of this subsection shall not apply to dormitories associated with and run in connection with licensed educational institutions, hotels, motels, bed and breakfast establishments, and community living arrangements which are licensed by an agency of the State of Wisconsin.
- (b) *Application.* The operator shall file the application for a rooming house/shelter facility permit and a site plan according to Sections 44-83 and 44-1581 in the office of the Director on forms prepared by the Director.
- (c) *Issuance of permit and fees.* When all applicable provisions of this division and any rules and regulations adopted pursuant hereto have been complied with by the operator, the Director shall issue a rooming house/shelter facility permit upon the payment of the fee, which shall be as provided in the City Fee Schedule. Shelter facilities shall be exempt from the fees. All rooming house/shelter facility permits so issued shall expire on July 1 following the date of issuance unless sooner suspended or revoked as herein provided. Occupancy shall not exceed the capacity specified in Section 8-632(d) or in Wis. Admin. Code SPS § 362.0400 or sections referenced therein.
- (d) *Posting of permit.* Every rooming house/shelter facility permit issued by the Director shall be conspicuously posted by the operator in the rooming house or shelter facility for which it is issued and shall remain so posted at all times unless removed by the order of the Director.
- (e) *Nontransferability of permit.* No rooming house/shelter facility permit issued under this division shall be transferable as to person or place. Every operator shall notify the Director in writing within 24 hours after having relinquished the operation of a rooming house or shelter facility and shall file in writing with the Director the name and address of the operator assuming the operation of the rooming house or shelter facility. Any operator so assuming operation must have obtained a valid rooming house/shelter facility permit in accordance with this section.
- (f) *Relationship of permit to other codes.* The issuance of a rooming house/shelter facility permit shall not relieve the owner or operator of responsibility for compliance with the Building and Zoning Codes and any other applicable laws of the City and County and applicable rules of the State Department of Health and Department of Safety and Professional Services.
- (g) *Hearing when permit is denied.* Any person whose application for a rooming house shelter facility permit has been denied may request and shall be granted a hearing on the matter before the Protection and Policy Committee under the procedure provided by Section 8-569.
- (h) *Suspension, revocation, and non-renewal of permit.*

- (1) *Grounds.* Whenever, upon inspection of a rooming house or shelter facility, the Director finds that conditions or practices exist which are in violation of any provision of this article or any other provisions of this Code, or any rule or regulation adopted pursuant hereto, or if the operator keeps or maintains a disorderly house, the rooming house/shelter facility permit may be revoked, suspended for up to six months, or non-renewed.
- (2) *Notice.* No permit issued under this section shall be revoked, suspended, or non-renewed except upon due notice and hearing to determine whether grounds for such action exist. The Director shall give written notice of the grounds for revocation, suspension, or nonrenewal to the operator of such rooming house or shelter facility, which shall constitute the complaint. The notice shall be served upon the licensee at least 15 days prior to the date of the hearing and shall state the time and place thereof.
- (2) *Hearing.* The hearing on a complaint for suspension, revocation, or nonrenewal shall be held before the Protection and Policy Committee. The operator of the rooming house or shelter facility shall be entitled to be heard, to be represented by counsel, and to present and cross-examine witnesses. The operator may be provided a transcript of the hearing at their own expense.
- (3) *Recommendation by Committee.* Following the hearing, the Protection and Policy Committee shall issue Findings of Fact and Conclusions of Law and shall make a recommendation to the Common Council whether the operator's rooming house/shelter facility permit should be suspended, revoked, or nonrenewed. The City Clerk shall provide the operator with a copy of the Committee's report.
- (4) *Council action.* The Common Council shall consider the report and recommendation of the Protection and Policy Committee no later than the second regularly scheduled meeting following its receipt of the Committee's report. The Director or the operator may file an objection to the recommendation and have the opportunity to present arguments supporting their objection to the Common Council. Council shall determine whether arguments shall be presented orally, in writing, or both. Following arguments and deliberation, the Common Council shall adopt, modify, or reject the Findings of Fact, Conclusions of Law, and Recommendation of the Protection and Policy Committee. Notice of Council's decision shall be provided to the operator within 20 days.
- (5) *Appeal.* An operator of a rooming house or shelter facility shall appeal the suspension, revocation, or nonrenewal of their rooming house/shelter facility permit to the Brown County Circuit Court within 30 days of receipt of notice of Common Council's action.

Sec. 8-630. Operator to control occupancy.

No operator shall at any time allow a larger number of persons to occupy any individual or group sleeping room than is permitted by this division.

Sec. 8-631. Applicability of other parts of this article.

No person shall operate a rooming house or shelter facility unless all of the requirements of Sections 8-594, 8-595, and 8-596 are complied with, provided for the purpose of interpreting the requirements of the designated sections applicable to the enforcement of this division, the term "dwelling" shall be interpreted to mean rooming house or shelter facility and the term "dwelling unit" shall be interpreted to mean rooming unit. Every dwelling unit located within a rooming house or shelter facility shall comply with all of the requirements for dwelling units as established in this article.

Sec. 8-632. Arrangement, equipping, maintenance, and use of facilities.

- (a) *Toilets and lavatory basins.* At least one toilet and lavatory basin, properly connected to an approved water and sewer system and in good working condition, shall be supplied for each ten persons or fraction thereof residing within a rooming house or shelter facility, including members of the operator's family wherever they share the use of such facilities.

- (b) *Baths.* At least one bath, properly connected to an approved water and sewer system and in good working condition, shall be supplied for each eight persons or fraction thereof residing within a rooming house or shelter facility, including members of the operator's family wherever they share the use of such facilities.
- (c) *Location of sanitary facilities.* Every toilet, lavatory basin, and bath shall be located within a room which affords privacy to a person within. All such facilities shall be so located within the rooming house or shelter facility as to be accessible to the occupants of each rooming unit sharing such facilities without going outside of the dwelling or part thereof and without going through another dwelling unit or part thereof or through a rooming unit or part thereof of another occupant.
- (d) *Minimum area for sleeping purposes.*
 - (1) The capacity of any room occupied for sleeping purposes shall be as follows:
 - a. 400 cubic feet for each occupant over 12 years of age; and
 - b. 200 cubic feet for each occupant 12 years of age or under.
 - (2) The operator of a shelter facility may allow homeless families on an emergency basis to occupy a sleeping room which does not meet the above minimum sleeping area requirements if the operator makes all reasonable attempts to place the family in another shelter which meets those requirements and so long as the family is placed in a room which complies with these regulations within 72 hours.
- (e) *Number of sleeping rooms.* Every sleeping room in every rooming house or shelter facility shall be numbered in a plain and conspicuous manner, the number to be placed on the outside of the door to such sleeping room. No two doors shall bear the same number. No number on any door of any sleeping room shall be changed to any other number without first securing the written approval of the Director.
- (f) *Preparation or eating of meals in rooming units prohibited.* No occupant of a sleeping room shall prepare meals or store perishable foods therein. The operator shall post in every sleeping room a sign on which shall be written or printed in letters not less than three-eighths-inch in height the following words: "NO COOKING OR STORING PERISHABLE FOODS PERMITTED IN THIS ROOM." Such sign shall remain posted at all times.
- (g) *Bed linens and towels.* The operator of every rooming house or shelter facility shall effect the change of supplied bed linens and towels therein at least once each week and prior to the letting of any room to any occupant. The operator shall maintain all supplied bedding in a reasonably clean and sanitary manner.
- (h) *Shades and drapes.* Every window of every sleeping room shall be supplied with shades, draw drapes, or other devices or materials which when properly used will afford privacy to the occupant of the room.
- (i) *Sanitary maintenance.* The operator of every rooming house or shelter facility shall maintain in a sanitary condition all walls, floors, and ceilings and every part of the rooming house or shelter facility, and the entire premises, where the entire structure or building within which the rooming house or shelter facility is contained is leased or occupied by the operator.
- (j) *Storage and disposal of garbage and recyclables.* Adequate garbage and recyclable storage containers, whose type and location are approved under Chapter 32, shall be supplied by the rooming house or shelter facility operator. The operator shall dispose of all garbage and recyclables in a clean and sanitary manner by placing them in the required containers.
- (k) *Hanging screens, storm doors, and storm windows.* The operator of a rooming house or shelter facility shall hang all screen and double storm doors and windows whenever the same are required under this article or any rule or regulation adopted pursuant hereto except where the owner has agreed to supply such service.
 - (1) *Exception.* During the cold weather period from November 1 to March 31 of each calendar year, having screens installed is optional. Any screens installed must be in a state of good repair.
- (l) *Pest extermination.* Whenever infestation exists in any dwelling or dwelling unit or part thereof, or in the shared or public parts of any dwelling or part thereof containing two or more dwelling units, or whenever infestation is caused by failure of the owner to maintain the dwelling or part thereof in a rat-proof or insect-

proof condition, extermination thereof shall be the responsibility of the owner. The owner shall hire a pest management professional to inspect and treat, as necessary, all dwelling units sharing a common wall, floor, or ceiling with the dwelling unit containing the infestation. The pest management professional must provide documentation that the affected dwelling unit and surrounding units are clear and free of infestation and live activity.

- (m) *Exits.* Every sleeping room in every rooming house or shelter facility shall have exits which conform to the exit requirements of the City and State Building Codes, as applicable. In addition, every exit and passageway shall comply with the following:
- (1) It shall be easily accessible from every sleeping room by passageway, without passing through any part of another sleeping room.
 - (2) It shall be kept in a reasonably good state of repair.
 - (3) It shall be unobstructed at all times.

Sec. 8-633. Reporting of communicable disease by operator.

The operator of a rooming house or shelter facility shall report to the Brown County Health Commissioner or any State of Wisconsin health care professional licensed under Wis. Stats. Ch. 441 (nurses) or Ch. 448 (medical practitioners) immediately upon discovery the name of any person living in the rooming house or shelter facility who is suffering from any communicable disease, as listed in Appendix A to Wis. Admin. Code DHS ch. 145; and such report shall be made whenever there is reason to believe or suspect that any person in such rooming house or shelter facility may be afflicted with any communicable disease.

Secs. 8-634—8-646. Reserved.

DIVISION 6. DORMITORY FACILITY REGULATIONS

Sec. 8-647. Compliance required.

No person shall operate a dormitory facility or occupy or let to another for occupancy any rooming unit in any dormitory facility except in compliance with the requirements of this division and any other applicable section of this Code.

Sec. 8-648. Permits.

- (a) *Required.* No person shall operate a dormitory facility without a valid dormitory facility conditional use permit issued by the City of Green Bay in the name of the operator and for the specific dwelling or dwelling unit or part thereof within which the dormitory facility is contained, provided the provisions of this section shall not apply to dormitories associated with and run in connection with hotels, motels, and bed and breakfast establishments which are licensed by an agency of the State of Wisconsin.
- (b) *Application.* The operator shall file the application for a dormitory facility conditional use permit and a site plan in accordance with Section 44-83.
- (c) *Issuance of permit.* When the operator has complied with all applicable provisions of this division and any rules and regulations adopted pursuant hereto, the Director shall process the conditional use permit request in accordance with Section 44-83.
- (d) *Nontransferability of permit.* No dormitory facility conditional use permit issued under this division shall be transferable as to person or place. Every operator shall notify the Director of Planning in writing within 24 hours after having relinquished the operation of a dormitory facility and shall file in writing with the Director the name and address of the operator assuming the operation of the dormitory facility. Any operator so

assuming operation must have obtained a valid dormitory facility conditional use permit in accordance with this section.

- (e) *Relationship of permit to other codes.* The issuance of a dormitory facility conditional use permit shall not relieve the owner or operator of responsibility for compliance with the Building and Zoning Codes and any other applicable laws of the City and County and applicable rules of the State of Wisconsin.
- (f) *Revocation of permit.* Any dormitory facility conditional use permit that has been issued may be revoked in accordance with the provisions of Chapter 44.

Sec. 8-649. Operator to control occupancy.

No operator shall at any time allow a larger number of persons to occupy any individual or group sleeping room than is permitted by this division.

Sec. 8-650. Applicability of other parts of this article.

No person shall operate a dormitory facility unless all of the requirements of Sections 8-594, 8-595, and 8-596 are complied with, provided for the purpose of interpreting the requirements of the designated sections applicable to the enforcement of this division, the term "dwelling" shall be interpreted to mean dormitory facility and the term "dwelling unit" shall be interpreted to mean rooming unit or part thereof. Every dwelling unit located within a dormitory facility shall comply with all of the requirements for dwelling units as established in this article.

Sec. 8-651. Arrangement, equipping, maintenance, and use of facilities.

- (a) *Toilets and lavatory basins.* At least one toilet and lavatory basin, properly connected to an approved water and sewer system and in good working condition, shall be supplied for each eight persons or fraction thereof residing within a dormitory facility, including members of the operator's family wherever they share the use of such facilities.
- (b) *Baths.* At least one bath, properly connected to an approved water and sewer system and in good working condition, shall be supplied for each eight persons or fraction thereof residing within a dormitory facility, including members of the operator's family wherever they share the use of such facilities.
- (c) *Location of sanitary facilities.* Every toilet, lavatory basin, and bath shall be located within a room which affords privacy to a person within. All such facilities shall be so located within the dormitory facility as to be accessible to the occupants of each rooming unit sharing such facilities without going outside of the dwelling or part thereof and without going through another dwelling unit or part thereof or through a rooming unit or part thereof of another occupant.
- (d) *Minimum area for sleeping purposes.* The capacity of any room occupied for sleeping purposes shall be as follows:
 - (1) Sleeping areas of at least 50 square feet per person residing in the dormitory with no more than four individuals per room, except that more than four individuals may be allowed per room if all said individuals are related by blood, marriage, or adoption.
 - (2) Rooms shall consist of enclosed places having walls that extend from the ceiling to the floor and an entry door.
- (e) *Number of kitchens/dining areas.* Every dormitory shall have one kitchen and dining area for every ten individuals residing in the dormitory facility.
- (f) *Number of laundry facilities.* Every dormitory shall have one laundry facility consisting of a minimum of one clothes washer, one clothes dryer, and one washbasin for every ten individuals residing in the dormitory facility.

- (g) *Number and size of common area/lounge.* Every dormitory shall have one common use area/lounge of at least 600 square feet in size for every ten individuals residing in the dormitory facility for relaxation and recreation of the occupants.
- (h) *Sanitary maintenance.* The operator of every dormitory facility shall maintain in a sanitary condition all walls, floors, and ceilings and every part of the dormitory facility, and the entire premises, where the entire structure or building within which the dormitory facility is contained is leased or occupied by the operator.
- (i) *Storage and disposal of garbage and recyclables.* Adequate garbage and recyclable storage containers, whose type and location are approved under Chapter 32, shall be supplied by the dormitory facility operator. The operator shall dispose of all garbage and recyclables in a clean and sanitary manner by placing them in the required containers.
- (j) *Extermination of pests.* The operator of a dormitory facility shall cause the extermination of any insects, rodents, or other pests therein and on the entire premises where the entire structure or building within which the dormitory facility is contained is leased or occupied by the operator, except that whenever infestation of a dormitory facility is caused by a failure of the owner to maintain the dwelling within which the dormitory facility is contained in a rat-proof or reasonably insect-proof condition, extermination shall be the responsibility of the owner.
- (k) *Exits.* Every sleeping room in every dormitory facility shall have exits which conform to the exit requirements of the City and State Building Codes, as applicable. In addition, every exit and passageway shall comply with the following:
 - (1) It shall be easily accessible from every sleeping room by passageway, without passing through any part of another sleeping room.
 - (2) It shall be kept in a reasonably good state of repair.
 - (3) It shall be unobstructed at all times.

Secs. 8-652—8-668. Reserved.

ARTICLE VII. MANUFACTURED AND MOBILE HOMES

Sec. 8-669. State laws adopted.

Except as otherwise provided in this article, Wis. Stats. § 66.0435, all provisions of Wis. Stats. Ch. 101, and all provisions of Wis. Admin. Code Ch. SPS 326 describing and defining regulations relative to manufactured and mobile homes that the City may adopt as ordinances are hereby adopted and by reference made part of this article as if fully set forth herein. Any future amendments, revisions, or modifications of the statutes and regulations incorporated herein are intended to be made part of this Code in order to secure uniform statewide regulation of manufactured and mobile homes in the City of Green Bay. A copy of such code shall be on file in the office of the Inspection Division.

Sec. 8-670. Parking of manufactured and mobile homes restricted.

Except as provided in this article, no person shall park within the City any manufactured and mobile home on any street, alley, highway, or other public place or on any privately-owned land.

Sec. 8-671. Manufactured and mobile home park licenses.

- (a) *Required.* No person shall establish, operate, or maintain or permit to be established, operated, or maintained upon any property owned, leased, or controlled by said person a manufactured and mobile home park within the City without first securing a license therefor from the Director of the Department of Community and Economic Development (Director) or their designee, pursuant to this article. Operation in

any fiscal year requires a license. Such license shall expire on 12:00 midnight on June 30 annually but may be renewed under the provisions of this article for additional maximum two-year periods.

- (b) *Location restricted.* An application for the construction of a manufactured and mobile home park shall be considered only when its proposed location is within a district zoned to permit such use.
- (c) *Application.* The application for a license or a renewal thereof shall be made on forms furnished by the City and shall include the name and address of the owner in fee of the tract or if the fee is vested in some person other than the applicant, a duly verified statement by such person that the applicant is authorized to construct or maintain the manufactured and mobile home park and make the application, and such legal description of the premises upon which the manufactured and mobile home park is or will be located as will readily identify and definitely locate the premises. The initial application for any existing, new, or revised manufactured and mobile home park shall contain a park plan showing the following, either as existing or as proposed:
 - (1) The area to be used for park purposes.
 - (2) Roadways and driveways.
 - (3) The location and designation of dependent and independent manufactured and mobile home spaces.
 - (4) The location of service buildings and the number of sanitary conveniences, including toilets, washrooms, laundries, and utility rooms, to be used by occupants of the manufactured and mobile home park.
 - (5) A complete layout of storm, sanitary, and water systems for the service building and spaces.
 - (6) The method and plan of garbage removal.
 - (7) A plan for electrical lighting of spaces.
- (d) *Issuance of license.*
 - (1) *Approval and fee required.* The application for such license or renewal thereof shall be approved by the Inspection Division. Before a license is issued, the applicant shall pay an annual fee in accordance with Wis. Admin. Code Ch. SPS 326. The fee shall be as provided in the City Fee Schedule. A penalty fee, as provided in the City Fee Schedule, shall apply to renewal applications postmarked after June 30.
 - (2) *Municipal sanitary facilities required.* No license shall be issued for a manufactured and mobile home park where municipal sanitary facilities are not available.
- (e) *Revocation and suspension.* A license may be suspended or revoked after a hearing held pursuant to Wis. Stats. § 66.0435. Any hearing for the suspension, revocation, or non-renewal of a license shall be conducted before the Protection and Policy Committee. At the conclusion of the hearing, the Protection and Policy Committee shall recommend to the Common Council that the license be suspended, revoked, or non-renewed if it finds that the licensee committed a violation. The Common Council shall consider and take action on the recommendation of the Protection and Policy Committee within 45 days after the committee adjourns the hearing. Appeal from a decision of the Common Council shall be by petition for writ of certiorari to the Brown County Circuit Court.

Sec. 8-672. Management of manufactured and mobile home parks.

- (a) *Office to be in park.* In every manufactured and mobile home park, there shall be located the office of the attendant or person in charge of such park. A copy of the park license and of this article shall be posted therein, and the park register shall at all times be kept in such office.
- (b) *Duties of attendant and licensee.* The attendant or person in charge, together with the licensee, shall:
 - (1) Keep a register of all occupants, which shall be open at all times to inspection by state, federal, and local officers and which shall show for all occupants of the manufactured and mobile home park the following information:

- a. Names and addresses.
 - b. Number and ages of all children.
 - c. Number of public elementary school children.
 - d. Number of public secondary school children.
 - e. State of legal residence.
 - f. Dates of entrance and departure.
 - g. License numbers of all manufactured and mobile homes and towing or other vehicles, and states issuing such licenses.
 - h. Place of last location and length of stay.
 - i. Place of employment of each occupant.
- (2) Maintain the park in a clean, orderly, and sanitary condition at all times.
 - (3) Ensure that the provisions of this article are complied with and enforced and report promptly to the proper authorities any violations of this article or any other violations of law which may come to attention.
 - (4) Collect the monthly parking permit fee and keep a record book showing the names of persons paying such fees and the amounts paid.
 - (5) Submit with the total monthly parking permit fees to the City Treasurer a monthly report showing the names of persons paying such fees and the amount paid if less than for a full month. Such report shall also indicate departure time for current tenants and arrival time for new tenants and departure time if occurring the same month as arrival.

Sec. 8-673. Applicability of plumbing, electrical, and building ordinances.

All plumbing, electrical, building, and other work on or at any park licensed under this article shall comply with City ordinances, the requirements of the State Plumbing, Electrical, and Building Codes, and the regulations of the State Department of Health. Licenses granted under this article grant no permission to erect or repair any structure or to do any plumbing or electrical work.

Sec. 8-674. Variances.

When, in the judgment of the Plan Commission or the Council, a provision of this article may not literally be applied due to unusual hardship, such provision may be altered as long as the basic intent of control herein stated is retained.

Exhibit A

Chapter 8 BUILDINGS AND CONSTRUCTION

ARTICLE I. IN GENERAL

Sec. 8-1. Director of Community and Economic Development to enforce.

The Director of Community and Economic Development is responsible for the enforcement of this chapter and may issue citations hereunder and may delegate such citation authority to their employees. It is declared that the intent of this chapter can be most effectively carried out by the cooperation of all City departments concerned, and all such departments shall cooperate with the Director in the enforcement of this chapter.

Sec. 8-2. Wisconsin Administrative Code to be on file.

Copies of the chapters of the Wisconsin Administrative Code incorporated into this chapter by reference shall be kept on file in the offices of the Department of Community and Economic Development and the City Clerk.

Sec. 8-3. Violations of this chapter.

Whenever the Director determines that there has been a violation or that there are reasonable grounds to believe that there has been a violation of any provision of this chapter or of any rule or regulation adopted pursuant hereto, the Director shall give notice of such violation to the person legally responsible therefor. Such notice shall provide sufficient information to the person responsible as to inform them of the actions necessary to correct the violation and specify a deadline by which such corrections must be made.

Sec. 8-4. Appeals; Zoning Board of Appeals.

- (a) *Jurisdiction.* The Zoning Board of Appeals, organized under Section 44-138, shall have the authority to hear the following matters.
 - (1) Any decision of the Director of the Department of Community and Economic Development (Director) to deny an application for any permit issued under this chapter, or any decision to revoke such a permit.
 - (2) Any error in any order made by the Director in the enforcement of this chapter.
- (b) *Appeal process.* Any person aggrieved by a decision, determination, or order of the Director as described in subsection (a) may appeal the decision, determination, or order to the Zoning Board of Appeals. Unless otherwise provided in this chapter, such appeals shall be governed by the following provisions.
 - (1) The aggrieved person must file a written petition with the City Clerk within 20 days of the decision, determination, or order being appealed or the petition shall be untimely. The petition must identify the permit denial, permit revocation, or enforcement order being appealed, the official who made the decision, determination, or order, and all other relevant facts related to the appeal.
 - (2) The official whose decision, determination, or order is appealed shall submit a written report to the Board describing the reasons for the decision, determination, or order and shall attend the appeal hearing to comment.
 - (3) The Board shall establish a reasonable time for the hearing of the appeal and give public notice thereof. The Board shall render a decision on the appeal within a reasonable time.
 - (4) The Board may reverse or affirm the decision, determination, or order, wholly or partially, as appropriate.
 - (5) A party aggrieved by a decision of the Zoning Board of Appeals under this section may seek judicial review of the Board's decision by petition for writ of certiorari to the Brown County Circuit Court.

Sec. 8-5. Re-inspection fees.

- (a) *Definition.* The term "re-inspection fee" means a special charge that may be assessed against a property owner by the City in order to defray the administrative cost of exercising jurisdiction over this chapter and conducting related inspections within the City.
- (b) *When assessed.* An inspector may assess a re-inspection fee if a property is not available to be inspected at the time of a scheduled inspection or if all of the following conditions are met:
 - (1) The inspector has found that the owner's parcel is not in compliance with a provision of this chapter;
 - (2) The inspector has informed the property owner of the changes necessary to gain compliance; and
 - (3) Upon subsequent investigation or inspection, the inspector finds that the same violation persists.
- (c) *Fees charged.* Each re-inspection fee shall be as provided in the City Fee Schedule. A separate re-inspection fee may be assessed each time the conditions under subsection (b) of this section exist.
- (d) *Appeals.* Within 30 days of assessment, a property owner against whom re-inspection fees have been assessed may appeal said fees to the Finance Committee.

Sec. 8-6. General penalty.

Unless a more specific penalty is specified, any person who shall violate any provision of this chapter or any rule, regulation, or order made hereunder shall be subject to a penalty as provided in Section 1-6, except that the minimum penalty for each offense shall be \$25.00. Unless otherwise provided, each 24-hour period any such violation is allowed to exist shall constitute a separate violation.

Secs. 8-7—8-18. Reserved.

ARTICLE II. BUILDING CODE

DIVISION 1. GENERALLY

Sec. 8-19. Purpose.

The purpose of this article is to provide minimum City regulations, provisions, and requirements for buildings and structures within the City, thereby increasing safety to persons and property, stable design, and good methods of construction and uses of materials in any building or structure constructed, enlarged, altered, repaired, moved, converted to other use, or demolished; to regulate the equipment, maintenance, condition, use, occupancy, and safety of buildings in the City; and to promote the public health, safety, and general welfare. This article shall apply to new buildings and structures and to alterations and additions to existing buildings and structures within the City.

Sec. 8-20. Applicability.

- (a) *Persons affected.* This article shall be binding upon every owner of a building and every person in charge of or responsible for the condition of any building or structure in the City, or who causes repair or alteration thereof.
- (b) *Buildings affected.* This article shall apply to all buildings and structures, except buildings which were erected in compliance with the City Building Code and/or the State of Wisconsin building code in force at the time of their construction or last change in use and which:
 - (1) Have been repaired and maintained so that the structures are weathertight and the structural members are not hazardous to life or property;

- (2) Are kept free from accumulations of dirt, filth, rubbish, garbage, or other matter in or on the same or in the yards, courts, passageways, or other areas connected or belonging to the same; and
- (3) Do not have cross-connections in plumbing systems that are hazardous to the occupants or violate any provision of the Plumbing Code regarding cross-connections.

Sec. 8-21. Definitions.

The definitions in Wis. Admin. Code SPS § 320.07 shall apply to this article. Additionally, the following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section. Where a conflict exists between a definition in this section and in Wis. Admin. Code SPS § 320.07, the definition in the administrative code shall control.

Accessory building means a detached building, not used as a dwelling unit but incidental to that of the main building and which is located on the same lot. Accessory building does not mean farm building.

Accessory use means a use incidental to the use of the main building or to the principal use of the premises.

Air temperature means a measurement of the temperature of the air and not of radiant heat.

Alley means a public thoroughfare which affords a secondary means of access to abutting property and which is generally fewer than 20 feet wide.

Alteration means an enhancement, upgrading, or substantial change or modification other than an addition or repair to a dwelling or to electrical, plumbing, heating, ventilating, air conditioning, and other systems within a dwelling.

Apartment means a part of a building occupied or designed or intended to be occupied by one or more persons as a single-living unit or as a single-family housekeeping unit and which includes the use of kitchen facilities, either in private or in common with others.

Approved as to materials and types of construction means approved by the Director as the result of investigation and tests conducted by the Director or an authorized agent or by reason of accepted principles or tests by national authorities or by technical or scientific organizations accepted by the Director. Approvals given shall be in writing, and a copy thereof kept on file in the Building Inspection Division.

Balcony means a landing or porch projecting from the wall of a building.

Basement means that portion of a dwelling below the first floor or groundfloor with its entire floor below grade.

Base flood has the meaning ascribed in Section 44-1045.

Boarding house or lodging house means a building or structure, other than a hotel licensed by the State, where lodging and meals for three or more persons are served for compensation.

Building means:

- (1) *Noun.* Any structure designed or intended for the support, enclosure, shelter, or protection of persons, animals, or property. When a structure is divided into separate parts by unpierced walls extending from the ground up, each part is deemed a separate building.
- (2) *Verb.* Any enlargement, alteration, movement, or demolishing of any building or structure, and also any new heating plant or any material alteration in any existing heating plant, toilet room, or elevator.

Court means an open, unoccupied space other than a yard on the same lot with a building.

Inner court means any court other than an outer court.

Outer court means a court which extends directly to and opens on a street or other permanent open space or on a required yard.

Department means the Department of Community and Economic Development.

Director means the Director of the Department of Community and Economic Development or their designee.

Dwelling means any building, or portion thereof, which is designed or used exclusively for residential purposes.

One-family dwelling means a building designed and occupied exclusively by one family.

Two-family dwelling means a building or portion thereof designed for or occupied by not more than two families.

Extermination means the control or elimination of infestation by eliminating harboring places and removing or make inaccessible materials that may serve as food or by poisoning, spraying, trapping, fumigating by a licensed fumigator or any other effective elimination procedure.

Family means one or more individuals living on a premises as a single housekeeping unit.

Filling station means a place where gasoline, kerosene, or any other fuel, lubricating oil, or grease for operating motor vehicles is offered for sale at retail to the public and where deliveries are made at the time of sale and directly into the motor vehicles, including greasing and oiling on the premises.

Full story. That portion of a building, other than a basement, included between the surface of any floor and the surface of the floor next above it; or if there is no floor above it, then the space between the floor and the ceiling next above it, not including in either case mezzanine floors or balconies.

Garage means a space or structure used for storing motorized vehicles that has any more than two sides completely enclosed.

Community garage means a garage, or a series of garages, for use only for the storage of noncommercial vehicles of residents of the neighborhood.

Private garage means a garage, for private use only, for the storage of not more than four motorized vehicles, including not more than one commercial vehicle, which shall be of less than two-ton capacity.

Public garage means a garage other than a private or community garage used for the storage, sale, hire, or repair of motor vehicles or of vehicles used in connection therewith.

Habitable room means any room in a dwelling unit used for sleeping, living, or dining purposes.

Half story means that part of a building between the eaves and the ridge line of pitched roofs used for storage or occupancy. When designed and constructed for limited storage, such portion is an attic.

Homeless family means a group of one or more related individuals who are homeless individuals.

Homeless individual means an individual who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is a supervised public or privately-operated shelter designed to provide temporary living accommodations. Temporary living accommodations include welfare hotels, congregate shelters, and transitional housing.

Hotel means a building in which lodging and board is provided to the public for compensation and which caters to daily transient guests.

Impervious to water means constructed of concrete, cement block, terrazzo, brick, tile, or other similar material approved by the Director and having tight-fitting joints and more than four and one-half percent absorption by test.

Infestation means the sustained presence of household pests, vermin, or rodents.

Living room means a room used for sitting, dining, or cooking purposes, but does not include a room designed for laundry, workshop, furnace, play, or storage purposes.

Mezzanine floor means a balcony-like floor located between a main or full floor and the main ceiling next above and not exceeding in area more than one-third of such main or full floor.

Occupant means any individual residing in a dwelling.

Owner means the State, the City, the University of Wisconsin-Green Bay, any sewer or drainage district, any person, firm, partnership, corporation, or organization of any kind having a legal or equitable interest in a property.

Plumbing means all gas pipes and gas burning equipment, waste pipes, water pipes, water closets, sinks, lavatories, bath tubs, catch basins, drains, vents, and any other fixtures, together with connections to the water, sewer, or gas lines.

Provided means furnished, supplied, or paid for by, or under control of, the owner.

Rooming house means a building or structure, other than a hotel licensed by the State, where three or more persons are lodged for compensation.

Service station means a garage, other than a public garage, used in connection with liquid fuel dispensing stations and in which one or more vehicles can be accommodated for washing, greasing, oil changing, tire and battery replacement, or similar minor operations or adjustments.

Shelter facility means a temporary place of lodging for homeless individuals or homeless families.

Sleeping room means a room used for sleeping purposes.

Street means a public or private right-of-way, lane, or way set aside permanently for common travel and being 21 feet or more in width if it existed on November 3, 1959.

Structural alteration means any change in the supporting members of a building, such as bearing walls, columns, beams, or girders.

Structure means anything constructed, the use of which requires location on the ground or attachment to something having a permanent location on the ground.

Yard means an open, unoccupied space on the same lot with a dwelling and lying between the front, rear, or sides of the dwelling and the respective lot lines.

Sec. 8-22. Incorporation by reference.

The Wisconsin Uniform Dwelling Code, Wis. Admin. Code SPS Chs. 320 to 325, and Commercial Building Code, Wis. Admin. Code SPS Chs. 361 to 366, as amended from time to time, are hereby adopted and incorporated by reference as though fully set forth herein. Any conflict between this article and the Wisconsin Administrative Code shall be resolved in favor of the Wisconsin Administrative Code.

Secs. 8-23—8-45. Reserved.

DIVISION 2. ADMINISTRATION

Sec. 8-46. Division of Building Inspection.

- (a) *Duties.* The Director shall enforce all state laws, City ordinances, and lawful orders relating to the construction, alteration, repair, removal, location, occupancy, safety, and use of buildings and permanent building equipment.
- (b) *Records.* The Director shall keep records of and make monthly and annual reports to the Council on all of the following.
 - (1) All applications for building permits, which shall be numbered in the order of issuance.
 - (2) The number, description, and size of every building erected, which shall indicate the materials used and the cost of each building, as well as the aggregate cost of all buildings of the various classes.

- (3) All inspections made and all removals and condemnations of buildings.
- (4) All related fees collected, including the dates of their receipt and delivery to the City Treasurer.
- (d) *Powers.*
 - (1) *Inspection.* The Director may at all reasonable times for any proper purpose enter upon any public or private premises and make inspections thereof and may require the permit for any building, electrical, heating, or plumbing work, or the required license therefor, to be produced for inspection.
 - (2) *Emergency powers.* The Director shall have such emergency powers as are necessary to fulfill the purpose and intent of this article; that is, to promote the public health, safety, and welfare.

Sec. 8-47. Building permits.

- (a) *Building permit required.* No person shall erect or construct any building or structure, or shall add to, enlarge, move, improve, alter, convert, extend, or demolish any building or structure or cause the same to be done, or shall commence any work covered by this article on any structure without first obtaining a building permit therefor from the Director, provided the Director may authorize minor repairs not involving structural alterations without requiring a building permit to be issued.
 - (1) *Residential properties.* The Director may issue a permit under this section to an owner currently living and residing at the property. For residential properties not occupied by the owner, the Director shall only issue a permit under this section to a contractor who holds a dwelling contractor certification or dwelling contractor qualifier certification issued by the State of Wisconsin.
- (b) *Application.* An application for a building permit shall be filed with the Director on a blank form to be furnished for that purpose. Such application shall describe the land upon which the proposed building or work is to be done, either by lot, block, tract, or similar general description which will readily identify and definitively locate the proposed building or work, shall show the use or occupancy of all parts of the building, and shall include such other pertinent information as may be required by the Director.
- (c) *Information to accompany application.*
 - (1) *Site plan.* Each application for a building permit shall be accompanied by two copies of a site plan, drawn to scale, where not less than one inch equals 20 feet nor more than 1/16-inch equals one foot, which shows the actual dimensions of the lot to be built upon, the size and location of the buildings to be erected, the proper relationship of the buildings to the exterior lines of existing or proposed streets shown on the Official Map, and such other information as may be necessary to provide for the enforcement of this article. Such site plan shall indicate the detailed legal description of the property as it appears of record. In the case of unplatted land or parcels conveyed by metes and bounds, the site plan, together with sufficient measurements to permit property determination, shall be submitted to the Director, who shall certify as to whether the proposal is in conflict with the Official Map.
 - (2) *Other data required.* The following data shall be a part of, or shall accompany, all site plans submitted for approval:
 - a. The location of streets, alleys, lot lines, and any other buildings on the same lot or property.
 - b. The name of the owner.
 - c. The intended use of all rooms.
 - d. When required by the Director, computations, stress diagrams, and other data necessary to show the correctness of the plans.
 - (3) *Foundation specifications.* When necessary, information concerning the size and material of the foundations and, if required, the loads to be placed thereon, where piles are to be driven, and the spacing, size, and materials of the piles and the load to be placed on each shall accompany the application for a building permit.

(e) *Conditions of approval of application.*

- (1) *Sanitary sewers.* Where sanitary sewers are not installed or immediately available, no building permit shall be issued by the Director until a plumbing permit for an individual sewage disposal system has been issued in accordance with Section 8-370.
- (2) *Right to inspect.* The Director may, as a condition of the granting of a building permit, enter any premises for which such permit was issued at any reasonable time during the course of the work and until final inspection and approval thereof has been given to inspect such premises for compliance with all statutory and ordinance regulations concerning the construction, repair, use, and location of such building.
- (3) *Buildings covered by State Building Code.*
 - a. *Approval of plans.* Before a permit is issued for any building listed in subsection (e)(3)b or for the equipment for remodeling any such building, complete plans and specifications, including a site plan showing the position of the building with respect to lot lines, shall be submitted to the State Department of Safety and Professional Services for approval in accordance with the Wisconsin Administrative Code. Such plans shall be submitted to the State in such number as will permit a complete set of approved plans and specifications, together with any correspondence concerning such approval by the State, to be filed with the Department of Community and Economic Development.
 - b. The Department of Safety and Professional Services must approve permit applications for the following types of buildings:
 1. Hospitals.
 2. Buildings containing elevators.
 3. Buildings containing fire sprinkler systems or fire alarm systems.
 4. All other buildings required by state law or administrative regulation to be submitted.
 - c. *Changes in approved plans.* After plans have been approved for buildings and equipment thereof, no changes shall be permitted unless such changes are approved by the Department of Safety and Professional Services.
 - d. *Inspection of buildings covered by State Building Code.* The Director shall make inspections and require such changes as will be necessary for buildings and their equipment to conform with the approved plans, or the approved changes in such approved plans, which have been filed in their office.

(f) *Specifications shall be in detail.* All specifications in which general expressions are used to the effect that work shall be done "in accordance with the Building Code" or "to the satisfaction of the Director" shall be deemed imperfect and incomplete; and every reference to the Building Code shall be to the applicable section or subsection.

(g) *Permit fees.*

- (1) Fees for building permits issued under this section shall be provided in the City Fee Schedule.
- (2) If an application for a building permit has not been obtained prior to the commencement of a job, the applicable permit fee shall be doubled.

(h) *Issuance of building permit.*

- (1) *When issued.* If the application, plans, and specifications conform to the requirements of this article and to all other laws or ordinances applicable thereto, the Director shall, upon receipt of the required fee, issue a building permit for such work in the name of the owner and shall sign, date, and endorse in writing or by rubber stamp both sets of plans and specifications as "approved."

- (2) *Who shall have plans and specifications.* One such approved set of plans and specifications shall be retained by the Department and one shall be returned to the applicant, which set shall be kept at the site of such work at all times until the work authorized thereby is completed and shall be available for inspection by any public official. Such approved plans and specifications shall not be altered without written permission from the Director.
- (3) *Evidence of permit.* With every permit, Director shall also issue to the applicant an appropriate card properly filled out evidencing issuance of the permit. The permit holder shall place such card in a conspicuous place on the site of such authorized work, the card to be unobstructed from the public view and available for Inspectors to mark.
- (4) *Lapse.* A building permit shall lapse and be void unless the work authorized thereby is commenced within six months of the date thereof and completed or resumed within one year from the date thereof. If further construction is necessary after one year, the permit holder shall make written application in duplicate to the Director stating the reasons for the request for an extension at least 90 days prior to the expiration of the building permit, and the Director shall approve or reject the renewal permit application. The applicant may appeal the denial of a renewal permit application to the Board of Appeals.
- (5) *Revocation.*
- a. If the Director finds at any time that the ordinances, laws, orders, plans, and specifications herein are not being complied with, the building permit shall be revoked by written notice served on the general contractor, or on the person in charge of that phase of work in which the error or violation has occurred, and upon the owner. Such service shall be either personal or by mailing a copy of such notice to the address of the permit holder and by posting a copy of such notice at the work site. When any such permit is revoked, no person shall do any further work upon the subject building until a new permit is issued, excepting such work as the Director may authorize as reasonably necessary to protect work already done on the job, existing property, adjoining property, and/or the public.
 - b. The permit holder may request a hearing on the revocation of said permit within 15 business days of receipt of notice of the City's intent to revoke the permit.
 - c. The hearing on the revocation shall be held before the Board of Appeals. If the Board of Appeals revokes the permit, the permit holder may seek judicial review of the Board's decision by petition for writ of certiorari to the Brown County Circuit Court.
- (6) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for or approval of any violation of any provision of this article. No permit presuming to give authority to violate, or to fail to comply with, the provisions of this article shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications, or execution of the work, the Director may require the correction of such errors and may rescind the permit and prevent building operations from being further carried on thereunder when in violation of this article or any other City ordinances.
- (7) *Preliminary foundation permit may be issued.* Whenever any person has applied for a building permit and all of the provisions of this section have been complied with, particularly with respect to review and approval of the site plan and other necessary conditions of approval as set forth in subsection (e) of this section, the Director may issue a preliminary foundation permit allowing the permittee to construct the foundation of any building for which a permit is sought. Thereafter, the Director may issue the final permit upon approval of plans and specifications for the remaining portion of the building to be constructed above the foundation. Nothing contained herein shall require the Building Inspector to issue the final permit unless the plans and specifications for the remainder of the building to be constructed above the foundation are in proper order and approved. The Director shall not issue such preliminary foundation permit unless all necessary information provided hereunder has been

reviewed and approved by the appropriate City departments and the only information remaining to be approved is the computation, stress diagrams, and other data necessary to show the correctness of the plans for that portion of the building to be constructed above the foundation.

- (i) *Hearing when permit is denied.* Any person whose application for a permit under this section has been denied may request and shall be granted a hearing on the matter before the Zoning Board of Appeals.

Secs. 8-48—8-67. Reserved.

DIVISION 3. ENFORCEMENT

Sec. 8-68. Unsafe buildings; razing or repair.

- (a) *Order to raze.* If any building located within the City is old, dilapidated, or out of repair and consequently dangerous, unsafe, unsanitary, or otherwise unfit for human habitation and unreasonable to repair, the Director may order the owner of the building to raze and remove such building; or, if the building can be made safe by reasonable repairs, order the owner to either make the building safe and sanitary or raze and remove it, at the owner's option; or, where there has been a cessation of normal construction of a building for more than two years, order the owner of the building to raze and remove such building. Any order issued under this section shall specify the repairs necessary to make the building safe and sanitary and shall specify a time within which the owner shall comply therewith. Such order shall be served as provided by Wis. Stats. § 66.0413.
- (b) *Failure to comply with order.*
 - (1) If the owner fails or refuses to comply with an order issued under this section within the time prescribed, the Director shall cause such building either to be razed and removed as provided by Wis. Stats. § 66.0413, through any available public agency or by contract or arrangement with private persons, or to be closed if unfit for human habitation, occupancy, or use.
 - (2) The cost of such razing and removal or closing shall be charged against the real estate and shall be assessed and collected as a special charge. When any building has been ordered razed and removed, the Director may sell the salvage and valuable material at the highest price obtainable. The proceeds of such sale, after deducting the expense of razing and removal of the building, shall be promptly remitted to the Circuit Court with a report of such sale or transaction, including the items of expense and the amounts deducted, for the use of the person entitled to the net proceeds, subject to the order of the Court. If there remains no surplus to be turned over to the Court, the report shall so state.
 - (3) If a building subject to a raze order under this section is unsanitary and unfit for human habitation, occupancy, or use and is not in danger of structural collapse, the Director shall post a placard on the premises containing the following notice: "This Building May Not Be Used For Human Habitation, Occupancy, or Use." The Director shall prohibit use of the building for human habitation, occupancy, or use until the necessary repairs have been made. Any person who rents, leases, or occupies a building which has been condemned for human habitation, occupancy, or use shall be fined not less than \$5.00 nor more than \$50.00 for each week of the violation.

Secs. 8-69—8-98. Reserved.

DIVISION 4. INSPECTION

Sec. 8-99. Structural portions to be inspected.

No structural portion of any part of any building or structure not supervised by an architect or professional engineer or their authorized representative, and no reinforced steel, structural framework of iron or steel, brick,

concrete block, frame, or any other materials used in the structural part of any building shall be covered or concealed in any manner without first securing the approval of the Building Inspection Division. The Building Inspection Division shall be notified at least one working day prior to such time as the work is to be inspected.

Sec. 8-100. Successive inspections to be made.

No work shall be done on any part of a building or structure beyond the point indicated in each successive inspection without first obtaining the approval of the Building Inspection Division. Upon notification by the permit holder or an agent of the completion of each of the respective steps in construction, the Director shall make the following successive inspections in accordance with the Department of Safety and Professional Services Administrative Code and shall either approve that portion of the construction as completed or shall notify the permit holder or an agent where the same fails to comply with the law:

- (1) Residential and/or commercial building inspections are required following specific phases of the construction process. The list in this section is not exhaustive, and additional inspections may be required as appropriate. The Director shall perform an inspection following each of the following steps in construction:
 - a. *Footings.* When forms for footings are in and ready to be poured. Forms for footings shall be framed with a minimum depth of six inch framing members.
 - b. *Foundation.* When footings are fully installed and the permit holder is ready to install concrete for the walls.
 - c. *Tar, stone, and tile.* When the walls are up and stone, tile, and damproofing have been installed.
 - d. *Rough-in.* When the roof and all framing, fire blocking, and bracing are in place, and all pipes, chimneys, and vents are completed.
 - e. *Insulation.* When the insulation has been installed.
- (2) *Certificate of occupancy.* The Chief Building Official, Plumbing Supervisor, Heating Inspector, Electrical Inspector, Engineering Department agents, and Fire Department Prevention Bureau, or their designees, shall each make a final inspection of all new buildings, additions, and alterations. If no violation of this article or any other ordinance, law, or order is found and if there is a sewer connected to the public system or a system approved by ordinance, a connection with adequate water supply and access to the premises by a graded and graveled public road, and the buildings, additions, and alterations are in compliance with the City's building, electrical, heating and air conditioning, plumbing, rat prevention, and fire prevention and control ordinances, the Director shall issue a certificate of occupancy stating the purpose for which the building is to be used and the maximum load and maximum number of persons that may be accommodated on each floor thereof. No building or part thereof shall be occupied until such certificate has been issued, except with the written consent of the Director, nor shall any building be occupied in any manner which conflicts with the conditions set forth in the certificate of occupancy. In no case shall a certificate of occupancy be issued until complete compliance with the conditions stipulated on the site plan have been met, except such certificate may be issued prior to complete compliance provided that a cash bond in an amount equal to the cost of site plan compliance, as stipulated by the Director of Public Works and indicated on the site plan, has been deposited with the City Treasurer. If all conditions have not been met within 60 days after notice by the Director of Community and Economic Development, the Director of Public Works may make the necessary installations as provided in the site plan and charge the same to the cash bond account for that particular building.
- (3) *Commercial partial and/or temporary occupancy.* Partial and/or temporary occupancy of a building may be granted subsequent to the original site plan approvals if the following conditions are met:
 - a. The applicant has submitted a Life Safety Plan containing the stamped seal of the supervising professional. Said Life Safety Plan shall demonstrate to the satisfaction of the Director that all life

safety components for the entire building have been completed or that an equivalent or better level of protection is in place.

- b. The Director and the Fire Chief have reviewed and approved the revised Life Safety Plan described in this subsection.
- c. The applicant has paid an additional permit fee in an amount determined by the Director, which amount shall reflect the actual administrative costs of issuing the partial or temporary certificate of occupancy. In determining the fee amount, the Director may consider all relevant factors, including, but not limited to, the timing or urgency of the request for the partial or temporary occupancy permit, the number of inspections required to grant the partial or temporary occupancy permit, and the percentage of the building included in the partial or temporary occupancy permit. The fee for the partial or temporary occupancy permit shall not exceed fifty percent of the total permit fee.

Secs. 8-101—8-128. Reserved.

DIVISION 5. BUILDING SITE REGULATIONS

Sec. 8-129. Excavations.

- (a) *Excavation plans to be submitted in advance.* A building permit shall be obtained before commencing with excavation or driving piles for any foundation of any building or structure. The application for a building permit shall be filed with the plans and specifications of the building showing the location of the building or structure, the size and material of the foundation, and, if required, the loads to be placed thereon, where piles are to be driven, the spacing, size, and materials of the piles and the load to be placed on each.
- (b) *Guard rails.* Any person making excavations or causing the same to be made shall properly guard them and shall so protect them that the adjoining soil shall not cave in. No one shall excavate so as to injure any adjoining soil, ground, or building. Wherever such excavations are made within ten feet of any sidewalk, street, or alley, guard rails and warning lights and signs determined to be proper by the Director shall be installed and maintained. The Director may require guard rails around such other excavations as such they believe the protection of the public requires.

Sec. 8-130. Abandoned or water-filled excavations.

- (a) *Open basements.* Any open basement or basement excavation on which no work has been performed for a period of 60 days after the commencement of building or razing shall constitute a nuisance and the owner or contractor shall, within five business days of receipt of written notice from the Director, cause such basement or basement excavation to be properly filled and leveled off to the original grade. All concrete, including footings and foundations, must be removed in its entirety prior to such filling and shall not be buried.
- (b) *Fill and debris.* Any fill or debris on land or lots that has not been leveled off or removed within 30 days after its deposit and which is harboring rodents, preventing noxious weeds from being cut, or otherwise creating a nuisance shall be subject to the issuance of written orders by the Director requiring the leveling or removal of such fill or debris within 48 hours of receipt of such orders. (c) *Water-filled excavations.* Any open basement or basement excavation in which one foot or more of water is permitted to stand shall constitute a nuisance and the owner shall, within 48 hours of receipt of written orders from the Director, cause the excavation or basement to be pumped dry.
- (d) *Publication of notice.* If the address of the owner or contractor cannot be ascertained with reasonable diligence, then the 48-hour period provided in subsections (a) through (c) of this section shall commence to run at the beginning of the day following two successive publications of the notice in the official newspaper.

- (e) *Failure to comply.* Failure to comply with a written order from the Director shall be cause to have the work done to abate the nuisance in accordance with Chapter 24, and the cost thereof charged back to the property or property owner.

Sec. 8-131. Littering and damage to property.

- (a) *General provisions.* No person engaged in work for which a building permit has been issued shall cause, maintain, or permit the littering of any public or private property with mud, dust, brush, stumps, tree limbs, construction, or other types of debris; nor shall such person cause damage to any public street, sidewalk, alley, curb, gutter, sewerage system, or property.
- (b) *Littering at razing or removal site.* No person shall leave litter, building debris, excavations, or ground piles on property on which a building is being razed or from which a building has been moved. If work is not being done in a satisfactory manner or is not progressing, thus causing a public safety hazard and nuisance, the Director shall issue a written order to the property owner specifying a definite period within which persons concerned shall clean up the property and level off the ground to the adjoining level, the City shall cause such work to be done to abate the nuisance in accordance with Chapter 24, and the cost thereof charged back to the property or the property owner.

Sec. 8-132. Lot corners.

- (a) *To be monumented.* Prior to issuance of a building permit, all lot corners of the property upon which any building or structure is to be located shall be monumented by a registered land surveyor. These monuments shall be marked by wooden guard stakes.
- (b) *Monuments to be maintained.* The lot corner monuments and guard stakes shall be maintained and kept readily visible until the footings have been inspected and approved by the Director.

Secs. 8-133—8-165. Reserved.

DIVISION 6. BUILDING CONSTRUCTION REGULATIONS

Sec. 8-166. Minimum building elevations.

- (a) The first habitable floor of any building or structure shall not be constructed below the current city elevation.
- (c) Uses requiring floodproofing measures shall be designed consistent with the current flood protection elevation. The Director shall require that the applicant submit a plan or document certified by a registered professional engineer or architect that the floodproofing measures are consistent with the flood protection elevation. Floodproofing measures shall include, but are not limited to, the following:
 - (1) Installation of water-tight doors, bulkheads, and shutters.
 - (2) Reinforcement of walls to resist water pressure.
 - (3) Use of paint, membrane, or mortar to reduce seepage of water through walls.
 - (4) Construction of water supply and waste treatment systems to prevent the entrance of floodwaters.
 - (5) Pumping facilities for subsurface drainage systems for buildings, to receive external foundation wall and basement floor pressures.
 - (6) Construction to resist rupture or collapse caused by water pressure or floating debris.
 - (7) Installation of cutoff (backwater) valves on sewer lines or elimination of gravity flow basement drains.
 - (8) Anchorage to resist flotation and lateral movement.
 - (9) Addition of mass or weights to structures to resist flotation.

- (10) Installation of pumps to lower water levels in structures.
- (d) Accessory uses such as parking lots, yards, and other similar land or open land uses may be permitted at the current base flood elevation.
- (e) Fill shall be placed around buildings and structures to a minimum of one foot above base flood elevation and shall extend at such elevation at least 15 feet in each direction from the structure thereon. Fill material shall be stabilized in a manner recommended by the U.S. Soil Conservation Service and protected against erosion.

Secs. 8-167—8-202. Reserved.

DIVISION 7. OTHER CONSTRUCTION REQUIREMENTS

Sec. 8-203. Materials approved by Department of Safety and Professional Services.

Materials not listed in this article but approved by the State Department of Safety and Professional Services may be used in any building in the City, provided the necessary test sheets verifying such approval are on file in the office of the Department.

Sec. 8-204. Prefabricated and other similar buildings.

Nothing in this article shall prevent the erection of prefabricated, component, pre-cut, stressed-skin, or unit-constructed buildings, provided such buildings meet or are modified to comply with all requirements of this article.

Sec. 8-205. Items not covered by this article.

Any item, phase, or area of construction not specifically covered by this article shall meet with the approval of the Director. This article shall not be interpreted to limit the scope or use of other construction practices not specifically covered herein, provided the standards of construction and safety intended by this article are maintained. Detailed material, information, and structural design data on other construction practices shall be submitted to the Director for approval prior to starting construction.

Secs. 8-206—8-234. Reserved.

DIVISION 8. HOUSING REQUIREMENTS

Sec. 8-235. Buildings affected.

This division shall apply to buildings hereafter constructed which are not covered by the State Building Code. Sections 8-238 through 8-240 shall also apply to buildings heretofore constructed which are not covered by the State Building Code.

Sec. 8-236. Light and air regulations.

Every room used for human habitation, including bath and toilet rooms, shall be lighted directly upon a street or alley, upon a court on the same lot with the building, or upon the sky. Every court which is bound on one side by a lot line and which opens at one or both ends to the street, alley, or yard shall be an outer line court and shall be at least three feet wide. Every court which is between two buildings or parts of buildings on the same lot and which opens at one or both ends to the street, alley, or yard shall be an outer court and shall be at least six feet wide. Every court which is bounded on one side and both ends by walls and on the remaining side by a lot line shall be an inner lot line court and shall be at least six feet wide and at least 60 square feet in area. Every court which is bounded on all sides by walls shall be an inner court and shall be at least ten feet wide and at least 150 square feet in area. No building shall be built, altered, or enlarged so as to encroach upon the space reserved under this section for light and air.

Sec. 8-237. Ceilings.

All habitable rooms in each dwelling unit shall maintain a minimum ceiling height of seven feet. If beams or girders are exposed below the normal ceiling, a height of seven feet shall be maintained between the floor and the beams or girders. Rooms with sloping ceilings shall maintain a seven-foot average. In one-half story residences, areas with less than five feet of head room at the sides shall not be included in the above requirements, but the center ceiling height shall be at least seven feet.

Secs. 8-238—8-273. Reserved.

DIVISION 9. OTHER BUILDING REGULATIONS

Sec. 8-274. Razing of buildings.

- (a) *Permit required.* No person shall raze any building in the City without first securing a permit therefor from the Department and a permit for the sealing of the sewer from the Director. No permit shall be granted unless the applicant files a certificate of insurance with Risk Management giving evidence of liability insurance with policy limits in amounts to be determined by the Risk Manager. The applicant shall agree to indemnify and hold the City harmless from all liability arising out of the job. Such insurance shall not be cancelled or reduced without 30 days prior written notice thereof to Risk Management. Such notice shall suspend the permit, and no work shall be done under such permit until a new certificate of insurance certificate complying with this subsection has been filed with Risk Management. No certificate of insurance is required if either of the following conditions exists:
- (1) The building is located in a residential zoning district and is set back at least ten feet from all property lines.
 - (2) The building is located in any zoning district, is an accessory building as defined in Section 44-249, is no greater than one story, and is set back at least ten feet from all property lines, or is constructed and situated upon the property so that the same may be razed with no damage resulting to the person or property of others as determined by the Director and Risk Manager. Anyone aggrieved by such determination may appeal that decision to the Protection and Policy Committee in accordance with Wis. Stats. Ch. 68.
- (b) *Requirements.* The holder of a permit to raze a building shall comply with the following requirements:
- (1) *Property to be protected.* Streets, alleys, and private property shall be properly protected by erecting proper fences and scaffolds. If scaffolds are to be built on streets or alleys, they shall be properly protected with a top cover of planks, guard rails, and toe-boards to prevent the falling of debris on sidewalks or streets. The top of the scaffold shall be at least eight feet above the sidewalk or alley.
 - (2) *Walls to be supported.* No person shall remove all horizontal support from exterior walls or partitions thereby permitting them to stand unsupported.
 - (3) *Buildings to be razed floor-by-floor.* In buildings of more than one story, the exterior walls, interior partitions, and other supports shall be removed floor-by-floor, using the floor below as protection from falling debris and to prevent exterior and interior walls from collapsing.
 - (4) *Razing to be gradual.* No walls, chimneys, or other construction shall be allowed to fall en masse on a floor and bulky material such as beams and columns shall be lowered and not thrown.
 - (5) *Cranes.* Cranes may be used in wrecking or demolishing buildings provided the other requirements of this subsection are met.
 - (6) *Sewers.* When a building is moved or demolished, its sewer shall be located at a point outside the foundation lines and sealed off. The plug or seal shall not be covered until the Director or a plumbing inspector under Section 8-356 gives approval.

- (7) *Obstruction of streets.* When razing requires the obstruction of a public street, alley, or sidewalk, a permit must be obtained from the Director of Public Works as provided in Section 34-11 before work on razing the structure can begin.
- (8) *Filling basement and excavated areas.* All loose material and debris shall be removed from the basement, crawlspaces, and other excavated areas. Upon ascertaining that all openings, pipelines, drains, and similar components have been properly capped, all basements, crawlspaces, excavated areas, and other below-grade voids resulting from the removal of pavements, slabs, foundations, and the like shall be filled to within four inches of finished grade with granular fill material. The material shall be well graded, free from debris and organic material. All granular fill shall be placed in layers of 12 inches or less and shall be compacted to not less than 95 percent of Modified Proctor (ASTM D-1557).
- (9) *Completion of project.* When razing activities are completed, the disturbed area shall be graded so that no gradients in disturbed earth shall be steeper than a slope of three to one (horizontal to vertical). A layer of arable topsoil capable of supporting perennial grasses shall be spread over the disturbed area to a minimum depth of four inches. The area shall be seeded with a perennial grass capable of survival in this climate and maintained until the area is stabilized and developed with zoning and other applicable provisions of this Code.

Sec. 8-275. Moving of dilapidated or detrimental building prohibited.

- (a) *Dilapidated buildings.* No permit shall be granted for the moving of any building from one location to another which, in the judgment of the Director, is so dilapidated and so out of repair as to be unsanitary or unfit for human habitation, occupancy, or use or is so out of repair that it would be unreasonable to repair the same.
- (b) *Detrimental buildings.*
 - (1) To protect and conserve the value of neighboring property, no permit shall be granted for the moving to a location within the City of any building which, in the judgment of the Director, would be detrimental to the character of the intended neighboring property. Such consideration shall be made on the basis of compatibility of external appearance, size, and architectural quality in relation to existing structures.
 - (2) The application for a moving permit shall be accompanied by three copies of a site plan of the proposed site, with such additional material as would permit the application of the foregoing standards.
- (c) *Denial; appeal.* The refusal to grant a moving permit shall be in writing and shall contain a detailed statement as to why the relocation would be detrimental to the value of the neighboring property, if such is the case. The applicant or any aggrieved party may, within ten days of the granting or refusal of a moving permit, appeal to the Board of Appeals. The Board of Appeals shall hear such appeal in accordance with procedures which it shall provide.

Sec. 8-276. Building maintenance.

- (a) *Hazardous conditions.* A person who owns, leases, or occupies a building shall keep the building from structural or other conditions that constitute a substantial hazard to the health or safety of its occupants or create an unreasonable risk of personal injury as a result of any reasonably foreseeable use of the building other than negligence by an occupant.
- (b) *Common areas.* A person who owns a commercial building and leases the building to multiple tenants shall keep all common areas of the building maintained in a manner that is safe, functioning, sanitary, and undamaged.
- (c) *Building exterior.* A person who owns a building shall keep all exterior and weatherproofing components maintained in a manner that is safe, functioning, cleanable, and undamaged.

- (d) *Other structures.* Accessory structures, temporary structures, fences, and other structures shall be kept in a manner that is safe, functioning, cleanable, and undamaged.
- (e) *Insufficient repairs.* A person who owns a building shall ensure all repairs to the building are performed in a workmanlike manner. The term "workmanlike manner" includes, but is not limited to:
 - (1) The use of materials that have a consistent texture, color, quality, or appearance with adjacent materials.
 - (2) The complete performance of a job which does not leave unfinished edges, exposed nails or screws, loosely attached materials, or similar conditions.

Secs. 8-277—8-324. Reserved.

DIVISION 10. OTHER STRUCTURES

Sec. 8-325. Billboards and signs.

- (a) *General.* Billboards and signs are subject to all applicable regulations in Chapter 30.
- (b) *Materials to be used within Commercial Construction District.* When erected or maintained within the Commercial Construction District, billboards and signs shall be constructed and maintained entirely of incombustible materials, including the structural parts of the frames of such structures; except that braces, uprights, and the skeleton frames of billboards and signboards to which the metal facing is fastened may be wood.
- (c) *Not to be an obstruction.* No billboard or sign or any part of such structure, or any anchor, brace, guide wire, or guide rod shall be attached, fastened, or anchored to any fire escape, fire ladder, or stand pipe; and no such structure or any part of such structure, or any anchor, brace, guide wire, or guide rod shall be erected or maintained so as to cover or obstruct any doors, doorways, or windows or so as to prevent or hinder the raising or placing of ladders against any such building by the City Fire Department if necessary.
- (d) *Signs in public places.* No person shall erect, fasten, post, paint, or maintain any sign, picture, poster, or advertisement of any description upon any curb, sidewalk, fence, board, barrel, box, case, railing, pole, post, barricade, material, bridge, bridge fender, dock, pile, structure, or building of any kind placed upon any street, alley, public way, public ground, or public waterway.
- (e) *Temporary banner.* No person shall erect or maintain any temporary banner or sign extending beyond the curblin of the street.

Sec. 8-326. Awnings over streets or sidewalks.

No person shall erect, repair, or maintain any awning over any sidewalk or street within the City except in accordance with this section.

- (1) *Permit required.* No person shall erect any awning over any sidewalk or street without first obtaining a permit therefor from the Director. No permit shall be granted unless the applicant files a certificate of insurance with Risk Management giving evidence of liability insurance with policy limits in amounts to be determined by the Risk Manager.
- (2) *Specifications.* Any awning erected over any sidewalk or street within the City shall be constructed of an adjustable iron frame firmly secured in place and covered with canvas or other suitable material. Such frame shall be at least 7½ feet in height above the highest point of the walk, and the lowest point of the flap or fringe of such awning shall not be less than 6½ feet above the sidewalk immediately beneath it.

- (3) *Permanent metal awnings.* Permanent metal-type awnings may be erected provided that a minimum clearance of ten feet is allowed from the sidewalk to the lowest part of the awning.

Sec. 8-327. Canopies, hoods, and projecting signs.

No permanent hood, canopy, or projecting sign shall be constructed unless in the manner herein provided.

- (1) *Permit and inspections required.* No canopy, hood, or projecting sign shall hereafter be erected without a permit therefor being first secured from the Director. All such canopies, hoods, or projecting signs shall be inspected yearly by the Director.
- (2) *Certificate of insurance for canopies, hoods, or projecting signs over the public right-of-way.* No permit shall be granted until the applicant files a certificate of insurance with Risk Management giving evidence of liability insurance with policy limits in amounts to be determined by the Risk Manager. Such insurance shall not be cancelled or reduced without 30 days prior written notice thereof to Risk Management. Such notice shall suspend the permit until a new certificate complying with this subsection has been filed with Risk Management.
- (3) *Clearance.* There shall be not less than ten feet between the grade of the sidewalk at any point and the lowest point of any appendage or projection of any canopy, hood, or projecting sign extending over a public street right-of-way.
- (4) *Project toward streets.* The projections of permanent hoods, canopies, or projecting signs shall not extend over the street nearer than two feet from a vertical projection of the outside face of the curb.
- (5) *Height.* The overall height of canopies or hoods, including all projections, ornamentations, accessories, or appurtenances, shall not exceed six feet. After the original erection, no sign, poster, or other thing extending beyond six feet above the ten-foot clearance required of such canopy shall be added to such canopy or hood. The maximum distance to the top of any canopy, including all projections, ornamentations, or appurtenances, signs, or other part of the canopy, shall not exceed 16 feet from any point of the sidewalk.
- (6) *Accessories to installations.* Any necessary appurtenances or signs of a temporary or permanent installation shall be rigidly attached to the hood or canopy in a manner satisfactory to the Director. No swinging signs or accessories shall be permitted.
- (7) *Signs erected above canopies or hoods.* Where projecting signs are erected above canopies or hoods, they shall in no manner be attached to any accessory, ornament, or other thing of a temporary or permanent nature. Such signs shall be hung independently of the canopy.
- (8) *Drainage to be provided.* All hoods, canopies, and projecting signs shall have gutters and conductors connected with the sewer at the building and shall be so drained as not to discharge any water onto the sidewalk or public highway, except as provided in the City Plumbing Code.
- (9) *Other design and material requirements.* Canopies, hoods, and projecting signs shall be built of incombustible material throughout, shall be capable of resisting a superimposed load of 30 pounds per square foot, shall extend from the lot line toward the curb at a height in the clear of not less than ten feet, and shall slope and drain toward the building in accordance with the City Plumbing Code.
- (10) *Suspension from building.* Canopies, hoods, and projecting signs shall be suspended from the building, with no supports resting upon the sidewalk or public highway.
- (11) *Approval required.* The Director shall approve the design and materials of construction of all canopies, hoods, and projecting signs.

Sec. 8-328. Fire escapes outside.

No outside fire escape or other structural addition projecting from a building over a public alley or thoroughfare shall be erected without first securing a permit from the Director. The Director shall not issue a

permit for the building of such outside fire escape or other structural addition unless the plans provide for a minimum of 13 feet, six inches vertical clearance from the permanent established grade of the alley or thoroughfare below, provided where such grade has not been established, the clearance shall be on the basis of the proposed grade for such alley or thoroughfare as set by the Director of Public Works.

Sec. 8-329. Gas or oil distributing stations.

- (a) *Plans and specifications.* Plans and specifications for any gas or oil distributing station shall conform in all respects to the laws of the State and to existing laws for buildings and construction in the City.
- (b) *Design standards.*
 - (1) *Sidewalk, street, and curb grades.* Sidewalk, street, and curb grades shall be established by the Council and shall be obtained from the Engineering Division of the Department of Public Works. All construction shall conform to the grades so established.
 - (2) *Driveways and stationaries.*
 - a. *Surfacing.* All stationaries and driveways which receive moving traffic shall be surfaced with bituminous or Portland cement concrete. If Portland cement concrete is used, it shall be a minimum thickness of six inches or of a designed mix containing not less than 5½ bags of cement per cubic yard of concrete. If bituminous concrete is used, it shall be laid with a minimum thickness of two inches of a plant hot mix material upon either a four-inch Portland cement concrete base or a six-inch crushed stone base, such base to be properly compacted and rolled.
 - b. *Corner lots.* Driveway approaches measured along the curblines shall not be less than 25 feet from the intersection of the street right-of-way line on a corner lot or 35 feet from the point of intersection of the curb faces, whichever is greater.
 - c. *Curb cuts.* Two driveways shall be permitted on both the long and short side of any lot; but in no case shall two driveways be permitted on any side less than 100 feet long. Openings shall not exceed the distances set in this subsection. The opening at the curb to any proposed gas or oil distributing station shall not be greater than 30 feet and at the property line shall not be greater than 20 feet.
 - d. *Curbing required.* Except at driveway locations, curbing not less than eight inches in height and eight inches in width shall be constructed adjacent to all property lines and/or street setback lines abutting the street rights-of-way. At all driveway locations, the end 24 inches by eight inches curbing may be evenly tapered to allow the top of such curbing to intersect at the grade with the driveway.
 - e. *Driveways.* The curbing of all driveways on both sides shall commence at the outside sidewalk line at the grade established by the Engineering Division of the Department of Public Works. Such curb shall continue and become attached to the curb at the street at the same grade as such street curbing, the outer edge of such curbing conforming with the entrance measurements as set forth in this section.
 - f. *Distance between driveways.* The minimum distance between driveways at the property line shall be 30 feet.
 - g. *Lighting.* The type and location of all lighting shall be shown on the site plan. All outdoor light sources shall be controlled, directed, and/or otherwise screened from illuminating directly upon adjoining or opposite properties. This control can be by landscaping, buildings, louvers, and/or shields on the lights, or with similar devices.
 - h. *Fencing required.*
 - 1. When abutting a residential zone, decorative fencing that is impervious to sight and not less than four feet nor more than eight feet in height shall be installed along the interior

boundaries of the proposed station property to a point 15 feet from the street right-of-way. Curbing eight inches by eight inches shall be placed along the property line within this 15 feet. When abutting a zone other than residential, curbing or bumper guards may replace the fencing equipment.

2. All exterior waste or storage areas shall be properly fenced to screen them from public view.
- i. *Setback area.*
 1. Where street setback areas are required, the setback area shall not be considered part of the station proper but shall be properly seeded and landscaped.
 2. With the permission of the Plan Commission, the station area may extend into the street setback area to within 15 feet of the street right-of-way line if proper curbing is installed as required by the Commission for the purpose of safety and protection of property.
 3. Interior and corner side yard setback areas bordering on residential zoning districts shall be landscaped and buffered as required in Chapter 44, regardless of size of parking area.
 - j. *Underground storage tanks.* The location and size of all underground fuel tanks shall be approved in writing by the Fire Prevention Division of the City Fire Department by submitting a site plan and application to such Division. Installations shall comply with the provisions of Chapter 18.
 - k. *Elevated pump islands.* All site plans shall show the following information:
 1. The location of the elevated pump islands.
 2. The location of a rectangular area that shall surround the pump islands. Such area shall be surfaced with Portland cement concrete or bituminous concrete in accordance with subsection (b)(2)a of this section, and covered and maintained with a solvent resistant material and shall project at least three feet to the front and rear of the pump island and eight feet to each side.
 3. The distance from the property line to the nearest point on the face of such pump island. Such distance shall be at least 15 feet.
- (c) *Permit.* No gas or oil distributing station shall be erected in the City without first securing a permit from the Director. No permit shall be issued by the Director until detailed plans and specifications have been submitted to the Plan Commission and subsequently approved by the Council.
 - (d) *Approval of plans.* No permit shall be issued until a site plan fulfilling the following requirements has been approved by the Plan Commission pursuant to Chapter 44. Such site plan shall be drawn to an engineer's scale and shall show the location and dimension of all property lines, property description, sidewalks, curbs, trees, lighting standards, utility poles, fire hydrants, mail boxes, traffic signs, water mains, sanitary sewers, storm sewers, storm sewer inlets, storm, sanitary, and water connections, and any other structures on or in the street adjacent to the property as well as on the property and shall show the location of all existing and proposed structures and installations on the property. All elevations shown on such site plan shall give the City datum. After a site plan has been approved by the Plan Commission, all construction and operation shall be in accordance with the provisions of the plan, and no certificate of occupancy shall be issued by the Director until all requirements have been fulfilled.
 - (e) *Noncompliance and inspection.* If it is thought the terms of this section are being violated, the City Engineer or the Director, or any other parties properly designated by the Common Council may enter upon the premises at any reasonable time for inspection. If noncompliance is found, all business activities upon such premises shall be suspended until the terms of this section are complied with.

Sec. 8-330. Erection and operation of service stations dispensing liquefied petroleum gas.

- (a) *Permit.* No service station distributing liquefied petroleum gas shall be erected in the City without first securing a permit from the Director. No permit shall be issued by the Director until detailed plans and specifications have been submitted to the Plan Commission and subsequently approved by the Council.
- (b) No service station dispensing liquefied petroleum gas shall be permitted within 200 feet of a building used for institutional occupancy or public assemblies.
- (c) A site plan shall be submitted to the Plan Commission, and a copy of such site plan shall also be filed with the Fire Department to be retained in the Fire Department records.
- (d) No building permit for a liquefied petroleum gas service station installation shall be issued until plans are approved by the Fire Chief.
- (e) No permit for the installation of a liquefied petroleum gas service station shall be approved within the Commercial Construction District.
- (f) The total quantity of liquefied petroleum gas in one or more containers shall not exceed 12,000 gallons at a single service station.
- (g) Each storage container used exclusively in service station operations shall be a minimum of 50 feet from any building or group of buildings, from the centerline of the adjoining streets at the time of installation, and from the adjoining property lines which may be built upon. No container shall be closer than 20 feet to the adjacent right-of-way line of the street.
- (h) A six-inch diversion curb shall be installed to protect all liquefied petroleum storage containers at any service station where flammable liquids are also dispensed.
- (i) The design and construction of protective guard rails and barriers around containers and metering devices shall be subject to approval by the Fire Chief.
- (j) No gas shall be transferred at a liquefied petroleum gas station to any automotive fuel supply tank if such tank requires removal from its normally-established installed position for weighing or gauging.
- (k) Liquefied petroleum gas service stations shall be equipped with at least 20 pounds dry powder fire extinguisher or the equivalent, as approved by the Fire Chief.

Sec. 8-331. Television and radio receiving and transmitting antennas.

- (a) *Applicability.* This section shall apply to the outdoor portion of all apparatus used for receiving or transmitting television or radio waves of more than 12 inches in height.
- (b) *To be of incombustible materials.* All television and radio antenna systems, including the supporting tower or mast, shall be constructed of galvanized steel or other corrosion-resistant incombustible material. Where approved by the State Department of Safety and Professional Services, towers constructed of wood or wood poles set in the ground may be used to support antenna systems, provided no wood tower or wood pole shall be mounted on the roof of any building or structure.
- (c) *Load requirements.*
 - (1) *Ice load.* The antenna and tower shall support the dead load of the structure plus an ice load of at least one-half inch in radial thickness. The ice load shall be computed upon the wires, cables, messengers, and antenna only.
 - (2) *To withstand wind.* The tower or mast shall be braced or guyed and anchored to resist a horizontal wind pressure of not less than 30 pounds per square foot of net exposed surface area. Guy wires shall not be anchored to a chimney or to any roof ventilator or vent pipe.
- (d) *To be independently mounted.* Antenna systems installed on the roof of a building shall not be supported by or attached to a chimney. All such installations shall be mounted on an independent platform or base and

anchored in place. Such platform or base shall be large enough to distribute the weight of the tower over sufficient roof area so the roof will safely support the weight of the structure in addition to the required live and dead roof loads.

- (e) *Distance from streets and thoroughfares.* All antenna systems shall be so installed that no part of the structure will be nearer to a street or other public thoroughfare than the height of the antenna as measured from its platform or base to the top-most point. Any variance necessary from this requirement shall be reviewed as described in subsection (h). No wires, cables, or guy wires shall extend over any street or other public thoroughfare or over any electric power or communication lines.
- (f) *Not to interfere with utility poles and lines.* Poles used for electric power or for communication lines shall not be used for supporting or guying any antenna system. Where antenna installations are so located that damage will be caused to adjacent power or communication lines by the falling of the antenna structures, a separate safety wire shall be attached to the top of the tower and secured in a direction away from such power or communication lines.
- (g) *Electrical installations.* Electrical installations in connection with antenna systems, including the grounding of the tower or mast, shall comply in all respects with the requirements of the State Electrical Code.
- (h) *Variance.* The Plan Commission is authorized to hear and decide special exceptions to the terms of this section and to authorize such variances from the terms of this section as shall not be contrary to the public interest. Such variances shall be granted only where, owing to special conditions, a literal enforcement of the provisions of this section will result in practical difficulty or unnecessary hardship. It is the intent that the spirit of this section shall be observed, public safety and welfare secured, and substantial justice done. If a variance is granted under this section, the owner shall sign a contract, approved by the City Attorney, agreeing to hold the City harmless from and indemnify the City for any and all liability that may result from the construction and maintenance of any structure permitted pursuant to such variance.
 - (1) In all cases where such a variance is granted, the owner shall file a certificate of insurance with Risk Management giving evidence of liability insurance with policy limits in amounts to be determined by the Risk Manager. Such insurance shall not be cancelled or reduced without 30 days prior written notice thereof to Risk Management. Such notice shall suspend the variance until a new certificate complying with this subsection has been filed with Risk Management.

Sec. 8-332. Pools, ponds, and spas.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Pond means any naturally-occurring or manmade body of water that retains or detains the natural flow of water. This definition does not include ponds used for or as part of a stormwater management plan as regulated in Chapter 42.

Pool means any constructed or prefabricated structure, either temporary (installed for a duration of less than seven days) or permanent (installed for a duration of seven days or more), either above ground or in-ground, containing or normally capable of containing water that is primarily used for the purpose of wading, swimming, or other recreational use. This definition excludes hot tubs, spas, and ponds.

Spa or hot tub means any hydro-massage pool or tub designed for immersion of users and primarily intended for recreational or therapeutic use which may or may not be equipped with a filter, heater, and motor-driven blower.

- (b) *Permit required.* No construction of a pool intended as a permanent installation, a humanmade pond, or a spa shall begin unless a permit therefor has been obtained and the fee paid as provided in the City Fee Schedule. The application for such permit shall be accompanied by a site plan showing the size, location, and description of the property.
- (c) *Requirements.*

- (1) *Setback.* Permanent above- or in-ground pools, humanmade ponds, or spas shall maintain a minimum front yard setback of 25 feet and a rear and side yard setback of ten feet from adjoining property, subject to properly granted variance under Chapter 44. In determining this setback for above-ground pools, ponds, or spas with permanent fencing or decks, any deck or similar structure shall be considered part of the pool, pond, or spa.
- (2) *Fencing.* All pools, ponds, or spas requiring a permit shall be encompassed by fencing as required under this subsection. A variance to maximum fence height may be granted under the procedures of Chapter 44. However, under no circumstance may the minimum fence height requirements of this subsection be varied.
 - a. *Structural requirements.* All fences under this subsection shall be constructed in such a manner as to comply with the requirements of Chapter 44, Article V, Division 6, and the requirements of this subsection.
 1. The fence must be able to withstand 200 pounds of force in any direction.
 2. The fence shall be so constructed and designed as to prevent penetration of an object greater than six inches in diameter.
 3. All such fences shall be constructed with a locking door or gate which complies with all other height and structural requirements of this section.
 - b. *Permanent in-ground pools, ponds, or spas.* Permanent in-ground pools, ponds, or spas, subject to Chapter 44, Article V, Division 9, shall be encompassed by a freestanding fence not less than 48 inches nor more than 96 inches from the ground level. Such fence shall be no less than three feet from the pool, pond, or spa at its nearest point. The fence shall comply with the requirements of this subsection.
 - c. *Above-ground pools.* Above-ground pools, ponds, and spas shall be encompassed by fencing which complies with one or any combination of options listed below and the requirements of this subsection.
 1. A fence in compliance with the requirements under this subsection for in-ground pools, ponds, or spas.
 2. A fence within three feet of the pool, pond, or spa, not less than 48 inches nor more than 96 inches from ground level.
 3. A fence attached to a deck or walkway, provided such fence is at least 36 inches above the surface of the deck or walkway and complies with subsection (c)(2)c.2 of this section.
 4. A pool wall not less than 48 inches from ground level, provided that steps, ladders, or other means of pool access are removed when the pool is not in use.
- (3) *Exceptions.* Fencing shall not be required under the following circumstances:
 - a. Pools, ponds, or spas with locking and solid structural covers. Such covers shall be in place whenever the pool, pond, or spa is not in use and/or is unsupervised by an adult.
 - b. Pools, ponds, or spas completely enclosed within a building.
 - c. Existing pools, ponds, or spas as of April 20, 2004.
 - d. The Director has determined that the pool, pond, or spa does not affect the safety, health, or welfare of the residents of the community and does not annoy, disturb, injure, or endanger the comfort, repose, health, peace, or safety of others.
- (d) *Operation of residential pools, ponds, or spas.*

- (1) *Public pools, ponds, or spas prohibited in residential areas.* No person shall operate a public pool, pond, or spa on any premises zoned residential. The operation of a public pool, pond, or spa on residential premises is declared to be a public nuisance.
- (2) *Interference with enjoyment of property rights prohibited.* No pool, pond, or spa shall be so located, designed, operated, or maintained as to unduly interfere with the enjoyment of the property rights of owners of property adjoining the pool, pond, or spa or located in the neighborhood.
- (3) *Shielding lights.* Lights used to illuminate any pool shall be so arranged and shaded as to reflect light away from adjoining premises as regulated in Chapter 44, Article V, Division 8.
- (4) *Unnecessary noise.* No person shall make, continue, or cause to be made or continued at any pool, pond, or spa any loud, unnecessary, or unusual noise or any noise which annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of others. In the operation of any pool, pond, or spa, the use or permitting the use or operation of any radio, receiving set, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet, and comfort of the neighboring inhabitants, or at any time with louder volume than is necessary for convenient hearing of the persons who are in the pool, pond, or spa premises, shall be prohibited.
- (5) *Indecent exposure.* Every person using an outdoor pool, pond or spa shall wear a bathing suit or other suitable garment to protect their person from indecent exposure.

Secs. 8-333—8-354. Reserved.

ARTICLE III. PLUMBING CODE

Sec. 8-355. Wisconsin State Plumbing Code adopted.

- (a) *Adoption by reference.* Wis. Stats. Ch. 145, and the Wisconsin State Plumbing Code, Wis. Admin. Code SPS Chs. 325 and 381 through 387, as amended from time to time, are hereby adopted and incorporated by reference as though fully set forth herein. Failure to comply with any of the provisions of such statutes or Codes shall constitute a violation of this article, punishable according to the penalties provided herein.
- (b) *To be on file.* A copy of the Wisconsin State Plumbing Code shall be on file in the offices of the Department of Community and Economic Development and the City Clerk.

Sec. 8-356. Administration.

- (a) *Definitions.* The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Director means the Director of the Department of Community and Economic Development or their designee.

Plumbing inspector shall be interpreted to have the same meaning as "Plumbing Supervisor," as that term is defined in Wis. Stats. § 145.05, and shall be construed as though followed by the words, "or their designee."

- (b) *Duties and authority.*

- (1) Plumbing inspectors shall supervise and inspect all plumbing and drainage work in or in connection with all buildings within the City and shall faithfully enforce all laws, ordinances, and rules in relation thereto. Plumbing inspectors shall see that the construction, reconstruction, demolition, and alteration of all plumbing and drainage installed in all buildings in the City conforms with state laws and with the rules and regulations of the State Department of Safety and Professional Services and of the City, shall see that the work is done by licensed plumbers as provided by state law and this article, and shall make or cause to be made all inspections required thereby and in the manner therein set forth. In the discharge of their duties, the plumbing inspectors may enter any building during reasonable hours.

They shall supervise and inspect plumbing and drainage installations as necessary to adequately enforce and administer the provisions of this article, state law, and the State Plumbing Code, or any amendments thereto, to make plumbing safe and sanitary and to promote the public welfare in all classes of buildings.

- (2) Plumbing inspectors shall take applications and issue permits to qualified applicants and keep suitable records of the permits issued.

Sec. 8-357. Testing and inspections.

Plumbing inspectors shall make or cause to be made all required testing and inspections in accordance with Wis. Admin. Code SPS § 382.21.

Sec. 8-358. Supervision of sewers.

- (a) The Director shall have jurisdiction over all building sanitary and storm sewers. No such sewer shall be laid, and no opening into or connection with a sewer service lateral shall be made, except under the direction and supervision of a plumbing inspector.
- (b) The Director of Public Works shall keep a proper sewer connection record in a book, card index, or plat provided for such purpose showing the location of the lot, the name of the owner of the premises desiring to make such connection, the master plumber, master plumber restricted service, or utility contractor proposing to lay the sewer or drain, and the exact location with respect to the public sewer of each sewer or drain so laid. Information concerning the size, location, and depth of public and private sewers or drains and the position of the branches, junctions, and appurtenances shall be furnished by the Director of Public Works. All reasonable care shall be taken to ensure the correctness of such information, but such correctness shall not be guaranteed. When a junction is not found within three (3) feet of the point designated according to the measurements furnished, an approved Y or T fitting shall be used. Such connection shall be made upon approval of the Director of Public Works and under the direction of the plumbing inspector.

Sec. 8-359. Permits.

- (a) *Permit required.* A permit is required to perform work that constitutes "plumbing" as that term is defined in Wis. Stats. § 145.01(10).
- (b) *Application.*
 - (1) Application for a permit shall be filed with the Director on a blank form furnished for that purpose. No work shall be started before a permit has been issued.
 - (2) Permits may be applied for by licensed master plumbers, persons licensed as master plumbers (restricted), as described in Wis. Stats. § 145.14, utility contractors, and by qualified homeowners.
 - (3) The permit application shall include the name, phone number, and email address of the property owner and plumber and shall state that the property owner and plumber will be bound by and subject to the rules and regulations of this article.
- (c) *Specifications shall be in detail.* All specifications in which general expressions are used to the effect that work shall be done "in accordance with the Plumbing Code" or "to the satisfaction of the Director" shall be deemed imperfect and incomplete; and every reference to the Building Code shall be to the applicable section or subsection.
- (d) *Insurance and bond for persons making street cuts.* Before a permit shall be issued for work requiring a cut, excavation, or service connection on the traveled portion of any street, a permit therefor shall be obtained, a bond executed and deposited, and a certificate of insurance filed in accordance with the provisions of Section 34-5(b).
- (e) *Fees.*

- (1) Fees for permits issued under this section shall be as provided in the City Fee Schedule.
 - (2) If an application for a plumbing permit has not been obtained prior to the commencement of a job, the applicable permit fee shall be doubled.
- (f) *Restrictions on issuance.*
- (1) No plumbing or sewer permit shall be granted until a building permit has been issued.
 - (2) No plumbing or sewer permit shall be issued to any person who is in violation of this article until such violation has been corrected.
 - (3) No plumbing or sewer permit shall be issued to any master plumber or person against whom an order issued by a plumbing inspector is pending, including, but not limited to, defective work, bad faith, unreasonable delay in performance of plumbing or drainage work, or failure to respond to official communication.
- (g) *Plan examination.* Plumbing plans and specifications for the types of plumbing installations specified in Wis. Admin. Code SPS § 382.20 shall be submitted to the Director for review. This review requirement applies to all new buildings and all additions and alterations involving six or more indoor and/or outdoor plumbing fixtures.
- (h) *Plan approval.* No permit shall be issued to commence work on any plumbing installation requiring review without plan approval from the City or the State Department of Safety and Professional Services.”
- (i) *Issuance of plumbing permit.*
- (1) *When issued.* If the application, plans, and specifications conform to the requirements of this article and to all other laws or ordinances applicable thereto, the Director shall, upon receipt of the required fee, issue a permit for such work in the name of the owner and shall sign, date, and endorse in writing or by rubber stamp the plans and specifications as "approved."
 - (2) *Who shall have plans and specifications.* One approved set of plans and specifications shall be retained by the Department and one shall be returned to the applicant, which set shall be kept at the site of such work at all times until the work authorized thereby is completed and shall be available for inspection by any public official. Such approved plans and specifications shall not be altered without written permission from the Director.
 - (3) *Evidence of permit.* With every permit, the Director shall also issue to the applicant an appropriate card properly filled out evidencing issuance of the permit. The permit holder shall place such card in a conspicuous place on the site of such authorized work, the card to be unobstructed from the public view and available for Inspectors to mark.
 - (4) *Lapse.* A permit issued under this section shall lapse and be void unless the work authorized thereby is commenced within six months of the date thereof and completed or resumed within one year from the date thereof. If further work is necessary after one year, the permit holder shall make written application to the Director stating the reasons for the request for an extension at least 90 days prior to the expiration of the permit, and the Director shall approve or reject the renewal permit application. The applicant may appeal the denial of a renewal permit application to the Board of Appeals.
 - (5) *Revocation.*
 - a. If the Director finds at any time that the ordinances, laws, orders, plans, and specifications herein are not being complied with, the Director may revoke the permit by written notice served on the general contractor, or on the person in charge of that phase of work in which the error or violation has occurred, and upon the owner. Such service shall be either personal or by mailing a copy of such notice to the address of the permit holder and by posting a copy of such notice at the work site. When any such permit is revoked, no person shall do any further work until a new permit is issued, excepting such work as the Director may authorize as reasonably necessary to protect work already done on the job, existing property, adjoining property, and/or the public.

- b. The permit holder may request a hearing on the revocation of said permit within 15 business days of receipt of notice of the City's intent to revoke the permit.
 - c. The hearing on the revocation shall be held before the Board of Appeals. If the Board of Appeals revokes the permit, the permit holder may seek judicial review of the Board's decision by petition for writ of certiorari to the Brown County Circuit Court.
- (6) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for or approval of any violation of any provision of this article. No permit presuming to give authority to violate, or to fail to comply with, the provisions of this article shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications, or execution of the work, the Director may require the correction of such errors and may rescind the permit and prevent building operations from being further carried on thereunder when in violation of this article or any other City ordinances.
- (h) *Hearing when permit is denied.* Any person whose application for a permit under this section has been denied may request and shall be granted a hearing on the matter before the Zoning Board of Appeals.

Sec. 8-360. Building sanitary sewers.

- (a) *Required.* Every building shall have a separate and independent connection with a public main sanitary sewer, private onsite water treatment system, or private main sanitary sewer. Each private main sanitary sewer shall conform to City standards for public sewers and shall be approved by a plumbing inspector. Manholes shall be located not less than 25 feet from any building.
- (1) *Exemption.* Upon proof of the following, the Director may grant an exemption from the requirements of subsection (a) of this section:
- a. The building is zoned Low Density Residential (R1) and is located within the City's Urban Expansion District.
 - b. The purpose of the exemption is to retrofit existing infrastructure that has been installed but not dedicated to the public and/or accepted as public right-of-way.
 - c. An easement exists on the face of the recorded subdivision plat, certified survey map (CSM) or replat which addresses the location of any shared lateral and identifies the ownership and maintenance responsibilities for the shared lateral from the common point of connection back to the sanitary sewer main.
 - d. An exemption is necessary to achieve compliance with any other requirement that the Director deems necessary.
- (b) *Piping.* All building sanitary sewer piping extending from a public sewer service lateral or other disposal terminal to within three feet to five feet of the outside foundation walls shall be of cast iron or vitrified clay. Such disposal terminal shall be the end of the sewer service lateral or, in the event no lateral has been installed, the City sewer main. Building sanitary sewer connections to a private main sanitary sewer shall be of cast iron pipe or vitrified clay pipe to within three feet to five feet outside of the foundation wall.
- (d) *Unconnected pipes to be closed off.* The ends of all sanitary sewer pipes not immediately connected shall be securely closed with a cap or plug to prevent the introduction of sand, earth, or drainage from an excavation.
- (e) *Replacement.* When it becomes necessary to replace any building sewer because of stoppages, such sewer shall be replaced in its full length with approved materials.
- (f) *Sewers carrying harmful discharges.* No person shall connect to a public sewer any sewer through which is discharged any substance likely to cause undue corrosion, obstruction, nuisance, explosion, or interference with sewage treatment processes.

- (g) *When buildings are razed or moved.* When a building is moved or demolished, the building sewer shall be located at a point outside the foundation walls and shall be sealed off. The plug or seal shall not be covered until approval has been given by a plumbing inspector.

Sec. 8-361. Building drains.

- (b) *Floor outlet fixtures below sidewalk grade.*
- (1) *New construction.* In all new construction, all floor outlet fixtures located below the sidewalk grade shall be provided with an approved Palmer-type backwater valve.
 - (2) *Existing buildings where drainage systems subject to backflow.* Where a building drainage system is subject to backflow of sewage and where the building was erected prior to August 19, 1972, the owner of the building shall, when ordered by a plumbing inspector, install approved automatic-type backwater valves in all fixtures located below the sidewalk grade.

Sec. 8-362. Grease and oil treatment.

All required plumbing installations for occupancies other than dwelling units where grease, fats, oils, or similar waste products of cooking or food are introduced into the drain system shall be provided.

Sec. 8-363. Storm drainage.

- (a) *Drains to connect to storm sewers.* All clear water drains shall discharge into a storm sewer wherever possible in accordance with Wis. Admin. Code SPS § 382.38. Where a building was erected prior to August 19, 1972, the owner of the building shall disconnect all clear water drains from the sanitary sewer when ordered to do so by a plumbing inspector.
- (b) *Sump pumps.* Every foundation drain shall be connected to a sump pit containing an approved sump pump as specified Wis. Admin. Code SPS § 382.36.
- (1) *New installations.* In all new construction, such approved sump pump shall discharge into a storm sewer where such is available or can be made available. In areas where a storm sewer is not available, the sump pump shall discharge into the surface at least ten feet from the building foundation. Discharge from the sump pump shall not be directed as to flow into a street or alley, over a sidewalk, or over adjoining property. Discharge from the sump pump shall not create a nuisance. The sump pump discharge shall be considered a nuisance in situations including, but not limited to, such discharge creating icing problems on a City street or sidewalk, entering a City street or sidewalk, creating ponds of standing water, or flowing over adjoining property. If the sump pump discharge is directed to the street, a permit must be obtained from the Director to direct the discharge from a sump pump to the street.
 - (2) *Existing installations creating a nuisance.* All sump pumps shall discharge into a storm sewer where such is available or can be made available if in the opinion of the Director the sump pump discharge creates a nuisance. Sump pump discharge shall be considered a nuisance in situations including, but not limited to, such discharge flowing into a street or alley, over a sidewalk, or over adjoining property. If such a nuisance exists, the Director shall require the owner of the property to install a storm sewer lateral and connect the sump pump discharge to the lateral.
- (c) *Required drainage of parking lots and surface drains.*
- (1) All parking lots whose area exceeds 2,000 square feet shall provide for interior drainage and be connected with a storm sewer if one abuts or adjoins the parking lot. Lots of 2,000 square feet or less may drain the surface water runoff to an abutting public street or alley if such public way provides stormwater drainage. Where neither drainage method is available, an interior yard storage area shall be provided. All provisions for drainage require approval by a plumbing inspector and the Director.

- (2) Where a parking lot is constructed and such construction impedes natural drainage of adjoining property, the parking lot drainage shall be extended as necessary to provide adequate drainage of the adjoining property.
 - (2) *Conduits.* The size of the conduit serving a parking lot shall be determined by the area to be drained. The conduit for areas less than 5,000 square feet shall be cast iron pipe from the yard drain or catch basin to the service lateral or, where no lateral has been installed, to the City sewer main or other designated terminal. Areas over 5,000 square feet may be served by pipes whose standards conform to City specifications for storm drainage.
 - (3) *Catch basin and grates.* Catch basin and grate areas shall conform to City specifications.
- (d) *Granting of funds for private clear water separation work.*
- (1) *Granting of funds.* The City may grant funds for private clear water separation work subject to this subsection (d). Any repayment of funds granted for private clear water separation work to property owned by indigent persons may be deferred by the Council. Such deferment shall be granted only to owner-occupied, single-family, or duplex residential real estate. Such deferment shall be by resolution directing the Director to pay all or any portion of the costs for private clear water separation work used on such property from the Storm Sewer Construction Account.
 - (2) *Copy of resolution to be filed with Register of Deeds for Brown County.* A copy of such resolution, with a statement of the amount and date paid and description of the property, certified by the City Clerk, shall be recorded with the Register of Deeds for Brown County; the amount shall thereby become a lien upon such real property in favor of the City prior to any other lien other than prior outstanding tax certificates or prior liens hereunder, for the amount paid, with legal interest, and shall be enforceable after transfer of title of the property by sale, inheritance, or will in the manner provided by law for the enforcement of mechanics liens.
 - (3) *Discharge of lien.* The owner of such property, heirs, personal representatives, or assigns may discharge such lien at any time by paying the amount of such lien with accrued interest to the City Treasurer, who shall execute a satisfaction in such form as may be recorded with the Register of Deeds for Brown County.
 - (4) *Purchase of lien.* The holder of any subsequent lien may purchase such lien by payment of the amount thereof with accrued interest to the City Treasurer, who shall execute a proper assignment thereof to such payee; and on recording such assignment, such assignee shall have the same rights the assignor had.
 - (5) *When due.* After transfer of title by sale, inheritance, or will, or when the basis for indigency no longer exists, the deferred funds shall be due and owing in full.
 - (6) *Limits for the determination of indigency.* The Council shall establish, by resolution, limits for the determination of indigency. Such limits shall include:
 - a. Maximum combined annual income of both spouses and their dependents.
 - b. Maximum combined assets of both spouses and their dependents.
 - (7) *Subject to review.* Such income and asset figures shall be subject to periodic review and modification by the Council.
 - (8) *Application.* Application for deferment shall be made to the Council upon an affidavit form provided by the City Clerk verified by each applicant.
 - a. The application shall list the relationship, ages, and employment status of the applicant and all dependents; a complete schedule setting forth all assets, liabilities, and income from all sources including the applicant individually and jointly with their spouse, and from their dependents; and any other pertinent information which may assist the City in evaluating such application.

- (9) *Notify Clerk of increases.* The applicant shall notify the City Clerk when there is a material change in the applicant's assets and/or their annual income increases above the limits described in this subsection(d).
- (10) *Providing false or incomplete information.* If the applicant willfully provides false or incomplete information, the basis for indigency shall no longer exist and the special assessment shall become due and owing in full.
- (11) *Application reviewed by Improvement and Services Committee.* The application for deferment shall be reviewed by the Improvement and Services Committee, which shall make a recommendation to the Council.
- (12) *Interest.* Interest may be charged during the deferment period. The interest rate shall not, however, exceed the legal rate prescribed by Wisconsin Statutes.

Sec. 8-364. Water supply systems.

- (a) *Water service.*
 - (1) *Size.* The water service or building supply pipe to any building shall be of sufficient size to provide an ample flow of water under maximum use to all fixtures and points of service. Such size shall be determined by standards set forth by the Wisconsin Department of Safety and Professional Services.
 - (2) *Material.* The underground water service pipe from the City main or a private water supply system to any building shall be meet the requirements of Wis. Admin. Code SPS § 384.30 and the Green Bay Water Utility.
 - (3) *Valve controls.* Service laterals shall include a corporation stop at the main, and a curb stop or valve at the curb, or privately-owned pump and a valve or stop within three feet of entering each building and, where a meter is installed, a valve on both sides of the meter as specified in Wis. Admin. Code SPS § 382.40(4)(b). Meters of one and one-half (1½) inches in diameter or larger shall have a bypass around the meter.
- (b) *Separate water service.* Plans and specifications for private water mains are required to be submitted to the State Department of Safety and Professional Services for site plan review in accordance with Wis. Admin. Code SPS § 382.20.
- (c) *Cross-connections prohibited.* No private water system shall be connected directly or indirectly to any private water main or pipe that is in turn connected to any publicly owned water main or pipe unless approved in writing by the State Department of Natural Resources pursuant to Wis. Admin. Code SPS § 382.40(3)(c).
- (d) *Plumbing inspector may make orders.* A plumbing inspector may issue orders requiring any changes necessary to bring any water supply work up to prescribed standards.

Sec. 8-365. Authority to control water service.

After the completion and trial of the work, no person shall turn on or leave turned on any water service curb stop which for any reason has been turned off by the Green Bay Water Utility. No unauthorized individual shall turn water on or off after it has been turned on or off from a given service, nor shall anyone make openings in the street or turn off water at the main without a permit therefor and supervision thereof as provided for in this article.

Sec. 8-366. Compulsory connection to sewer service.

When notified, the owner of any building intended for human habitation or occupancy abutting on any street, alley, or other thoroughfare in which public sanitary sewer has been extended and is available for service shall cause to be made a sewer connection thereto.

Sec. 8-367. Compulsory connection to water and well abandonment.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning.

Cross-connection means a connection or potential connection between any part of a water supply system and another environment containing substances that, under any circumstances, would allow the substances to enter the water supply system by means of back siphonage or back pressure.

Licensed pump installer means any individual who has obtained a license under Wis. Stats. § 280.15(2m), and Wis. Admin. Code NR § 146.04, as a pump installer and has paid the annual license fee under Wis. Stats. § 280.15(2m)(c)2.

Licensed well driller means any individual who has obtained a license under Wis. Stats. § 280.15(2m), and Wis. Admin. Code NR § 146.04, as a water well driller and has paid the annual license fee under Wis. Stats. § 280.15(2m)(c)1.

Municipal water system means a community water system owned by a city, village, county, town, town sanitary district, utility district, public inland lake and rehabilitation district, municipal water district or a federal, state, county or municipal-owned institution for congregate care or correction, or a privately owned water utility serving the foregoing.

Pump installation means the pump and its associated pressure system including any equipment and material needed to withdraw, obtain, discharge, and store water from a well or a spring. The pump installation includes the spring box, reservoir, pump, pump drop pipe, check valves, well cap or seal, pitless adapter, pitless receiver tank, pitless unit, above-ground discharge unit, associated discharge piping and associated connections, valves, and appurtenances, pressure tank, sampling faucet, water storage or pressure vessel or structure, the electrical wiring and controls needed to operate the pump or pressure system, and any chemical addition, water treatment device, or yard hydrant upstream of the water storage or pressure vessel or building control valve.

Unused well means a well which is not in use or does not have a functional pumping system.

Well means any drillhole or other excavation or opening deeper than it is wide that extends more than ten feet below the ground surface constructed for the purpose of obtaining groundwater.

Well filling and sealing means the filling and sealing of a well, drillhole, pit, or reservoir with materials in accordance with Wis. Admin. Code NR Ch. 812 so the well, drillhole, pit, or reservoir will not act as a vertical conduit to contaminate another well, groundwater, or an aquifer.

- (b) *Compulsory connection to municipal water main.* The owner of any building intended for human habitation or occupancy abutting on any street, alley, or other thoroughfare in which a municipal water main has been extended and is available for service, shall cause to be made a water connection thereto within 120 days of notification of said extension and availability. Except as provided in subsection (4), the owner shall abandon any existing source of water currently being used for said building.
- (c) *Well filling and sealing required.* All unused wells and wells located on premises served by the municipal water system shall be filled and sealed in accordance with the terms of Wis. Admin. Code NR Ch. 812 not later than one year from the date the municipal water system is available.
- (d) *Well filling and sealing procedures.* All wells required to be filled and sealed under this section shall be filled and sealed according to the procedures and standards established in Wis. Admin. Code NR Ch. 812. A copy of the State Department of Natural Resources filling and sealing report shall be submitted by the well owner to the Water Utility within thirty days of the completion the well filling and sealing.
- (e) *Private well operation permit.*
- (1) The Green Bay Water Utility may grant a permit to a private well owner to operate a private well for a period of five years provided the conditions of this section are met. A private well operation permit may be renewed provided that the conditions of this section are met.

- (2) Permit applications shall be made on the form provided by the Water Utility.
- (3) The Water Utility General Manager or their designee may conduct inspections or have water quality tests conducted at the applicant's expense to obtain or verify information necessary for consideration of a permit application.
- (4) The Water Utility may only grant a private well operation permit if all of the following conditions are met.
 - a. The owner pays the private well operation permit fee as provided in the City Fee Schedule.
 - b. The owner demonstrates a need for use of a private well.
 - c. The owner operates the well in accordance with Wis. Admin. Code NR Ch. 812.
 - d. Prior to issuing or renewing the permit, a minimum of one safe sample has been taken from the private well to establish that the water is bacteriologically safe.
 - e. The well and pump system are functional and have been evaluated by a licensed well driller or pump installer and certified to comply with Wis. Admin. Code NR Ch. 812. The evaluation shall be documented on a form provided by the State of Wisconsin Department of Natural Resources.
- (5) *Hearing when permit is denied.* Any person whose application for a permit under this section has been denied may request and shall be granted a hearing on the matter before the Water Commission.
- (f) Unapproved cross-connections between any private well and pump installations and the municipal water system are prohibited.
- (g) *Hardship.* When, in the judgment of the Water Commission, after recommendation from the Water Utility, it would be inappropriate to apply literally a provision of this section because hardship would result, the Water Commission may waive or vary such provisions so that substantial justice may be done and the public interest secured.

Sec. 8-368. Individual sewage disposal systems.

Private domestic sewage treatment and disposal systems, where permitted, shall be constructed, maintained, and used in accordance with the provisions of Wis. Admin. Code SPS Ch. 383.

Secs. 8-369—8-385. Reserved.

ARTICLE IV. ELECTRICAL CODE

DIVISION 1. GENERALLY

Secs. 8-386—8-402. Reserved.

DIVISION 2. LICENSURE

Sec. 8-403. License or registration required.

No person may install, repair, or maintain electrical wiring or engage in the business of installing, repairing, or maintaining electrical wiring, except as allowed pursuant to Wis. Stats. § 101.862 and this article.

Sec. 8-404. Licensure exemptions for homeowners.

Notwithstanding Wis. Stats. § 101.862(4)(a), a residential property owner may only install, repair, or maintain electrical wiring on premises that they own and occupy as a residence without a license if all of the following apply:

- (1) The premises is a one-family dwelling;
- (2) The homeowner signs the permit and accepts all responsibility for work performed; and
- (3) The homeowner does not perform any work on service entrance equipment.

Sec. 8-405. Proof of credentials.

The City of Green Bay has the right to verify the licensure of all persons performing electrical work.

Secs. 8-406—8-423. Reserved.

DIVISION 3. ELECTRICAL CODE REGULATIONS

Sec. 8-424. Adoption by reference.

Wis. Admin. Code SPS Ch. 316, as it may be amended from time to time, is hereby adopted and incorporated by reference as though fully set forth herein.

Sec. 8-425. Existing services.

If any component of the electrical service, from the service point to the load side of the service disconnect, is repaired or replaced grounding and bonding is required by the City to the same extent required by Wis. Admin. Code SPS § 316.250, as amended from time to time.

Secs. 8-426—8-449. Reserved.

DIVISION 4. CODE ENFORCEMENT

Sec. 8-450. Electrical Inspectors.

- (a) *Jurisdiction.* Electrical Inspectors shall exercise jurisdiction over inspection of the installation, alteration, repair, servicing, or maintenance of electrical wiring in all public or private buildings, including places of employment, within the City of Green Bay city limits.
- (b) *Authority.* Electrical Inspectors shall ensure all work performed within their jurisdiction complies with this article.
- (c) *Duties.* Electrical Inspectors may issue permits and shall maintain records of permits issued to contractors and homeowners, along with any fees received for such permits.

Sec. 8-451. Permits.

- (a) *Permit required.* No person may install, repair, alter, service, or maintain electrical wiring without first obtaining a permit under this article.
- (b) *Application.* An application for an electrical permit shall be filed with the Director on a blank form to be furnished for that purpose. The application shall include the name, phone number, and email address of the property owner and contractor and shall state that the property owner and contractor will be bound by and subject to the rules and regulations of this article.

- (c) *Specifications shall be in detail.* All specifications in which general expressions are used to the effect that work shall be done "in accordance with the Electrical Code" or "to the satisfaction of the Director" shall be deemed imperfect and incomplete; and every reference to the Building Code shall be to the applicable section or subsection.
- (d) *Permit fees.*
- (1) Fees for building permits issued under this section shall be provided in the City Fee Schedule.
 - (2) If an application for a building permit has not been obtained prior to the commencement of a job, the applicable permit fee shall be doubled.
- (e) *Issuance of electrical permit.*
- (1) *When issued.* If the application, plans, and specifications conform to the requirements of this article and to all other laws or ordinances applicable thereto, the Director shall, upon receipt of the required fee, issue a permit for such work in the name of the owner and shall sign, date, and endorse in writing or by rubber stamp the plans and specifications as "approved."
 - (2) *Who shall have plans and specifications.* One approved set of plans and specifications shall be retained by the Department and one shall be returned to the applicant, which set shall be kept at the site of such work at all times until the work authorized thereby is completed and shall be available for inspection by any public official. Such approved plans and specifications shall not be altered without written permission from the Director.
 - (3) *Evidence of permit.* With every permit, the Director shall also issue to the applicant an appropriate card properly filled out evidencing issuance of the permit. The permit holder shall place such card in a conspicuous place on the site of such authorized work, the card to be unobstructed from the public view and available for Inspectors to mark.
 - (4) *Lapse.* A permit issued under this section shall lapse and be void unless the work authorized thereby is commenced within six months of the date thereof and completed or resumed within one year from the date thereof. If further work is necessary after one year, the permit holder shall make written application to the Director stating the reasons for the request for an extension at least 90 days prior to the expiration of the permit, and the Director shall approve or reject the renewal permit application. The applicant may appeal the denial of a renewal permit application to the Board of Appeals.
 - (5) *Revocation.*
 - a. If the Director finds at any time that the ordinances, laws, orders, plans, and specifications herein are not being complied with, the Director may revoke the permit by written notice served on the general contractor, or on the person in charge of that phase of work in which the error or violation has occurred, and upon the owner. Such service shall be either personal or by mailing a copy of such notice to the address of the permit holder and by posting a copy of such notice at the work site. When any such permit is revoked, no person shall do any further work until a new permit is issued, excepting such work as the Director may authorize as reasonably necessary to protect work already done on the job, existing property, adjoining property, and/or the public.
 - b. The permit holder may request a hearing on the revocation of said permit within 15 business days of receipt of notice of the City's intent to revoke the permit.
 - c. The hearing on the revocation shall be held before the Board of Appeals. If the Board of Appeals revokes the permit, the permit holder may seek judicial review of the Board's decision by petition for writ of certiorari to the Brown County Circuit Court.
 - (6) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for or approval of any violation of any provision of this article. No permit presuming to give authority to violate, or to fail to comply with, the provisions of this article shall be valid except insofar as the work or use which it authorizes is lawful. If,

subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications, or execution of the work, the Director may require the correction of such errors and may rescind the permit and prevent building operations from being further carried on thereunder when in violation of this article or any other City ordinances.

- (f) *Hearing when permit is denied.* Any person whose application for a permit under this section has been denied may request and shall be granted a hearing on the matter before the Zoning Board of Appeals.

Sec. 8-452. Inspection stages.

During the process of performing electrical work, the person performing such work shall ensure the following inspections occur when required by the Electrical Inspector:

- (1) *Rough.* An inspection before any electrical wiring is hidden from view.
- (2) *Service.* An inspection of the service equipment and grounding electrode system prior to energizing.
- (3) *Final.* An inspection after all work has been completed and wiring concealed.

Sec. 8-453. Compliance with article.

Electrical Inspectors may utilize any lawful means to gain compliance with this article, including, but not limited to:

- (1) Inspecting electrical wiring.
- (2) Withholding electrical permits.
- (3) Issuing orders to correct violations.
- (4) Assessing re-inspection fees.
- (5) Denying/removing the connection of power to equipment.
- (6) Issuing citations or complaints for violations.
- (7) Condemning a building that is not safe for human habitation.

Secs. 8-454—8-476. Reserved.

ARTICLE V. HEATING AND AIR CONDITIONING CODE

Sec. 8-477. Wisconsin State Heating, Ventilating, and Air Conditioning Code adopted.

The Wisconsin State Heating, Ventilating, and Air Conditioning Code, Wis. Admin. Code SPS Chs. 323 and 364, and the National Fuel Gas Code, NFPA 54, as amended from time to time, are hereby adopted and incorporated by reference as though fully set forth herein.

Sec. 8-478. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Director means the Director of the Department of Community and Economic Development or their designee.

HVAC means heating, ventilating, and air conditioning.

HVAC equipment means materials, piping, fittings, devices, appliances, apparatus, controls, and control wiring used as part of or in connection with permanent heating, ventilating, air conditioning, or exhausting systems serving buildings.

Licensed heating contractor means a person, entity, or business is a registered HVAC contractor under Wis. Admin. Code SPS § 305.70 or holds an HVAC qualifier certification under Wis. Admin. Code SPS § 305.71.

Sec. 8-479. License Required.

No person, entity, or business may engage or offer to engage in installing or servicing heating, ventilating, or air conditioning (HVAC) equipment unless the person, entity, or business is a registered HVAC contractor under Wis. Admin. Code SPS § 305.70 or holds an HVAC qualifier certification under Wis. Admin. Code SPS § 305.71.

Sec. 8-480. Permits.

- (a) *Permit required.* No person shall install or repair within the City any furnace, boiler, air conditioner, fireplace, or woodburning stove, or commence any other HVAC work in any structure subject to this article and/or any applicable provisions of the Wisconsin Administrative Code incorporated into this article, without first obtaining a permit for said work from the Director. In addition to any plans and specifications otherwise required under this article, the Director may require additional information consistent with their duty to review such plans prior to issuing permits under this section.
- (b) *To whom issued.* No permit shall be issued except to the owner of a residence to personally perform work on the owner's home or to a licensed heating contractor. Such permits shall be nontransferable.
- (c) *Application.* An application for an HVAC permit shall be filed with the Director on a blank form to be furnished for that purpose. The application shall include the name, phone number, and email address of the property owner and contractor and shall state that the property owner and contractor will be bound by and subject to the rules and regulations of this article.
- (d) *Specifications shall be in detail.* All specifications in which general expressions are used to the effect that work shall be done "in accordance with the HVAC Code" or "to the satisfaction of the Director" shall be deemed imperfect and incomplete; and every reference to the Building Code shall be to the applicable section or subsection.
 - (e) *Fees.*
 - (1) Fees for permits issued under this section shall be as provided in the City Fee Schedule.
 - (2) If an application for a permit has not been obtained prior to the commencement of a job, the applicable permit fee shall be doubled.
- (f) *Issuance of HVAC permit.*
 - (1) *When issued.* If the application, plans, and specifications conform to the requirements of this article and to all other laws or ordinances applicable thereto, the Director shall, upon receipt of the required fee, issue a permit for such work in the name of the owner and shall sign, date, and endorse in writing or by rubber stamp the plans and specifications as "approved."
 - (2) *Who shall have plans and specifications.* One approved set of plans and specifications shall be retained by the Department and one shall be returned to the applicant, which set shall be kept at the site of such work at all times until the work authorized thereby is completed and shall be available for inspection by any public official. Such approved plans and specifications shall not be altered without written permission from the Director.
 - (3) *Evidence of permit.* With every permit, the Director shall also issue to the applicant an appropriate card properly filled out evidencing issuance of the permit. The permit holder shall place such card in a conspicuous place on the site of such authorized work, the card to be unobstructed from the public view and available for Inspectors to mark.
 - (4) *Lapse.* A permit issued under this section shall lapse and be void unless the work authorized thereby is commenced within six months of the date thereof and completed or resumed within one year from the date thereof. If further work is necessary after one year, the permit holder shall make written application to the Director stating the reasons for the request for an extension at least 90 days prior to

the expiration of the permit, and the Director shall approve or reject the renewal permit application. The applicant may appeal the denial of a renewal permit application to the Board of Appeals.

(5) *Revocation.*

- a. If the Director finds at any time that the ordinances, laws, orders, plans, and specifications herein are not being complied with, the Director may revoke the permit by written notice served on the general contractor, or on the person in charge of that phase of work in which the error or violation has occurred, and upon the owner. Such service shall be either personal or by mailing a copy of such notice to the address of the permit holder and by posting a copy of such notice at the work site. When any such permit is revoked, no person shall do any further work until a new permit is issued, excepting such work as the Director may authorize as reasonably necessary to protect work already done on the job, existing property, adjoining property, and/or the public.
- b. The permit holder may request a hearing on the revocation of said permit within 15 business days of receipt of notice of the City's intent to revoke the permit.
- c. The hearing on the revocation shall be held before the Board of Appeals. If the Board of Appeals revokes the permit, the permit holder may seek judicial review of the Board's decision by petition for writ of certiorari to the Brown County Circuit Court.

(6) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for or approval of any violation of any provision of this article. No permit presuming to give authority to violate, or to fail to comply with, the provisions of this article shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications, or execution of the work, the Director may require the correction of such errors and may rescind the permit and prevent building operations from being further carried on thereunder when in violation of this article or any other City ordinances.

- (g) *Hearing when permit is denied.* Any person whose application for a permit under this section has been denied may request and shall be granted a hearing on the matter before the Zoning Board of Appeals.

Sec. 8-481. Inspection.

- (a) The Director shall examine and approve or disapprove all plans and specifications for the performance of any work governed by this article. The Inspector shall inspect all work as required by this article and shall order work stopped which is in violation of this article.
- (b) In any new building or addition, immediately upon completion of those portions of the installation which are to be concealed or covered, the licensed heating contractor shall notify the Director, who shall make an inspection within two working days after notice for inspection, excepting weekends and holidays. If no inspection is made within the specified time period, work may proceed. All other inspections shall be scheduled immediately upon notification of the completion of such work.
- (c) Wherever work for which a permit has been issued has been ordered stopped by the Inspector, the Inspector shall post a stop-work notice. After such notice has been posted, no further work shall be done until the violations have been corrected and such corrections approved by the Inspector.

Secs. 8-482—8-516. Reserved.

ARTICLE VI. MINIMUM HOUSING STANDARDS

DIVISION 1. GENERALLY

Sec. 8-517. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Approved means approved by or in accordance with regulations established by the Director of Community and Economic Development or their designee.

Basement means that portion of a building the floor of which is below the outside ground grade level.

Bath means a bathtub or shower stall.

Bedroom means a habitable room within a dwelling unit or part thereof which is used or intended to be used primarily for the purpose of sleeping, but not including any kitchen or dining room.

Boarding house or lodging house means a building or structure other than a hotel licensed by the State where lodging is furnished and meals for three (3) or more persons are served for compensation. A boarding house or lodging house may be considered a dormitory as defined and regulated within this Code.

City Building Code means Article II of this chapter.

City Electrical Code means Article IV of this chapter.

City Heating and Air Conditioning Code means Article V of this chapter.

City Plumbing Code means Article III of this chapter.

Director means the Director of the Department of Community and Economic Development or their designee.

Dormitory means a communal-type living arrangement of four or more persons not related by blood, adoption, or marriage who share common sleeping areas, kitchen, bath, and/or restroom facilities. The term "dormitory" includes, but is not limited to, shelter facilities, educational facility housing, rooming houses, boarding houses or lodging houses, community living arrangements, community based residential facilities, and migrant housing.

Dwelling means any building or structure which is wholly or partly used or intended to be used for living or sleeping by human occupants.

Dwelling unit means any habitable room or group of adjoining habitable rooms located within a dwelling or part thereof and forming a single unit with facilities which are used or intended to be used for living, sleeping, cooking, and eating of meals.

Extermination means the control and elimination of infestation of insects, rodents, or other pests by eliminating their harborage places, removing or making inaccessible materials that may serve as their food, and poisoning, spraying, fumigating, trapping, or utilizing any other approved pest elimination methods.

Family means one or more individuals living on a premises as a single housekeeping unit.

Garbage broadly refers to both "garbage" and "refuse," as defined in Section 32-1 of this Code.

Habitable room means a room or enclosed floor space used or intended to be used for living, sleeping, cooking, or eating purposes, excluding bathrooms, toilet rooms, laundries, pantries, foyers, communicating corridors, closets, storage spaces, stairways, and rooms used for play or recreational purposes.

Homeless family means a group of one or more related individuals who are homeless individuals.

Homeless individual means an individual who lacks a fixed, regular, and adequate nighttime residence (without regard to whether the individual is a member of a family) or an individual whose primary nighttime residence is a supervised public or privately operated shelter designed to provide temporary living accommodations. Temporary living accommodations include welfare hotels, congregate shelters, dormitories, and transitional housing.

Infestation means the presence of any insects, rodents, or other pests within a dwelling or part thereof or on the dwelling premises or part thereof.

Kitchen means a habitable room used or intended to be used for cooking or the preparation of meals.

Living room means a habitable room within a dwelling unit which is used or intended to be used primarily for general living purposes.

Meaning of certain terms. Whenever the terms "dwelling," "dwelling unit," "rooming house," "rooming unit," or "premises" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."

Non-dwelling structure means a garage, shed, or other similar storage or convenience building attached to or detached from a dwelling and used primarily for recreation and the storage of vehicles, lawn and garden appliances, and other household tools or equipment. A non-dwelling structure shall not be used for living or sleeping by human occupants.

Occupant means any person, including an owner or operator, living, sleeping, or cooking in or having actual possession of a dwelling or rooming unit or part thereof.

Operator means any person who has charge, care, or control of a building or part thereof in which dwelling or rooming units or part thereof are let.

Owner means any person who, individually or jointly or as tenant in common with other(s), has legal title or equitable title to any dwelling or dwelling unit or rooming unit or part thereof or who has charge, care, or control of any dwelling or dwelling unit or rooming unit or part thereof as executor, administrator, trustee, or guardian of the estate of the owner.

Plumbing includes, but is not limited to, all of the following facilities and equipment: water pipes, garbage disposal units, waste pipes, vent pipes, toilets, sinks, installed dishwashers, lavatories, baths, installed clothes washing machines, catch basins, drains, vents, domestic hot water heaters, and any other similar fixtures, together with all connections to water, sewer, or gas lines.

Portable heater means a UL-listed portable appliance used for heating a relatively small area, typically electrical in nature.

Premises means a platted lot or part thereof, an unplatted lot, or a parcel or a plot of land, either occupied or unoccupied by any dwelling or structure.

Recyclables means "recyclable waste," as defined in § 32-1 of this Code.

Roomer means an occupant of a rooming house or part thereof who is not a member of the family of the operator of that rooming house, or an occupant of a dwelling unit or part thereof who is not a member of the family occupying the dwelling unit or part thereof.

Rooming house means a building or structure, other than a hotel licensed by the State of Wisconsin, where three or more persons are lodged for compensation. A rooming house may be considered a dormitory as defined and regulated within this article. The term "rooming house" does not include short term rentals as defined in Wis. Stats. § 66.0615(1)(dk).

Rooming unit means any room or group of rooms forming a single habitable unit in a rooming house or part thereof used or intended to be used for living and sleeping but not for cooking or eating meals.

Shelter facility means a temporary place of lodging for homeless individuals or homeless families. A shelter facility may be considered a dormitory as defined and regulated within this Code.

Sleeping room means a habitable room in a dwelling or dwelling unit of an area and volume as required by this code intended for or used primarily for sleeping purposes.

State Building Code means Wis. Admin. Code SPS Chs. 320 through 325 and 361 through 366.

State Heating, Ventilating, and Air Conditioning Code means Wis. Admin. Code SPS Chs. 323 and 364.

State Plumbing Code means Wis. Admin. Code SPS Chs. 381 through 387.

Supplied means paid for, furnished by, or provided by or under the control of the owner or operator.

Unit heater means a self-contained, automatically controlled, vented, fuel-gas burning, space-heating appliance intended for installation in the space to be heated without the use of ducts, having integral means for circulation of air.

Sec. 8-518. Residential rental practices.

- (a) *State law adopted.* Wis. Admin. Code ATCP Ch. 134 and Wis. Stats. § 704.95, as they may be amended from time to time, are hereby adopted and incorporated by reference as though fully set forth herein.
- (b) *Enforcement.* The Director may sign and issue citations for violations of this section and may delegate that authority to employees.
- (c) *Penalties.* Any person who violates this section shall forfeit not less than \$25.00 nor more than \$5,000.00 for each offense.

Secs. 8-519—8-542. Reserved.

DIVISION 2. PURPOSE AND SCOPE

Sec. 8-543. Purpose.

Buildings that are or are becoming dilapidated, neglected, overcrowded with occupants, or unsanitary jeopardize and are detrimental to the health, safety, morals, and welfare of the people of the City. Such buildings are rendered detrimental to the public through faulty design or construction, failure to be kept in a proper state of repair, lack of proper sanitary facilities or adequate lighting or ventilation, inability to properly heat, improper management, or any combination of these factors. The City finds that elimination of such buildings or structures and the prevention of the occurrence of such conditions in the future is in the best interest of the citizens of the City, and this article is enacted to foster and encourage such elimination.

Sec. 8-544. Compliance with other codes.

The provisions of this article shall not abrogate the responsibility of every person to comply with the provisions of the State Building Code and the building, zoning, plumbing, heating and air conditioning, and electrical codes of the City.

Secs. 8-545—8-568. Reserved.

DIVISION 3. ADMINISTRATION AND ENFORCEMENT

Sec. 8-569. Inspections.

- (a) *To be made by Director.* The Director of Community and Economic Development shall make inspections to determine the condition of dwelling units, rooming units, premises, and parts thereof located within the City and may enter any building during reasonable hours in the discharge of the duties. Any person who

interferes with the Director in the discharge of the duties shall be in violation of this article. The Director shall have proper identification and shall show same when making such inspections.

- (b) *Access of owner or operator.* Every occupant of a dwelling, dwelling unit, rooming unit shall give the owner or operator thereof, or an agent or employee of the owner, access to any part of such dwelling, dwelling unit, rooming unit or its premises or part thereof at all reasonable times for the purpose of maintenance or making such repairs or alterations as are necessary to effect compliance with this article or with any lawful rule or regulation adopted, or any lawful notice or order issued, pursuant to the provisions of this article.

Sec. 8-570. Emergency orders.

Whenever the Director finds that an emergency exists which requires immediate action to protect the public health, the Director may, without notice of hearing and in accordance with the provisions of Wis. Stats. § 66.1337(4)(a), issue an order reciting the existence of such an emergency and requiring that such action be taken as the Director deems necessary to meet the emergency. Such order shall be effective immediately. Notwithstanding any other provision of this article, every notice served by the Director in accordance with the provisions of Sections 8-593(8), 8-596(a)(11), (b)(2) and (b)(3), and 8-632(j) shall be regarded as an order.

Sec. 8-571. Condemnation of dwellings and dwelling units or parts thereof as unfit for human habitation.

- (a) *When condemnation required.* Any dwelling unit or part thereof which the Director finds to have any of the following defects shall be condemned as unfit for human habitation, occupancy, or use:
 - (1) One which is so damaged, decayed, dilapidated, unsanitary, difficult to heat, unsafe, or vermin-infested that it creates a hazard to the health or welfare of the occupants or the public.
 - (2) One which lacks illumination, ventilation, or sanitary facilities adequate to protect the health or welfare of the occupants or the general public.
 - (3) One which, because of its general condition or location, is unsanitary or otherwise dangerous to the health or welfare of the occupants or the general public.
- (b) Any dwelling or dwelling unit or part thereof may be condemned by the Director as unfit for human habitation if the owner or occupant fails to comply with any order based on the provisions of this article or any rule or regulation adopted pursuant hereto, provided such dwelling or dwelling unit or part thereof is, in the opinion of the Director, unfit for human habitation by reason of such failure to comply.
- (c) *Procedure for condemnation.* The condemnation of dwellings and dwelling units as unfit for human habitation, occupancy, or use shall be carried out in accordance with Wis. Stats. § 66.0413. Where such condemnation occurs, the Director shall post at the main entrance to such dwelling or dwelling unit a notice stating that the dwelling or dwelling unit is unfit for human habitation, occupancy, or use and has been condemned. It shall be further unlawful for any person to occupy, use, or enter such dwelling or dwelling unit thereafter, except for the purpose of making required repairs or alterations.
 - (1) *Removal of notice prohibited.* The notice of condemnation shall remain posted until the required repairs or alterations are made. It shall be unlawful for any person to remove such notice without written permission from the Director.
 - (2) *Condemnation by police and fire departments.* The Director may temporarily grant authority under this section to the Chief of Police, Fire Chief, or their designees when circumstances so require.

Sec. 8-572. General penalty.

Any person who violates any provision of this article or any rule, regulation, or order made hereunder shall be subject to forfeiture of not less than \$25.00 nor more than \$5,000.00 for each offense.

Secs. 8-573—8-592. Reserved.

DIVISION 4. HOUSING STANDARDS

Sec. 8-593. Minimum standards for basic equipment and facilities.

No person shall occupy as owner-occupant or let to another for occupancy any dwelling or dwelling unit or part thereof for the purpose of living, sleeping, cooking, or eating meals therein which does not comply with the following requirements:

- (1) *Kitchen sink and lavatory.* Every dwelling unit shall contain an approved kitchen sink. Every dwelling unit shall contain a lavatory or wash basin in or adjacent to the toilet room.
- (2) *Toilet.* Every dwelling unit shall contain a toilet which shall be placed in a separate room enclosed with partitions which extend to the ceiling.
- (3) *Bath.* Every dwelling unit shall contain a bath which shall be contained within a toilet room or within a separate room which affords privacy to a person using such facility.
- (4) *Hot and cold water supply to bath and sinks.* Every bath, kitchen sink, and lavatory required under this article shall be properly connected with both hot and cold water lines.
- (5) *Water heating facilities.* Every dwelling shall have supplied water heating facilities which are properly installed and maintained in reasonably good working condition, properly connected with the hot water lines required under subsection (4) of this section, and capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every bath at a temperature of not less than 120 degrees Fahrenheit. Such supplied water heating facilities shall be capable of meeting these requirements when the dwelling or dwelling unit heating facilities are not in operation.
- (6) *Connection to water and sewer system.* Every kitchen sink, toilet, lavatory basin, and bath shall be in good working condition and properly connected to an approved water and sewer system.
- (7) *Plumbing.* All plumbing, plumbing equipment, and plumbing fixtures and the installation thereof shall comply with the Plumbing Codes of the City and of the State.
- (8) *Garbage and recyclables.* Every dwelling and dwelling unit shall be provided with adequate facilities for the storing of recyclables and garbage. Such facilities shall comply with the provisions of Chapter 32.
- (9) *Exits.* Every dwelling unit shall have exits which conform to the exit requirements of the City Building Code or the State Building Code, as applicable. Every exit and passageway shall also comply with the following requirements:
 - a. It shall be kept in good repair.
 - b. It shall be unobstructed at all times.

Sec. 8-594. Minimum standards for light, heating, and ventilation.

- (a) *Window area.* Every habitable room, toilet room, and bathroom shall have at least one window facing directly to the outdoors. The minimum window area shall be at least ten percent of the floor area of the room, but not less than 12 square feet. The top of at least one such window shall be not less than six and one-half (6½) feet above the floor. At least one half of the window shall be made so as to open the full width unless other means of adequately ventilating such rooms are installed and operating. The outside window in every toilet or bathroom shall have a total area of at least ten percent of the floor area, but not less than four square feet, provided no window or sky light shall be required in adequately ventilated bathrooms or toilet rooms equipped with a ventilation system which is kept in continuous operation.

- (b) *Electric equipment.* In accordance with Wis. Admin. Code SPS §§ 316.020 and 316.021, all electrical power and communication equipment shall be properly constructed, installed, operated, and maintained. Any of this equipment known to be defective shall be promptly repaired or isolated until repairs can be made.
- (c) *Heating facilities.*
- (1) Every dwelling unit shall have supplied heating facilities; and such facilities shall be properly installed, maintained in good working condition, and capable of adequately heating all habitable rooms, bathrooms, and toilet rooms contained therein or intended for use by the occupants thereof to a temperature of at least 68 degrees Fahrenheit, measured three feet above the floor level, when the outside temperature is at or above negative fifteen (-15) degrees Fahrenheit. A dwelling unit shall contain a sufficient number of chimney outlets to permit the occupants, through the use of unit heaters furnished by the owner, to adequately heat all habitable rooms, bathrooms, and toilet rooms contained therein to a temperature of at least 68 degrees Fahrenheit, measured at least three feet above the floor level, when the outdoor temperature is at or above negative fifteen (-15) degrees Fahrenheit. This provision shall not be interpreted to permit the use of portable heaters where such use is prohibited by either the City Building or Heating and Air Conditioning Code or the State Building or Heating, Ventilating and Air Conditioning Codes, as applicable. Every central heating system shall comply with the City Building and Heating and Air Conditioning Codes and the State Building and Heating, Ventilating and Air Conditioning Codes, as applicable. Such central heating systems shall also comply with the following requirements:
 - a. The central heating unit shall be in good operating condition.
 - b. Every heat duct, steam pipe, and hot water pipe shall be free of leaks and shall function so that an adequate amount of heat is delivered where intended.
 - c. Every seal between the sections of a warm air furnace shall be tight, so noxious gases will not escape into heat ducts.
 - d. If the temperature of all dwelling units in a multi-unit dwelling is regulated by a single heating zone controlled by a single device, and the temperature standards articulated in this section cannot be maintained in any of the dwelling units included in that zone, the Director may issue orders to remedy the deficiency, including but not limited to requiring additional heating zones in the dwelling.
 - (2) Every unit heater shall comply with the City Building and Heating and Air Conditioning Codes and the State Building and Heating, Ventilating, and Air Conditioning Codes, as applicable, and with all of the following requirements:
 - a. No unit heater burning solid, liquid, or gaseous fuels shall be a portable type.
 - b. Every unit heater burning solid, liquid, or gaseous fuels shall be properly vented.
 - c. Every coal-burning or oil-burning unit heater shall have a fire-resistant panel beneath it.
 - d. The location of unit heaters, the insulation of walls and ceilings close to such heaters, and the construction, installation, and guarding of smoke pipes and walls or ceilings through which they go shall be in accordance with the Heating and Air Conditioning Code of the City in Article V of this chapter.
- (d) *Lighting of public halls and stairways.* Every public hall and public stairway in every dwelling containing four or more dwelling units or accommodating more than 20 persons shall be adequately lighted at all times. Such lighting shall include lights at all intersections of stairways. Instead of continuous lighting, every public hall and public stairway in dwellings containing fewer than four dwelling units or rooming houses accommodating more than three roomers but less than 20 persons shall be supplied with convenient light switches controlling an adequate lighting system which may be turned on when needed.

- (e) *Screens.* At least one window in each habitable room, toilet room, and bathroom where windows are required shall be supplied with a screen covering at least one-third of the window area, except where other means of adequately ventilating such rooms are available and operating. Screens shall have a wire mesh of not less than No. 16, and all installed screens must be in a state of good repair.
- (1) *Exception.* During the cold weather period from November 1 to March 31 of each calendar year, having screens installed is optional. Any screens installed must be in a state of good repair.(f) *Basement window screens.* Every basement or cellar window used or intended to be used for ventilation, and every other opening to a basement which might provide an entry for rodents, shall be supplied with a screen or such other device as will effectively prevent their entrance.

Sec. 8-595. Minimum space, use, and location requirements.

No person shall occupy or let to another for occupancy any dwelling or dwelling unit for the purpose of living therein which does not comply with the following requirements:

- (1) *Dwelling unit to be occupied by one family.* No dwelling unit or part thereof shall be occupied by more than one family.
- (2) *Minimum floor area for dwelling unit or part thereof.* Every dwelling unit or part thereof shall contain at least 150 square feet of floor space for the first occupant thereof and at least 100 additional square feet of floor space for every additional occupant thereof, the floor space to be calculated on the basis of total habitable room area.
- (3) *Minimum floor area for sleeping purposes.* Every room occupied by one person for sleeping purposes shall contain at least 70 square feet of floor space and 490 cubic feet of air space, and every room occupied by more than one person for sleeping purposes shall contain at least 60 square feet of floor space and 400 cubic feet of air space for each occupant thereof, provided these requirements shall be reduced by one-half for children under 12 years of age.
- (4) *Arrangement of sleeping, bath, and toilet rooms.* No dwelling or dwelling unit containing two or more sleeping rooms shall be so arranged that access to a bathroom or toilet room intended for use by the occupants of more than one sleeping room can be had only by going through another sleeping room, nor shall room arrangements be such that access to a sleeping room can be had only by going through another sleeping room or a bathroom or toilet room.
- (5) *When basement space may be habitable.* No basement space shall be used as a sleeping room or dwelling unit unless such sleeping room or dwelling unit is in conformity with existing City or State Building Codes and complies with the following requirements:
 - a. The total window area in each room shall be at least equal to the minimum window area required in Section 8-594(a).
 - b. Such required minimum window area shall be located entirely above the grade of the adjoining ground.
 - c. The total openable window area in each room shall be at least equal to the minimum required under Section 8-594(a), unless there is supplied some other approved ventilating device.
 - d. Every habitable room in a basement shall be at least seven feet, six inches high from the floor to the ceiling; and the ceiling shall be at least four feet above the outside ground grade level. The walls and floors shall be damp-proof and waterproof.
- (6) *Occupants to have access to sanitary facilities.* Every occupant of every dwelling or dwelling unit shall have unrestricted access to a toilet and bath and to a kitchen sink or lavatory located within that dwelling or dwelling unit.
- (7) *Ceiling height with respect to floor area.* At least one-half of the floor area of every habitable room shall have a ceiling height of at least seven feet, and the floor area of that part of any room where the

ceiling height is less than five feet shall not be considered in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.

- (a) *Exemption.* Any one- or two-family dwelling unit built prior to the State of Wisconsin's adoption of the Uniform Dwelling Code on June 1, 1980 is exempt from the basement room height requirement in Wis. Admin. Code SPS Ch. 321.

Sec. 8-596. Maintenance of dwellings, dwelling units, and rooming units.

- (a) *Owner's responsibility.* No person shall occupy as owner-occupant or let to another for occupancy any dwelling, dwelling unit, or rooming unit for the purpose of living therein which does not comply with the following requirements:
 - (1) *Maintenance of foundations, exterior walls, roofs.* Every foundation, exterior wall, and roof shall be weather-tight, water-tight, and insect-proof, shall be rodent-proof in accordance with the terms of Section 6-7 (Rat Prevention), and shall be well-maintained and kept in a state of good repair. The exterior walls of dwellings, dwelling units, and rooming houses shall be either prefinished material, brick, stone, stucco, exterior plaster, stained or painted wood, water-proof shingles, or other material designed and advertised to be used as permanent exterior siding and capable of being painted, stained, or weatherproofed if not prefinished. Materials designed and advertised for insulation, sub-siding, or structural uses other than exterior walls shall not be allowed as exterior siding. Roofing materials shall be kept in a state of good repair and shall have no significant signs of wear, weathering, or other forms of deterioration.
 - (2) *Maintenance of interior walls, doors, floors, ceilings, countertops, cabinets.* Every interior partition, wall, door, floor, ceiling, countertop, and cabinet shall be capable of affording privacy, kept in a state of good repair, and so maintained as to permit it to be kept clean and sanitary.
 - (3) *Rainwater drains.* Rainwater shall be so drained and conveyed from every roof so as not to cause dampness in the basement, walls, ceilings, or floors of any room. Drains shall be kept clean and free of debris, and shall allow for the proper flow of water. No downspout located within six feet of adjoining property shall be pointed toward such property.
 - (4) *Windows, doors, hatchways.* Every window, exterior door, and basement hatchway shall be weather-tight and shall be kept in a good working condition, well-maintained, and repaired. All windows and exterior doors shall open and close properly with all hardware in-tact and operational.
 - (5) *Protection of exterior surfaces.* All exterior surfaces shall be protected from the elements and against decay by paint or other approved protective coating applied in a workmanlike manner. Painted surfaces must be properly maintained and repaired, including, but not limited to, scraping, priming, and applying finishing coats to said surfaces.
 - (6) *Stairways and porches.* Every inside and outside stairway, every porch, and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon and shall be kept in sound condition and maintained in a state of good repair.
 - (7) *Supplied plumbing fixtures.* Every supplied plumbing fixture and water and waste pipe shall be properly installed and maintained in good sanitary working condition and in accordance with the Plumbing Codes of the City and the State.
 - (8) *Chimney and supplied smoke pipes.* Every chimney and every supplied smoke pipe shall be adequately supported, reasonably clean, and maintained in a state of good repair and in accordance with the City Building and Heating and Air Conditioning Codes and the State Building and Heating, Ventilating, and Air Conditioning Codes, as applicable.
 - (9) *Bathroom and toilet room floors.* Every bathroom and toilet room floor shall be so maintained as to be reasonably impervious to water and as to permit such floor to be kept in a clean and sanitary condition.

- (10) *Supplied facilities.* Every supplied facility, piece of equipment, or utility which is required under this article shall be so constructed or installed that it will function properly and shall be maintained in good working condition.
 - (11) *Discontinuance of required services, facilities, equipment, or utilities.* No owner or operator shall cause any service, facility, equipment, or utility which is required to be supplied under the provisions of this article to be removed from, shut off from, or discontinued from any occupied dwelling or dwelling unit let or occupied by said owner or operator, except for such temporary interruption as may be necessary while actual repairs, replacements, or alterations are being made.
 - (12) *Pest extermination.* Whenever infestation exists in any dwelling or dwelling unit or part thereof, or in the shared or public parts of any dwelling or part thereof containing two or more dwelling units, or whenever infestation is caused by failure of the owner to maintain the dwelling or part thereof in a rat-proof or insect-proof condition, extermination thereof shall be the responsibility of the owner. The owner shall hire a pest management professional to inspect and treat, as necessary, all dwelling units sharing a common wall, floor, or ceiling with the dwelling unit containing the infestation. The pest management professional must provide documentation that the affected dwelling unit and surrounding units are clear and free of infestation and live activity.
 - (13) *Cleanliness of public areas of dwellings.* Every owner of a dwelling containing two or more dwelling units shall be responsible for maintaining in a clean and sanitary condition in all communal, shared, or public areas of the dwelling and premises or parts thereof which are used or shared by the occupants of two or more dwelling units.
 - (14) *Vacant dwelling units to be clean and sanitary before being let for occupancy.* No owner shall occupy or rent to any other person for occupancy or allow any other person to occupy any vacant dwelling unit or part thereof unless it is clean, sanitary, free of infestation, and complies with all provisions of this article and all rules and regulations adopted pursuant thereto.
 - (15) *Hanging screens.* The owner of a dwelling or dwelling unit shall be responsible for hanging all screens whenever the same are required under the provisions of this chapter or any rule or regulation adopted pursuant hereto. Screens shall be hung at all times except as otherwise provided in this article. If windows are designed to have screens installed, one must be installed and in a state of good repair as required by Section 8-594.
- (b) *Responsibility of occupants.*
- (1) *Cleanliness.* Every occupant of a dwelling or dwelling unit or part thereof shall keep in a clean and sanitary condition that part of the dwelling, dwelling unit, and premises thereof which is occupied or controlled.
 - (2) *Disposal of garbage and recyclables.* Every occupant of a dwelling or dwelling unit or part thereof shall dispose of all garbage and recyclables in a clean and sanitary manner by placing it in the garbage or recyclables containers as required by Chapter 32.
 - (3) *Extermination of pests.* Every occupant of a dwelling or part thereof or dwelling unit or part thereof shall assist the owner of the dwelling with the extermination of any pests, including, but not limited to, maintaining unit cleanliness, notifying the owner of any infestation, cooperating with extermination efforts, and preparing the unit for treatment.
 - (4) *Use and operation of supplied plumbing fixtures.* Every occupant of a dwelling unit shall keep all supplied plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.

Sec. 8-597. Maintenance of non-dwelling structures, fences, and premises.

No owner shall permit any non-dwelling structure or fence to exist on any premises which does not comply with the following requirements:

- (1) *Maintenance of non-dwelling structures.* Every foundation, retaining wall, exterior wall, roof, window, exterior door, basement hatchway, and every other entrance way of every non-dwelling structure shall be weather-tight, water-tight, and insect-proof; shall be rodent-proof in accordance with the terms of Section 6-7; shall be well maintained and kept in a state of good repair; and shall have no significant signs of wear, weathering, or other forms of deterioration.
- (2) *Protection of exterior surfaces.* All exterior wood and other surfaces of all non-dwelling structures shall be properly protected from the elements and against decay by paint or other approved protective coating applied in a workmanlike manner. Painted surfaces must be properly maintained and repaired, including, but not limited to, scraping, priming, and applying finishing coats to said surfaces. Exterior walls of structures shall be prefinished material, brick, stone, stucco, exterior plaster, stained or painted wood, water-proof shingles, or a similar material designed and advertised to be used as permanent exterior siding and capable of being painted, stained, or weatherproofed if not prefinished. Materials designed and advertised for insulation, sub-siding, or structural uses other than exterior walls shall not be allowed as exterior siding.
- (3) *Maintenance of fences.* Every fence either shall be reasonably maintained and kept in a state of good repair or shall be removed. All components of fencing material shall be installed as designed or completely removed. Fences shall consist only of materials approved in Chapter 44. Nothing in this subsection shall permit fence removal where the fence is otherwise required by this Code.
- (4) *Grading and drainage of premises.* All premises or part thereof shall be so graded and maintained that no stagnant water will accumulate or stand on the premises or part thereof or within any building or structure located on the premises or part thereof.

Secs. 8-598—8-627. Reserved.

DIVISION 5. ROOMING HOUSE/SHELTER FACILITY REGULATIONS

Sec. 8-628. Compliance required.

No person shall operate a rooming house or shelter facility or occupy or let to another for occupancy any rooming unit in any rooming house or shelter facility except in compliance with the requirements of this division and any other applicable section within this Code.

Sec. 8-629. Permits.

- (a) *Required.* No person shall operate a rooming house or shelter facility without a valid rooming house/shelter facility permit issued by the Director in the name of the operator and for the specific dwelling or dwelling unit within which the rooming house or shelter facility is contained, provided the provisions of this subsection shall not apply to dormitories associated with and run in connection with licensed educational institutions, hotels, motels, bed and breakfast establishments, and community living arrangements which are licensed by an agency of the State of Wisconsin.
- (b) *Application.* The operator shall file the application for a rooming house/shelter facility permit and a site plan according to Sections 44-83 and 44-1581 in the office of the Director on forms prepared by the Director.
- (c) *Issuance of permit and fees.* When all applicable provisions of this division and any rules and regulations adopted pursuant hereto have been complied with by the operator, the Director shall issue a rooming house/shelter facility permit upon the payment of the fee, which shall be as provided in the City Fee Schedule. Shelter facilities shall be exempt from the fees. All rooming house/shelter facility permits so issued shall expire on July 1 following the date of issuance unless sooner suspended or revoked as herein provided. Occupancy shall not exceed the capacity specified in Section 8-632(d) or in Wis. Admin. Code SPS § 362.0400 or sections referenced therein.

- (d) *Posting of permit.* Every rooming house/shelter facility permit issued by the Director shall be conspicuously posted by the operator in the rooming house or shelter facility for which it is issued and shall remain so posted at all times unless removed by the order of the Director.
- (e) *Nontransferability of permit.* No rooming house/shelter facility permit issued under this division shall be transferable as to person or place. Every operator shall notify the Director in writing within 24 hours after having relinquished the operation of a rooming house or shelter facility and shall file in writing with the Director the name and address of the operator assuming the operation of the rooming house or shelter facility. Any operator so assuming operation must have obtained a valid rooming house/shelter facility permit in accordance with this section.
- (f) *Relationship of permit to other codes.* The issuance of a rooming house/shelter facility permit shall not relieve the owner or operator of responsibility for compliance with the Building and Zoning Codes and any other applicable laws of the City and County and applicable rules of the State Department of Health and Department of Safety and Professional Services.
- (g) *Hearing when permit is denied.* Any person whose application for a rooming house shelter facility permit has been denied may request and shall be granted a hearing on the matter before the Protection and Policy Committee under the procedure provided by Section 8-569.
- (h) *Suspension, revocation, and non-renewal of permit.*
 - (1) *Grounds.* Whenever, upon inspection of a rooming house or shelter facility, the Director finds that conditions or practices exist which are in violation of any provision of this article or any other provisions of this Code, or any rule or regulation adopted pursuant hereto, or if the operator keeps or maintains a disorderly house, the rooming house/shelter facility permit may be revoked, suspended for up to six months, or non-renewed.
 - (2) *Notice.* No permit issued under this section shall be revoked, suspended, or non-renewed except upon due notice and hearing to determine whether grounds for such action exist. The Director shall give written notice of the grounds for revocation, suspension, or nonrenewal to the operator of such rooming house or shelter facility, which shall constitute the complaint. The notice shall be served upon the licensee at least 15 days prior to the date of the hearing and shall state the time and place thereof.
 - (2) *Hearing.* The hearing on a complaint for suspension, revocation, or nonrenewal shall be held before the Protection and Policy Committee. The operator of the rooming house or shelter facility shall be entitled to be heard, to be represented by counsel, and to present and cross-examine witnesses. The operator may be provided a transcript of the hearing at their own expense.
 - (3) *Recommendation by Committee.* Following the hearing, the Protection and Policy Committee shall issue Findings of Fact and Conclusions of Law and shall make a recommendation to the Common Council whether the operator's rooming house/shelter facility permit should be suspended, revoked, or nonrenewed. The City Clerk shall provide the operator with a copy of the Committee's report.
 - (4) *Council action.* The Common Council shall consider the report and recommendation of the Protection and Policy Committee no later than the second regularly scheduled meeting following its receipt of the Committee's report. The Director or the operator may file an objection to the recommendation and have the opportunity to present arguments supporting their objection to the Common Council. Council shall determine whether arguments shall be presented orally, in writing, or both. Following arguments and deliberation, the Common Council shall adopt, modify, or reject the Findings of Fact, Conclusions of Law, and Recommendation of the Protection and Policy Committee. Notice of Council's decision shall be provided to the operator within 20 days.
 - (5) *Appeal.* An operator of a rooming house or shelter facility shall appeal the suspension, revocation, or nonrenewal of their rooming house/shelter facility permit to the Brown County Circuit Court within 30 days of receipt of notice of Common Council's action.

Sec. 8-630. Operator to control occupancy.

No operator shall at any time allow a larger number of persons to occupy any individual or group sleeping room than is permitted by this division.

Sec. 8-631. Applicability of other parts of this article.

No person shall operate a rooming house or shelter facility unless all of the requirements of Sections 8-594, 8-595, and 8-596 are complied with, provided for the purpose of interpreting the requirements of the designated sections applicable to the enforcement of this division, the term "dwelling" shall be interpreted to mean rooming house or shelter facility and the term "dwelling unit" shall be interpreted to mean rooming unit. Every dwelling unit located within a rooming house or shelter facility shall comply with all of the requirements for dwelling units as established in this article.

Sec. 8-632. Arrangement, equipping, maintenance, and use of facilities.

- (a) *Toilets and lavatory basins.* At least one toilet and lavatory basin, properly connected to an approved water and sewer system and in good working condition, shall be supplied for each ten persons or fraction thereof residing within a rooming house or shelter facility, including members of the operator's family wherever they share the use of such facilities.
- (b) *Baths.* At least one bath, properly connected to an approved water and sewer system and in good working condition, shall be supplied for each eight persons or fraction thereof residing within a rooming house or shelter facility, including members of the operator's family wherever they share the use of such facilities.
- (c) *Location of sanitary facilities.* Every toilet, lavatory basin, and bath shall be located within a room which affords privacy to a person within. All such facilities shall be so located within the rooming house or shelter facility as to be accessible to the occupants of each rooming unit sharing such facilities without going outside of the dwelling or part thereof and without going through another dwelling unit or part thereof or through a rooming unit or part thereof of another occupant.
- (d) *Minimum area for sleeping purposes.*
 - (1) The capacity of any room occupied for sleeping purposes shall be as follows:
 - a. 400 cubic feet for each occupant over 12 years of age; and
 - b. 200 cubic feet for each occupant 12 years of age or under.
 - (2) The operator of a shelter facility may allow homeless families on an emergency basis to occupy a sleeping room which does not meet the above minimum sleeping area requirements if the operator makes all reasonable attempts to place the family in another shelter which meets those requirements and so long as the family is placed in a room which complies with these regulations within 72 hours.
- (e) *Number of sleeping rooms.* Every sleeping room in every rooming house or shelter facility shall be numbered in a plain and conspicuous manner, the number to be placed on the outside of the door to such sleeping room. No two doors shall bear the same number. No number on any door of any sleeping room shall be changed to any other number without first securing the written approval of the Director.
- (f) *Preparation or eating of meals in rooming units prohibited.* No occupant of a sleeping room shall prepare meals or store perishable foods therein. The operator shall post in every sleeping room a sign on which shall be written or printed in letters not less than three-eighths-inch in height the following words: "NO COOKING OR STORING PERISHABLE FOODS PERMITTED IN THIS ROOM." Such sign shall remain posted at all times.
- (g) *Bed linens and towels.* The operator of every rooming house or shelter facility shall effect the change of supplied bed linens and towels therein at least once each week and prior to the letting of any room to any occupant. The operator shall maintain all supplied bedding in a reasonably clean and sanitary manner.

- (h) *Shades and drapes.* Every window of every sleeping room shall be supplied with shades, draw drapes, or other devices or materials which when properly used will afford privacy to the occupant of the room.
- (i) *Sanitary maintenance.* The operator of every rooming house or shelter facility shall maintain in a sanitary condition all walls, floors, and ceilings and every part of the rooming house or shelter facility, and the entire premises, where the entire structure or building within which the rooming house or shelter facility is contained is leased or occupied by the operator.
- (j) *Storage and disposal of garbage and recyclables.* Adequate garbage and recyclable storage containers, whose type and location are approved under Chapter 32, shall be supplied by the rooming house or shelter facility operator. The operator shall dispose of all garbage and recyclables in a clean and sanitary manner by placing them in the required containers.
- (k) *Hanging screens, storm doors, and storm windows.* The operator of a rooming house or shelter facility shall hang all screen and double storm doors and windows whenever the same are required under this article or any rule or regulation adopted pursuant hereto except where the owner has agreed to supply such service.
 - (1) *Exception.* During the cold weather period from November 1 to March 31 of each calendar year, having screens installed is optional. Any screens installed must be in a state of good repair.
- (l) *Pest extermination.* Whenever infestation exists in any dwelling or dwelling unit or part thereof, or in the shared or public parts of any dwelling or part thereof containing two or more dwelling units, or whenever infestation is caused by failure of the owner to maintain the dwelling or part thereof in a rat-proof or insect-proof condition, extermination thereof shall be the responsibility of the owner. The owner shall hire a pest management professional to inspect and treat, as necessary, all dwelling units sharing a common wall, floor, or ceiling with the dwelling unit containing the infestation. The pest management professional must provide documentation that the affected dwelling unit and surrounding units are clear and free of infestation and live activity.
- (m) *Exits.* Every sleeping room in every rooming house or shelter facility shall have exits which conform to the exit requirements of the City and State Building Codes, as applicable. In addition, every exit and passageway shall comply with the following:
 - (1) It shall be easily accessible from every sleeping room by passageway, without passing through any part of another sleeping room.
 - (2) It shall be kept in a reasonably good state of repair.
 - (3) It shall be unobstructed at all times.

Sec. 8-633. Reporting of communicable disease by operator.

The operator of a rooming house or shelter facility shall report to the Brown County Health Commissioner or any State of Wisconsin health care professional licensed under Wis. Stats. Ch. 441 (nurses) or Ch. 448 (medical practitioners) immediately upon discovery the name of any person living in the rooming house or shelter facility who is suffering from any communicable disease, as listed in Appendix A to Wis. Admin. Code DHS Ch. 145; and such report shall be made whenever there is reason to believe or suspect that any person in such rooming house or shelter facility may be afflicted with any communicable disease.

Secs. 8-634—8-646. Reserved.

DIVISION 6. DORMITORY FACILITY REGULATIONS

Sec. 8-647. Compliance required.

No person shall operate a dormitory facility or occupy or let to another for occupancy any rooming unit in any dormitory facility except in compliance with the requirements of this division and any other applicable section of this Code.

Sec. 8-648. Permits.

- (a) *Required.* No person shall operate a dormitory facility without a valid dormitory facility conditional use permit issued by the City of Green Bay in the name of the operator and for the specific dwelling or dwelling unit or part thereof within which the dormitory facility is contained, provided the provisions of this section shall not apply to dormitories associated with and run in connection with hotels, motels, and bed and breakfast establishments which are licensed by an agency of the State of Wisconsin.
- (b) *Application.* The operator shall file the application for a dormitory facility conditional use permit and a site plan in accordance with Section 44-83.
- (c) *Issuance of permit.* When the operator has complied with all applicable provisions of this division and any rules and regulations adopted pursuant hereto, the Director shall process the conditional use permit request in accordance with Section 44-83.
- (d) *Nontransferability of permit.* No dormitory facility conditional use permit issued under this division shall be transferable as to person or place. Every operator shall notify the Director of Planning in writing within 24 hours after having relinquished the operation of a dormitory facility and shall file in writing with the Director the name and address of the operator assuming the operation of the dormitory facility. Any operator so assuming operation must have obtained a valid dormitory facility conditional use permit in accordance with this section.
- (e) *Relationship of permit to other codes.* The issuance of a dormitory facility conditional use permit shall not relieve the owner or operator of responsibility for compliance with the Building and Zoning Codes and any other applicable laws of the City and County and applicable rules of the State of Wisconsin.
- (f) *Revocation of permit.* Any dormitory facility conditional use permit that has been issued may be revoked in accordance with the provisions of Chapter 44.

Sec. 8-649. Operator to control occupancy.

No operator shall at any time allow a larger number of persons to occupy any individual or group sleeping room than is permitted by this division.

Sec. 8-650. Applicability of other parts of this article.

No person shall operate a dormitory facility unless all of the requirements of Sections 8-594, 8-595, and 8-596 are complied with, provided for the purpose of interpreting the requirements of the designated sections applicable to the enforcement of this division, the term "dwelling" shall be interpreted to mean dormitory facility and the term "dwelling unit" shall be interpreted to mean rooming unit or part thereof. Every dwelling unit located within a dormitory facility shall comply with all of the requirements for dwelling units as established in this article.

Sec. 8-651. Arrangement, equipping, maintenance, and use of facilities.

- (a) *Toilets and lavatory basins.* At least one toilet and lavatory basin, properly connected to an approved water and sewer system and in good working condition, shall be supplied for each eight persons or fraction thereof residing within a dormitory facility, including members of the operator's family wherever they share the use of such facilities.

- (b) *Baths.* At least one bath, properly connected to an approved water and sewer system and in good working condition, shall be supplied for each eight persons or fraction thereof residing within a dormitory facility, including members of the operator's family wherever they share the use of such facilities.
- (c) *Location of sanitary facilities.* Every toilet, lavatory basin, and bath shall be located within a room which affords privacy to a person within. All such facilities shall be so located within the dormitory facility as to be accessible to the occupants of each rooming unit sharing such facilities without going outside of the dwelling or part thereof and without going through another dwelling unit or part thereof or through a rooming unit or part thereof of another occupant.
- (d) *Minimum area for sleeping purposes.* The capacity of any room occupied for sleeping purposes shall be as follows:
 - (1) Sleeping areas of at least 50 square feet per person residing in the dormitory with no more than four individuals per room, except that more than four individuals may be allowed per room if all said individuals are related by blood, marriage, or adoption.
 - (2) Rooms shall consist of enclosed places having walls that extend from the ceiling to the floor and an entry door.
- (e) *Number of kitchens/dining areas.* Every dormitory shall have one kitchen and dining area for every ten individuals residing in the dormitory facility.
- (f) *Number of laundry facilities.* Every dormitory shall have one laundry facility consisting of a minimum of one clothes washer, one clothes dryer, and one washbasin for every ten individuals residing in the dormitory facility.
- (g) *Number and size of common area/lounge.* Every dormitory shall have one common use area/lounge of at least 600 square feet in size for every ten individuals residing in the dormitory facility for relaxation and recreation of the occupants.
- (h) *Sanitary maintenance.* The operator of every dormitory facility shall maintain in a sanitary condition all walls, floors, and ceilings and every part of the dormitory facility, and the entire premises, where the entire structure or building within which the dormitory facility is contained is leased or occupied by the operator.
- (i) *Storage and disposal of garbage and recyclables.* Adequate garbage and recyclable storage containers, whose type and location are approved under Chapter 32, shall be supplied by the dormitory facility operator. The operator shall dispose of all garbage and recyclables in a clean and sanitary manner by placing them in the required containers.
- (j) *Extermination of pests.* The operator of a dormitory facility shall cause the extermination of any insects, rodents, or other pests therein and on the entire premises where the entire structure or building within which the dormitory facility is contained is leased or occupied by the operator, except that whenever infestation of a dormitory facility is caused by a failure of the owner to maintain the dwelling within which the dormitory facility is contained in a rat-proof or reasonably insect-proof condition, extermination shall be the responsibility of the owner.
- (k) *Exits.* Every sleeping room in every dormitory facility shall have exits which conform to the exit requirements of the City and State Building Codes, as applicable. In addition, every exit and passageway shall comply with the following:
 - (1) It shall be easily accessible from every sleeping room by passageway, without passing through any part of another sleeping room.
 - (2) It shall be kept in a reasonably good state of repair.
 - (3) It shall be unobstructed at all times.

Secs. 8-652—8-668. Reserved.

ARTICLE VII. MANUFACTURED AND MOBILE HOMES

Sec. 8-669. State laws adopted.

Except as otherwise provided in this article, Wis. Stats. § 66.0435, all provisions of Wis. Stats. Ch. 101, and all provisions of Wis. Admin. Code SPS Ch. 326 describing and defining regulations relative to manufactured and mobile homes that the City may adopt as ordinances are hereby adopted and by reference made part of this article as if fully set forth herein. Any future amendments, revisions, or modifications of the statutes and regulations incorporated herein are intended to be made part of this Code in order to secure uniform statewide regulation of manufactured and mobile homes in the City of Green Bay. A copy of such code shall be on file in the office of the Inspection Division.

Sec. 8-670. Parking of manufactured and mobile homes restricted.

Except as provided in this article, no person shall park within the City any manufactured and mobile home on any street, alley, highway, or other public place or on any privately-owned land.

Sec. 8-671. Manufactured and mobile home park licenses.

- (a) *Required.* No person shall establish, operate, or maintain or permit to be established, operated, or maintained upon any property owned, leased, or controlled by said person a manufactured and mobile home park within the City without first securing a license therefor from the Director of the Department of Community and Economic Development (Director) or their designee, pursuant to this article. Operation in any fiscal year requires a license. Such license shall expire on 12:00 midnight on June 30 annually but may be renewed under the provisions of this article for additional maximum two-year periods.
- (b) *Location restricted.* An application for the construction of a manufactured and mobile home park shall be considered only when its proposed location is within a district zoned to permit such use.
- (c) *Application.* The application for a license or a renewal thereof shall be made on forms furnished by the City and shall include the name and address of the owner in fee of the tract or if the fee is vested in some person other than the applicant, a duly verified statement by such person that the applicant is authorized to construct or maintain the manufactured and mobile home park and make the application, and such legal description of the premises upon which the manufactured and mobile home park is or will be located as will readily identify and definitely locate the premises. The initial application for any existing, new, or revised manufactured and mobile home park shall contain a park plan showing the following, either as existing or as proposed:
 - (1) The area to be used for park purposes.
 - (2) Roadways and driveways.
 - (3) The location and designation of dependent and independent manufactured and mobile home spaces.
 - (4) The location of service buildings and the number of sanitary conveniences, including toilets, washrooms, laundries, and utility rooms, to be used by occupants of the manufactured and mobile home park.
 - (5) A complete layout of storm, sanitary, and water systems for the service building and spaces.
 - (6) The method and plan of garbage removal.
 - (7) A plan for electrical lighting of spaces.
- (d) *Issuance of license.*

- (1) *Approval and fee required.* The application for such license or renewal thereof shall be approved by the Inspection Division. Before a license is issued, the applicant shall pay an annual fee in accordance with Wis. Admin. Code SPS Ch. 326. The fee shall be as provided in the City Fee Schedule. A penalty fee, as provided in the City Fee Schedule, shall apply to renewal applications postmarked after June 30.
- (2) *Municipal sanitary facilities required.* No license shall be issued for a manufactured and mobile home park where municipal sanitary facilities are not available.
- (e) *Revocation and suspension.* A license may be suspended or revoked after a hearing held pursuant to Wis. Stats. § 66.0435. Any hearing for the suspension, revocation, or non-renewal of a license shall be conducted before the Protection and Policy Committee. At the conclusion of the hearing, the Protection and Policy Committee shall recommend to the Common Council that the license be suspended, revoked, or non-renewed if it finds that the licensee committed a violation. The Common Council shall consider and take action on the recommendation of the Protection and Policy Committee within 45 days after the committee adjourns the hearing. Appeal from a decision of the Common Council shall be by petition for writ of certiorari to the Brown County Circuit Court.

Sec. 8-672. Management of manufactured and mobile home parks.

- (a) *Office to be in park.* In every manufactured and mobile home park, there shall be located the office of the attendant or person in charge of such park. A copy of the park license and of this article shall be posted therein, and the park register shall at all times be kept in such office.
- (b) *Duties of attendant and licensee.* The attendant or person in charge, together with the licensee, shall:
 - (1) Keep a register of all occupants, which shall be open at all times to inspection by state, federal, and local officers and which shall show for all occupants of the manufactured and mobile home park the following information:
 - a. Names and addresses.
 - b. Number and ages of all children.
 - c. Number of public elementary school children.
 - d. Number of public secondary school children.
 - e. State of legal residence.
 - f. Dates of entrance and departure.
 - g. License numbers of all manufactured and mobile homes and towing or other vehicles, and states issuing such licenses.
 - h. Place of last location and length of stay.
 - i. Place of employment of each occupant.
 - (2) Maintain the park in a clean, orderly, and sanitary condition at all times.
 - (3) Ensure that the provisions of this article are complied with and enforced and report promptly to the proper authorities any violations of this article or any other violations of law which may come to attention.
 - (4) Collect the monthly parking permit fee and keep a record book showing the names of persons paying such fees and the amounts paid.
 - (5) Submit with the total monthly parking permit fees to the City Treasurer a monthly report showing the names of persons paying such fees and the amount paid if less than for a full month. Such report shall also indicate departure time for current tenants and arrival time for new tenants and departure time if occurring the same month as arrival.

Sec. 8-673. Applicability of plumbing, electrical, and building ordinances.

All plumbing, electrical, building, and other work on or at any park licensed under this article shall comply with City ordinances, the requirements of the State Plumbing, Electrical, and Building Codes, and the regulations of the State Department of Health. Licenses granted under this article grant no permission to erect or repair any structure or to do any plumbing or electrical work.

Sec. 8-674. Variances.

When, in the judgment of the Plan Commission or the Council, a provision of this article may not literally be applied due to unusual hardship, such provision may be altered as long as the basic intent of control herein stated is retained.



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # L.3

General Ordinance No. 14-24, Creating Section 2-187, Green Bay Municipal Code, relating to Zoning Board of Appeals.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DRAFT GO 14-24 - Create 2-187 - Zoning Board of Appeals

GENERAL ORDINANCE NO. 14-24

AN ORDINANCE
CREATING SECTION 2-187,
GREEN BAY MUNICIPAL CODE,
RELATING TO ZONING BOARD OF APPEALS

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

SECTION 1. Section 2-187, Green Bay Municipal Code, is hereby created to read:

Sec. 2-187. – Zoning Board of Appeals

- (a) The Zoning Board Of Appeals shall be composed and organized in accordance with Section 44-138.
- (b) The Board of Appeals shall have jurisdiction over appeals and other matters pursuant to Sec. 8-4 and Sec. 44-139, et seq.

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

jvl

June 25, 2024



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.1

To approve the request by Cal Larsen (1446 Pilgrim Street) for permission to park on-street overnight every day of the year 2024.

BACKGROUND

Mr. Larsen and his fiancé each have a vehicle. The duplex they live at has a one-stall garage and a single-lane driveway with space for one vehicle to park between the garage door and the sidewalk. They state they are unable to drive each other's vehicles due to not being on each other's insurance. The garage holds a lawnmower, motorcycle, and trash tipper carts. So, there is inadequate room in the garage for a vehicle. Mr. Larsen's fiancé comes home from work after 10 PM, and he leaves for work at 3:40 AM. He is unable to expand the driveway because he rents the duplex.

RECOMMENDATION

Parking Division has no objection to the request, and recommends it be approved through December 31, 2024. City policy requires annual renewal requests if the resident wishes to continue overnight on-street parking for subsequent years.

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.2

To approve the request by WHPC-Flats on Fox LLC for permission to install and maintain a total of nine (9) four-foot planters on Washington Street and CityDeck Court adjacent to their building in the City of Green Bay right-of-way.

BACKGROUND

WHPC-Flats on Fox LLC wishes to install five (5) planters on CityDeck Court sidewalk pavement and four (4) planters on North Washington Street sidewalk pavement directly adjacent to their building. Their intention is to help beautify the curb appeal of the building and add to the appeal of downtown area. The Flats on the Fox Building is managed locally by Goldfinch Management. Goldfinch will cultivate and maintain plants in the planters. No services are asked of the City other than permission to place planters in public right-of-way.

RECOMMENDATION

No objection. This type of request has been requested and approved numerous times in the past.

FISCAL IMPACT

None

ATTACHMENTS

None



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.3

To approve the request by Department of Public Works to approve an amendment to the design services contract with Modjeski and Masters for B-5-311 WEST LEAF BASCULE REHABILITATION DESIGN in the amount of \$48,925.00.

BACKGROUND

The original contract for the Ray Nitschke Hydraulic Rehabilitation was approved and executed in 2022 in the amount of \$253,095. Throughout design additional troubleshooting and resulting design was necessary to address unknown conditions. Additionally, the rehabilitation has since been broken down into a phased approach to maximize reimbursable funding opportunities and align with required public bidding statutes. While none of the additional troubleshooting and resulting design tasks were large, the costs have depleted monies allocated to construction oversight. The additional funds will allow for in-office and on-site construction support of contracts Bridge 1-24 and the 2024 Controls Programming that are scheduled to be completed this coming winter.

RECOMMENDATION

Public Works recommends approval of the amendment to the design services contract with Modjeski and Masters to allocate funding necessary for construction support services.

FISCAL IMPACT

Cost savings from prior bridge projects will be used to fund the additional costs.

ATTACHMENTS

1. Proposal - Ray Nitschke Memorial Bridge Bascule Rehabilitation Design_2022.07.19
2. Memorandum - Summary of Additional Services_2024.06.25



Colorado | Illinois | Louisiana | Michigan | Missouri | New Jersey | New York | North Carolina | Pennsylvania | Texas | Washington, DC | West Virginia

7/19/2022

Ms. Trista Hobbs
Assistant City Engineer – Special Projects
City of Green Bay
100 North Jefferson Street, Room 300
Green Bay, WI 54301

RE: **Ray Nitschke Memorial Bascule Bridge Rehabilitation Design**
Engineering Services Proposal

Dear Ms. Hobbs:

Modjeski and Masters, Inc. (M&M) is pleased to provide the City of Green Bay (City) the following Proposal for Engineering Services to provide design services, preparation of bid documents and construction support for the mechanical systems at the subject bridge.

Should you have any questions or need more information, please refer to the contact information at the end of this document.

West Bascule Leaf Pump Rehabilitation Scope

Description of Work

As a follow-up to M&M's on-site investigation and assessment of the Ray Nitschke Memorial Bridge, we have developed a coordinated approach for repairs and rehabilitation of its mechanical components. This scope was prepared collaboratively with the City of Green Bay engineering and maintenance staff. The Scoping Inspection Report dated July 19, 2022, is attached for reference. This proposal is for a portion of the scoped rehabilitation as detailed below.

Procurement Work

There are some procurement activities that the City can execute by the end of the year. Other procurements must wait until the on-site Phase 1 work is conducted. M&M will prepare documents and provide contract assistance to the City for three separate activities:

- New Pump Procurement to be performed by Oilgear
- Spare Hydraulic Motor Procurement
- Existing West Leaf Pump A Rehabilitation to be performed by Oilgear (once the pump is removed in Phase 1)

The details of these contracts are described in the Scoping Inspection Report. The documents provided by M&M for these contracts will consist of specifications and/or special provisions detailing the work required.

Rehabilitation Work

M&M will prepare plans and specifications detailing the main rehabilitation work on the West bascule leaf and other recommended tasks for both leaf HPUs to be completed in two phases over the 2022-23 and 2023-24 winter shutdowns. M&M will prepare one set of contract documents, specifying tasks to be included in each phase as detailed in the Scoping Inspection Report. Rehabilitation design work and procurement may occur simultaneously, and we estimate design phase to be approximately 11 weeks. To complete the design, we will need information gathered from the strain gauge balance testing site visit to

confirm component information. This work has been proposed in a separate proposal dated 5/16/22. We understand the City would like to have contract documents prepared for a late fall letting. We have included time for PM and Mechanical Engineer to attend 2 meetings during design phase. The proposal assumes only time required to develop technical specification and special provisions. It is assumed that the City will develop all general bid package documents and special provisions.

M&M will provide in-office construction support services including shop drawing review, RFI response, reviewing construction procedures, and construction coordination. Our fee includes reviewing up to 15 submittal packages (5 for Phase I and 10 for Phase II) and responding to 15 RFIs (5 for Phase I and 10 for Phase II). This proposal assumes attendance by PM or engineer at weekly progress calls and or virtual meetings during the construction phase.

M&M will provide on-site assistance during construction to help ensure the work conforms to the contract requirements. We anticipate six trips by an Engineer to site or shop to evaluate progress and to conduct final inspection (2 for Phase I and 4 for Phase II). The final inspection for each phase of construction will include:

- Final inspection of the complete work to develop a punchlist
- Machinery operational testing
- Commissioning of the span drive system

Optional Services

MM recommends the following items also be included in this contract as budget allows:

- **Lubrication and Maintenance Manual**

It is M&M's understanding that the City does not have a current maintenance manual for the bridge operating machinery. It is strongly recommended that a manual be created to provide information on best practices for performing bridge maintenance. M&M will create a manual that will include detailed instructions, with illustrations and photographs, on maintaining the bascule bridge machinery, including lubrication charts to denote all maintenance points, and a maintenance schedule that includes time intervals for all maintenance items.

- **On-site hydraulic training for maintenance personnel**

M&M will conduct a class at the bridge site for the maintenance personnel to instruct best practices of maintaining the movable bridge machinery, including hydraulic components, by an Engineer and a hydraulic specialist. The on-site training is anticipated to take 3 days at the bridge site.

Administrative & Coordination

M&M will self-perform work and handle all aspects of project management for this project, including but not limited to reporting of progress to the City of Green Bay and attendance on conference calls.

Summary of Upset Limit for Engineering Services

M&M proposes to perform the Procurement work, and Phase I and Phase II work based on actual costs plus fixed fee with a not to exceed amount of \$197,640 as shown below. Also for your consideration are O&M Manual and Training services at additional costs shown. M&M will invoice actual salaries times an overhead and profit multiplier of 2.86. Should circumstances arise that would require additional work which exceeds this amount, M&M will notify the City of Green Bay as soon as possible and submit for a supplement.

The proposed fee for each of the above-described items is as follows:

- Procurement Work \$ 8,630
- Phase I & Phase II – 2023-2024 Rehabilitation Contract



City of Green Bay
Department of Public Works

Ray Nitschke Memorial Bascule Bridge Inspection Proposal



Ms. Trista Hobbs

- 3 -

7/19/2022

- o Plans and Specifications \$ 51,010
 - o In-Office & On-Site Construction Support Services \$ 138,000
- Optional Services
 - o O&M Manual \$ 25,230
 - o On-Site Maintenance Training
 - M&M Engineer \$ 14,225
 - Hydraulic Specialist \$ 16,000

Summary

Thank you for considering Modjeski and Masters to perform this work. We trust that you will find this proposal responsive to your needs. If you have any questions concerning this proposal or need any additional information, please feel free to contact me, Laura Rampersad, PE, at (616) 481-8145 or M&M's technical point of contact will be Geoffrey Forest, PE and can be contacted at (717) 443-5966 or glforest@modjeski.com.

We thank you for your kind consideration and look forward to your response.

Very truly yours,

Laura Rampersad, PE
Project Manager, Regional Director
Modjeski and Masters, Inc.

Attachment

cc: LLR, kwj, glf, tjm



City of Green Bay
Department of Public Works

Ray Nitschke Memorial Bascule Bridge Inspection Proposal



Colorado | Florida | Illinois | Louisiana | Michigan | Missouri | New Jersey | New York | North Carolina | Pennsylvania | Texas | Washington, DC | West Virginia

MEMORANDUM

DATE: June 25, 2024

TO: Ms. Kayla Wasielewski

FROM: Ms. Laura Rampersad
Geoff Forest

RE: PN4487
2024 Structure Rehabilitation of Ray Nitschke Bridge
Summary of Additional Services

Below is an itemized list of tasks performed beyond the original proposed scope of the rehabilitation design. Most items have been invoiced, as noted in detail below. Some work on the hydraulic motor and fluid level switches was completed but not yet invoiced.

\$42,925	Invoiced to base contract
\$10,000	Invoiced to retainer contract
\$6,200	To be invoiced

Detail of out of scope and additional work items in general, chronological order:

1. Flushing loop investigation plus some early assistance with reducer fluid leak
\$2,500 Invoiced to base contract
2. Maintenance practices manual – original version of maintenance manual was typical to manuals created for other bridges and used up the proposed funds. Adding general maintenance practices exceeded the proposed budget
\$10,725 Invoiced to base contract
3. Bid documents – Split Phase 1 and Phase 2 into separate bid packages
\$7,000 Invoiced to base contract
4. Separate electrical controls work to Faith Technologies
\$3,000 Invoiced to base contract
5. Add hydraulic motor replacement to scope
\$4,000 Invoiced to base contract



Ms. Kayla Wasielewski

- 2 -

June 25, 2024

6. Consult with reducer manufacturer on rehab options
\$3,000 Invoiced to base contract
7. Consult with bearing manufacturer on inspection and seal replacement
\$2,000 Invoiced to base contract
8. Assist with troubleshooting of fluid leak into reducer
\$4,900 Invoiced to base contract
9. Design of hydraulic motor rear shaft
 - a. \$5,800 Invoiced to base contract
 - b. \$6,600 Invoiced to retainer contract
 - c. \$3,800 To be invoiced
10. Fluid level switches for low oil warning
 - a. \$3,400 Invoiced to retainer contract
 - b. \$2,400 To be invoiced

We appreciate your consideration on these matters. Please let me know if we can provide any additional information.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Laura L. Rampersad'.

Laura L. Rampersad, P. E.,
Project Manager

LLR:nml

cc: Ms. Trista Hobbs, City of Green Bay



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.4

To approve the request by Department of Public Works to approve entering into a cooperative purchasing agreement with HON/Emmons Business Interiors for new office furniture in the amount of \$58,716.59.

BACKGROUND

Due to increased staffing demands, additional work spaces are needed. Existing spaces will be reconfigured to accommodate the new cubicles and furniture.

RECOMMENDATION

The Department of Public Works recommends entering into a cooperative purchasing agreement with HON/Emmons Business Interiors for the needed furniture.

FISCAL IMPACT

City Council previously approved reallocation of \$70,000 in unpaid wages due to vacant DPW positions to cover these costs.

ATTACHMENTS

- I. QUOTE (Areas 1, 2, & 3)_143-088_07.09.24

Emmons Business Interiors
 Phone: 262.255.5500
 N115 W18500 Edison Drive
 Germantown, WI 53022
 www.ebiweb.com



SOLD TO

City of Green Bay: Dept. Public Works
 100 N Jefferson Street
 Green Bay, WI 54301

CONTACT

Sales | Drake Sanford
 drakes@ebiweb.com
 920-213-9827

Designer | Cassidy Becker
 cassidyb@ebiweb.com

QUOTE

7/9/2024
 10:22:04 AM

Valid Until: 30 Days From Above

LINE	PRODUCT TAG	QTY	PRODUCT	UNIT SELL	EXT SELL
------	-------------	-----	---------	-----------	----------

AREA 1

1	AREA 1	25	Z. 24013 Wall Attachment Hardware - Panels	\$1.33	\$33.25
2	AREA 1	4	HF23B Black Removable Lock Core Kit .X102E 102E	\$21.71	\$86.84
3	AREA 1	3	HIWMM Ignition 2 Task Mid-back, ilira back .Y2 Advanced Synchro-Tilt SeatSlidr .A Height and Width Adj. Arm .H Hard Caster .IM 4-Way Black \$(1) Grade 1 Uph .COMP Compass 10 Ink .BL Black Adjustable Lumbar .SB Standard Base .T Black	\$434.24	\$1,302.72
4	AREA 1	6	H19817R File/file 28"Hx16 7/8"Dx14 15/16"W .X OMT Core to Order Key Alike \$(P1) P1 Paint Opts .S Charcoal	\$432.35	\$2,594.10
5	AREA 1	6	H19723R Flagship Pedestal "R" Pull Freestanding B/B/F .X OMT Core to Order Key Alike \$(P1) P1 Paint Opts .S Charcoal	\$464.92	\$2,789.52
6	AREA 1	1	HWV95ABRP Systems 72x48x24x30Rt Corner Cove Worksurface Edgeband \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$505.04	\$505.04
7	AREA 1	5	HWV95ABLP Systems 72x48x24x30Left Corner Cove Worksurface Edgebd \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$505.04	\$2,525.20
8	AREA 1	6	HWR2472P Systems Rectangular Worksurface Edgeband 24D x 72W \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$330.40	\$1,982.40

LINE	PRODUCT TAG	QTY	PRODUCT	UNIT SELL	EXT SELL
9	AREA 1	12	HRVOH36FM Abound Overhead-Metal Flipper Door 36" \$(P1) P1 Paint Opts .S Charcoal .X Omit Lock	\$360.61	\$4,327.32
10	AREA 1	5	HRVEP2429R Abound 29"H x 24"D Right End Panel \$(P1) P1 Paint Opts .S Charcoal	\$139.71	\$698.55
11	AREA 1	6	HRVCLG24 Abound 29"H x 24"D Abound Universal Support Leg \$(P1) P1 Paint Opts .S Charcoal	\$124.14	\$744.84
12	AREA 1	11	HSCKTPS Straight Connector Kit .X No Option	\$14.16	\$155.76
13	AREA 1	12	HH870930 Tasklight 30W	\$144.43	\$1,733.16
14	AREA 1	5	HEWS65P Wall Starter Kit for Panels 65H \$(P1) P1 Paint Opts .S Charcoal	\$68.44	\$342.20
15	AREA 1	1	HRVEP2429L Abound 29"H x 24"D Left End Panel \$(P1) P1 Paint Opts .S Charcoal	\$139.71	\$139.71
16	AREA 1	10	HETP6536FP Tackable Panel w/o TC 65H x 36W \$(A) Grd A Fabric .REF Reflection 22 Pewter \$(P1) P1 Paint Opts .S Charcoal	\$264.79	\$2,647.90
17	AREA 1	4	HF23B Black Removable Lock Core Kit .X101E 101E	\$21.71	\$86.84
18	AREA 1	4	HF23B Black Removable Lock Core Kit .X105E 105E	\$21.71	\$86.84
19	AREA 1	11	HETP6548FP Tackable Panel w/o TC 65H x 48W \$(A) Grd A Fabric .REF Reflection 22 Pewter \$(P1) P1 Paint Opts .S Charcoal	\$300.19	\$3,302.09
20	AREA 1	4	HF23B Black Removable Lock Core Kit .X104E 104E	\$21.71	\$86.84
21	AREA 1	4	HF23B Black Removable Lock Core Kit .X103E 103E	\$21.71	\$86.84

LINE	PRODUCT TAG	QTY	PRODUCT	UNIT SELL	EXT SELL
22	AREA 1	4	HEC65PLN 65H "L" Connector Post \$(P1) P1 Paint Opts .S Charcoal	\$92.98	\$371.92
23	AREA 1	6	HHATB3S3LT 3 Stage 3 Leg Rectangle T Foot \$(P1) P1 Paint Opts .S Charcoal .X Standard Glide .MEM Memory Preset	\$935.98	\$5,615.88
24	AREA 1	1	HEC65PTN 65H "T" Connector Post \$(P1) P1 Paint Opts .S Charcoal	\$89.68	\$89.68
25	AREA 1	4	HF23B Black Removable Lock Core Kit .X106E 106E	\$21.71	\$86.84
26	AREA 1	1	HECST "T" Connector Strap	\$15.10	\$15.10
27	AREA 1	5	HEC65PSN 65H Extended Straight Connector Post "S" \$(P1) P1 Paint Opts .S Charcoal	\$89.68	\$448.40
28	AREA 1	5	HECSS Extended Straight Connector Strap "S"	\$15.10	\$75.50
29	AREA 1	6	HEFEC65P Panel Finished End Covers 65H \$(P1) P1 Paint Opts .S Charcoal	\$42.48	\$254.88
30	AREA 1	5	HETC48 Panel Top Cap 48"W \$(P1) P1 Paint Opts .S Charcoal	\$43.90	\$219.50
31	AREA 1	11	HETC72 Panel Top Cap 72"W \$(P1) P1 Paint Opts .S Charcoal	\$66.08	\$726.88
32	AREA 1	6	HETP6524FP Tackable Panel w/o TC 65H x 24W \$(A) Grd A Fabric .REF Reflection 22 Pewter \$(P1) P1 Paint Opts .S Charcoal	\$234.11	\$1,404.66
33	AREA 1	4	HECSL "L" Connector Strap	\$10.38	\$41.52
Subtotal for: AREA 1					\$35,608.72

LINE	PRODUCT TAG	QTY	PRODUCT	UNIT SELL	EXT SELL
AREA 2					
34	AREA 2	6	Z. 24013 Wall Attachment Hardware - Overheads	\$1.33	\$7.98
35	AREA 2	1	HSDG Gussets (1 Pr) \$(P1) P1 Paint Opts .S Charcoal	\$74.10	\$74.10
36	AREA 2	1	H15923R Flagship B/F Mobile Ped 22H x15W x 22-7/8D/R Pull .X OMT Core to Order Key Alike \$(P1) P1 Paint Opts .S Charcoal	\$366.74	\$366.74
37	AREA 2	2	H19717R Box/box/file 28"Hx16 7/8"Dx14 15/16"W .X OMT Core to Order Key Alike \$(P1) P1 Paint Opts .S Charcoal	\$432.35	\$864.70
38	AREA 2	2	H19817R File/file 28"Hx16 7/8"Dx14 15/16"W .X OMT Core to Order Key Alike \$(P1) P1 Paint Opts .S Charcoal	\$432.35	\$864.70
39	AREA 2	1	H19823R Flagship Series Pedestal "R" Pull Freestanding F/F .X OMT Core to Order Key Alike \$(P1) P1 Paint Opts .S Charcoal	\$464.92	\$464.92
40	AREA 2	2	HLSL2441O Voi 24D x 41H O-Leg Support for Worksurfaces \$(P1) P1 Paint Opts .S Charcoal	\$280.37	\$560.74
41	AREA 2	3	HHATB3S3LT 3 Stage 3 Leg Rectangle T Foot \$(P1) P1 Paint Opts .S Charcoal .X Standard Glide .MEM Memory Preset	\$935.98	\$2,807.94
42	AREA 2	3	HLSL48TW WM Tackboard for 48W WM Overhead \$(A) Grd A Fabric .REF Reflection 22 Pewter	\$179.36	\$538.08
43	AREA 2	1	HWV95ABRP Systems 72x48x24x30Rt Corner Cove Worksurface Edgeband \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$505.04	\$505.04
44	AREA 2	1	HWV95ABLP Systems 72x48x24x30Left Corner Cove Worksurface Edgebd \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$505.04	\$505.04

LINE	PRODUCT TAG	QTY	PRODUCT	UNIT SELL	EXT SELL
45	AREA 2	2	HH870942 Tasklight 42W	\$156.23	\$312.46
46	AREA 2	1	HWR2442P Systems Rectangular Worksurface Edgeband 24D x 42W \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$238.36	\$238.36
47	AREA 2	1	HWR2424P Systems Rect Worksurface Edgeband 24D X 24W \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$191.63	\$191.63
48	AREA 2	1	HWJ59ABLP Systems Jetty Worksurface Edgeband LH 48x72x24x30 \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$526.28	\$526.28
49	AREA 2	2	HRVOH48FM Abound Overhead-Metal Flipper Door 48" \$(P1) P1 Paint Opts .S Charcoal .X Omit Lock	\$396.95	\$793.90
50	AREA 2	1	HLSLZ5SC72 60"W External Stiffener .P Black	\$73.63	\$73.63
51	AREA 2	2	HTWTH Acc Hrztl Wall Track for OH Storage-60"W .P Black	\$55.22	\$110.44
52	AREA 2	3	HSDSL29 Abode Shared Leg \$(P1) P1 Paint Opts .S Charcoal	\$238.83	\$716.49
53	AREA 2	2	HSDEP2429F 24"D End-Panel Supports: Freestanding \$(P1) P1 Paint Opts .S Charcoal	\$125.55	\$251.10
54	AREA 2	2	HF23B Black Removable Lock Core Kit .X107E 107E	\$21.71	\$43.42
55	AREA 2	3	HF23B Black Removable Lock Core Kit .X108E 108E	\$21.71	\$65.13
56	AREA 2	3	HF23B Black Removable Lock Core Kit .X109E 109E	\$21.71	\$65.13
57	AREA 2	2	HWR2448P Systems Rectangular Worksurface Edgeband 24D x 48W \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$252.99	\$505.98

LINE	PRODUCT TAG	QTY	PRODUCT	UNIT SELL	EXT SELL
				Subtotal for: AREA 2	\$11,453.93
AREA 3					
58	AREA 3	18	Z. 24013 Wall Attachment Hardware - Panels & Overheads	\$1.33	\$23.94
59	AREA 3	2	HOLEG18 Open Leg 18D \$(P1) P1 Paint Opts .S Charcoal	\$107.62	\$215.24
60	AREA 3	1	HWV95ABRP Systems 72x48x24x30Rt Corner Cove Worksurface Edgeband \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$505.04	\$505.04
61	AREA 3	2	HWR2424P Systems Rect Worksurface Edgeband 24D X 24W \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$191.63	\$383.26
62	AREA 3	2	HWR1872P Systems Rectangle Worksurface 18D x 72W Edgeband \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$288.86	\$577.72
63	AREA 3	1	HWV95ABLP Systems 72x48x24x30Left Corner Cove Worksurface Edgebd \$(L1PTR) Grd L1 Partnership Laminates .WMG1 White Tigris 4783-60 .S Charcoal .P Black	\$505.04	\$505.04
64	AREA 3	2	H19817R File/file 28"Hx16 7/8"Dx14 15/16"W .X OMT Core to Order Key Alike \$(P1) P1 Paint Opts .S Charcoal	\$432.35	\$864.70
65	AREA 3	2	HHATB3S3LT 3 Stage 3 Leg Rectangle T Foot \$(P1) P1 Paint Opts .S Charcoal .X Standard Glide .MEM Memory Preset	\$935.98	\$1,871.96
66	AREA 3	2	HLSL72TW Tackboard for 72" W Wallmount Tackboard \$(A) Grd A Fabric .REF Reflection 22 Pewter	\$241.19	\$482.38
67	AREA 3	2	HRVOH72FM Abound Overhead-Metal Flipper Door 72" \$(P1) P1 Paint Opts .S Charcoal .X Omit Lock	\$602.74	\$1,205.48

LINE	PRODUCT TAG	QTY	PRODUCT	UNIT SELL	EXT SELL
68	AREA 3	2	H19717R Box/box/file 28"Hx16 7/8"Dx14 15/16"W .X OMT Core to Order Key Alike \$(P1) P1 Paint Opts .S Charcoal	\$432.35	\$864.70
69	AREA 3	2	HSDSL29 Abode Shared Leg \$(P1) P1 Paint Opts .S Charcoal	\$238.83	\$477.66
70	AREA 3	2	HSCKTPS Straight Connector Kit .X No Option	\$14.16	\$28.32
71	AREA 3	2	HECSL "L" Connector Strap	\$10.38	\$20.76
72	AREA 3	4	HF23B Black Removable Lock Core Kit .X110E 110E	\$21.71	\$86.84
73	AREA 3	4	HTWTH Acc Hrztl Wall Track for OH Storage-60"W .P Black	\$55.22	\$220.88
74	AREA 3	2	HEC50PSN 50H Extended Straight Connector Post "S" \$(P1) P1 Paint Opts .S Charcoal	\$79.30	\$158.60
75	AREA 3	4	HF23B Black Removable Lock Core Kit .X111E 111E	\$21.71	\$86.84
76	AREA 3	2	HECSS Extended Straight Connector Strap "S"	\$15.10	\$30.20
77	AREA 3	2	HEFEC50P Panel Finished End Covers 50H \$(P1) P1 Paint Opts .S Charcoal	\$38.70	\$77.40
78	AREA 3	4	HETC36 Panel Top Cap 36"W \$(P1) P1 Paint Opts .S Charcoal	\$38.70	\$154.80
79	AREA 3	2	HEC50PLN 50H "L" Connector Post \$(P1) P1 Paint Opts .S Charcoal	\$83.07	\$166.14
80	AREA 3	2	HETC48 Panel Top Cap 48"W \$(P1) P1 Paint Opts .S Charcoal	\$43.90	\$87.80
81	AREA 3	4	HETP5036FP Tackable Panel w/o TC 50H x 36W \$(A) Grd A Fabric .REF Reflection 22 Pewter \$(P1) P1 Paint Opts .S Charcoal	\$234.11	\$936.44

LINE	PRODUCT TAG	QTY	PRODUCT	UNIT SELL	EXT SELL
82	AREA 3	2	HETP5042FP Tackable Panel w/o TC 50H x 42W \$(A) Grd A Fabric .REF Reflection 22 Pewter \$(P1) P1 Paint Opts .S Charcoal	\$262.43	\$524.86
83	AREA 3	2	HETP5048FP Tackable Panel w/o TC 50H x 48W \$(A) Grd A Fabric .REF Reflection 22 Pewter \$(P1) P1 Paint Opts .S Charcoal	\$278.01	\$556.02
84	AREA 3	2	HEWS50P Wall Starter Kit for Panels 50H \$(P1) P1 Paint Opts .S Charcoal	\$60.89	\$121.78
85	AREA 3	2	HH870960 Tasklight 60W	\$169.45	\$338.90
86	AREA 3	2	HETC42 Panel Top Cap 42"W \$(P1) P1 Paint Opts .S Charcoal	\$40.12	\$80.24
Subtotal for: AREA 3					\$11,653.94
X. DESIGN					
87		1	DESIGN DESIGN SERVICES - FREE OF CHARGE	\$0.00	\$0.00
Subtotal for: X. DESIGN					\$0.00
Y. FREIGHT					
88		1	FREIGHT HON FREIGHT - FREE	\$0.00	\$0.00
Subtotal for: Y. FREIGHT					\$0.00
Z. INSTALL					
89		1	LABOR DELIVERY & INSTALLATION - Included Per UW Contract	\$0.00	\$0.00
Subtotal for: Z. INSTALL					\$0.00
ZZ. CONTRACT					
90	ZZ. CONTRACT	1	CONTRACT HON UW CONTRACT #23-5665	\$0.00	\$0.00
Subtotal for: ZZ. CONTRACT					\$0.00

LINE	PRODUCT TAG	QTY	PRODUCT	UNIT SELL	EXT SELL
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GRAND TOTAL \$58,716.59

Applicable Sales Tax is additional
EBI Terms and Conditions apply
Customer agrees to provide deposit, refer to
Sales Agreement for deposit requirements

Authorized Customer Signature: _____

Printed Name / Title: _____

Date: _____



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.5

To approve the request by Department of Public Works to purchase a 2024 Vactor 2100I jet/vac truck from Sourcewell Contract #101221-VTR from MacQueen Equipment in the amount of \$510,542.87, which includes delivery, warranty, and operator training.

BACKGROUND

The Department of Public Works utilizes combination sewer vacuum and jet cleaning trucks to clean and perform maintenance to the City's sanitary and storm sewer lines. Due to the extreme duty cycle and core functions of jetting and sucking out abrasives, the body, pumps, blowers, hopper, and hydraulics wear out quicker and have a shorter lifespan than other pieces of equipment, resulting in higher-than-normal maintenance costs, longer downtime, and a lower resale value. Truck 99, a 2019 Vactor 2100I jet/vac truck has reached the end of its service life, and the replacement has been approved in the 2024 budget.

RECOMMENDATION

To purchase a 2025 Vactor 2100I jet/vac truck from Sourcewell Contract #101221-VTR from MacQueen Equipment in the amount of \$545,666.12, which includes delivery, warranty, and operator training.

FISCAL IMPACT

ATTACHMENTS

1. Truck I Req
2. Truck I quote

Request Request

To: Beth Nadolski Spears
Public Works Supervisor

From: Nathan Wachtendonk
Fleet Manager

Date: July 9, 2024

Re: Combination Sewer Vacuum and Jet Cleaning Truck



Item: Combination Sewer Vacuum and Jet Cleaning Truck

Cost: \$510,542.87

Vendor: MacQueen Equipment

Account# 428520-55140

Delivery: East Shop

Background:

The Department of Public Works utilizes Combination Sewer Vacuum and Jet cleaning trucks to clean and perform maintenance to the City's sanitary and storm sewer lines. Due to the extreme duty cycle and core functions of jetting and sucking out abrasives, the body, pumps, blowers, hopper and hydraulics wear out quicker and have a shorter lifespan than other pieces of equipment resulting in higher-than-normal maintenance costs, longer downtime and a lower resale value. Truck 98, a 2018 Vactor 2100 Plus jet/vac truck has reached the end of its service life and the replacement has been approved in the 2024 budget.

Recommendation:

To purchase a 2024 Vactor 2100I jet/vac truck off Sourcewell contract# 101221-VTR from MacQueen Equipment for the cost of **\$510,542.87** which includes delivery, warranty, and operator training.



MACQUEEN
EQUIPMENT



MACQUEEN
EMERGENCY

MacQueen Equipment
N60 W15835 Kohler Lane
Menomonee Falls, WI 53051
262-252-4744 • 800-252-4799

Ship To: CITY OF GREEN BAY
519 S ONEIDA ST
GREEN BAY, WI 54303

Invoice To: CITY OF GREEN BAY
Attn: Operation Division
519 S Oneida St
Green Bay WI 54303

Branch 02 - MENOM FALLS WI		
Date 09/18/2023	Time 8:17:06 (O)	Page 1
Account No GREEN002	Phone No 9204923748	Est No 02 Q01153
Ship Via		Purchase Order VERBAL
Tax ID No		
GRANT WEGNER		Salesperson 173

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 10/15/2023 Amount

NEW VACTOR 2100 PD - 1500GAL
2024 FREIGHTLINER 114SD SBA
TANDEM w/PUSHER AXLE - 370HP, AUTO

OPTIONS INCLUDE:

- 12YD DEBRIS BODY- 16" PD Blower- 1500 GALLONS OF WATER
- STAINLESS WATER TANKS
- 6" DECANT CURBSIDE w/AIR ACTUATED KNIFE VALVE
- DEBRIS BODY WASHOUT
- 6" BUTTERFLY VALVE - 3:00 POSITION
- CYCLONE SEPARATORS
- FOLDING PIPE RACKS - CURBSIDE/STEETSIDE
- SPLASH SHIELD
- LUBE MANIFOLD
- LOW WATER LIGHT
- AIR PURGE
- HOT SHIFT BLOWER DRIVE
- HIGH TEMP SAFETY SHUTDOWN
- DIGITAL FOOTAGE COUNTER
- 10ft BOOM TELESCOPING BOOM
- COLD WEATHER RECIRC
- HYDROEXCAVATION KIT
- 600' X 1" PIRANHA HOSE
- RODDER PUMP DRAIN VALVES
- TOOLBOXES - FRONT BUMPER / BEHIND CAB / SUBFRAME
- AUTO WIND GUIDE w/PINCH ROLLER
- 10 LIGHT PACKAGE w/BOOM LIGHTS
- LED STROBES - CAB MIRRORS
- HANDHELD LIGHT w/RETRACTABLE CORD
- WIRELESS HANDHELD LED LIGHT
- ADDTL WIRING HARNESS - CAB
- HANDHELD WIRELESS CONTROLLER
- ROCKMILLS MANHOLE LIFTER
- CHASSIS CAB COLOR - WHITE

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MACQUEEN
EQUIPMENT



MACQUEEN
EMERGENCY

MacQueen Equipment
N60 W15835 Kohler Lane
Menomonee Falls, WI 53051
262-252-4744 • 800-252-4799

Ship To: CITY OF GREEN BAY
519 S ONEIDA ST
GREEN BAY, WI 54303

Invoice To: CITY OF GREEN BAY
Attn: Operation Division
519 S Oneida St
Green Bay WI 54303

Branch 02 - MENOM FALLS WI		
Date 09/18/2023	Time 8:17:06 (O)	Page 2
Account No GREEN002	Phone No 9204923748	Est No 02 Q01153
Ship Via		Purchase Order VERBAL
Tax ID No		
GRANT WEGNER		Salesperson 173

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 10/15/2023 Amount

- BODY COLOR - WHITE (ABLE TO CHANGE)

Subtotal: 510542.87

Authorization: _____

Quote Total: 510542.87

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL

- PRICING INCLUDES PDI, DELIVERY AND OPERATOR TRAINING
- PRICING PER SOURCEWELL CONTRACT 101221-VTR

THANK YOU FOR THE OPPORTUNITY TO QUOTE!
GRANT WEGNER - TERRITORY MANAGER
MACQUEEN EQUIPMENT - WI
920-327-9777 | grant.wegner@macqueengroup.com

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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.6

To approve the request by Department of Public Works to purchase a 2025 Vactor 2100I jet/vac truck from Sourcewell Contract #101221-VTR from MacQueen Equipment in the amount of \$545,666.12, which includes delivery, warranty, and operator training.

BACKGROUND

The Department of Public Works utilizes combination sewer vacuum and jet cleaning trucks to clean and perform maintenance to the City's sanitary and storm sewer lines. Due to the extreme duty cycle and core functions of jetting and sucking out abrasives, the body, pumps, blowers, hopper, and hydraulics wear out quicker and have a shorter lifespan than other pieces of equipment resulting in higher-than-normal maintenance costs, longer downtime, and a lower resale value. Truck 98, a 2018 Vactor 2100 Plus jet/vac truck has reached the end of its service life, and the replacement has been approved in the 2024 budget.

RECOMMENDATION

To purchase a 2024 Vactor 2100I jet/vac truck from Sourcewell Contract #101221-VTR from MacQueen Equipment in the amount of \$510,542.87, which includes delivery, warranty, and operator training.

FISCAL IMPACT

ATTACHMENTS

1. Truck 2 Req
2. Truck 2 quote

Request Request

To: Beth Nadolski Spears
Public Works Supervisor

From: Nathan Wachtendonk
Fleet Manager

Date: July 9, 2024

Re: Combination Sewer Vacuum and Jet Cleaning Truck



Item: Combination Sewer Vacuum and Jet Cleaning Truck

Cost: \$545,666.15

Vendor: MacQueen Equipment

Account# 428520-55140

Delivery: East Shop

Background:

The Department of Public Works utilizes Combination Sewer Vacuum and Jet cleaning trucks to clean and perform maintenance to the City's sanitary and storm sewer lines. Due to the extreme duty cycle and core functions of jetting and sucking out abrasives, the body, pumps, blowers, hopper and hydraulics wear out quicker and have a shorter lifespan than other pieces of equipment resulting in higher-than-normal maintenance costs, longer downtime and a lower resale value. Truck 99, a 2019 Vactor 2100I jet/vac truck has reached the end of its service life and the replacement has been approved in the 2024 budget.

Recommendation:

To purchase a 2025 Vactor 2100I jet/vac truck off Sourcewell contract# 101221-VTR from MacQueen Equipment for the cost of **\$545,666.12** which includes delivery, warranty, and operator training.



MACQUEEN™

Ship To: CITY OF GREEN BAY
519 S ONEIDA ST
GREEN BAY, WI 54303

Invoice To: CITY OF GREEN BAY
Attn: Operation Division
519 S Oneida St
Green Bay WI 54303

MacQueen
N60 W15835 Kohler Lane
Menomonee Falls, WI 53051
262-252-4744 • 800-252-4799

Branch 02 - MENOM FALLS WI		
Date 07/08/2024	Time 16:14:42 (O)	Page 1
Account No GREEN002	Phone No 9204923748	Est No 02 Q01392
Ship Via		Purchase Order VERBAL
Tax ID No		
GRANT WEGNER		Salesperson 173

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 01/01/2025 Amount

NEW VACTOR 2100 PD - 1500GAL
NEW FREIGHTLINER 114SD SBA
TANDEM w/PUSHER AXLE - 370HP, AUTO

OPTIONS INCLUDE:

- 12YD DEBRIS BODY- 16" PD Blower- 1500 GALLONS OF WATER
- STAINLESS WATER TANKS
- 6" DECANT CURBSIDE w/AIR ACTUATED KNIFE VALVE
- DEBRIS BODY WASHOUT
- 6" BUTTERFLY VALVE - 3:00 POSITION
- CYCLONE SEPARATORS
- FOLDING PIPE RACKS - CURBSIDE/STEETSIDE
- SPLASH SHIELD
- LUBE MANIFOLD
- LOW WATER LIGHT
- AIR PURGE
- HOT SHIFT BLOWER DRIVE
- HIGH TEMP SAFETY SHUTDOWN
- DIGITAL FOOTAGE COUNTER
- 10ft BOOM TELESCOPING BOOM
- COLD WEATHER RECIRC
- HYDROEXCAVATION KIT
- 600' X 1" PARKER HOSE
- RODDER PUMP DRAIN VALVES
- TOOLBOXES - FRONT BUMPER / BEHIND CAB / SUBFRAME
- AUTO WIND GUIDE w/PINCH ROLLER
- 14 LIGHT PACKAGE w/BOOM LIGHTS - AMBER/GREEN
- LED STROBES - CAB MIRRORS
- WIRELESS HANDHELD LED LIGHT
- ADDTL WIRING HARNESS - CAB
- HANDHELD WIRELESS CONTROLLER
- ADDTL PIPE SECTIONS - (1) 8"x5' (2) 8"x7.5'
- ADDTL QUICK CLAMPS (4)
- ROCKMILLS MANHOLE LIFTER

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Ship To: CITY OF GREEN BAY
519 S ONEIDA ST
GREEN BAY, WI 54303

Invoice To: CITY OF GREEN BAY
Attn: Operation Division
519 S Oneida St
Green Bay WI 54303

MacQueen
N60 W15835 Kohler Lane
Menomonee Falls, WI 53051
262-252-4744 • 800-252-4799

Branch 02 - MENOM FALLS WI		
Date 07/08/2024	Time 16:14:42 (O)	Page 2
Account No GREEN002	Phone No 9204923748	Est No 02 Q01392
Ship Via		Purchase Order VERBAL
Tax ID No		
GRANT WEGNER		Salesperson 173

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 01/01/2025 Amount

- BODY COLOR/CAB COLOR - SILVER METALLIC L0183EB

****INCLUDING THE FOLLOWING ATTACHMENTS****

=====

New ROCK MILLS TW 3000 LIFTER W/ CAMERA & M C046113

Authorization: _____ Subtotal: 545666.15
Quote Total: 545666.15

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL

- PRICING INCLUDES PDI, DELIVERY AND OPERATOR TRAINING
- PRICING PER SOURCEWELL CONTRACT 101221-VTR

THANK YOU FOR THE OPPORTUNITY TO QUOTE!

GRANT WEGNER - TERRITORY MANAGER

MACQUEEN EQUIPMENT - WI

920-327-9777 | grant.wegner@macqueengroup.com

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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.7

To approve the request by Department of Public Works to award the following contracts at a staff level and report the awards at the next Improvement & Services Committee meeting:

- A. PARKS 4-24 EAST RIVER TRAIL - MAIN STREET PLAZA
- B. TRAFFIC I-24 RRFB BASE INSTALLATION
- C. PAVEMENT X-24 ARNDT & BRIDGE STREETS RECONSTRUCTION

BACKGROUND

Due to the intended bidding schedules, anticipated construction timelines, and the schedule of Committee and Council meetings, it is necessary for these projects to begin as soon as practical.

RECOMMENDATION

To approve the Department of Public Works to award the contracts at a staff level and report the awards at the next Improvement & Services Committee meeting.

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.8

To approve the request by Department of Public Works to review and approve the award of contract PARKS 5-24 (OLDE PREBLE PARK TRAIL IMPROVEMENTS) to McDonald Services, LLC in the amount of \$118,485.46. Award amount includes the base bid in the amount of \$54,800.52 plus Alternate #1 in the amount of \$63,684.94.

BACKGROUND

RECOMMENDATION

To award contract

FISCAL IMPACT

ATTACHMENTS

- I. Parks 5-24 Olde Preble Park Trail Improvements



Parks, Recreation & Forestry Department
100 North Jefferson Street - Room 510
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3365
Fax 920.448.3393

7/3/24

To: Steven Grenier, P.E.

From: Kaurie Mihm, PLA

Re: Parks 5-24 Olde Preble Park Trail Improvements

CC: Dan Ditscheit, PLA
James Brunette, P.E.
Emma Browne, P.E.

The Parks, Recreation and Forestry Department supports awarding Parks 5-24 Olde Preble Park Trail Improvements to the lowest responsive and responsible Bidder McDonald Services, for the Base Bid amount of \$54,800.52 as well as Alternate 1 (Open Shelter) in the amount of \$63,684.94. Below is a summary of the bids received.

Bidder	Base Bid	Alternate 1 (Open Shelter)
McDonald Services	\$54,800.52	\$63,684.94
Peters Concrete	\$59,259.00	\$82,400.00
Advance Construction	\$60,810.20	\$82,000.00
Highway Landscapers	\$70,168.00	\$105,074.40
Vinton Construction	\$82,021.01	\$109,500.00

Kaurie Mihm, PLA



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.9

To approve the request by Department of Public Works to review and approve the award of BRIDGE 5-24 (SCOUR, REPAIR, AND RIP RAP RESTORATION B-5-058 DANZ AVENUE) to the lowest bidder, Advance Construction Inc., in the amount of \$238,982.00.

BACKGROUND

The Danz Avenue Bridge over Baird Creek was constructed in 1962. There is generalized scour along both abutments and a large localized scour hole beneath an outfall pipe in the south abutments. A large sandbar has built up along the south abutment. Contractor work will consist of excavation of built-up depositions of silts to allow for the installation of heavy rip rap to armor the abutments and prevent scour at the abutments and outfalls and prevent undermining of the abutments.

RECOMMENDATION

The Department of Public Works recommends award to the lowest bidder, Advance Construction Inc.

FISCAL IMPACT

A portion of the funds were included in the approved 2023 CIP; however, due to in-stream disturbance limitations and required permitting, the project was carried over to this calendar year. The remainder of the funds will be reallocated from cost savings from prior bridge projects.

ATTACHMENTS

- I. QuestCDN_Project Bid Results Bridge 5-24

BRIDGE 5-24 (SCOUR REPAIR AND RIP RAP RESTORATION B-5-058 DANZ AVENUE)

Quest Number: 9169494

Closing Date: Tue, 07/16/2024 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:	Kayla Wasielewski
Email:	kayla.wasielewski@greenbaywi.gov
Phone:	920-448-3134
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Advance Construction Inc.	Paul Kultgen	920-434-3978	pkultgen@advconst.net	\$ 238,982.00		
Vinton Construction Company	Estimating at Vinton Construction	920-682-0375	quotes@vintonwis.com	\$ 330,147.50		



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.10

To approve the request by Department of Public Works to review and approve the award of contract TRAFFIC SIGNALS REPAIR 2024 to the lowest bidder, Bodart Electric Service, Inc., in the amount of \$314,654.50.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. QuestCDN_Project Bid Reults (Traffic Signal Repairs 2024)

TRAFFIC SIGNALS REPAIR 2024

Quest Number: 9184995

Closing Date: Tue, 07/02/2024 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
Bodart Electric Service, Inc	Tim Bodart	920-339-0488	dacia@bodartelectric.com	\$ 314,654.50		
Vinton Construction Company	Estimating at Vinton Construction	920-682-0375	quotes@vintonwis.com	\$ 326,660.50		
Elmstar Electric Corporation	Julie Schuh	920-766-8100	julies@elmstar.com	\$ 346,182.00		



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.I I

To receive and place on file the report of the awards of the following contracts:

- A. PAVEMENT 4-24 WOODLAWN AVENUE RECONSTRUCTION to the lowest bidder, De Groot, Inc., in the amount of \$1,039,405.31
- B. SEWERS 2-24 (MINI-SEWERS) to the lowest bidder, David Tenor Corporation, in the amount of \$349,540.00
- C. PAVEMENT I-24 S. MAPLE AVENUE RECONSTRUCTION to the lowest bidder, David Tenor Corporation, in the amount of \$773,356.74

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. QuestCDN Project_Pavement 4-24
- 2. QuestCDN_Project Results Sewers 2-24
- 3. QUESTCDN_Project Bid Results I-24 S. Maple

PAVEMENT 4-24 WOODLAWN AVENUE RECONSTRUCTION

Quest Number: 9141393

Closing Date: Tue, 06/18/2024 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:	Ting Thompson-Eagan
Email:	ting.thompson-eagan@greenbaywi.gov
Phone:	920-448-3103
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
DE GROOT, INC.	MARK DE GROOT	920-866-2348	mark@degrootinc.com	\$ 1,039,405.31		
Advance Construction Inc.	Paul Kultgen	920-434-3978	pkultgen@advconst.net	\$ 1,044,967.22		
PTS Contractors, Inc	Jeannie Petasek	920-468-5217	JPetasek@PTSContractors.net	\$ 1,052,000.00		

SEWERS 2-24 MINI-SEWERS

Quest Number: 9149801

Closing Date: Tue, 06/18/2024 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 VanderLoop
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
David Tenor Corporation	David Tenor	920-360-9246	david.tenor.dtc@gmail.com	\$ 349,540.00		
DE GROOT, INC.	MARK DE GROOT	920-866-2348	mark@degrootinc.com	\$ 353,893.72		
Highway Landscapers, Inc.	Nick Wilfert	920-759-1701	nwilfert@highway.email	\$ 367,922.60		

PAVEMENT 1-24 S. MAPLE AVENUE RECONSTRUCTION

Quest Number: 9062343

Closing Date: Tue, 04/23/2024 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:	Ting Thompson-Eagan
Email:	ting.thompson-eagan@greenbaywi.gov
Phone:	920-448-3103
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
David Tenor Corporation	David Tenor	920-360-9246	david.tenor.dtc@gmail.com	\$ 773,356.74		
Peters Concrete Company	Duke Peters	920-494-3700	quote@petersconcrete.com	\$ 798,811.33		
DE GROOT, INC.	MARK DE GROOT	920-866-2348	mark@degrootinc.com	\$ 812,578.09		
Jossart Brothers, Inc.	Jason Hermesen	920-339-8500	jasonh@jossartbrothers.com	\$ 864,117.94		
Advance Construction Inc.	Paul Kultgen	920-434-3978	pkultgen@advconst.net	\$ 872,724.02		
PTS Contractors, Inc	Jeannie Petasek	920-468-5217	JPetasek@PTSCcontractors.net	\$ 890,000.00		
Vinton Construction Company	Estimating at Vinton Construction	920-682-0375	quotes@vintonwis.com	\$ 891,260.26		



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.12

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

A. Granting of Licenses

I. Sidewalk Builder

- a. MCA Concrete Home Solutions
- b. Milis Flatwork
- c. Sienna Concrete LLC

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # M.13

To approve the request by HCW, LLC and Bay Lake Food Court Real Estate LLC, collectively, to assign a parking rental agreement to The Gateway Collective, Inc. for units 120, 170, and 210 of 301 N. Adams Street.

BACKGROUND

HCW, LLC and Bay Lake Food Court Real Estate, LLC entered into a parking rental agreement with the City of Green Bay on December 13, 2023, which provides necessary parking for tenants and/or occupants of various units of the property located at 301 N. Adams Street. This agreement contains provisions allowing the lessee to assign a portion of the stalls contemplated within the agreement to others, subject to City approval.

RECOMMENDATION

Staff recommends approval of the assignment and authorize the Mayor to execute the agreement.

FISCAL IMPACT

None

ATTACHMENTS

1. Assignment of Parking Rental Agreement (redlined 7-18-24)
2. Assignment of Parking Rental Agreement (7-18-24)

ASSIGNMENT AND ASSUMPTION OF PARKING RENTAL AGREEMENT

This Assignment and Assumption of Parking Rental Agreement (this “**Agreement**”), dated the ____ day of _____, 2024 (the “**Effective Date**”), is made by and among HCW, LLC, a Wisconsin limited liability company and Bay Lake Food Court Real Estate LLC, a Wisconsin limited liability company (collectively, “**Assignor**”), The Gateway Collective, Inc., a Wisconsin non-stock corporation (“**Assignee**”), the City of Green Bay, a Wisconsin municipal corporation (“**Landlord**”).

RECITALS:

WHEREAS, Assignor is party to that certain Parking Rental Agreement, dated December 13, 2023, related to the leases of certain parking spaces from Landlord in the Cherry Street Ramp in association with Units 120, 170, and 210 (f/k/a/ Units 210, 220, 230, 240, 250, 260, and 270) located at 301 North Adams Street (the “**Parking Rental Agreement**”). A copy of the Parking Rental Agreement is attached hereto as **Exhibit A**; and

WHEREAS, Assignor desires to assign, and Assignee desires to assume, all of the Assignor’s right, title, and interest in and to the Parking Rental Agreement; and

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the parties agree as follows:

1. Assignment and Delegation. Assignor hereby assigns, transfers, delegates, and delivers to Assignee all of Assignor’s right, title, interest in, to, and under the Parking Rental Agreement.

2. Acceptance and Assumption. Assignee hereby accepts Assignor’s assignment and delegation of the Parking Rental Agreement, and assumes and agrees to pay, perform, and discharge promptly and fully when due all of Assignor’s obligations and liabilities under the Parking Rental Agreement accruing on and after the Effective Date.

3. Landlord’s Consent to Assignment and Delegation. Landlord hereby (a) consents to Assignor’s assignment and delegation of the Parking Rental Agreement to Assignee made under this Agreement, (b) agrees to recognize Assignee as “Lessee” under the Parking Rental Agreement, and (c) releases Assignor of Assignor’s obligations under the Parking Rental Agreement that arise under the Parking Rental Agreement on or after the Effective Date. Landlord’s consent made in this Section 3 shall apply only to this Agreement and will not be deemed to be a consent to any subsequent assignment or delegation of the Parking Rental Agreement by Assignee or a waiver of Landlord’s right to consent to any subsequent assignment or delegation.

4. Representations and Warranties by Assignor and Landlord.

(a) Assignor represents and warrants to Assignee that (i) all rent, charges, and other payments, if any, due by Assignor to Landlord under the Parking Rental Agreement have been paid as of the Effective Date, (ii) as of the Effective Date, to Assignor's knowledge, Assignor is not in default under the Parking Rental Agreement, and (iii) to Assignor's knowledge, no event has occurred that, with the giving of notice or the passage of time, or both, might constitute a default by Assignor under the Parking Rental Agreement.

(b) Landlord represents and warrants to Assignee that (i) all rent, charges, and other payments, if any, due by Assignor to Landlord under the Parking Rental Agreement have been paid as of the Effective Date, (ii) as of the Effective Date, to Landlord's knowledge, Landlord is not in default under the Parking Rental Agreement, and (iii) to Landlord's knowledge, no event has occurred that, with the giving of notice or the passage of time, or both, might constitute an event of default under the Parking Rental Agreement.

5. General Provisions.

(a) This Agreement is binding upon and inures to the benefit of Assignor, Assignee, and Landlord and their respective owners, directors, managers, officers, successors, assigns, and legal representatives.

(b) This Agreement is governed by and shall be construed in accordance with the laws of the State of Wisconsin, without regard to conflict of laws principles. Any action or proceeding arising out of or based upon this Agreement shall be commenced and adjudicated in the state courts of ~~Winnebago~~ Brown County, Wisconsin, and the parties irrevocably submit to the exclusive jurisdiction of such courts.

(c) This Agreement supersedes all prior agreements, whether written or oral, between the parties with respect to its subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to its subject matter. This Agreement may not be amended, supplemented, or otherwise modified except by a written agreement executed by the parties.

(d) If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

(e) Each individual executing this Agreement on behalf of a party has all necessary power and authority to enter into this Agreement on behalf of that party and bind that party to this Agreement.

(f) This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement. The parties agree that (i) this Agreement and any other document to be delivered in connection with this Agreement may be electronically signed, (ii) any digital or electronic signature (including, but not limited to, an electronically imaged signature provided by DocuSign or any other digital or electronic signature provider) appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility, and (iii) delivery of any such digital or electronic signature to, or a signed copy of, this Agreement and such other documents may be made by facsimile, e-mail, or other electronic transmission and deemed to be an original signature for all purposes.

[signature page follows]

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the Effective Date.

ASSIGNOR:

HCW, LLC

By: _____
Name: Paul B. Belschner
Title: Member

Bay Lake Food Court Real Estate LLC

By: _____
Name: Paul B. Belschner
Title: Member

ASSIGNEE:

The Gateway Collective, Inc.

By: _____
Name: _____
Title: _____

LANDLORD:

City of Green Bay, Wisconsin

By: _____
Name: _____
Title: _____

[Signature Page to Assignment and Assumption of Parking Rental Agreement]

EXHIBIT A
Parking Rental Agreement

[See Attached]

ASSIGNMENT AND ASSUMPTION OF PARKING RENTAL AGREEMENT

This Assignment and Assumption of Parking Rental Agreement (this “**Agreement**”), dated the ____ day of _____, 2024 (the “**Effective Date**”), is made by and among HCW, LLC, a Wisconsin limited liability company and Bay Lake Food Court Real Estate LLC, a Wisconsin limited liability company (collectively, “**Assignor**”), The Gateway Collective, Inc., a Wisconsin non-stock corporation (“**Assignee**”), the City of Green Bay, a Wisconsin municipal corporation (“**Landlord**”).

RECITALS:

WHEREAS, Assignor is party to that certain Parking Rental Agreement, dated December 13, 2023, related to the lease of certain parking spaces from Landlord in the Cherry Street Ramp in association with Units 120, 170, and 210 (f/k/a/ Units 210, 220, 230, 240, 250, 260, and 270) located at 301 North Adams Street (the “**Parking Rental Agreement**”). A copy of the Parking Rental Agreement is attached hereto as **Exhibit A**; and

WHEREAS, Assignor desires to assign, and Assignee desires to assume, all of the Assignor’s right, title, and interest in and to the Parking Rental Agreement; and

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the parties agree as follows:

1. Assignment and Delegation. Assignor hereby assigns, transfers, delegates, and delivers to Assignee all of Assignor’s right, title, interest in, to, and under the Parking Rental Agreement.

2. Acceptance and Assumption. Assignee hereby accepts Assignor’s assignment and delegation of the Parking Rental Agreement, and assumes and agrees to pay, perform, and discharge promptly and fully when due all of Assignor’s obligations and liabilities under the Parking Rental Agreement accruing on and after the Effective Date.

3. Landlord’s Consent to Assignment and Delegation. Landlord hereby (a) consents to Assignor’s assignment and delegation of the Parking Rental Agreement to Assignee made under this Agreement, (b) agrees to recognize Assignee as “Lessee” under the Parking Rental Agreement, and (c) releases Assignor of Assignor’s obligations under the Parking Rental Agreement that arise under the Parking Rental Agreement on or after the Effective Date. Landlord’s consent made in this Section 3 shall apply only to this Agreement and will not be deemed to be a consent to any subsequent assignment or delegation of the Parking Rental Agreement by Assignee or a waiver of Landlord’s right to consent to any subsequent assignment or delegation.

4. Representations and Warranties by Assignor and Landlord.

(a) Assignor represents and warrants to Assignee that (i) all rent, charges, and other payments, if any, due by Assignor to Landlord under the Parking Rental Agreement have been paid as of the Effective Date, (ii) as of the Effective Date, to

Assignor's knowledge, Assignor is not in default under the Parking Rental Agreement, and (iii) to Assignor's knowledge, no event has occurred that, with the giving of notice or the passage of time, or both, might constitute a default by Assignor under the Parking Rental Agreement.

(b) Landlord represents and warrants to Assignee that (i) all rent, charges, and other payments, if any, due by Assignor to Landlord under the Parking Rental Agreement have been paid as of the Effective Date, (ii) as of the Effective Date, to Landlord's knowledge, Landlord is not in default under the Parking Rental Agreement, and (iii) to Landlord's knowledge, no event has occurred that, with the giving of notice or the passage of time, or both, might constitute an event of default under the Parking Rental Agreement.

5. General Provisions.

(a) This Agreement is binding upon and inures to the benefit of Assignor, Assignee, and Landlord and their respective owners, directors, managers, officers, successors, assigns, and legal representatives.

(b) This Agreement is governed by and shall be construed in accordance with the laws of the State of Wisconsin, without regard to conflict of laws principles. Any action or proceeding arising out of or based upon this Agreement shall be commenced and adjudicated in the state courts of Brown County, Wisconsin, and the parties irrevocably submit to the exclusive jurisdiction of such courts.

(c) This Agreement supersedes all prior agreements, whether written or oral, between the parties with respect to its subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to its subject matter. This Agreement may not be amended, supplemented, or otherwise modified except by a written agreement executed by the parties.

(d) If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

(e) Each individual executing this Agreement on behalf of a party has all necessary power and authority to enter into this Agreement on behalf of that party and bind that party to this Agreement.

(f) This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement. The parties agree that (i) this Agreement and any other document to be delivered in connection with this Agreement may be electronically signed, (ii) any digital or electronic signature (including, but not limited to, an electronically imaged signature provided by DocuSign or any other digital or electronic signature

provider) appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility, and (iii) delivery of any such digital or electronic signature to, or a signed copy of, this Agreement and such other documents may be made by facsimile, e-mail, or other electronic transmission and deemed to be an original signature for all purposes.

[signature page follows]

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the Effective Date.

ASSIGNOR:

HCW, LLC

By: _____
Name: Paul B. Belschner
Title: Member

Bay Lake Food Court Real Estate LLC

By: _____
Name: Paul B. Belschner
Title: Member

ASSIGNEE:

The Gateway Collective, Inc.

By: _____
Name: _____
Title: _____

LANDLORD:

City of Green Bay, Wisconsin

By: _____
Name: _____
Title: _____

[Signature Page to Assignment and Assumption of Parking Rental Agreement]

EXHIBIT A
Parking Rental Agreement

[See Attached]



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.1

To approve a 24-25 renewal "Class B" Liquor and Class "B" Beer license application for Sarai Buie (Taste of the South on Wheelz) at 114 S. Broadway (Filed June 12, 2024).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 114 s broadway renewal application-filed june 12



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.2

To approve a 24-25 renewal application for a "Class B" Liquor and Class "B" Beer license for Madrid Tapas and Wine Bar, LLC at 225 E. Walnut St. (Filed June 26, 2024).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 225 E WALNUT renewal application



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.3

To approve an application for a "Class A" Liquor and Class "A" Beer license for Oneida Nation at 2370 W. Mason St., with a license premises description as "1,100 SQ FT CONVENIENCE STORE" (Currently holds a Class "A" Beer license).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2370 W MASON LIQ NEW



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.4

To approve a 24-25 "Class A" Liquor and Class "A" Beer license for Mason Beverages, LLC at 1117 W. Mason St. with a license premises description as "behind the counter, back office, shelves," subject to the approval of the proper authorities.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2024.06.17_ORG Liquor license-1117 W. Mason
2. 2024.06.17 1117 W. Mason Business Security Plan



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.5

To approve a 24-25 Class "B" Beer license for Cocina Latina LLC at 803 Klaus St. with a license premises description as "only one floor-dining room-kitchen-storage room," subject to the approval of the proper authorities.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. org liquor license-803 KLAUS ST.



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.6

To approve a "Class B" liquor and Class "B" Beer license for Pour Life Choices, LLC at 226 S. Broadway with a license premises description as "beer and alcohol will be stored behind the bar and walk-in storage cooler," with the approval of the proper authorities (license submitted on June 11 with a surrender from current licensee Big Mitch LLC).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. LIQUOR LICENSE APPLICATION ORG



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.7

To approve an amendment to the license for Soriah Hospitality, LLC at 1139 Main St. to include an outdoor patio expansion (current license description is bar & storage room w/ cooler, outdoor patio), subject to the approval of the proper authorities.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. amendment request-1139 Main



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.8

To approve a license amendment at 126 S. Broadway for Cole Ductan (Bay Area Burger Co) to include a sidewalk cafe permit, subject to the approval of DPW and proper authorities before issuance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.9

To approve a limited expansion request for the following event(s):

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Naps Map (I)
2. LIMITED EXPANSION EVENT-1351 CEDAR



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.9.a

Napalese Lounge at 1351 Cedar parking lot (August 3, 2024)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. napalese request



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.9.b

Green Bay Sportservice, Inc. at 1265 Lombardi Ave. parking lots 5&6 (September 14).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 1265 lombardi limited expansion



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.9.c

Basil I at 1423 S. Broadway in the parking lot on dates: August 1-3, 8-10, 15-17, 22-24, 29-31; September 4-6, 12-14, 18-20, 25-27; October 3-5, 10-12, 17-19, 24-26, 31; November 1-2.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. limited expansion request-1423 s broadway



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.10

To approve a change of agent at the following location(s):

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. CHANGE OF AGENT-304 N ADAMS
2. CHANGE OF AGENT-2430 UNIVERSITY



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.10.a

304 North Adams Green Bay, LLC at 304 N Adams St. to Scott Biggar

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2024_07_01 CHANGE OF AGENT 304 N ADAMS



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.10.b

Skogen's Foodliner, Inc. at 2430 University Ave. to Jonathan Arlt (For Cigarette and Liquor)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.10.c

APG LLC at 1828 S. Ashland St. to Rhadhika Bhandari (Cigarette and Liquor)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. CIGARETTE COA
2. CTV-101 Ind Q APG
3. 7849 AB 100 Signed (002)



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.10.d

The Daily Buzz, LLC at 130 E Walnut St. to Krisha King

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. COA PAPERWORK



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.10.e

The 1001 Club, LLC at 1001 Main St. to Krisha King.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.10.f

Skogen's Foodliner, Inc. at 2250 W. Mason to Susan Waelchli

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2250 W MASON change of agent



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.I I

To approve an appeal by Dillon Vanderwege regarding the denial of his operator's license.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. license application
2. appeal statement_dillon vanderwege
3. notice to attend-vanderwege
4. VANDERWEGE CIB
5. VANDERWEGE MUNI AND CCAP
6. LETTER OF SUPPORT



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.12

To approve a 2024-25 massage establishment license at 127 S Military.

BACKGROUND

RECOMMENDATION

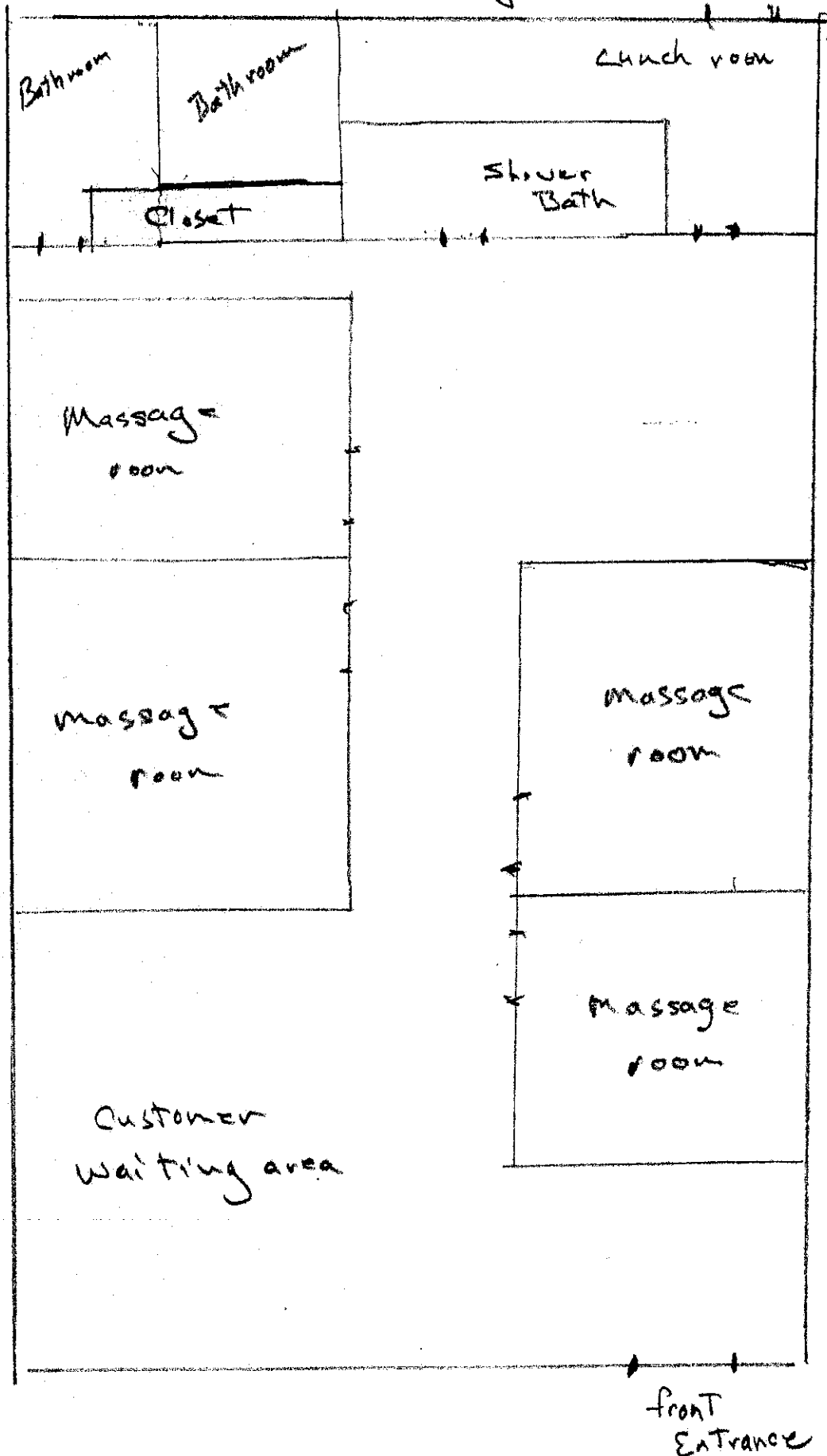
FISCAL IMPACT

ATTACHMENTS

1. 127 Military Background Check Approval
2. 127 Military Inspection Approval
3. 2024-04-23 127 S Military
4. 2024-05-30 127 S Military Floor Plan
5. 2024-05-30 127 S Military Insurance

127 South Military Ave
Green Bay Wi.

rear exit



Wanghua Spa Inc
DBA Gong Spa



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.13

To approve a 2024-25 massage establishment license at 842 S Military.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 842 S Military Inspection Approval
2. 2024-04-23 842 S Military Application
3. 2024-04-23 842 S Military Floor Plan
4. 2024-04-23 842 S Military Insurance
5. PD Approval For Massage Establishment

Chanelle Williams

From: Mike Van De Wattering
Sent: Wednesday, June 12, 2024 1:35 PM
To: Chanelle Williams
Cc: Celestine Jeffreys; William Paape
Subject: RE: massage inspections

Current status of my assigned massage establishments:

225 S Oneida- This is actually the home address for the owner of 321 St. George St. assigned to inspector Nelson.
This is not a commercial entity.

127 S Military- Compliant

842 S Military- Compliant

2685 W Mason- Compliant

Mike Van De Wattering

Housing/Zoning Inspector

City of Green Bay

Community and Economic Development Department

920.448.3296

Mike.VanDeWattering@greenbaywi.gov



From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>
Sent: Wednesday, June 12, 2024 11:22 AM
To: Mike Van De Wattering <Mike.VanDeWattering@greenbaywi.gov>
Subject: RE: massage inspections

Sounds good, thank you for the update.

From: Mike Van De Wattering <Mike.VanDeWattering@greenbaywi.gov>
Sent: Wednesday, June 12, 2024 10:25 AM
To: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>
Subject: massage inspections

Chanelle,

Sorry for the delay in this, I am running out to do these inspections today for:

225 S Oneida

131 S Military

127 S Military

842 S Military
2685 W Mason

I plan on emailing you today as to the status of those inspections.

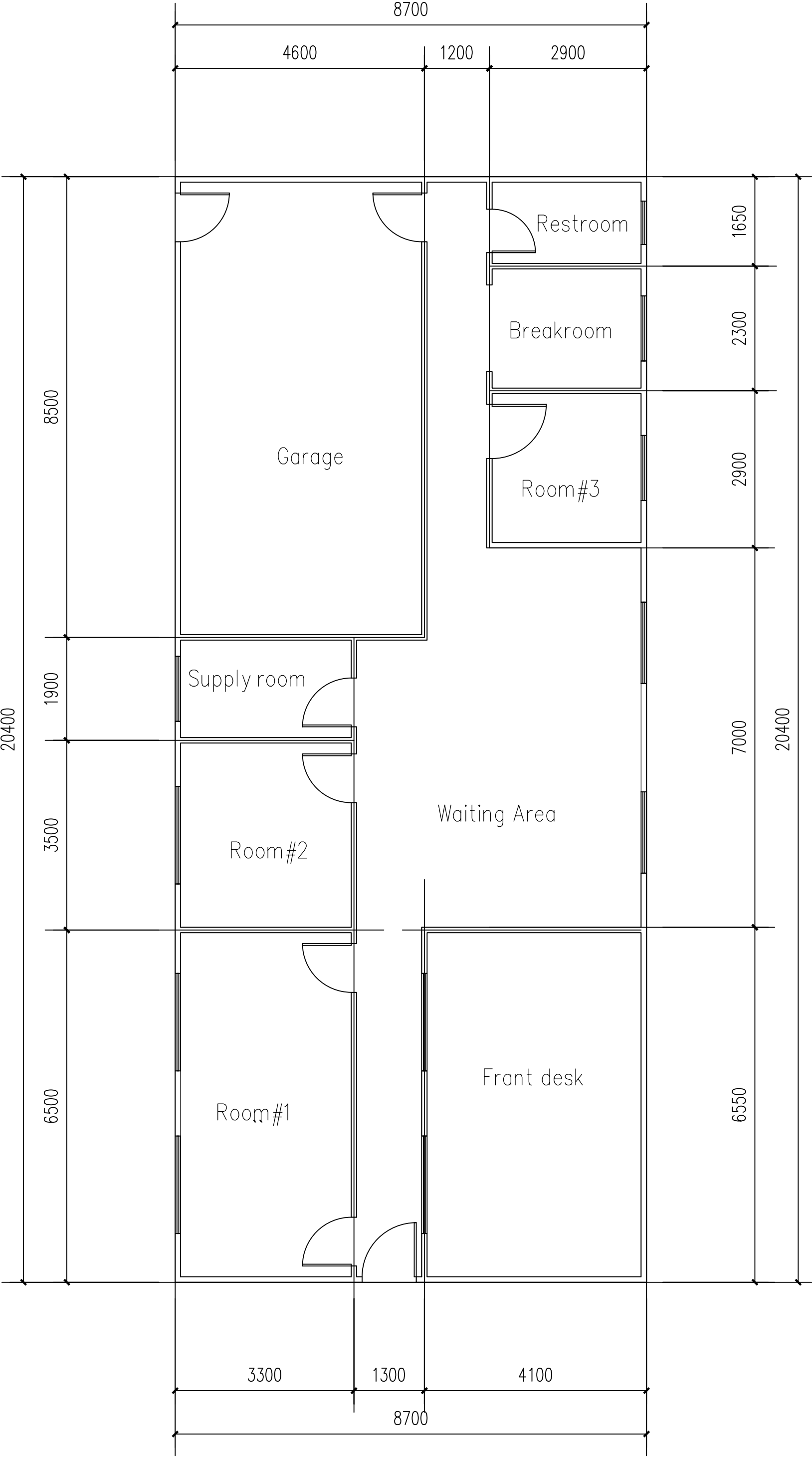
Mike Van De Wetering

Housing/Zoning Inspector

City of Green Bay
Community and Economic Development Department
920.448.3296

Mike.VanDeWetering@greenbaywi.gov







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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.14

To approve a 2024-25 massage establishment license at 2685 W Mason.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2024-04 Malpractice Ins.
2. 2024-04-23 2685 W Mason Coco image
3. 2024-04-23 2685 W Mason Daxue image
4. 2024-04-23 2685 W Mason insurance
5. 2685 W Mason Application
6. 2685
7. Inspection Approval
8. PD Approval for Massage Establishment

Chanelle Williams

From: Mike Van De Wattering
Sent: Wednesday, June 12, 2024 1:35 PM
To: Chanelle Williams
Cc: Celestine Jeffreys; William Paape
Subject: RE: massage inspections

Current status of my assigned massage establishments:

225 S Oneida- This is actually the home address for the owner of 321 St. George St. assigned to inspector Nelson.
This is not a commercial entity.

127 S Military- Compliant

842 S Military- Compliant

2685 W Mason- Compliant

Mike Van De Wattering

Housing/Zoning Inspector

City of Green Bay

Community and Economic Development Department

920.448.3296

Mike.VanDeWattering@greenbaywi.gov



From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>
Sent: Wednesday, June 12, 2024 11:22 AM
To: Mike Van De Wattering <Mike.VanDeWattering@greenbaywi.gov>
Subject: RE: massage inspections

Sounds good, thank you for the update.

From: Mike Van De Wattering <Mike.VanDeWattering@greenbaywi.gov>
Sent: Wednesday, June 12, 2024 10:25 AM
To: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>
Subject: massage inspections

Chanelle,

Sorry for the delay in this, I am running out to do these inspections today for:

225 S Oneida

131 S Military

127 S Military

842 S Military
2685 W Mason

I plan on emailing you today as to the status of those inspections.

Mike Van De Wetering

Housing/Zoning Inspector

City of Green Bay
Community and Economic Development Department
920.448.3296

Mike.VanDeWetering@greenbaywi.gov



Chanelle Williams

From: Steve Mahoney
Sent: Wednesday, June 12, 2024 8:28 AM
To: Chanelle Williams; Erin Young; Jaime Fuge; Celestine Jeffreys
Subject: Massage license approvals

We background checked all the places that applied for licenses, and they all passed. I want to make you all aware so they can be put on the agenda for on Monday's Protection and Policy Meeting

Lt Steve Mahoney



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.15

To approve a 2024-25 massage establishment license at 321 St George St.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 321 St George Floor Plan
2. 321 St George Govt ID
3. 2024-04 Malpractice 1
4. 2024-04 Malpractice 2
5. Massage Establishment License Application
6. PD Approval for Massage Establishment
7. Inspection Approval

Shared
Reception Area
Waiting room

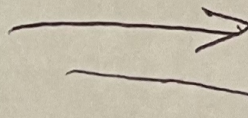
Front
Desk

Energy
workers office
Mary

Artist's
office
Nathan

Counselor's
office
Kim

Hallway



Bathroom

My office
(Sonia's office)
* All renters in this
building are separate
businesses.

Front Door 321 St. George St.

Massage
therapy Karen
Separate
business
associated with
me.

Photography
Office

Chanelle Williams

From: Steve Mahoney
Sent: Wednesday, June 12, 2024 8:28 AM
To: Chanelle Williams; Erin Young; Jaime Fuge; Celestine Jeffreys
Subject: Massage license approvals

We background checked all the places that applied for licenses, and they all passed. I want to make you all aware so they can be put on the agenda for on Monday's Protection and Policy Meeting

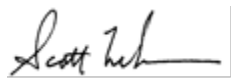
Lt Steve Mahoney

Chanelle Williams

From: Scott Nelson
Sent: Tuesday, June 11, 2024 11:28 AM
To: Chanelle Williams
Cc: William Paape
Subject: MESSAGE ESTABLISHMENTS

Good morning,

321-01 St. George St , Karen Rupe-Pierce LMT is in compliance.
1639 Deckner Av, Leisure Spa has wall signage but no door signage. Door leads exclusively to the establishment. I asked that she put signage on the door but she is otherwise good to go.



Scott Nelson

Housing / Zoning Inspector

City of Green Bay
Department of Community and Economic Development
920.448.3310





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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.16

To approve a 2024-25 massage establishment license at 321 St George St.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 321 St George Inspection
2. 2024-04- floor plan
3. 2024-04 Malpractice Insurance
4. 2024-04- wis id
5. Inspection Approval
6. Massage Establishment License Completed Application - Rude Pierce
7. PD Approval for Massage Establishment

Chanelle Williams

From: Scott Nelson
Sent: Wednesday, July 10, 2024 12:46 PM
To: Chanelle Williams
Subject: RE: Massage Establishment Inspection Update

Absolutely, It is a legit massage therapy business with regular clients. She is sole proprietor and is open part time as she is approaching retirement. She displays her state credentials.



Scott Nelson

Housing / Zoning Inspector

City of Green Bay
Department of Community and Economic Development
920.448.3310



From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>
Sent: Wednesday, July 10, 2024 12:37 PM
To: Scott Nelson <Scott.Nelson@greenbaywi.gov>
Subject: RE: Massage Establishment Inspection Update

Good Afternoon Scott, did Karen Rude-Pierce Massage establishment pass inspection at 321 ST George St?

From: Scott Nelson <Scott.Nelson@greenbaywi.gov>
Sent: Wednesday, July 10, 2024 8:44 AM
To: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>
Subject: RE: Massage Establishment Inspection Update

Chanelle,
I want to confirm that this is her residence.



Scott Nelson

Housing / Zoning Inspector

City of Green Bay
Department of Community and Economic Development
920.448.3310



From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>

Sent: Tuesday, July 9, 2024 9:33 AM

To: Scott Nelson <Scott.Nelson@greenbaywi.gov>

Subject: Massage Establishment Inspection Update

Good Moring Scott,

I am checking to see if 225 S Oneida is a Massage Establishment. This address belongs to the owner of the Massage Establishment at 321 St George St. I wanted to know if 225 S Oneida is a massage Establishment as well because an application was already submitted and approved for 321 St George St but there's another application for 225 S Oneida which is a home address.

Thank You,

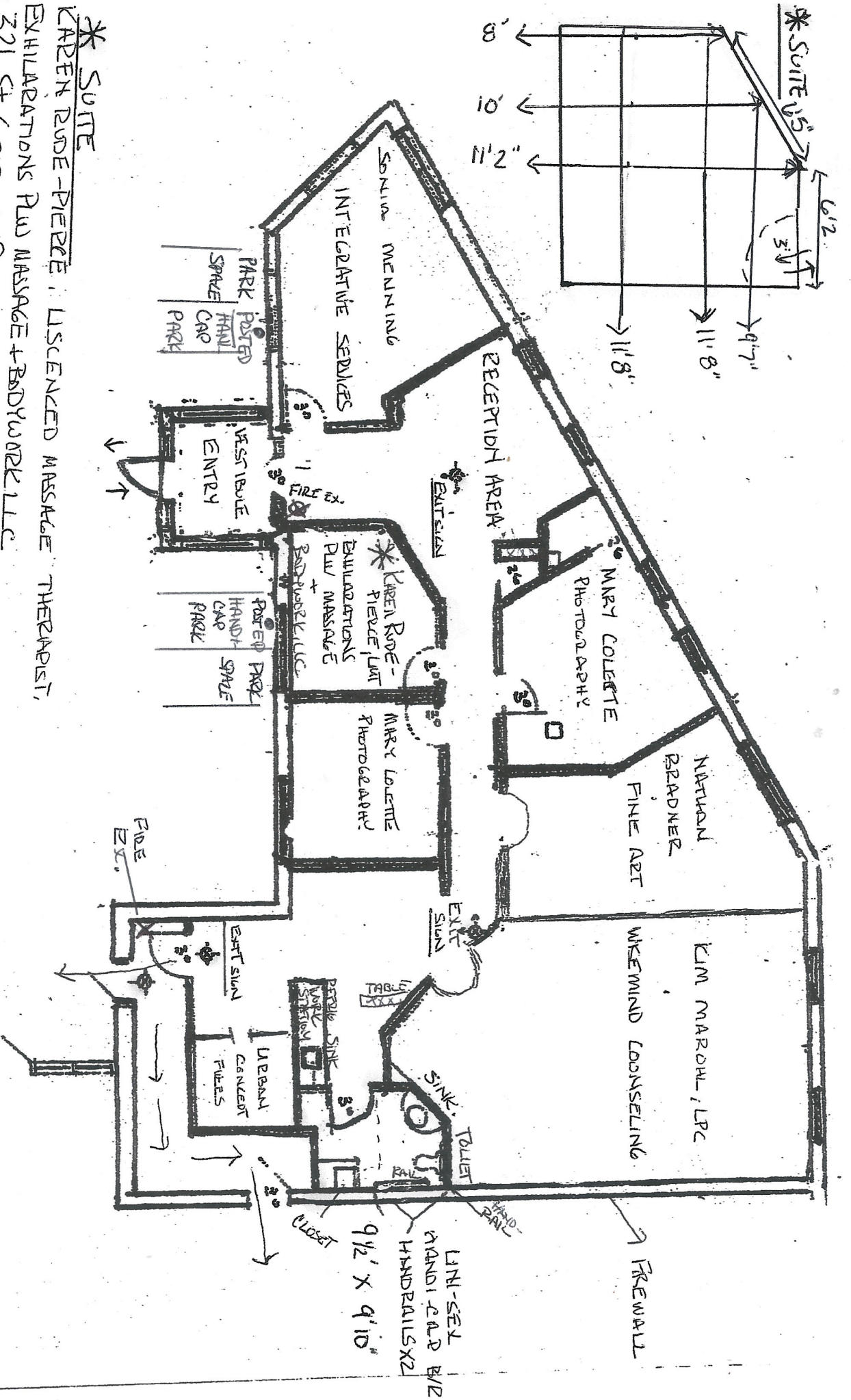
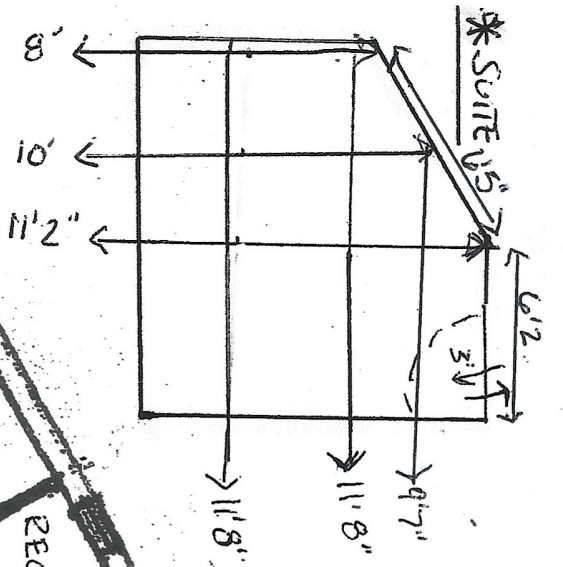
Chanelle Williams

Administrative Clerk

City of Green Bay

920.448.3010

Greenbaywi.gov/clerk



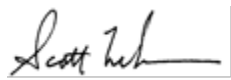
FIRE EXTINGUISHERS
VANS FIRE SAFETY ✓ JULY 2023

Chanelle Williams

From: Scott Nelson
Sent: Tuesday, June 11, 2024 11:28 AM
To: Chanelle Williams
Cc: William Paape
Subject: MESSAGE ESTABLISHMENTS

Good morning,

321-01 St. George St , Karen Rupe-Pierce LMT is in compliance.
1639 Deckner Av, Leisure Spa has wall signage but no door signage. Door leads exclusively to the establishment. I asked that she put signage on the door but she is otherwise good to go.



Scott Nelson

Housing / Zoning Inspector

City of Green Bay
Department of Community and Economic Development
920.448.3310



Chanelle Williams

From: Steve Mahoney
Sent: Wednesday, June 12, 2024 8:28 AM
To: Chanelle Williams; Erin Young; Jaime Fuge; Celestine Jeffreys
Subject: Massage license approvals

We background checked all the places that applied for licenses, and they all passed. I want to make you all aware so they can be put on the agenda for on Monday's Protection and Policy Meeting

Lt Steve Mahoney



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.17

To approve a 2024-25 massage establishment license at 989 W Mason.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 989 W Mason Application
2. 989 W Mason Background Check
3. 989 W Mason DL
4. 989 W Mason Floor Plan
5. 989 W Mason Inspection Approval
6. 989 W Mason Malpractice Insurance

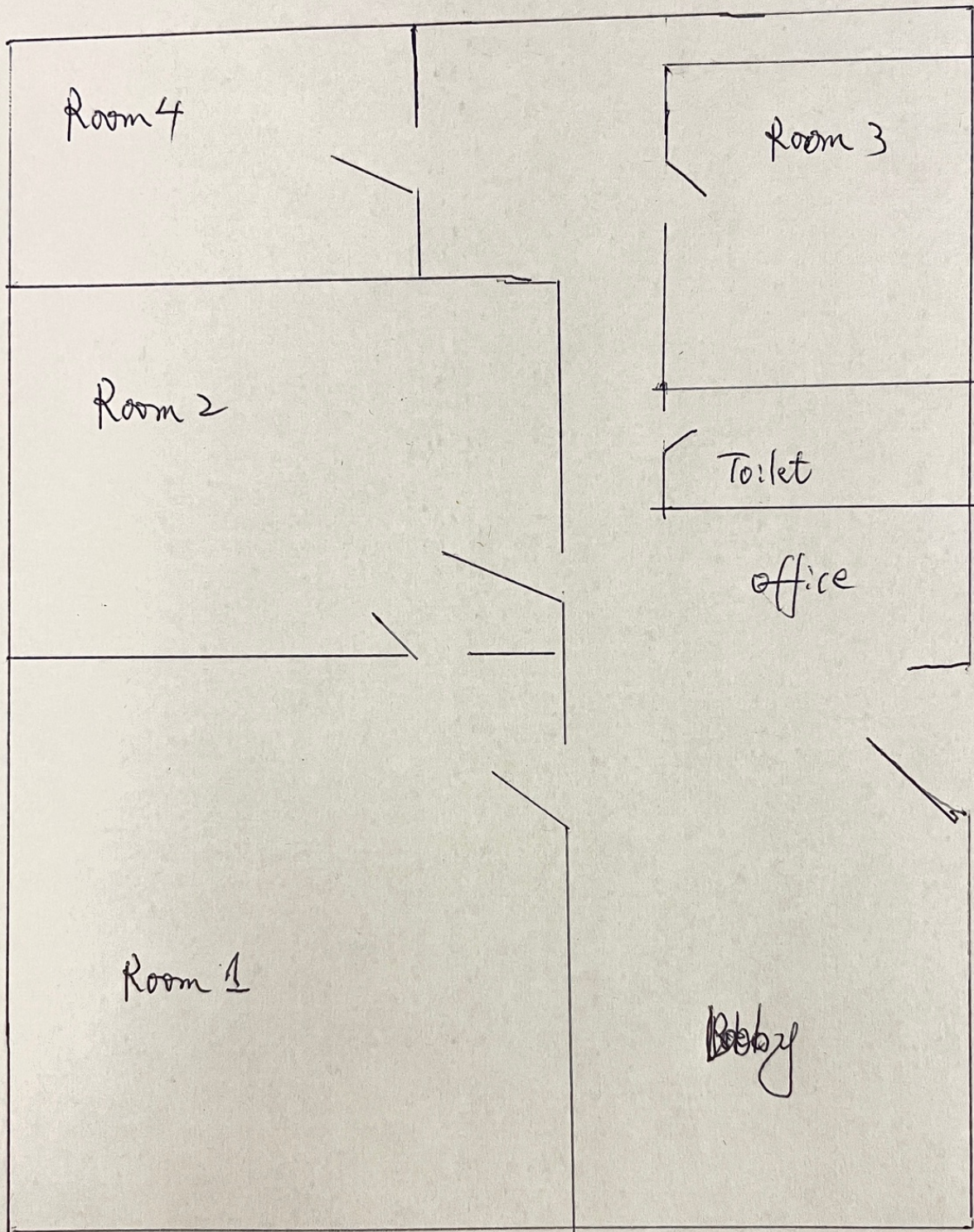
Chanelle Williams

From: Steve Mahoney
Sent: Wednesday, June 12, 2024 8:28 AM
To: Chanelle Williams; Erin Young; Jaime Fuge; Celestine Jeffreys
Subject: Massage license approvals

We background checked all the places that applied for licenses, and they all passed. I want to make you all aware so they can be put on the agenda for on Monday's Protection and Policy Meeting

Lt Steve Mahoney

15th Street



Mason St

Chanelle Williams

From: Donna Rosenthal
Sent: Monday, June 10, 2024 9:23 AM
To: Chanelle Williams
Cc: William Paape
Subject: 989 W Mason - Massage Establishment
Attachments: 989 W Mason Application.pdf

Good Morning Chanelle,

I did the inspection at this establishment this morning. All checked out good for Inspection. I verified the actual name of the business is Tulip Spa and I did mention to them that they put Luck Weixi Therapy LLC on the application vs the actual name. I suggested they contact your office and see if you want them to resubmit the application with Tulip Spa or if you were able to write it in. You should be hearing from them.

Thank you,

Donna Rosenthal

Housing/Zoning Inspector

City of Green Bay

Community & Economic Development Department

920.448.3313

greenbaywi.gov



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.18

To approve a 2024-25 massage establishment license at 131 S Military.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 131 Military Ave Floor Plan
2. 131 Military Ave Govt ID
3. 131 Military Avenue Cert of Ins
4. 131 Military Inspection
5. Massage Establishment License Completed Application
6. PD Approval for Massage Establishment

Rear Entrance

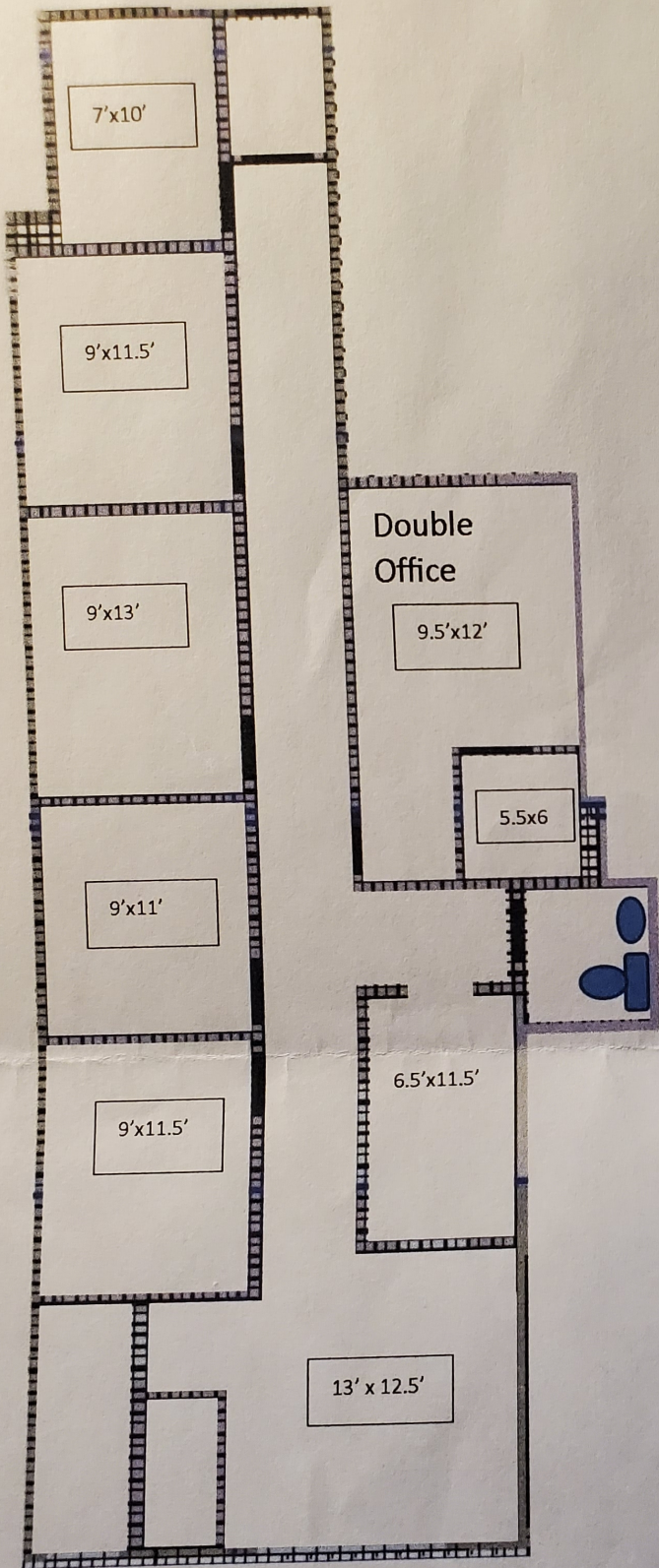
Mike Stratz

Talk/Text 920-235-9020

msstratz@new.rr.com

Total Space = 1300 Sq. Ft.

Rent is \$1595.00 per month.



Front
Entrance

Chanelle Williams

From: Mike Van De Wettersing
Sent: Tuesday, July 9, 2024 2:43 PM
To: Chanelle Williams
Cc: William Paape
Subject: FW: Chanelle Williams shared the folder "131 Military Avenue" with you

Inspection done- everything checks out.

Mike Van De Wettersing

Housing/Zoning Inspector

City of Green Bay
Community and Economic Development Department
920.448.3296
Mike.VanDeWettersing@greenbaywi.gov



From: William Paape <William.Paape@greenbaywi.gov>
Sent: Tuesday, July 9, 2024 10:52 AM
To: Mike Van De Wettersing <Mike.VanDeWettersing@greenbaywi.gov>
Subject: FW: Chanelle Williams shared the folder "131 Military Avenue" with you

Mike,

Another Massage Establishment inspection request. I already downloaded the files below and put them in ECLIPS in the Main Drag folder.

If you could inspect and then email Chanelle when done.

Thanks Mike

Bill Paape

Inspection Supervisor

City of Green Bay
Community & Economic Development Department
920.448.3315
greenbaywi.gov



From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>

Sent: Tuesday, July 9, 2024 9:13 AM

To: Erin Young <Erin.Young@greenbaywi.gov>; Steve Mahoney <Steve.Mahoney@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>

Subject: Chanelle Williams shared the folder "131 Military Avenue" with you



Chanelle Williams invited you to view a folder

Good morning this Message Establish is ready for review. Here is their completed application. Can you email the approvals to my email address at chanelle.williams@greenbaywi.gov.

Thank You



[131 Military Avenue](#)



This invite will only work for you and people with existing access.

Open

Share



[Privacy Statement](#)

Chanelle Williams

From: Steve Mahoney
Sent: Wednesday, June 12, 2024 8:28 AM
To: Chanelle Williams; Erin Young; Jaime Fuge; Celestine Jeffreys
Subject: Massage license approvals

We background checked all the places that applied for licenses, and they all passed. I want to make you all aware so they can be put on the agenda for on Monday's Protection and Policy Meeting

Lt Steve Mahoney



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.19

To approve a 2024-25 massage establishment license at 1639 Deckner.

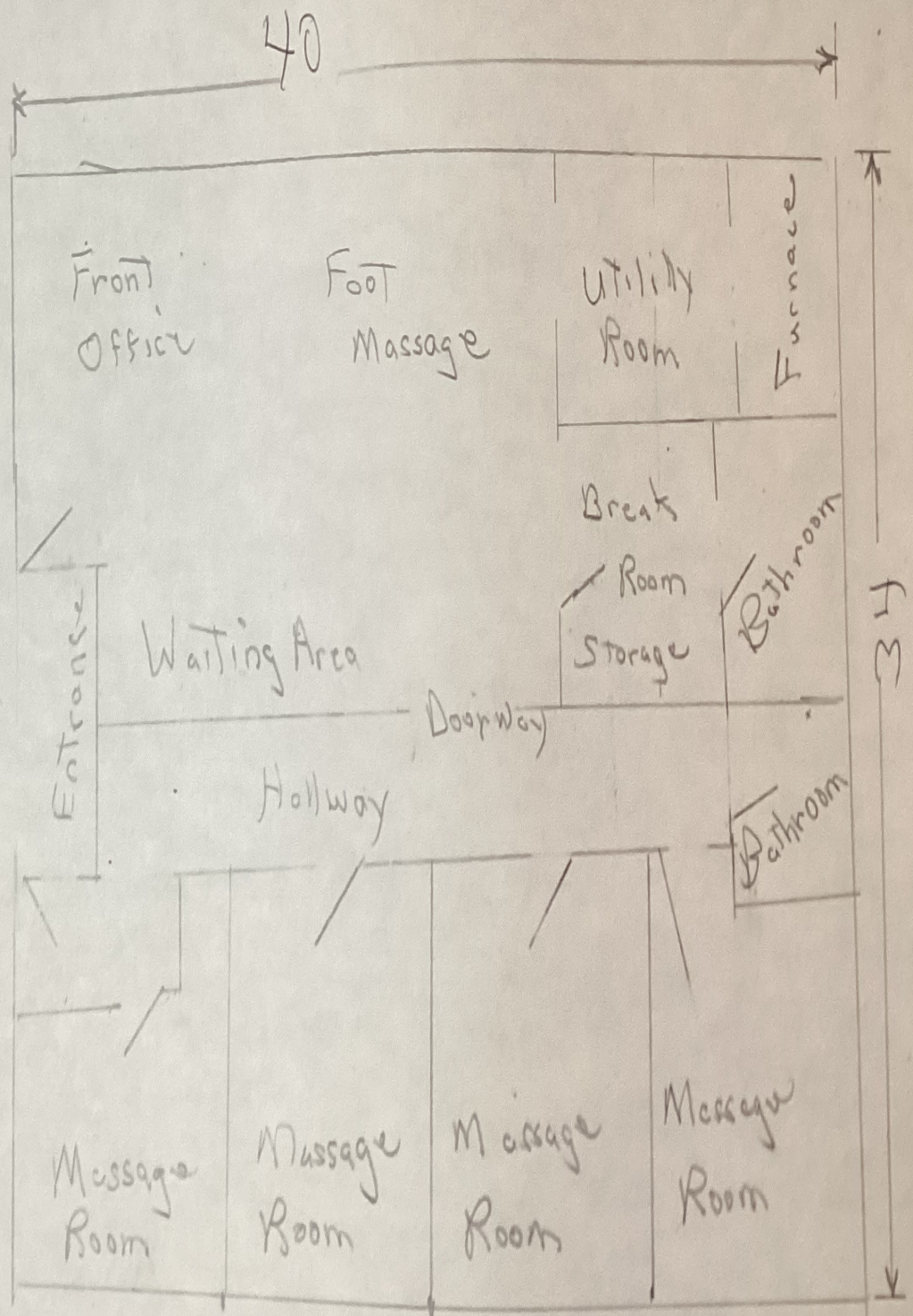
BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 1639 Deckner Application
2. 1639 Deckner Floor Plan
3. 1639 Deckner Govt ID
4. 1639 Deckner Insurance
5. Inspection Approval
6. PD Approval For Massage Establishment

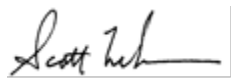


Chanelle Williams

From: Scott Nelson
Sent: Tuesday, June 11, 2024 11:28 AM
To: Chanelle Williams
Cc: William Paape
Subject: MESSAGE ESTABLISHMENTS

Good morning,

321-01 St. George St , Karen Rupe-Pierce LMT is in compliance.
1639 Deckner Av, Leisure Spa has wall signage but no door signage. Door leads exclusively to the establishment. I asked that she put signage on the door but she is otherwise good to go.



Scott Nelson

Housing / Zoning Inspector

City of Green Bay
Department of Community and Economic Development
920.448.3310



Chanelle Williams

From: Steve Mahoney
Sent: Wednesday, June 12, 2024 8:28 AM
To: Chanelle Williams; Erin Young; Jaime Fuge; Celestine Jeffreys
Subject: Massage license approvals

We background checked all the places that applied for licenses, and they all passed. I want to make you all aware so they can be put on the agenda for on Monday's Protection and Policy Meeting

Lt Steve Mahoney



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.20

To approve a 2024-25 massage establishment license at 825 S Huron Rd.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 825 Huron Inspection Approval
2. 825 S Huron Guillaume Govt ID
3. 825 S Huron Rd Algrem Govt ID
4. 825 S Huron Rd Application
5. 825 S Huron Rd Christensen Govt ID
6. 825 S Huron Rd Codeiro Govt ID
7. 825 S Huron Rd Davister Govt ID
8. 825 S Huron Rd Floor Plan
9. 825 S Huron Rd Insurance
10. 825 S Huron Rd Piche Govt ID
11. 825 S Huron Rd Rodriguez Govt ID
12. 825 S Huron Rd Schiltz Govt ID
13. 825 S Huron Rd Swank Govt ID
14. PD Approval for Massage Establishment

Chanelle Williams

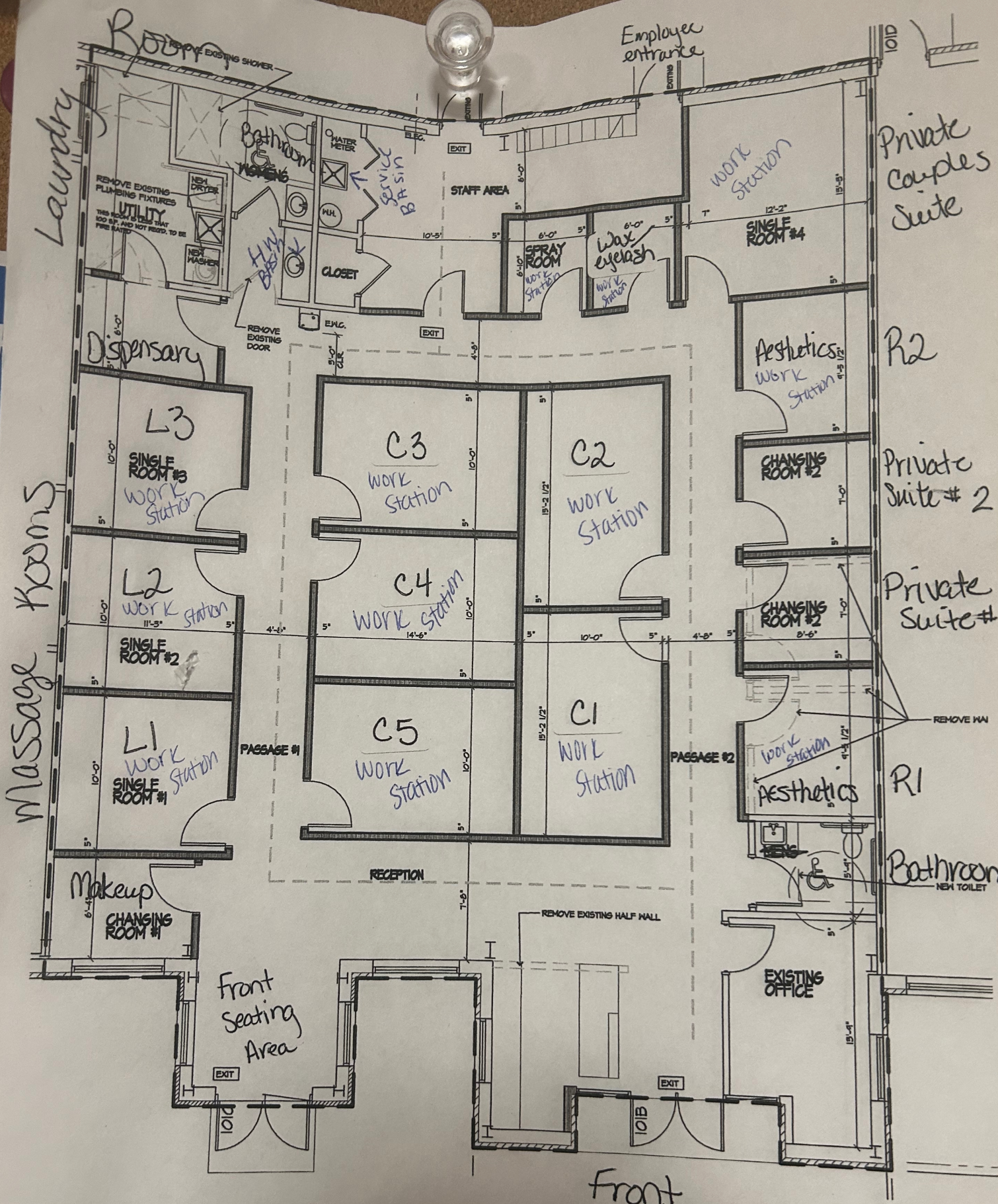
From: Tim Meves
Sent: Tuesday, June 11, 2024 3:04 PM
To: Chanelle Williams
Cc: William Paape
Subject: Elite Spa, 825 S Huron Rd

Hi Chanelle,

The subject massage establishment is compliant with our inspection requirements.

Thank you,

Tim Meves
Housing/Zoning Inspector
City of Green Bay
Community & Economic Development Department
(920) 448-3331
greenbaywi.gov



Front Entrance

OVERALL FLOOR PLAN

1/16" = 1'-0"

NORTH



Chanelle Williams

From: Steve Mahoney
Sent: Wednesday, June 12, 2024 8:28 AM
To: Chanelle Williams; Erin Young; Jaime Fuge; Celestine Jeffreys
Subject: Massage license approvals

We background checked all the places that applied for licenses, and they all passed. I want to make you all aware so they can be put on the agenda for on Monday's Protection and Policy Meeting

Lt Steve Mahoney



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.2I

To approve a 2024-25 massage establishment license at 1315 W Mason.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 1315 W Mason Background Check
2. 1315 W Mason Floor Plan
3. 1315 W Mason Govt ID
4. 1315 W Mason Inspection
5. 1315 W Mason Insurance
6. Certificate
7. Massage Establishment License Completed Application - Yang

Chanelle Williams

From: Steve Mahoney
Sent: Wednesday, July 17, 2024 3:40 PM
To: Erin Young
Cc: Chanelle Williams
Subject: RE: Update for 1315 W Mason

This application passed the background and is approved by the police department



Steve Mahoney

Lieutenant of Community Services Division
OIC GBPD Dive team
Green Bay Police Department
920.448.3200 ext
0903 steve.mahoney@greenbaywi.gov

From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>
Sent: Wednesday, July 17, 2024 9:13 AM
To: Erin Young <Erin.Young@greenbaywi.gov>
Subject: Update for 1315 W Mason

Good Morning Erin, can I have an update for the Massage Establishment License application for Ping Health Center at 1315 W Mason?

Thank You,

Chanelle Williams

Administrative Clerk

City of Green Bay
920.448.3010
Greenbaywi.gov/clerk

back door

massage
products
area

massage room
②

massage room
①

bathroom

Rest room

massage room
③

Receptionist

Flower

District

door

Flower

District

main entry
door.

waiting area

Chanelle Williams

From: Mike Van De Wettersing
Sent: Tuesday, July 9, 2024 2:43 PM
To: Chanelle Williams
Cc: William Paape
Subject: FW: Chanelle Williams shared the folder "1315 W Mason" with you

Inspection done- everything checks out.

Mike Van De Wettersing

Housing/Zoning Inspector

City of Green Bay
Community and Economic Development Department
920.448.3296
Mike.VanDeWettersing@greenbaywi.gov



From: William Paape <William.Paape@greenbaywi.gov>
Sent: Tuesday, July 9, 2024 10:53 AM
To: Mike Van De Wettersing <Mike.VanDeWettersing@greenbaywi.gov>
Subject: FW: Chanelle Williams shared the folder "1315 W Mason" with you

Mike,

Another Massage Establishment inspection request. I already downloaded the files below and put them in ECLIPS in the Main Drag folder.

If you could inspect and then email Chanelle when done.

Thanks Mike

Bill Paape

Inspection Supervisor

City of Green Bay
Community & Economic Development Department
920.448.3315
greenbaywi.gov



From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>

Sent: Tuesday, July 9, 2024 9:11 AM

To: Erin Young <Erin.Young@greenbaywi.gov>; Steve Mahoney <Steve.Mahoney@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>

Subject: Chanelle Williams shared the folder "1315 W Mason" with you



Chanelle Williams invited you to view a folder

Good morning this Message Establish is ready for review. Here is their completed application. Can you email the approvals to my email address at chanelle.williams@greenbaywi.gov.

Thank You



[1315 W Mason](#)



This invite will only work for you and people with existing access.

Open

Share



[Privacy Statement](#)



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.22

To approve General Ordinance 13-24 Amending Section 26-6 Relating to Firearms.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Draft G.O. 13-24 Relating to Firearm Discharge Ordinance

GENERAL ORDINANCE NO. 13-24

**AN ORDINANCE
AMENDING CHAPTER 26-6,
GREEN BAY MUNICIPAL CODE,
RELATING TO FIREARMS**

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

SECTION 1. Chapter 26-6(a), Green Bay Municipal Code, is hereby amended to read:

Sec. 26-6. Weapons.

(a) *Firearms*

(1) *Discharge Prohibited.* No person shall discharge a firearm in the City.

(2) *Exceptions.* A firearm may be discharged under the following conditions:

- a. In the confines of a licensed shooting gallery or sportsmen club.
- b. By peace officers of the United States, Wisconsin, or any subdivision thereof while in the discharge of the proper exercise of their duties and within their proper jurisdiction.
- c. For the purpose of the elimination of animals, as authorized by the Department of Natural Resources and the Green Bay Police Department, ~~and such decision may be appealed to the Protection and Policy Committee.~~
- d. Within an entirely enclosed structure under such circumstances that the instrument can be fired in such a manner as to not endanger any persons or property and as to prevent the projectile from leaving the structure.
- e. Pursuant to action validly taken in self-defense.
- f. Migratory bird hunting in the West Bay Shore area north of the Ken Eurers Trail Between half-way slough and the extension of Military Avenue, specifically displayed in the shaded area of the following map. Any discharge of a firearm in this area shall be directed over or into the waters of Green Bay and the weapon and ammunition used shall comply with all regulations pertaining to the hunting of migratory birds.
- g. **With written authorization from the chief of police, for the honorary discharge of a firearm, using only blanks, as a gun salute for ceremonial purposes.**

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

07/30/2024



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.23

To approve General Ordinance 15-24 Amending Section 2-112 Relating to the City Attorney with amendments to Section 1C ("Mayor or President of Common Council" to "Mayor and President of Common Council," and add a timeline of 48 hours).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Draft G.O. 15-24 Relating to the City Attorney
2. REVISED 2024.07.25 Draft G.O. 15-24 Relating to the City Attorney

GENERAL ORDINANCE NO. 15-24

**AN ORDINANCE
AMENDING SECTION 2-112,
GREEN BAY MUNICIPAL CODE,
RELATING TO THE CITY ATTORNEY**

WHEREAS, a recent ethics opinion of the American Bar Association addressed the use of listservs and other resources when discussions by an attorney would result in a reasonable likelihood that the identity of the attorney's client and information related to the representation of the client would be revealed; and

WHEREAS, the City Attorney's use of resources such as listservs, conference calls, and discussion sessions at conferences – the participation in which would result in a high likelihood of disclosing the City Attorney's client and information related the representation of the client would be revealed – provide valuable resources to the City which increase the effectiveness of the City's legal representation and reduce legal expenses through the sharing of forms, information and expertise; and

WHEREAS, collaboration with other municipal attorneys provides both direct and indirect benefits to the City of Green Bay by fostering the municipal law community to allow for the flow of information and expertise between the municipalities to best serve the legal needs of the City; and

WHEREAS, the informed consent provided herein is limited to the release of information which is not confidential in nature and the City Attorney is generally prohibited from discussing specific confidential details of City business including, but not limited to, confidential development proposals, closed session proceedings, disciplinary proceedings and disputes with other municipalities whose legal counsel may be a member of the listserv or otherwise participate in the communication; and

WHEREAS, under circumstances where consultation and collaboration is beneficial to the City, but may involve a limited release of confidential information, the City Attorney may consult and obtain informed consent for the limited release of information from the Mayor or Council President.

NOW, THEREFORE, BE IT RESOLVED, the Common Council of the city of Green Bay does ordain as follows:

SECTION 1. Section 2-112, Green Bay Municipal Code, is hereby amended to read:

Sec. 2-112 City Attorney.

- (a) In addition to the statutory and common law duties and authority vested in the City Attorney, and without limitation thereon by the specific enumerations set forth below, the City Attorney and those persons designated by the City Attorney are authorized to:

- (1) Investigate complaints alleging violations of this Code and, if the results of such investigation warrant, refer the findings to the appropriate officer, official, committee, board, or commission.
 - (2) File answers and counterclaims in legal or equitable actions to which the City is a party.
 - (3) Initiate injunctive and abatement actions or proceedings.
 - (4) Initiate or respond to appeals in all courts and before administrative bodies.
 - (5) Enter an appearance before any court, administrative agency, or quasi-judicial body of competent jurisdiction in any matter in which the City is or may become involved.
 - (6) Accept, reject, or negotiate a tentative offer of settlement in any pending litigation after communicating such offer to the Mayor and Finance Committee Chairperson and receiving their approval, where such offer is received from the opposing party not less than six calendar days before the day of the scheduled formal hearing or trial upon the issue.
- (b) The City Attorney and those persons designated by the City Attorney are delegated the authority to bind the City and its boards, commissions, and agencies to the terms and conditions set forth in the following classes of legal matters generally known as:
- (1) Insurance waivers and releases.
 - (2) Assignment of subrogation claims.
 - (3) Insurance agreements pertaining to proof financial responsibility.
 - (4) Stipulations in administrative or judicial proceedings or actions wherein the City incurs no financial obligations except for the payment of statutory costs.
 - (5) Bankruptcy claims.
 - (6) Real estate tax transfer forms.
- (c) The City provides informed consent for the City Attorney and such assistants as may be appointed to release information, including information which may not be available to the public at the time of release, to the extent necessary for the purposes of consulting and collaborating with other municipal attorneys or other legal resources for the benefit of the City. This section shall not provide informed consent for the City Attorney to release confidential information regarding current or anticipated bargaining positions, specific details or strategies of pending or anticipated litigation, details of disciplinary proceedings, or disputes with other units of government. If the release of such confidential information would be beneficial to the City, the City Attorney may obtain informed consent from the Mayor or President of the Common Council.**
- ~~(e)~~ **(d)** City Attorney emeritus. See Charter Ordinance 11.

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

07/30/2024

GENERAL ORDINANCE NO. 15-24

**AN ORDINANCE
AMENDING SECTION 2-112,
GREEN BAY MUNICIPAL CODE,
RELATING TO THE CITY ATTORNEY**

WHEREAS, a recent ethics opinion of the American Bar Association addressed the use of listservs and other resources when discussions by an attorney would result in a reasonable likelihood that the identity of the attorney's client and information related to the representation of the client would be revealed; and

WHEREAS, the City Attorney's use of resources such as listservs, conference calls, and discussion sessions at conferences – the participation in which would result in a high likelihood of disclosing the City Attorney's client and information related the representation of the client would be revealed – provide valuable resources to the City which increase the effectiveness of the City's legal representation and reduce legal expenses through the sharing of forms, information and expertise; and

WHEREAS, collaboration with other municipal attorneys provides both direct and indirect benefits to the City of Green Bay by fostering the municipal law community to allow for the flow of information and expertise between the municipalities to best serve the legal needs of the City; and

WHEREAS, the informed consent provided herein is limited to the release of information which is not confidential in nature and the City Attorney is generally prohibited from discussing specific confidential details of City business including, but not limited to, confidential development proposals, closed session proceedings, disciplinary proceedings and disputes with other municipalities whose legal counsel may be a member of the listserv or otherwise participate in the communication; and

WHEREAS, under circumstances where consultation and collaboration is beneficial to the City, but may involve a limited release of confidential information, the City Attorney may consult and obtain informed consent for the limited release of information from the Mayor or Council President.

NOW, THEREFORE, BE IT RESOLVED, the Common Council of the city of Green Bay does ordain as follows:

SECTION 1. Section 2-112, Green Bay Municipal Code, is hereby amended to read:

Sec. 2-112 City Attorney.

- (a) In addition to the statutory and common law duties and authority vested in the City Attorney, and without limitation thereon by the specific enumerations set forth below, the City Attorney and those persons designated by the City Attorney are authorized to:

- (1) Investigate complaints alleging violations of this Code and, if the results of such investigation warrant, refer the findings to the appropriate officer, official, committee, board, or commission.
 - (2) File answers and counterclaims in legal or equitable actions to which the City is a party.
 - (3) Initiate injunctive and abatement actions or proceedings.
 - (4) Initiate or respond to appeals in all courts and before administrative bodies.
 - (5) Enter an appearance before any court, administrative agency, or quasi-judicial body of competent jurisdiction in any matter in which the City is or may become involved.
 - (6) Accept, reject, or negotiate a tentative offer of settlement in any pending litigation after communicating such offer to the Mayor and Finance Committee Chairperson and receiving their approval, where such offer is received from the opposing party not less than six calendar days before the day of the scheduled formal hearing or trial upon the issue.
- (b) The City Attorney and those persons designated by the City Attorney are delegated the authority to bind the City and its boards, commissions, and agencies to the terms and conditions set forth in the following classes of legal matters generally known as:
- (1) Insurance waivers and releases.
 - (2) Assignment of subrogation claims.
 - (3) Insurance agreements pertaining to proof financial responsibility.
 - (4) Stipulations in administrative or judicial proceedings or actions wherein the City incurs no financial obligations except for the payment of statutory costs.
 - (5) Bankruptcy claims.
 - (6) Real estate tax transfer forms.
- (c) The City provides informed consent for the City Attorney and such assistants as may be appointed to release information, including information which may not be available to the public at the time of release, to the extent necessary for the purposes of consulting and collaborating with other municipal attorneys or other legal resources for the benefit of the City. This section shall not provide informed consent for the City Attorney to release confidential information regarding current or anticipated bargaining positions, specific details or strategies of pending or anticipated litigation, details of disciplinary proceedings, or disputes with other units of government. If the release of such confidential information would be beneficial to the City, the City Attorney may obtain informed consent from the Mayor and the President of the Common Council.**
- ~~(e)~~ **(d)** City Attorney emeritus. See Charter Ordinance 11.

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

07/30/2024



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.24

To approve General Ordinance 16-24 Amending Section 2-32 Relating to Remote Attendance at Meetings.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Draft G.O. 16-24 Relating to Remote Attendance at Meetings

GENERAL ORDINANCE NO. 16-24

AN ORDINANCE
AMENDING SECTION 2-32,
GREEN BAY MUNICIPAL CODE,
RELATING TO REMOTE ATTENDANCE AT MEETINGS

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

SECTION 1. Section 2-32, Green Bay Municipal Code, is hereby amended to read:

- (a) *Remote attendance permitted.* Any ~~City employee, member of a governmental body, or any other person~~ may appear at any meeting, as defined in Wis. Stats. § 19.82, by telephone, video conference, or other remote method of participation- **except that testimony given for any quasi-judicial hearing shall be done in person.**
- (b) *Remote attendance by members.* Any member of a City governmental body desiring to attend a meeting remotely shall be entitled to participate and vote to the fullest extent possible.
 - (1) *Exception.* No member shall participate or vote on any **quasi-judicial hearing, or any** matter that requires the visual assessment of physical evidence or exhibits that have not been previously reviewed by the member.
 - (2) *Quorum.* A member who appears remotely under this section shall count toward a quorum during said appearance.
 - (3) *Proper equipment.* Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation in the meeting.
- (c) *Notice.* The agenda for any meeting of a governmental body shall specifically and conspicuously provide information concerning all available methods of attendance.

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

07/30/2024



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.25

To approve General Ordinance 9-24, an ordinance relating to petitions and communications.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Draft G.O. 09-24 Relating to Petitions and Communications (clean version)
2. Draft G.O. 09-24 Relating to Petitions and Communications

GENERAL ORDINANCE NO. 09-24

**AN ORDINANCE AMENDING SECTION 2-27(i),
GREEN BAY MUNICIPAL CODE,
RELATING TO PETITIONS AND COMMUNICATIONS**

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

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

(i) **Petitions and communications; sponsorship.**

- (1) All alder communications, petitions, and requests shall be in writing and submitted to the Clerk no later than the close of business on the Wednesday preceding a Common Council meeting, or in the case of a special meeting of the Common Council, not less than 24 hours prior to the meeting.
- (2) Timely submitted communications, petitions, and requests shall be placed on the Common Council agenda for a vote by Council to be referred to and heard by the appropriate committee. The committee shall make a recommendation within two meetings, unless otherwise specified by the Council. If the committee fails to make a recommendation within the prescribed time, the item shall be placed on the next Common Council agenda without a recommendation. Referral to committee can be done by vote of the Common Council as provided in this section or by written consent of the Chairperson of the committee. Any matter referred to more than one committee shall be designated to a primary committee. Other committees considering the matter shall make recommendations to the primary committee for its consideration. Only the recommendation of the primary committee shall be presented to the Common Council for action.
- (3) No ordinance may be added to any committee agenda without the sponsorship of at least one member of the Common Council. Additional alders may join as sponsors of the ordinance prior to, or at the time, of the first reading of the ordinance at Common Council.

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

06/11/2024

GENERAL ORDINANCE NO. 09-24

AN ORDINANCE AMENDING SECTION 2-27(i),
GREEN BAY MUNICIPAL CODE,
RELATING TO PETITIONS AND COMMUNICATIONS

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

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

(i) **Petitions and communications; Reference to committees sponsorship.**

- (1) All **alder** communications, petitions, **and** requests, ~~and complaints~~ shall be in writing and **submitted to the Clerk no later than the close of business on the Wednesday preceding a Common Council meeting, or in the case of a special meeting of the Common Council, not less than 24 hours prior to the meeting.**
- (2) **Timely submitted communications, petitions, and requests** shall be **placed on the Common Council agenda for a vote by Council to be referred to and heard by the appropriate committee. The committee shall make a recommendation within two meetings, unless otherwise specified by the Council. If the committee fails to make a recommendation within the prescribed time, the item shall be placed on the next Common Council agenda without a recommendation.** ~~referred to a committee before action is taken thereon by the Council. Referral to committee can be done by referral~~ **vote** of the Common Council **as provided in this section** or by **written** consent of the Chairperson of the committee. Any matter referred to more than one committee shall be designated to a primary committee. Other committees considering the matter shall make recommendations to the primary committee for its consideration. Only the recommendation of the primary committee shall be presented to the Common Council for action.
- (3) **No ordinance may be added to any committee agenda without the sponsorship of at least one member of the Common Council. Additional alders may join as sponsors of the ordinance prior to, or at the time, of the first reading of the ordinance at Common Council.**

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

06/11/2024



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.26

Informational Only: The release of 3 2023-2024 "Class B" liquor and Class "B" Beer licenses to the pool of available liquor licenses at the start of the business day on July 31, 2024 due to no renewal application filed for the 2024-2025 license year (MJ Hospitality at 708 Bodart St., Renee Duffeck at 1699 E. Mason St., JJAA777, LLC at 1685 Main St.).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.27

Informational Only: Liquor Violation Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 23-24LiqVio 7.17.24
2. Comm Police P&P 07.17.24

2023/2024 LIQUOR VIOLATIONS

Subject's Name	Tavern Name And Address	Date/Type Violation	Status of Case
Maxwell C. Barnowsky 23-246542 W2023-374-144	Black Saddle 201 N. Washington St.	No Licensed Operator on the Premises (Owner)	Issued Written Warning
Dylan J. Weires 23-246542 W2023-792-006	Black Saddle 201 N. Washington St.	Loitering in a Licensed Premises after Hours	Issued Written Warning
Dylan J. Weires 23-247371 2324737181401	Black Saddle 201 N. Washington St.	Disorderly Conduct	Court Date: 10/30/23; Guilty; \$376
Nathaniel D. Maas 23-248994 2324899480801	Cock and Bull 1237 Main Street	Bartending without an Operator's License	Court Date: 11/6/23; Guilty, \$187
Scott M. Opolka 23-248994 2324899480802	Cock and Bull 1237 Main Street	Bartending without an Operator's License	Court Date: 11/6/23; Guilty by Default, \$187
Kendra C. Willis 23-248994 2324899480803	Cock and Bull 1237 Main St.	Bartending without an Operator's License	Court Date: 11/6/23; Guilty, \$187
Jason E. Charles 23-253930 W2023-557-087	Getaway Bar 631 Bellevue St.	Disorderly House/Failure to Maintain Order	Issued Written Warning
Randal G. Trembl 23-262321 2326232143901	Brewski's Bar 1100 S. Broadway Street	Violation of Stipulation/Agreement	Court Date: 2/5/24
Julio S. Govea-Cisernos 24-234142 2423414255701	Fiesta Latina 1911 University Ave	Violation of Stipulation/Agreement	Court Date: 7/25/24
Jason E. Charles 24-223494 2422349450301	The Getaway Bar 631 Bellevue St	Failure to Appear for Correction Meeting	Court Date: 7/31/24

CITY OF GREEN BAY POLICE DEPARTMENT

TO: PROTECTION AND POLICY COMMITTEE

FROM: COMMUNITY POLICING

DATE: July 17, 2024

From June 12, 2024 to July 17, 2024 there have been no liquor violations, no DA referrals, no ordinance violations, no warnings and no property referrals.

On 05/24/24, officers responded to 1911 University Ave, Fiesta Latina, as officers had come up on an unconscious male in the parking lot following a disturbance where police were not called. Owner signed the stipulation on 11/27/23. The bar owner, Julio S Govea-Cisneros, was issued a citation for Violation of Stipulation/Agreement and issued a written warning for Disorderly House/ Failure to Maintain Order.

On 05/28/24, officers attended a liquor license correction meeting set for Jason E Charles, owner/representative for the Getaway Bar at 631 Bellevue St. After receiving a certified letter to attend, Jason did not appear and was issued a citation for Failure to Appear at a Correction Meeting.

Sincerely,

LT. STEVE MAHONEY & LT. ERIN YOUNG
DISTRICT POLICING

kc



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # N.28

Informational Only: Clerk's Licensing Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 7.17.2024 CLERK'S OFFICE LIQUOR LICENSING REPORT



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

Licenses Granted by Council, not yet issued as of July 17, 2024

License Type	Company Name	Trade Name	Address	Approver
Class "B" Beer & "Class B" Liquor- Reserve	The Spices of Green Bay, LLC	Spices Restaurant & Bar	1860 University	Payment, Inspections Granted 10.17.23. Waiver requested and granted until April 30, 2024. Second waiver requested and reviewed a June 3 P&P Meeting.
Class B Beer Class C Wine	GREEN BAY KOI, INC	KOI RAMEN	1593 W MASON ST	PAYMENT, INSPECTIONS. GRANTED AT COUNCIL MAY 21, 2024

Opening Delays? All liquor licenses are granted by Council with the intention a liquor license will be issued within 60 days. Please communicate, in writing, any opening-day delays to the Clerk's Office and provide a new anticipated opening date. Please review our [Extension Request Fact Sheet](#) for instructions. Then, fill out the [Extension Request Form](#) to file an issuance extension with the Clerk's Office.

Summary of Licenses Granted and Issued for **Class “B” Beer & “Class B” Liquor Licenses:**

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

The City had three liquor licenses that were not renewed during the 23-24 liquor license season due to no liquor license application being filed (MJ Hospitality Corporation at 708 Bodart, JJA777, LLC AT 1685 MAIN ST, RENEE DAWN DUFFECK FOR R&T’S PUB AT 1699 E. MASON). Three licenses will become available starting Wednesday, July 31 at 7:30 a.m.

The City of Green Bay may only take the number of applications to the number of licenses available. Applications are considered to those who apply with a fully completed application and first in time.

The new application paperwork can be found at: <https://greenbaywi.gov/264/Liquor-Sales---New-Establishments>

Summary of Licenses Granted and Issued **for Reserve Liquor Licenses:**

The City of Green Bay has a quota of 32 Class B Combination Liquor and Beer Reserve licenses under state law.

The City of Green Bay has 4 Class B Combination Liquor and Beer Reserve issued (The Daily Buzz, LLC at 130 E. Walnut, The Legacy Green Bay, LLC at 1004 Brett Favre Pass, Vast Properties Group, LLC, at 401 N. Washington St., and Fiesta Latina Restaurant Bar, LLC at 1911 University Ave).

The City of Green Bay has 1 granted “Class B” Liquor and Class “B” Beer license that has not yet been issued.

A Reserve liquor license in the City of Green Bay costs \$10,000 (one-time non-refundable issuance fee) plus the license fee prorated. The license shall not be transferred or surrendered.

**REPORT OF THE PROTECTION AND POLICY COMMITTEE
GRANTING OPERATOR LICENSES**

July 30, 2024

The Protection and Policy Committee wishes to request that the following applications for Operator Licenses be granted.

Stipulations placed on licenses shall continue to be in effect.

OPERATOR LICENSES

Ali, Ashley M	Campbell, Allyce J	Glassen, Rebecca E
Anderson, James W	Carter, Mariah Q	Gokey, Maria A
Arcand, Derek T	Casanova, Alexis R	Gucwa, Hailey M
Arcand, Diane J	Case, Christine E	Habeck, Paula L
Bacigalupo, Aaron C	Casey, Tracee L	Hangge, Tara S
Baird, Winter C	Clark, Terrance A	Hansen, Terrance J
Baral, Saugat	Cleary, Ami L	Hart, Heather H
Bartol, Alexa L	Coe, Stephen D	Harvey, Stephanie L
Battle, Geneva D	Crowley-Wojcik, Nadine K	Healy, Tyler M
Bayham Paider, Bridgette L	DeCremer, Jennifer L	Heil, Gail M
Bentley, Donna R	DeLair, Tara E	Hendrickson, Courtney
A		
Berger, Jayden A	Diaz Gonzalez, Luis A	Herdina, Daniel L
Beyreis, Robert G	Dickson, Tim R	Hermesen, Cameron L
Bies, Krista N	Dikhtyar, Jessica L	Hesprich, Suzanne M
Bingheim, Eleanor E	Dobbins, Cathryn E	Higgins, Tyler R
Blohm, Aaron K	Drake, Kandice L	Honegger, Misha A
Boles, Timothy J J	Drewieske, Tonya S	Hruska, Tasha M
Borowitz, Alisha A	Duesing, Rhonda L	Huwe, Charity R
Bos, Abigail L	Dumke, Lindsay A	Jandrin, Carlean A
Botkin-Ackley, Joye M	Duval, Sabrina M	Jandrin, Nicole E
Branham, Eileen M	Eis, Casey J	Jerovetz, Lori J
Braun, Taylor J	Erdman, Kelly J	Johnson, Shanie L
Brinkman, Tyler J	Fischer, Tammy L	Jost, Kymm A
Brooks, Lisa L	Flaquer, Shayla R	Kadletz, Ella L
Brown, Elisa F	Frievalt, Pamela A	Kamin, Kathryn E
Bruley, Kara L	Gage, Kim M	Kelley, Nicholas J
Buford, Evelyn J	Garza Burnias, Alexis M	King, Krisha A
Bushey, Rebecca DL	Gee, Lisa A	Kocken, Chelsea A
Busse, Ashley A	Gerlach, Carrie L	Kozak, Barbara J
Butcher, Kristen N	Gille, Jennifer S	Krusinski, Samantha M
Calhoun, Andrew JB	Gillis, Lillian R	Kutska, Evan J

LaCourse, Tracee J
LaCroix, Michael S
Teresa M
Lance, Catherine A
Lantz, Sarah A
LaPointe, Mitchell J
Le Breck, Madyson N
Legois-Maricque, Lisa A
Lehman, Lauren G
Lemerond, Erin M
Leneau, Steven D
Leo, Kenneth C
Andrew
Leuthner, Lorranae M
Chad M
Lieburn, Daniel J
Loberger, Nancy J
Long, Timothy T
Lopez, Raquel A
Luedeman, Brooks J
Maureen P
Lugo-Ortiz, Ricardo
Madden, McKayla N
Mallien, Casie L
Maternowski, Jaina M
Matthews, Marilyn M
Mattson, Bradley P
Mayer, Melissa M.
McAtee, Deangelo F
McKenna, Jennifer L
Medel Martinez, Maria E
Meyer, Jeannine T
Michiels, Robbie J
Miller, Megan L

Money, Debra K
Muller, Gregory P
Munday, Stephanie T
Munoz, Alicia M
Ness, Ian R
Nichols, Amy M
Niec, Mackayla L
Nitti, Allison F
Nor, Cecilia A

Nyman, Madison M
Parks III, Emmett J

Paulick, Ryleigh M
Pauls, Jodie L
Payne, Jessica L
Pesmark, Mathew R
Peters, Patricia L
Peters, Skyler B
Petrick, Kent C
Phalen, Kimberly W
Phillips, Brad M

Pichette, Dawn E

Plog, Krysta M
Poquette, Rylee P
Ramaeker, Benjamin C
Ray, Cathryn A
Rector, Jill C

Rivera, Sarah J
Rohloff, Brandon E
Rose, Samantha M
Schmitz, Jamie E
Schoen, Stacey A
Scholz, Tyler M
Schultz, Jeremy J
Schultz, Natashya A
Schultz, Rena A
Schwartz, Kayla M
Sclesky, Kristopher J
Scofield, Justin P
Secker, Suzanne V

Seefeld, Branden L
Serrano, Humberto Beto
Shandor, Kathy G
Siebert, Steven J
Siegfried, Rosalindae A
Singh, Arvince
Singh, Manjit
Singh, Rajwinder
Singh, Sukhjit

Singh, Sukhman J
Snyder-McClure,

Soltren, Christian
Splitgerber, Denice R
Stache, Theresa L
Stary, Steven M
Steeber, Daniel J
Steeber, Nicole J
Sternard, Abigail M
Sutrick, Janelle A
Szczepanski-Zurko,

Szczepanski-Zurko,

Thiry, Sherry A
Thoreson, Jasmine M
Tidwell, Lisa M
Timm, Erin E
Trafford-Braun,

Trautmann, Melissa S
Van Enkenvoort, Felix A
Van Pay, Richard P
VanEss, Brook A.
Voss, Helen K
Vue, Kandin F
Walters, Michael A
Warner, Theresa A
Waters, Katherine M
Wauters, Dakota M
Welsch, Kathryn J
Welty, Bobbi Jo
Werchek, Jada L
Weso, Monroe T
Wierzchowski, Ida A
Willems, Hunter K
Witt, Kyle J
Wright, Hannah E
Xolot Triana, Brenda I
Young, Daulton J
Youngblood, Anthony W
Younk, Kelsey C
Ziepke, Alexandra L

Ziepke, Julia M

Zierer, Troy M

Zimmerman, Zachary L

Zuelke, Jeanna L

Zuelke, Paula J



Report to the Green Bay Plan Commission

MEETING DATE

July 30, 2024

PREPARED BY

Jon LeRoy, Zoning Administrator

AGENDA ITEM # P.I

To approve the request for a Conditional Use Permit to construct a two-family residential building in an Office Residential (OR) district at 1308 E Walnut Street, subject to compliance with all other regulations of the Green Bay Municipal Code. (ZP 24-19 Public Hearing held July 22, 2024).

BACKGROUND

Primary Address: 1308 E Walnut Street

Aldersperson/District: Ald. B. Galvin, District 4

Reason for Request: To permit the development of a two-family residential home within an Office Residential (OR) district. A conditional use permit is required for two-family residences within the OR district.

Subject Parcel Zoning and Land Use: Subject property is zoned Office Residential and is a vacant lot.

Surrounding Zoning and Land Uses:

North: Office Residential (OR) | Single Family Residence

South: Office Residential (OR) | Single Family Residence

East: Office Residential (OR) | Single Family Residence

West: Office Residential (OR) | Two-Family Residence

Comprehensive Plan: The 2022 Smart Growth Plan designates this area for low density residential. Two-family residential use is classified as a low density residential use.

Analysis: The parcel at 1308 E Walnut is a corner lot located at the southeast intersection of South Irwin and East Walnut Streets. The parcel is 9030 square feet and was once 2 separate parcels at the corner. Neighborworks Green Bay has requested to place a two-family duplex on the property with driveway entryways coming individually from both streets to serve two individual homes.

A concept site plan has been submitted for the site. All bulk requirements can be met on the site; including building setbacks, impervious surface standards, minimum parking requirements, and form of the building within the context of the neighborhood. The neighborhood is a mix of single and two-story homes. The lot has remained a vacant grass field since 2016 when a previously blighted house stood on the parcel.

A Conditional Use Permit is required because a two-family residential use requires the application of a Conditional Use Permit within the Office Residential (OR) district. In the review of the Conditional Use Permit (CUP), 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 Section 44-83 within the Municipal Code.
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 parcel is currently owned by the Green Bay Redevelopment Authority. This parcel received approval for potential purchase by Neighborworks Green Bay pending acquisition of a Conditional Use Permit to allow for a two-family residential building.

Ald. Galvin and property owners within 200 feet of the parcel were notified of the request for action. Staff has not received inquiries on the action as of the drafting of this report.

RECOMMENDATION

Approval of the request, subject to compliance with all other regulations of the Green Bay Municipal Code.

FISCAL IMPACT

ATTACHMENTS

1. ZP 24-19 Application
2. ZP 24-19 Concept Site Plan
3. ZP 24-19 Property Map



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: 1308 E. Walnut Street

Parcel Number(s): 14-244

Petitioner(s): NeighborWorks Green Bay

Date: 5/6/2024

Email: david@nwgreenbay.org

Phone Number: 920-593-3709

Address: 437 S. Jackson Street

City: Green Bay

State: WI

Zip: 54301

Property Owner: City of Green Bay Redevelopment Authority

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, David Erickson for NeighborWorks Green Bay, 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): David Erickson

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

Checklist of required attachments:

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

5/31/24

For office use only:

Review Fee: \$375.-

Receipt No.: 2765595-007

Zoning Petition No.: ZP 24-19

May 31, 2024

Director Renier-Wigg and members of the Plan Commission
Community and Economic Development Department
100 North Jefferson Street Rm 608
Green Bay, WI 54301-5026

Re: Conditional Use Permit Request at 1308 E. Walnut Street, Parcel 14-244, Green Bay, WI

Director Renier-Wigg and members of the Plan Commission,

Please accept the attached Conditional Use Permit request and supporting documents at 1308 E. Walnut Street, (Parcel ID 14-244) with the legal description below. The property is currently owned by The City of Green Bay Redevelopment Authority the zoned OR-Office, Residential with a conditional use permit required.

Legal Description –

.207 AC M/L

Plat of Navarino N 150 Ft of Lot 792 & N 95 Ft of Lot 793 EX 2746273

We were recently granted a six-month planning option with The City of Green Bay Redevelopment Authority. As part of the planning option, we are submitting this conditional use application for approval, contingent upon a development agreement outlining our intent for the project. As shown in the documents attached, we have developed design and construction documents for a new, two-unit, zero-lot line, owner occupied side by side townhome development. Each unit will consist of 3-bedrooms, 2.5 bath, and a 2-car garage. Each residence has approximately 1,800 square feet of conditioned space. (See attached preliminary site plan/vicinity map, floor plans and exterior elevations of the area under review).

In addition, we plan to use this project as part of our 2024/2025 Bridges Student Construction program in partnership with the Green Bay Area Public School District. This program gives students firsthand experience in the residential construction industry and prepares them for potential career opportunities in the construction industry after high school graduation.

Thank you for your consideration.

Sincerely,



David W. Erickson, RA

Director of Real Estate Development
NeighborWorks Green Bay
Email david@nwgreenbay.org

NeighborWorks Green Bay is a donor-supported 501(c)(3) organization.



1"=94'

Feet

Legend

PropertyLine

ParcelLine

Block boundary

Bulkhead Line

Historic Parcel Line (20under)

Hydrography

Lines between deeds or lots (20pdashed)

Lot boundary

Meander line

Original Right of Way

PLSS line

Parcel line

Plat boundary

Private Road Right of Way

Right of Way line

City of Green Bay

TaxP

U

V

C

G

H

R

T

U

GB - GIS

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.

Date Printed: 23 Apr 2024



GREEN BAY

NOTE: ALL THOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING FOR ACCURACY, THE CONTRACTOR MUST CHECK ALL DETAILS & DIMENSIONS AND BE RESPONSIBLE FOR THE SAME.

TWO SINGLE-FAMILY TOWNHOME RESIDENCES
3 Bed/2.5 Bath/2 Car Garage (v.5)
1308 E Walnut St
Green Bay, WI 54301
Parcel 14-244

NOT FOR CONSTRUCTION

ISSUE DATE: 5/15/2024

ISSUED FOR: REVIEW

REVISION LOG

© NEIGHBORWORKS GREEN BAY



1308 E. WALNUT ST

GREEN BAY, WI

PROJECT NAME

SITE PLAN

SHEET NAME

PROJECT NUMBER: -

DRAWN BY: DE CHECKED BY: TD

SCALE: 1" = 10'

0.2

SHEET NUMBER

PERCENTAGE OF IMPERVIOUS

SQUARE FOOTAGE INFORMATION:

NEW RESIDENCE = 1,746.0 SQ. FT. (MAIN LEVEL) + 30.0 SQ. FT. (PORCHES)
TOTAL RESIDENCE = 1,746.0 SQ. FT.
2-CAR GARAGE (ATTACHED) = 998.0 SQ. FT.
TOTAL SPACE = 2,974.0 SQ. FT.

DRIVEWAY + WALKWAYS = 2,525.0 SQ. FT.
UNFINISHED LOWER LEVEL IS FULLY CONTAINED WITHIN MAIN LEVEL FOOTPRINT

IMPERVIOUS SQ. FOOTAGE CALC.

TOTAL BLDG FOOTPRINT: 5,199.0 SQ. FT.

TOTAL LOT SIZE: 9,030.0 SQ. FT.

IMPERVIOUS RATIO = 57.5%

DRIVEWAY FOOTPRINT + 10% OF IMPERVIOUS SURFACE = 5,199.0 / 5,000.0 x 100 = 57.5%

E. WALNUT ST

14-244
207 ACRES
9,030 SF

PLAT OF
NAVARINO N 150
FT OF LOT 792 & N
95 FT OF LOT 793
EX 2746273

EXISTING TREE
TO BE REMOVED.

EXISTING CONC. CURB
EXIST. ELECTRIC POLE

1308

ALIGN FRONT ELEVATION
WITH ADJACENT
STRUCTURES ALONG E.
WALNUT OR 16' SETBACK.

EXISTING CONC. SIDEWALK

15' CORNER SIDE YARD SETBACK

30'-10"

106.30'

27'-5"

16'-0"

4'-10"

27'-5"

85.12'

ADJACENT PROPERTY

106.26'

21'-11 1/2"

8'-10 1/4"

57'-11 1/2"

106'-3"

ADJACENT PROPERTY

106'-3"

21'-11 1/2"

8'-10 1/4"

57'-11 1/2"

106'-3"

ADJACENT PROPERTY

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21'-11 1/2"

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ADJACENT PROPERTY

106'-3"

21'-11 1/2"

8'-10 1/4"

57'-11 1/2"

106'-3"

NOTE: KEY NOTES, SYMBOLS, TAGS AND DIMENSIONS TYPICAL AT EACH UNIT, U.O.A.
NOTE: HEADER AND BEARING TO BE INCLUDED IN ENGINEERING OF FLOOR AND ROOF SYSTEM.

SQUARE FOOTAGE CALCULATIONS

MAIN LEVEL A.C.	888.0 SQ. FT.
UPPER LEVEL A.C.	938.0 SQ. FT.
TOTAL A.C. *	1,796.0 SQ. FT.
LOWER LEVEL NON A.C. **	888.0 SQ. FT.
PORCHES NON A.C.	150.0 SQ. FT.
GARAGE NON A.C.	464.0 SQ. FT.
TOTAL NON A.C. *	1,337.0 SQ. FT.
GRAND TOTAL (A.C. + NON A.C. *)	3,133.0 SQ. FT.

**UNFINISHED BASEMENT
*PER UNIT

1. 4" THICK CONCRETE PAD PROVIDE 606 WT 4MM 4 WMM HELD TO TOP OF SLAB OVER 4" COMPACTED GRAVEL.
2. BUILT-IN MILLWORK.
3. DRYER VENT TO OUTSIDE.
4. DRYER UNIT ON PAD BY HVAC CONTRACTOR.
5. WASHER / DRYER CONNECTION ABOVE.
6. LINE OF ROOF OVERHANG ABOVE.
7. ACRYLIC TUB/SHOWER.
8. EGRESS WELL. INSTALL DRAIN TILE AND GRAVEL DOWN TO FTG. HOLD GRAVEL 3" BELOW WINDOW SILL.
9. 24"x24" ATTIC ACCESS PANEL ABOVE.
10. 5" DIA. SPOUT W/ SPLASHBLOCK AT FINISH GRADE.
11. MIRROR.
12. FLOOR DRAIN.
13. 4" Ø STEEL POST AND 24"x24"x8" D. FOOTING.
14. LINE OF CONTINUOUS 16" W x 8" D. FOOTING.
15. 1-1/2" GUARDRAIL AT 36" AFF.
16. HOSE BIBB.
17. LV FLUSH HEADER AT OPENING.
18. 12" W x 6" DEEP FOOTING & FROST WALL AT GARAGE.
19. CONCRETE PATH TO EXISTING SIDEWALK.
20. 42" H. LOW WALL.

KEY NOTES

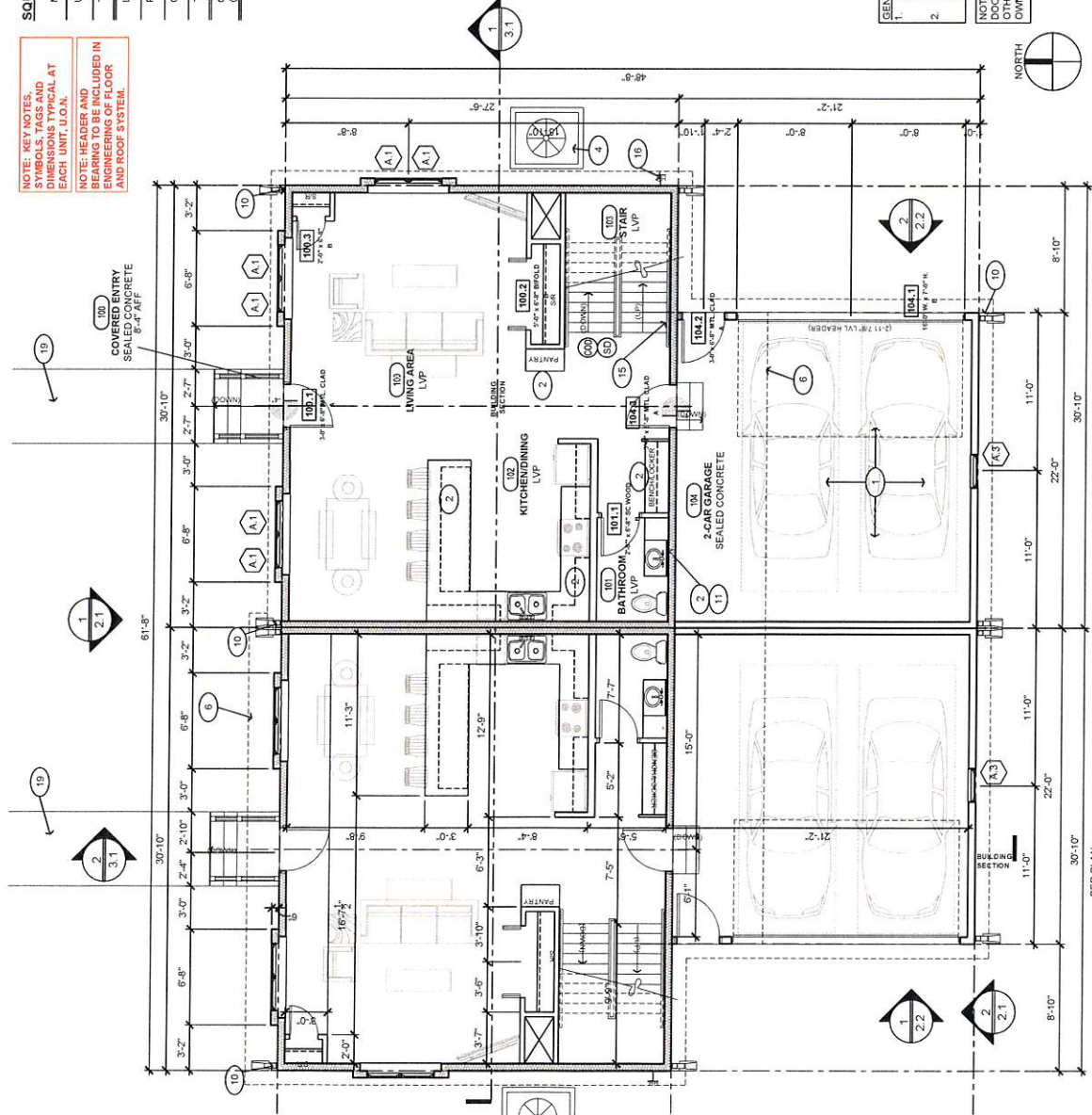
REFERENCED BY THIS SYMBOL
NOTE: ALL NOTES APPLY TO THIS SHEET

SD = SMOKE DETECTOR
L = LEAKAGE MONITORING DETECTOR
T = TEMPERED

- GENERAL NOTES
- ALL INTERIOR PARTITIONS TO BE 2x4 WOOD STUDS @ 16" O.C. W/ 1/2" GYPSUM WALLBOARD, UON.
 - CEILING FENESTRATION HEADERS TO BE 2x8 OR 2x10, OR BETTER UNLESS OTHERWISE NOTED.

NOTE: COORDINATE DOOR STYLES, WINDOW SILL DETAILS & OTHER ARCHITECTURAL FEATURES WITH OWNER/DESIGNER (TYP.)

- EGRESS WINDOW NOTES
- WINDOWS SHALL BE PREPARED.
 - WINDOW SILL SHALL NOT BE HIGHER THAN 4" AFF.
 - WINDOW OPENING SHALL HAVE A MINIMUM CLEARANCE DIMENSION OF 20" HIGH & 20" WIDE.
 - THE MINIMUM OPENING OF THE WINDOW SHALL BE 5.7 SF. AT THE GROUND FLOOR.
- ONE EACH OF THIS GROUP MUST BE EQUIPPED WITH EMERGENCY EGRESS HARDWARE TO COMPLY WITH GOVERNING FIRE AND BUILDING CODES.



- DOOR TYPES
- A. EXTERIOR DOOR - PREFINISHED
 - B. INTERIOR DOORS - PREFINISHED
 - C. OVERHEAD DOOR - PREFINISHED
 - D. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - E. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - F. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - G. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - H. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - I. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - J. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - K. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - L. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - M. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - N. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - O. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - P. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - Q. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - R. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - S. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - T. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - U. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - V. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - W. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - X. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - Y. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED
 - Z. DOUBLE HUNG - VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR - PREFINISHED

WINDOW TYPES

NOTE: ALL THOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING FOR ACCURACY, THE CONTRACTOR MUST CHECK ALL DIMENSIONS & BE RESPONSIBLE FOR THE SAME.

TWO SINGLE-FAMILY
TOWNHOME RESIDENCES
3 Bed/2.5 Bath/2 Car Garage (V.5)
1308 E Walnut St
Green Bay, WI 54301
Parcel 14-244

NOT FOR CONSTRUCTION

ISSUE DATE: 5/29/2024
ISSUED FOR: REVIEW

REVISION LOG

© NEIGHBORWORKS GREEN BAY



1308 E. WALNUT ST.
GREEN BAY, WI
PROJECT NAME

MAIN LEVEL

FLOOR PLAN

SHEET NAME

PROJECT NUMBER: -

DRAWN BY: DE CHECKED BY: TO

SCALE: 3/16" = 1'-0"

1.1

SHEET NUMBER

NOTE: KEY NOTES, SYMBOLS, TAGS AND DIMENSIONS TYPICAL AT EACH UNIT, U.O.N.

NOTE: HEADER AND BEARING TO BE INCLUDED IN ENGINEERING OF FLOOR AND ROOF SYSTEM.

SQUARE FOOTAGE CALCULATIONS

MAIN LEVEL A.C.	858.0 SQ. FT.
UPPER LEVEL A.C.	938.0 SQ. FT.
TOTAL A.C.	1,796.0 SQ. FT.
LOWER LEVEL NON A.C.	858.0 SQ. FT.
PORCHES NON A.C.	15.0 SQ. FT.
GARAGE NON A.C.	464.0 SQ. FT.
TOTAL NON A.C.	1,377.0 SQ. FT.
GRAND TOTAL (A.C. + NON A.C.)	3,193.0 SQ. FT.



NOTE: ALL FLOORING, CEILING, PAINT, AND FINISHES ARE TO BE PROVIDED BY THE CONTRACTOR. THE CONTRACTOR MUST CHECK ALL DETAILS & DIMENSIONS AND BE RESPONSIBLE FOR THE SAME.

TWO SINGLE-FAMILY TOWNHOME RESIDENCES

3 Bed/2.5 Bath/2 Car Garage (V.5)
1308 E Walnut St
Green Bay, WI 54301
Parcel 14-244

NOT FOR CONSTRUCTION

ISSUE DATE: 5/29/2024
ISSUED FOR: REVIEW
REVISION LOG

© NEIGHBORWORKS GREEN BAY



1308 E. WALNUT ST.
GREEN BAY, WI
PROJECT NAME

UPPER LEVEL
FLOOR PLAN

SHEET NAME
PROJECT NUMBER: -
DRAWN BY: DE
CHECKED BY: TD
SCALE: 3/16" = 1'-0"

1.2
SHEET NUMBER

- PER UNIT
- **UNFINISHED BASEMENT
- 4" THICK CONCRETE PAD PROVIDE 5/8" WT 4XMT 4MM HELD TO TOP OF SLAB OVER 4" COMPACTED GRAVEL
 - BUILT-IN MILLWORK
 - DRYER VENT TO OUTSIDE
 - CONTRACTOR TO PROVIDE CONTRACTOR DRYER / DRYER CONNECTION
 - WASHER / DRYER CONNECTION
 - LINE OF ROOF OVERHANG ABOVE
 - ACRYLIC TUBSHOWER
 - EGRESS WELL, INSTALL DRAIN TILE AND GRAVEL DOWN TO FTG. HOLD GRAVEL 3" BELOW WINDOW SILL
 - 24"X24" ATTIC ACCESS PANEL
 - 5" DOWNSPOUT W/ SPLASHBLOCK AT FINISH GRADE
 - MIRROR
 - FLOOR DRAIN
 - 4" Ø STEEL POST AND 24"X24"X8" D. FOOTING
 - LINE OF CONTINUOUS 16" W x 8" D. FOOTING
 - 1-1/2" GUARDRAIL AT 36" AFF
 - HOSE BIBB
 - LVL FLUSH-HEADER AT OPENING
 - 12" W x 6" DEEP FOOTING & FROST WALL AT GARAGE
 - CONCRETE PATH TO EXISTING SIDEWALK
 - 42" H. LOW WALL

KEY NOTES

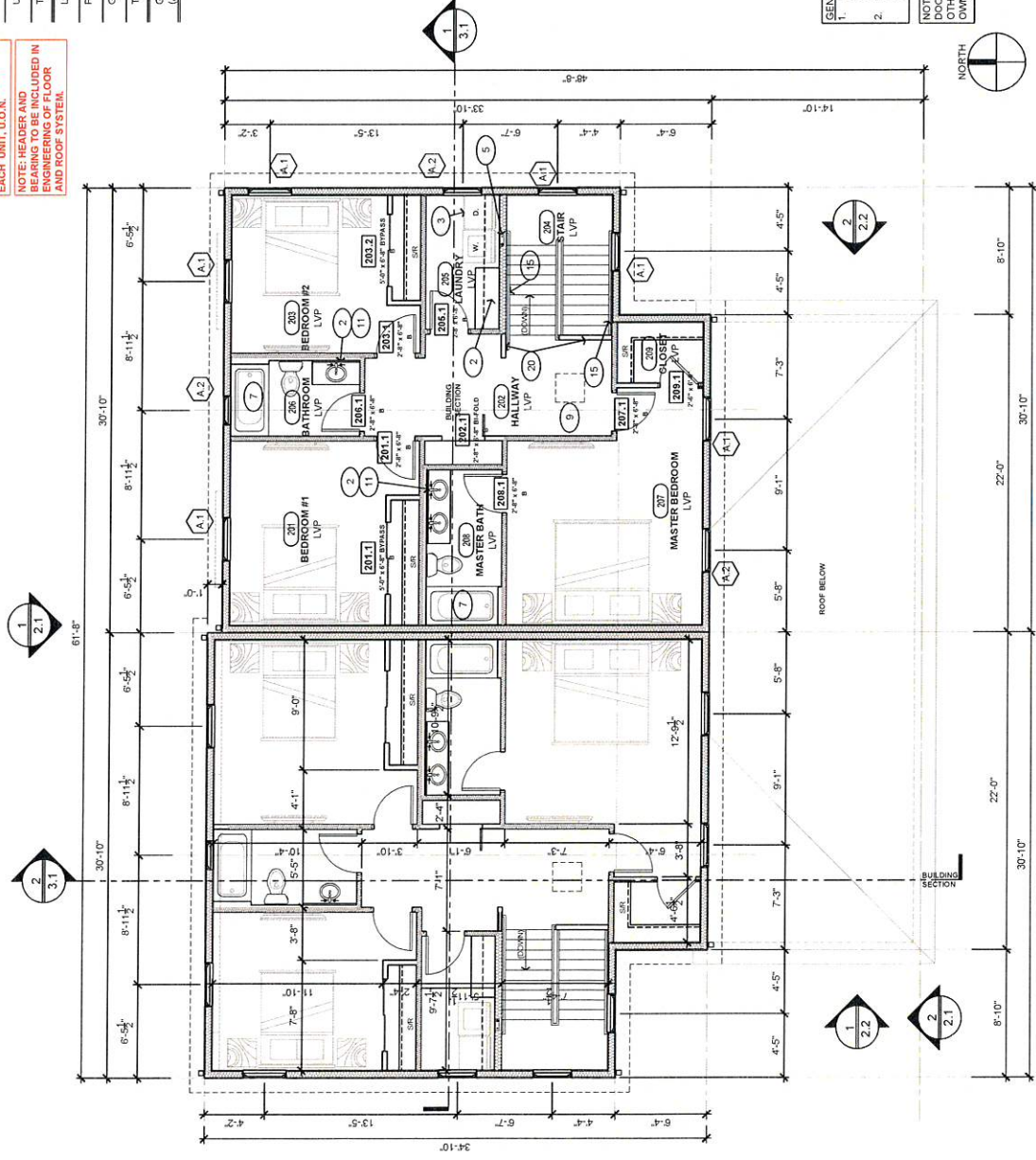
REFERENCED BY THIS SYMBOL
NOTE: NOT ALL NOTES APPLY TO THIS SHEET

SD = SMOKE DETECTOR
T = TEMPERED
T = TEMPERED

- GENERAL NOTES
- ALL INTERIOR PARTITIONS TO BE 2x4 WOOD STUDS @ 16" O.C. W/ 5/8" GYPSUM WALLBOARD, UON
 - CEILING SHALL BE 5/8" GYPSUM BOARD TO BE 2x4 STUDS @ 16" O.C. UNLESS OTHERWISE NOTED

NOTE: COORDINATE DOOR STYLES WITH ARCHITECTURAL DETAILS & OWNER/DESIGNER (TYP.)

- EGRESS WINDOW NOTES
- ALL EGRESS WINDOWS ARE PREPARED
 - WINDOW SILL SHALL NOT BE HIGHER THAN 4" AFF
 - WINDOW OPENING SHALL HAVE A MINIMUM CLEAR WIDTH OF 20" HIGH & 20" MINIMUM OF THE
 - THE MINIMUM OPENING OF THE WINDOW SHALL BE 5.7 SQ. FT. AT THE GROUND FLOOR
 - ONE EACH OF THIS GROUP MUST BE EQUIPPED WITH EMERGENCY EGRESS HARDWARE TO COMPLY WITH GOVERNING FIRE AND BUILDING CODES



WINDOW TYPES

DOUBLE HUNG	DOUBLE HUNG
VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR	VINYL CLAD EXTERIOR - VINYL CLAD INTERIOR
PREFINISHED	PREFINISHED

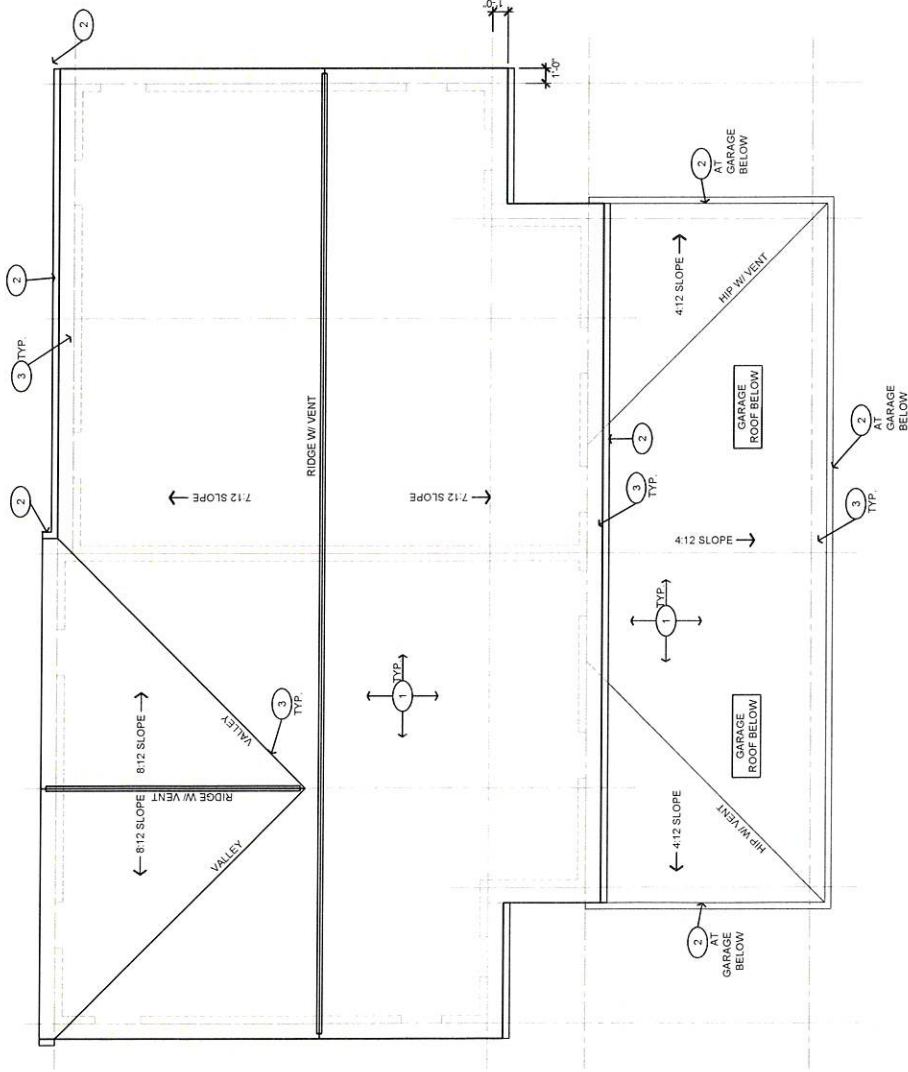
DOOR TYPES

A. EXTERIOR DOOR	B. INTERIOR DOOR
MTL CLAD	MASONRY
PREFINISHED	MOULDED LAMINATE
	STYLE - RIVERSIDE
	PAINTR

1. DIMENSIONAL KURLALT, ROOF SHINGLES OVER UNDERLAYMENT OR SHEATHING AND PRE-ENGINEERED ROOF FRAMES, TYP.
2. PROVIDE DRAINAGE TO DOWNSPOUT, TYP. PROVIDE SPRINKLER LOCK AT GRADE.
3. PROVIDE AND INSTALL EDGES WATER SHIELD AT ALL VALLEYS AND ROOF EDGES AS REQUIRED BY MANUFACTURER'S SPECIFICATIONS, TYP.
4. HEAT PUMP ON PAD.
5. AWNING BELOW.
6. NOT USED.

KEY NOTES

3. REFERENCED BY THIS SYMBOL. NOTE: NOT ALL NOTES APPLY TO THIS SHEET.



GREEN BAY

NOTE: ALL THOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING FOR ACCURACY, THE CONTRACTOR MUST CHECK ALL DETAILS & DIMENSIONS AND BE RESPONSIBLE FOR THE SAME.

TWO SINGLE-FAMILY TOWNHOME RESIDENCES
3 Bed/2.5 Bath/2 Car Garage (v.5)
1308 E Walnut St
Green Bay, WI 54301
Parcel 14-244

NOT FOR CONSTRUCTION

ISSUE DATE: 5/15/2024

ISSUED FOR: REVIEW

REVISION LOG

© NEIGHBORWORKS GREEN BAY



1308 E. WALNUT ST.

GREEN BAY, WI

PROJECT NAME

ROOF PLAN

SHEET NAME

PROJECT NUMBER: -

DRAWN BY: DE CHECKED BY: TD

SCALE: 3/16" = 1'-0"

1.3

SHEET NUMBER



GREEN BAY

NOTE: ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING FOR ACCURACY, THE CONTRACTOR MUST CHECK ALL DIMENSIONS AND BE RESPONSIBLE FOR THE SAME.

TWO SINGLE-FAMILY
TOWNHOME RESIDENCES
3 Bed/2.5 Bath/2 Car Garage (V.5)
1308 E Walnut St
Green Bay, WI 54301
Parcel 14-244

NOT FOR CONSTRUCTION

ISSUE DATE: 5/21/2024
ISSUED FOR: REVIEW

REVISION LOG

NEIGHBORWORKS GREEN BAY



1308 E. WALNUT ST.
GREEN BAY, WI
PROJECT NAME

EXTERIOR ELEVATIONS

SHEET NAME

PROJECT NUMBER: -

DRAWN BY: DE CHECKED BY: TD

SCALE: 3/16" = 1'-0"

2.1

SHEET NUMBER

- 1. DIMENSIONAL SHINGLES OVER SYNTHETIC MEMBRANE.
- 2. 4" TRIM, TYP. AT JAMBS AND SILLS, U.O.N. PAINT.
- 3. EXTERIOR SIDING (VINYL OR CEMENT) OVER BUILDING WRAP OVER SHEATHING.
- 4. MTL. CLAD DOOR.
- 5. PRE-FINISHED ALUMINUM FASCIA.
- 6. BRICK VENEER AND MASONRY CAP.
- 7. GUTTER AND DOWNSPOUT.
- 8. COMPOSITE DECK AND STAIR.
- 9. 8" TRIM, PAINT.
- 10. GABLE VENT.
- 11. VINYL-CLAD WINDOW AS SPECIFIED.
- 12. BRICK VENEER OVER STUCCO FINISH, PAINT OR INTEGRAL COLOR.
- 13. 12" TRIM, PAINT.
- 14. DECORATIVE BRACKET.
- 15. GLASS BLOCK WINDOW UNIT.

KEY NOTES

1. REFERENCED BY THIS SYMBOL THIS SHEET ONLY

17'-6 5/8" AFF

TRUSS BEARING

6'-8" TYP

FINISH FLOOR

8'-0" AFF

TRUSS BEARING

0'-0" AFF

MAIN LEVEL

FINISH FLOOR

2 SOUTH ELEVATION

3/16" = 1'-0"

- 1. DIMENSIONAL SHINGLES OVER SYNTHETIC MEMBRANE.
- 2. 4" TRIM, TYP. AT JAMBS AND SILLS, U.O.N. PAINT.
- 3. EXTERIOR SIDING (VINYL OR CEMENT) OVER BUILDING WRAP OVER SHEATHING.
- 4. MTL. CLAD DOOR.
- 5. PRE-FINISHED ALUMINUM FASCIA.
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17'-6 5/8" AFF

TRUSS BEARING

6'-8" TYP

FINISH FLOOR

8'-0" AFF

TRUSS BEARING

0'-0" AFF

MAIN LEVEL

FINISH FLOOR

1 NORTH ELEVATION

3/16" = 1'-0"



GREEN BAY

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TWO SINGLE-FAMILY TOWNHOME RESIDENCES

3 Bed/2.5 Bath/2 Car Garage (V.5)
1308 E Walnut St
Green Bay, WI 54301
Parcel 14-244

NOT FOR CONSTRUCTION

ISSUE DATE: 5/21/2024

ISSUED FOR: REVIEW

REVISION LOG

© NEIGHBORWORKS GREEN BAY



1308 E. WALNUT ST.

GREEN BAY, WI

PROJECT NAME

EXTERIOR ELEVATIONS

SHEET NAME

PROJECT NUMBER: -

DRAWN BY: DE CHECKED BY: TD

SCALE: 3/16" = 1'-0"

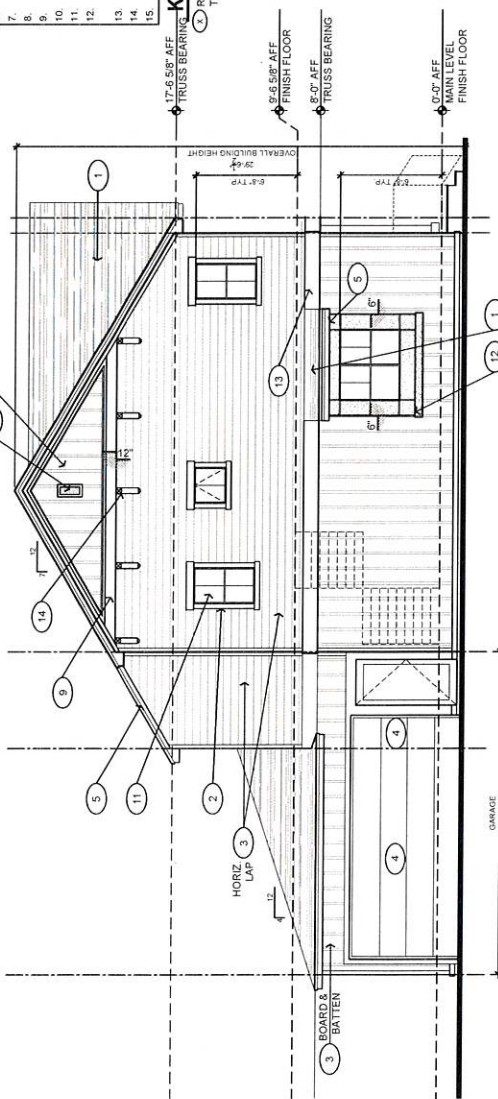
2.2

SHEET NUMBER

1. DIMENSIONAL SHINGLES OVER SYNTHETIC MEMBRANE.
2. 4" TRIM, TYP. AT JAMBS AND SILLS, U.O.N. PAINT.
3. EXTERIOR SIDING (VINYL OR CEMENT) OVER BUILDING WRAP OVER SHEATHING.
4. MTL. GLAD DOOR.
5. PRE-FINISHED ALUMINUM FASCIA.
6. BRICK VENEER AND MASONRY CAP.
7. GUTTER AND DOWNSPOUT.
8. COMPOSITE DECK AND STAIR.
9. 8" TRIM, PAINT.
10. GABLE VENT.
11. VINYL CLAD WINDOW AS SPECIFIED.
12. HANDICAP COMPLIANT ENTRY (BUCCO FINISH), PAINT OR INTEGRAL COLOR.
13. 12" TRIM, PAINT.
14. DECORATIVE BRACKET.
15. GLASS BLOCK WINDOW UNIT.

KEY NOTES

① REFERENCED BY THIS SYMBOL THIS SHEET ONLY



WEST ELEVATION

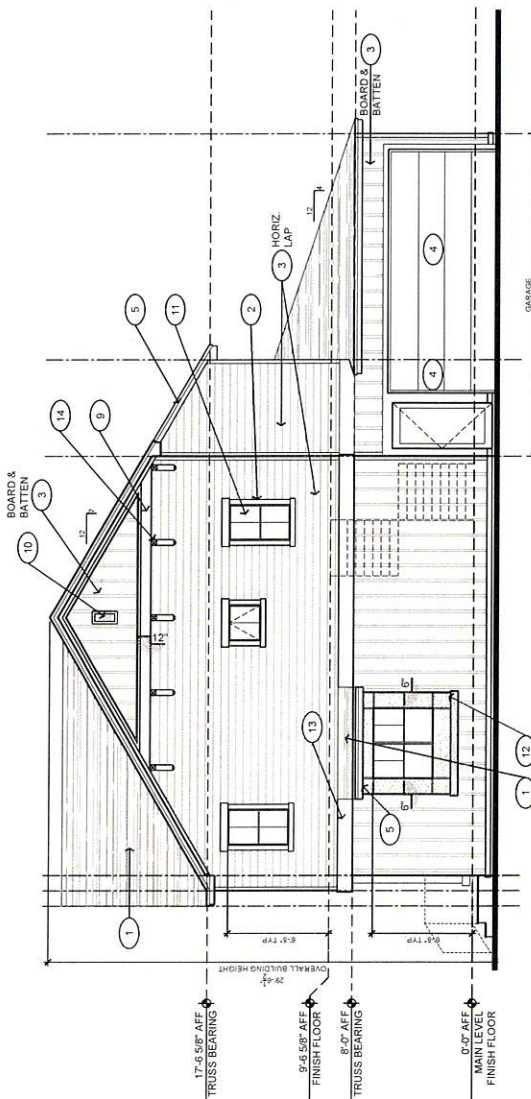
2

3/16" = 1'-0"

1. DIMENSIONAL SHINGLES OVER SYNTHETIC MEMBRANE.
2. 4" TRIM, TYP. AT JAMBS AND SILLS, U.O.N. PAINT.
3. EXTERIOR SIDING (VINYL OR CEMENT) OVER BUILDING WRAP OVER SHEATHING.
4. MTL. GLAD DOOR.
5. PRE-FINISHED ALUMINUM FASCIA.
6. BRICK VENEER AND MASONRY CAP.
7. GUTTER AND DOWNSPOUT.
8. COMPOSITE DECK AND STAIR.
9. 8" TRIM, PAINT.
10. GABLE VENT.
11. VINYL CLAD WINDOW AS SPECIFIED.
12. HANDICAP COMPLIANT ENTRY (BUCCO FINISH), PAINT OR INTEGRAL COLOR.
13. 12" TRIM, PAINT.
14. DECORATIVE BRACKET.
15. GLASS BLOCK WINDOW UNIT.

KEY NOTES

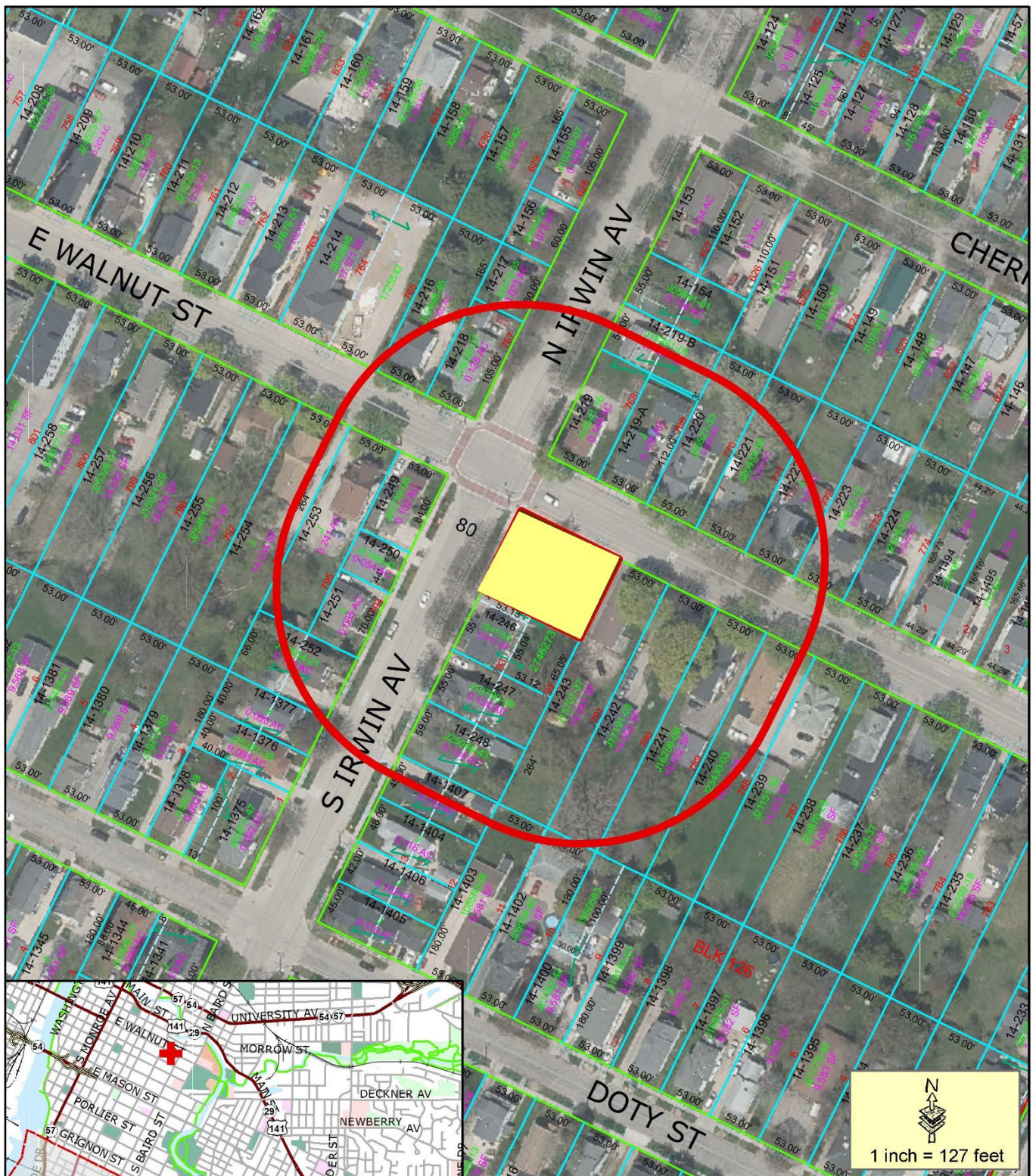
① REFERENCED BY THIS SYMBOL THIS SHEET ONLY



EAST ELEVATION

1

3/16" = 1'-0"



- Proposed CUP Parcel
- 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
(CUP) Request
Two-Family Residential Use in (OR)
Office-Residential District
1308 E Walnut St.**



Report to the Green Bay Plan Commission

MEETING DATE

July 30, 2024

PREPARED BY

Dena Mooney, Staff

AGENDA ITEM # P.2

To approve the request for a Conditional Use Permit to construct a covered porch in the front yard setback in a Low-Density Residential District (R-1) at 1225 Oregon Street, subject to the following conditions:

1. All materials and architectural details shall be consistent with the home, as determined by the Zoning Administrator at the time of Site Plan Review.
2. Site plan approval by the Office of Community and Economic Development.
3. Compliance with all other regulations of the Green Bay Municipal Code.
(ZP 24-20 Public Hearing held July 22, 2024).

BACKGROUND

Primary Address: 1225 Oregon Street

Alderpersion /District: Alder. Delie / District 10

Reason for Request: The proposed CUP would allow for a covered porch to extend 6 feet into the front yard setback.

Surrounding Zoning and Land Uses:

Subject: Low Density Residential (R1) | Single-Family Residential

North: Low Density Residential (R1) | Single and Two-Family Residential

South: Low Density Residential (R1) | Single-Family Residential

East: Low Density Residential (R1) | Single-Family Residential

West: Low Density Residential (R1) | Single-Family Residential

Comprehensive Plan: The 2022 Smart Growth Green Bay Comprehensive Plan currently recommends Low Density Residential. A single-family home is on the property, which is compatible with the Comprehensive Plan.

Report: Douglas Doefer, property owner, requests adding a 6'x22' covered porch onto the front of his home. Based on lot averaging, the front yard setback is 30 feet. The home is currently setback 29.5 feet in the front. Front yard setbacks in this neighborhood are consistent and do not vary much. With the addition of the covered porch, the front yard setback would be 23.5 feet, putting the porch 6.5 feet into the front yard setback.

Article VI Residential Districts, Division I General Provisions Section 44-554 Table 44-2 notes that "covered porches are permitted in the front setback compliant with the conditional use permit requirements found in Section 44-83."

The applicant is remodeling the exterior of the home, which includes the addition of a 6'x22' covered porch. The porch would be at-grade and follow the existing rooflines. The applicant is updating the façade with new siding, windows, brickwork, and front door. A condition has been added to ensure the materials used are complimentary to the primary structure. It is worth noting that covered front porches do not exist in this neighborhood. This would be a first.

Section 44-83(e) of the Zoning Ordinance 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.*

Staff believes the extension of the covered front porch an additional 6 feet into the front yard setback is acceptable and meets the standards for CUP approval.

RECOMMENDATION

Approval of the request, subject to the following conditions:

1. All materials and architectural details shall be consistent with the home, as determined by the Zoning Administrator at the time of Site Plan Review.
2. Site plan approval by the Office of Community and Economic Development.
3. Compliance with all other regulations of the Green Bay Municipal Code.

FISCAL IMPACT

ATTACHMENTS

1. ZP 24-20 Application
2. ZP 24-20 Narrative
3. ZP 24-20 Map
4. ZP 24-20 Covered Porch Elevation



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: 1225 OREGON ST.
Parcel Number(s): 5-675-4
Petitioner(s): DOUGLAS DOEFER Date: 6/6/24
Email: doeferd@yahoo.com Phone Number: 920-621-4926
Address: 1225 OREGON ST. City: GREEN BAY State: WI Zip: 54303
Property Owner: DOUGLAS DOEFER Phone Number: 920-621-4926

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, DOUGLAS DOEFER, 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: [Signature]

Date: 6/6/24

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.: _____

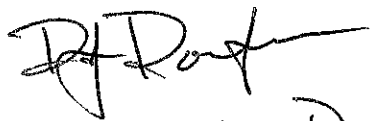
6/6/24

Mayor and Common Council:

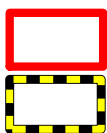
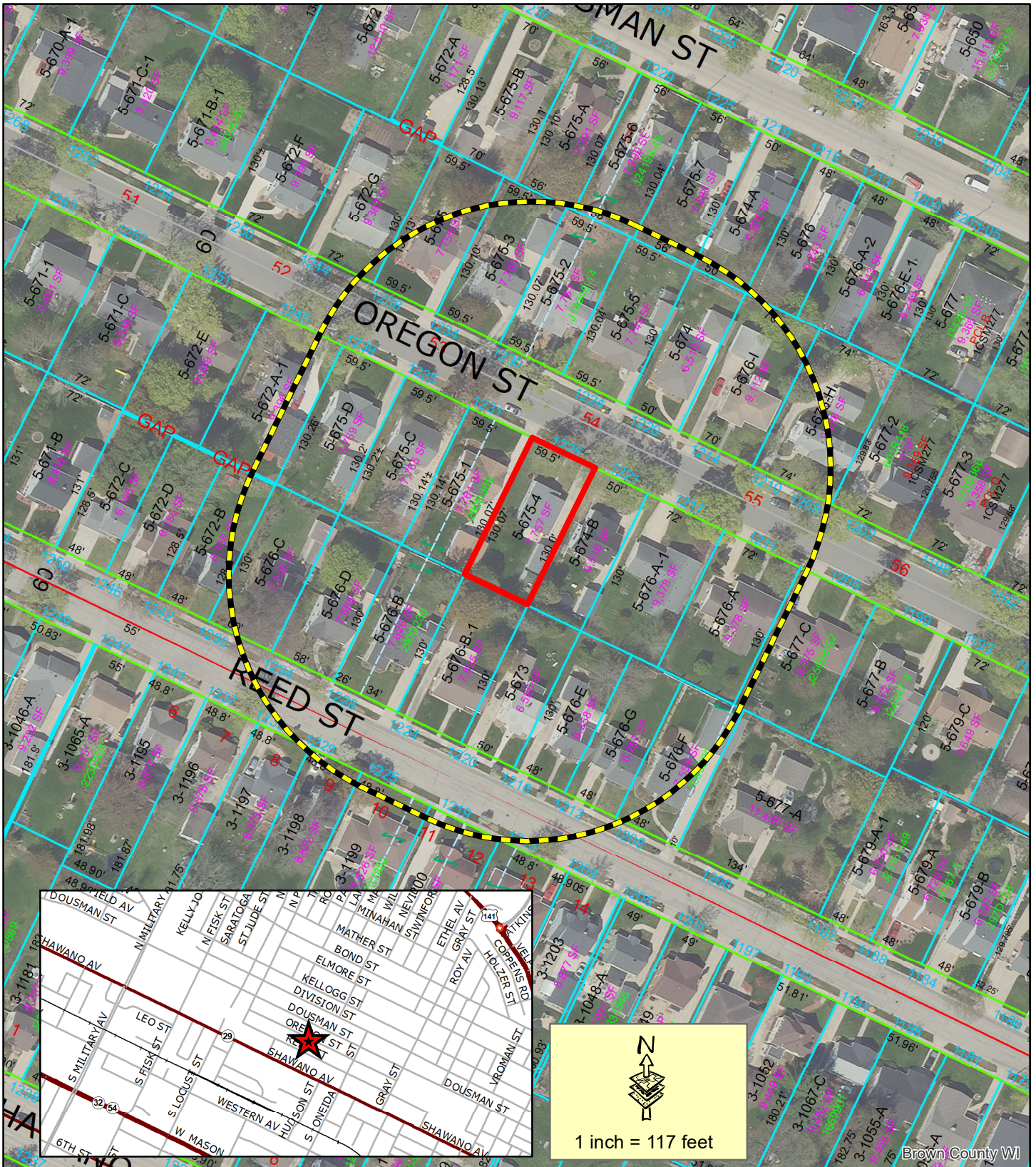
I am requesting a Conditional Use Permit To Add a 6'x22' Covered Porch To The front of my residence at 1225 OREGON ST.. This porch will encroach on The Set-back. In addition, I am replacing all siding on The house and replacing all doors.

Please let me know if any further information is needed. Total cost of The project is approximately \$27,000.

Respectfully Submitted,



Douglas J. Doerfer



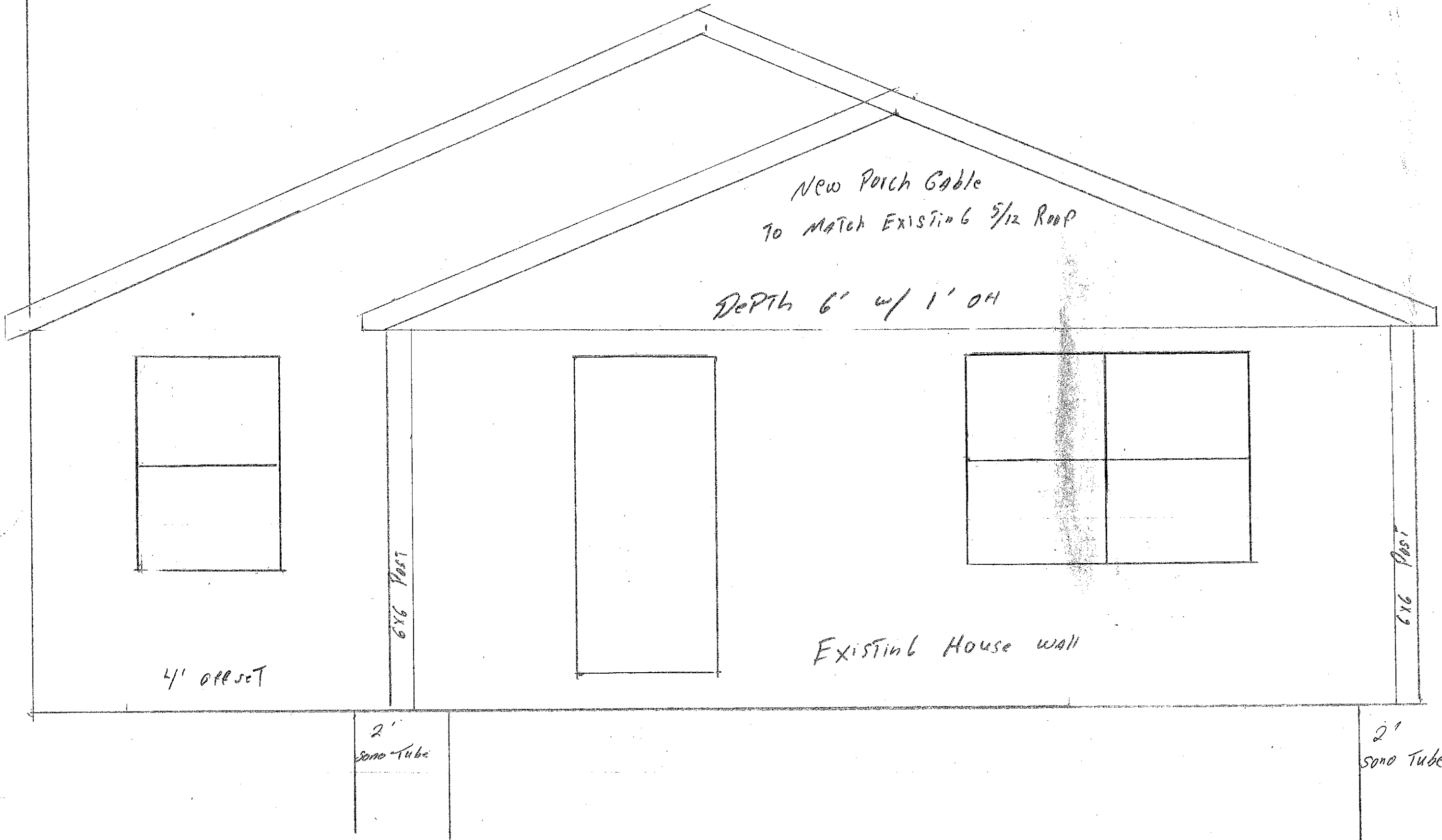
Subject Area

200' Property Owner Notice

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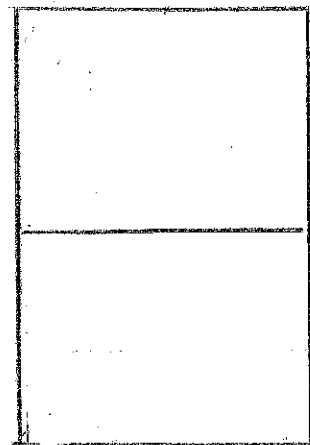
**Zoning Petition
ZP 24-20
Conditional Use Permit at
1225 Oregon Street**





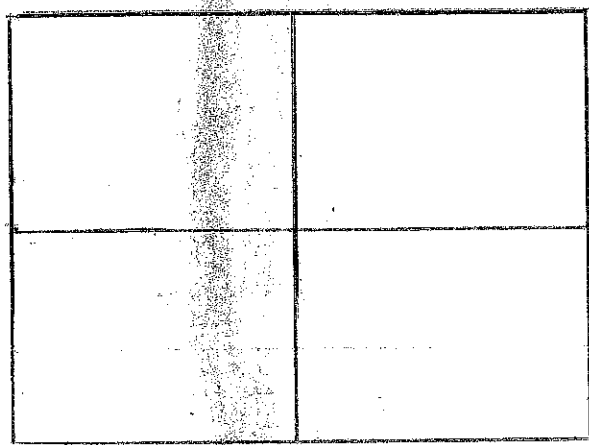
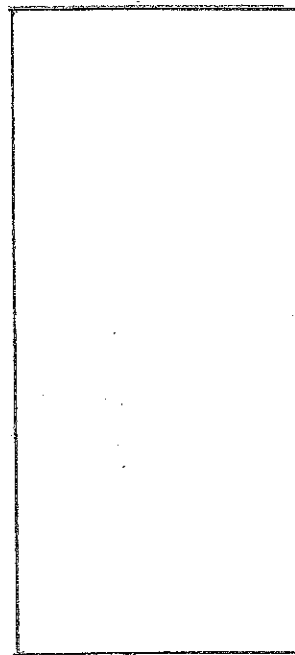
New Porch Gable
To MATCH EXISTING 5/12 ROOF

DEPTH 6' w/ 1' OH



4' OFFSET

6x6 Post



EXISTING HOUSE WALL

6x6 Post

2'
Sonotube

2'
Sonotube



Report to the Green Bay Plan Commission

MEETING DATE

July 30, 2024

PREPARED BY

Jon LeRoy, Zoning Administrator

AGENDA ITEM # P.3

To approve the request to establish a Planned Unit Development for the Grandview Industrial Park on property located at the 900 Block of Erie Road (Parcel 21-199). (ZP 24-21 Public Hearing held July 22, 2024).

BACKGROUND

Primary Address: 900 Block of Erie Rd (Parcel 21-199)

Alderson/District: Ald. J. Hutchison, District 2

Reason for Request: To permit the development of the expansion of the Grandview Industrial Park (Phase II) on property the City of Green Bay recently purchased for the expansion of the Grandview Industrial Park

Subject Parcel Zoning and Land Use: Subject property is zoned Rural Residential (RR) and was most recently agricultural fields.

Surrounding Zoning and Land Uses:

North: Rural Residential (RR) | Agricultural

South: Rural Residential (RR) | Agricultural

East: Rural Residential (RR) | Agricultural

West: PUD (I-43 Business Park) | Nature's Way Office and Industrial

Comprehensive Plan: The 2022 Smart Growth Plan designates this area for Business Park. The Business future category allows and promotes office buildings, office-showrooms, and light industrial buildings in landscaped 'campus' settings. This PUD is in keeping with this designation.

Analysis: This request is for the continued expansion of the Grandview Industrial Park (GIP) by adding a 35.85-acre property (Parcel 21-199) located near the intersection of East Mason Street and Erie Road to a new, second phase of the GIP (GIP Phase II).

Grandview Industrial Park is a planned development designed to provide high quality locations for industrial business and promote efficient and effective growth of light-medium industrial businesses within the greater Green Bay market, while also integrating land area suitable for supportive commercial, retail and service uses. The initial GIP consisted of approximately 50.22 acres, located along five parcels located near East Mason and Grandview. Carnivore has become the first major tenant of the area and Cleveland Forging has submitted for and received approvals for conditional use permits to allow for expansion of Phase I. The initial GIP PUD was approved in 2022.

GIP's initial PUD noted future expansion of the GIP in areas to the south and west along East Mason between Erie Road and Northview Road. The City had the opportunity to purchase 35.85 acres near the intersection of Erie and East Mason back in the spring with the intent of continuing expansion of the GIP to other larger, suitable sites. The Common Council executed on said land purchase (Parcel 21-199).

The existing zoning of the parcel is Rural Residential (RR) and the land has been used for agriculture. To ensure the property can be marketed and optimized as future business park use, a PUD for Phase II of the

GIP is requested to continue design and use standards for this property within the overall GIP. The PUD language is nearly identical to the initial GIP PUD, but only accounts for this parcel. The new language also includes language from an amendment to the initial GIP PUD which references signage updates for the overall GIP.

Ald. Hutchison and property owners within 400 feet of the property were notified of the request for action. Staff received comments from one neighbor who was in support of the PUD expansion of the area.

RECOMMENDATION

1. Adoption of the draft PUD.

FISCAL IMPACT

ATTACHMENTS

1. 24-21 Draft ZO 14-24 GIP Phase II PUD
2. ZP 24-21 Location Map (2)

ZONING ORDINANCE NO. 14-24

AN ORDINANCE ZONING CERTAIN PROPERTY LOCATED AT THE 900 BLOCK OF ERIE ROAD (PARCEL 21-199) AS A PLANNED UNIT DEVELOPMENT DISTRICT FOR PURPOSES OF DEVELOPING THE GRANDVIEW INDUSTRIAL PARK PHASE II (ZP 24-21)

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

SECTION 1. Section, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by establishing a Planned Unit Development District (PUD) on the properties listed below and as depicted as Exhibit A - Location Map and described below:

The Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, Section 12, T23N-R21E, City of Green Bay, ESFR, Brown County, Wisconsin, and that part of the vacated North $\frac{1}{2}$ of Padi-Wood Lane described in Document No. 2867455, Excepting therefrom that part described in Volume 244 Deeds, Page 17, Further excepting therefrom Certified Survey map No. 2356 filed in Volume 11 Certified Survey Maps Page 41 as Document No. 972613, Further excepting therefrom that part described in Document No. 2822228, further excepting therefrom all parts thereof used for road purposes.

Planned Unit Development Phase II area contains 35.85 acres, more or less.

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

- A. **INDUSTRIAL PARK OVERVIEW.** The Grandview Industrial Park (GIP) is a planned development designed to provide a high-quality location and promote the efficient and effective growth of light-medium industrial businesses within the greater Green Bay market, while also integrating land area suitable for supportive commercial retail and service uses. GIP has begun as an initial first phase consisting of approximately 50.22 acres which was approved by Common Council in 2022 and amended in 2023.

This subsequent planned unit development, Grandview Industrial Park Phase II (GIP Phase II) consists of one parcel totaling approximately 35.85 acres of land area. This is the second phase of a larger industrial park that will ultimately include approximately 30 parcels, comprising approximately 375 acres of land. It is located on the east side of the city on both sides of the 3700-3800 Blocks of East Mason Street approximately one and a half miles east of Interstate 43, nine and a half miles from Interstate 41 and about 11 miles from the Green Bay Austin Straubel International Airport.

Through appropriate land use regulation, supportive infrastructure, proximity to the

interstate highway system and nearness of work force, the City has set the stage for a regional industrial “campus” that has been identified as a necessity in the Green Bay Smart Growth Comprehensive Plan and 2021 Commercial Market Study.

GIP Phase II is intended to be primarily a light to medium intensity industrial park supporting production, processing, storage, distribution, and transportation uses. Select commercial and workforce-oriented support uses such as restaurants, business and personal services, and vehicle-oriented businesses are also permitted along the arterial roadways of East Mason Street and Erie Road. It is important to note that regulation within this PUD may be differentiated based on the industrial or commercial nature of the use.

- B. **LAND-USE REGULATIONS.** The only permitted or conditional uses that may be established and/or maintained within the PUD area shall be those uses listed below. All other uses shall be specifically prohibited within the PUD area.

Table I-1. Principal Uses in the PUD

Use	GIP	Development Standards	Location limited
Production, Processing, and Storage			
Agricultural Uses	P		
Limited production and processing	P	X	
Light industrial uses	P		
General industrial uses	C		
Heavy industrial uses	C		
Contractor yard	C		
Dry cleaning establishment, commercial laundry	P		
Research and development facility	P		
Warehousing (not including self-service)	P		
Wholesale and distribution facility	P		
Transportation Uses			
Ground transportation service	C		
Motor freight terminal	C	X	
Package delivery service	P		
Public Service and Utility Uses			
Public safety/service facility	P		
Telecommunication tower, wireless communication facility	C	X	
Substation/distribution equipment	C		
Solar or Wind Energy Systems	C		
Office and Mixed Uses			
General office	P		
Government office	P		
Bank or other financial institution	P		Arterial Road
Clinic, healthcare facility	P		Arterial Road

Commercial Uses			
Accommodation and Food Service Uses			
Restaurant,* not including drive-through	P		Arterial Road
Restaurant* with drive-through	P		Arterial Road
Service Businesses			
Business service**	P		
Building maintenance, janitorial service	P		
Catering service	P		
Printing and publishing establishment	P		
Small appliance repair service	P		
Tool/equipment rental facility	P		
Animal hospital, veterinary clinic	C	X	Arterial Road
Animal grooming establishment	C		
Animal boarding facility, kennel	C	X	Arterial Road
Retail Sales			
General retail sales**	C		Arterial Road
Building material sales	P	X	
Contractor showroom	P		
Greenhouse, garden supply store	C		
Commercial Recreation and Entertainment			
Health clubs, fitness centers	C	X	Arterial Road
Vehicle Services			
Automobile rental	C	X	Arterial Road
Convenience store	P		Arterial Road
Fuel/gas/service station	P	X	Arterial Road
Motor vehicle repair, major	C		
Motor vehicle repair, minor	P		Arterial Road
Drive-through facility	C	X	Arterial Road
Educational Uses (Amd. GO 10-18)			
School, specialty or personal instruction, etc.	C	X	
Group daycare center, preschool (9 or more children)	C	X	Arterial Road

Note: P = Permitted Use; C = Conditional Use

* Any establishment at which primarily alcoholic beverages are served must also meet the requirements of Green Bay Municipal Code, Chapter 4 – Alcohol Beverages.

** See Land Use Definitions section of the Green Bay Zoning Code, Chapter 44, Green Bay Municipal Code for complete list of uses.

Table I-2. Accessory Uses in the PUD:

Use	GIP	Development Standards	Location Limited
Antennas, satellite dishes, and similar equipment	P	X	
Carwash	C	X	
Music (outdoor live or amplified music)	C		Arterial Road
Off-street loading docks	P		
Outdoor display of vehicles	C	X	
Outdoor commercial recreation	C	X	Arterial Road
Outdoor sales, display, and storage	P	X	

Parking (surface)	P		
Parking (structured)	P		
Parking and storage of vehicles licensed to a business	P	X	
Signs, as regulated by Chapter 30	P		
Small wind energy systems	P	X	
Solar energy systems	P	X	
Telecommunication facilities	C	X	
Warehousing, incidental repair, or processing necessary to conduct a permitted principal use, conducted within the principal building	P	X	Arterial Road
Waste and recycling storage	P	X	

Note: P = Permitted Use; C = Conditional Use

1. Table I-1 and I-2 above lists all permitted and conditional uses allowed in the PUD.
 - a. Permitted uses. Uses specified with a "P" are permitted in the PUD or districts where designated, provided that the use complies with all other applicable provisions of this PUD.
 - b. Conditional uses. Uses specified with a "C" are allowed as a conditional use in the PUD where designated, provided that the use complies with all other applicable provisions of this PUD.
 - c. Prohibited uses. Any use not listed as either "P" (permitted) or "C" (conditional) or any use not determined by the Zoning Administrator to be substantially similar to a use listed as permitted or conditional shall be prohibited in the PUD.
 - d. Specific development standards. Permitted and conditional uses specified with an "x" under the development standards column shall be subject to the standards identified in Article XVI of the Green Bay Zoning Code, Chapter 44, the City of Green Bay Municipal Code and below.
 - e. Specific uses are only permitted on parcels with arterial roadway frontage as listed in the use tables and depicted on Exhibit B.
2. Accessory Structures: An accessory structure shall be considered attached and an integral part of the principal structure when it is connected by an enclosed passageway. Such structures shall be subject to the following requirements:
 - a. The structure shall meet the required yard setbacks for a principal structure, as established for the PUD.
 - b. For Commercial uses, the total floor area of an accessory structure shall not exceed the ground floor area of the principal building located on the same lot.
 - c. The structure shall not exceed the height of the principal building to which it is attached.
3. Outdoor storage and Display:
 - a. Outdoor storage areas shall not exceed 35 percent of the lot area and shall be contiguous to the principal use on the site.

- b. Solid or a minimum of a 90 percent screen is required for outdoor storage and loading/service bays unless the loading/service bay doors are an integral and necessary component of the principal building and operation of the use, as determined by the Zoning Administrator. The fence shall be at least six feet in overall height and shall consist of wood, vinyl, or masonry material.
- c. All outdoor storage, outdoor display, employee and customer parking, drives and other facilities are required to be surfaced as regulated in Section 44-1694 of the Green Bay Zoning Code, Chapter 44, Green Bay Municipal Code.
- d. No material/product may be stored higher than the screening.
- e. No outdoor storage shall encroach within a required setback.
- f. Outdoor storage shall be completely screened in compliance with Section 44-1964 of the Green Bay Zoning Code, Chapter 44, Green Bay Municipal Code and the Landscape Section of this PUD.
- g. Outdoor sales and display areas shall be separated from any adjacent street, sidewalk, or public walkway by a low landscaped screen, in compliance with Section 44-1918 of the City of Green Bay Zoning Code Chapter 44, Green Bay Municipal Code.

C. SITE RELATED REGULATIONS. The purpose of this section is to regulate the development of land in an integrated and innovative fashion; allow for flexibility in site design; and to encourage development that is sensitive to environmental, cultural, and economic considerations.

- I. Dimensional and area requirements. Dimensional and area requirements shall meet the standards in the commercial and industrial districts as enumerated within Articles VIII and IX of the Green Bay Zoning Code, Chapter 44, Green Bay Municipal Code, with the following modifications:
 - a. Lot(s). Minimum lot width and lot area shall be regulated as follows:
 - (1) Minimum lot area: 10,000 sq. ft. for commercially used lots and 40,000 sq. ft. for industrially used lots.
 - (2) Minimum frontage: 75 feet for commercially used lots and 200 feet for industrially used lots.
 - b. Floor area ratio (FAR): Minimum is 0.25 for both commercially used lots and industrially used lots.
 - c. Setbacks:
 - (1) Front yard setback, principal structures. Minimum 25 feet.
 - (2) Front yard setback, accessory and/or ancillary structures. Minimum 100 feet. Additionally, no accessory and/or ancillary structures shall be closer to the right-of-way than the principal structure(s) on the site.
 - (3) Side yard Setback. 10 feet.
 - (4) Rear yard setback. 15 feet.
 - (5) The side façade of a corner building adjoining a public street shall maintain the minimum front yard setback for both the front and side facades.
 - (6) When a side or rear yard adjoins a residential use, the side yard or rear yard setback is 25 feet with screening as regulated by the landscaping

- standards of this PUD (see Section 2.C.3.d.).
- (7) Special setbacks. No detached accessory structure shall be located closer than three (3) feet from the principal structure. Distance between structures shall be measured from wall to wall.
 - d. Impervious Surface. Impervious surfaces shall meet the standards in the commercial and industrial districts as enumerated within Articles VIII and IX of the Green Bay Zoning Code, Chapter 44, Green Bay Municipal Code, with the following modifications:
 - (1) Maximum impervious surface. 70% in both the commercially used lots and industrially used lots.
 - (2) Special Considerations. The maximum impervious surface requirement may be increased to 80% if green infrastructure elements such as bioretention areas/ rain gardens, bioswales, green roofs, etc. are installed at a 1.5 to 1 (impervious to green infrastructure) ratio.
2. Access, Circulation and Parking. Access, circulation, parking and outdoor storage or display areas on lots throughout the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, Article XVIII of the Green Bay Municipal Code, and as modified as follows:
- a. Industrial use drives. If possible, separate individual drives shall be established for customer/employee parking lot access and commercial truck traffic access.
 - b. Areas used for permanent screened outdoor storage:
 - (1) Interior Landscaping. Permanent screened outdoor storage areas are exempt from the interior landscaping and island requirements of Section 2.C.3.e.
 - (2) Pedestrian and Bicycle access and Parking. Permanent screened outdoor storage areas are exempt from the pedestrian and bicycle access and parking regulations of the Green Bay Zoning Code, Article XVIII of the Green Bay Municipal Code.
3. Landscaping. Landscaping for any development site within the PUD area shall meet the standards as set forth below:
- a. All undeveloped areas of a development site shall at a minimum be covered in vegetative ground cover as well as:
 - (1) One (1) tree and three (3) shrubs per 7,500 square feet of total lot area for a commercial use and one (1) tree and two (3) shrubs per 10,000 square feet of total lot area for Industrial uses.
 - (2) Required trees and shrubs are encouraged to be organized in an attractive and ecologically beneficial configuration that may include grouping and variations of plan species. The use of native plants is ideal.
 - (3) All landscape material shall be installed to current industry standards.
 - (4) All ground cover, landscaping and screening features shall be kept free of refuse and debris.
 - (5) Maintenance and replacement of landscape materials on the site shall be the responsibility of the occupant/landowner. Replacement of dead or

dying plants shall be required to take place within no more than one planting season.

- (6) Landscaping required within subsection b-f below may count towards satisfying this tree/shrub requirement.
- b. Frontage Landscaping. In addition to the requirements of Section 2.C.3.a, all land area located along a public right-of-way shall contain:
 - (1) A minimum of one (1) deciduous, ornamental, or evergreen tree for every 30 linear feet of right-of-way/street frontage.
 - (2) Required frontage trees are encouraged to be organized in an attractive and ecologically beneficial configuration that may include grouping and variations of plan species.
- c. Buffering Outdoor Storage. All permanent outdoor storage areas shall be screened from view and include:
 - (1) A solid fence or wall that is impervious to sight.
 - (2) Fence or wall shall be a minimum of eight (8) feet of in height.
- d. Buffer from Residential. Property lines adjacent to lands currently zoned residential or that have future residential land use designation in the City's Comprehensive Plan shall include:
 - (1) A screening element such as a fence, berm or evergreen trees/shrubs that is 80% impervious to sight year-round running the length of the property line adjacency.
 - (2) Screening shall be a minimum of 8 feet high at installation if a fence/berm or at plant maturity.
- e. Interior Parking Facility Landscaping. Interior parking lot landscaping regulations apply to all parking facilities containing 25 or more parking stalls designed/intended to be used by visitors, customers, and employees. The goal is to minimize the expansive appearance of hard surface areas and provide shade trees that reduce the "heat island" affect associated with such development. Internal parking facility landscaping shall consist of:
 - (1) Landscaped islands shall be provided at the end of all parking rows and within the rows of parking spaces so that there are no more than 15 consecutive parking spaces without an island.
 - (2) Landscape islands shall have a minimum interior dimension of at least 10 feet in width and 15 feet in length.
 - (3) Landscape islands shall be planted with vegetative ground cover and a minimum of 1 shade or deciduous tree that is hardy and salt resistant.
- f. Building Foundation Landscaping. Landscaping required around customer and office areas shall be regulated as follows:
 - (1) A minimum of 5 feet of landscaped area shall be provided around a minimum of 60% of a structure's foundation, excluding areas utilized for loading/service.
 - (2) Plant material shall be decorative such as ornamental trees, flowering shrubs and perennials.

4. Stormwater Management and Grading. A storm water management and grading

plan meeting the standards established by the Department of Public Works, Brown County, and the State of Wisconsin shall be submitted to and approved by the City prior to the issuance of building permits. The purpose of these standards to promote the use of green infrastructure or vegetated stormwater management measures, where suitable, to manage stormwater runoff volumes and quality.

- a. Scope. Storm water management and grading shall be comprehensive and take into account expected build-out of the entire PUD area as depicted on Exhibit A.
 - (1) A regional stormwater management approach may be utilized for any and all new developments; if so, the site may be required to buy in and be a part of the regional plan. This will be required upon approval of the Department of Public Works.
 - b. Additional Function.
 - (1) Human-scale interest and native planting should be included.
 - (2) Stormwater management facilities shall function not only as a utility but also as site amenity. This applies to both regional and site specific.
 - a) Site amenities include but not limited to walking paths, sitting areas, art, educational/interpretive signage, etc.
 - (3) It is encouraged to include suitable green infrastructure practices in streetscapes (tree boxes, sidewalk bioretention areas, curb bump-outs).
 - (4) In areas where infiltration is needed to manage stormwater or where soils are highly erodible, these areas shall be identified on erosion control plans and specifically protected from disturbance during and after development.
 - (5) Stormwater management areas such as bioretention areas, rain gardens, stormwater trees, or other plantings may count toward required landscape minimums.
5. Refuse and Mechanical Equipment. Screening of refuse material containers and mechanical equipment throughout the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, Article XIX-Division 3 of the Green Bay Municipal Code, and as modified as follows:
- a. Refuse storage and ground mechanical equipment shall not be located closer to the right-of-way than the front façade of the principal structure located on the same lot, regardless of minimum setbacks.
 - b. Wall or roof mounted mechanical equipment is regulated by Architectural Standards Section 2.D.2.h.
6. Lighting. Lighting throughout the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, Article V-Division 8 of the Green Bay Municipal Code and further regulated as follows:
- a. Pedestrian oriented lighting is required for all walkways/trails and building entrances.
 - b. Wall or roof-mounted lighting shall be integrated into overall building design/architecture. Fixtures shall be consistent for either the entire building

or alternatively for each of the building's individual units.

7. Signage throughout the PUD area shall be regulated as follows:
 - a. Signage shall meet the standards for the Business Park District (BP) as set forth in Chapter 30, Article II of the Green Bay Municipal Code with the following additions.
 - b. Industrial Park Identity Signage.

Signs identifying the industrial park itself as well as identifying uses located within the PUD boundaries, though they may not be on the parcel for which the use is located.

 - (1) Must be located as depicted on Exhibit B. These are highly visible locations on arterial roads near entrances to the industrial park boundaries.
 - (2) Industrial Park identity signage shall be limited to the monument style of signage no greater than 300 square feet in area (per side) and no greater than 10 feet in height.
 - c. Monument Signage for Individual Parcels
 - (1) Maximum height of a monument sign is limited to no greater than 10 feet in height.
 - d. Campus way finding signage (internal operations for wall signs for industrial use sites)
 - (1) Directional signage is limited to no greater than 64 total square feet per sign.
 - (2) Any directional signage exceeding standards for the Business Park District (BP) shall be counted towards the overall maximum attached sign area for signs attached to buildings.
 - (3) No greater than 10 percent of a directional sign may be used for branding purposes.
 - e. Campus way finding signage (internal operations for freestanding signs for industrial use sites)
 - (1) Directional signage is limited to no greater than 32 total square feet per sign.
 - (2) A directional sign is permitted along a travel route within the campus. Multiple freestanding directional signs are permitted if an individual freestanding directional sign is separated by a minimum of 500 feet from another freestanding directional sign.
 - (3) Sign height is limited to 8 feet.
 - (4) No greater than 10 percent of a directional sign may be used for branding purposes.

D. STRUCTURAL DESIGN REGULATIONS. The purpose of this section is to regulate the design and materials used for buildings within the PUD area to maintain and enhance the aesthetic, function, and values of property within the greater area.

- I. Applicability. Architectural design of new construction, additions to existing buildings, and alterations to existing buildings within the PUD area shall meet the standards as set forth below:
 - a. New Construction. The requirements of this Section shall apply to all structures and buildings within the PUD area constructed after the effective date of its adoption. Future expansions of structures shall be compatible with the existing structures.
 - b. Exceptions and Appeals. Exceptions to the Architectural Design Standards may be granted by the Director of Community and Economic Development. Exceptions can include: 1. permission to substitute building materials; 2. construction of comparable quality or design; or 3. to enable unique and inventive architectural concepts within the PUD.
 - (1) Denial by the Director of Community and Economic Development of the requested exception may be appealed to the Plan Commission. Appeals shall be made within thirty (30) days of the date of the denial.
2. Architectural Design Standards.
 - a. Orientation.
 - (1) Front façades shall face the street right-of-way, land area dedicated to pedestrian ways or internal drive aisle (if building does not front the right-of-way).
 - (2) Service or loading areas shall not be permitted between the building and the street right-of-way.
 - b. Height. The maximum height on commercially used lots shall be thirty-five (35) feet, including screening for rooftop mechanicals. The maximum height in industrially used lots shall be fifty (50) feet, including screening for rooftop mechanicals.
 - (1) Smokestacks, water towers, and similar structures associated with industrial uses may exceed the maximum height limit as specified by conditional use in Chapter 44, Article IX and Article II, Section 44-83 of the Municipal Code.
 - (2) Heights of structures may be increased with a conditional use permit as specified by conditional use in Chapter 44, Article II, Section 44-83 of the Municipal Code.
 - c. Exterior Materials. Building materials should be durable and appropriate for the district.
 - (1) Commercial structures.
 - a) Exterior building façades shall be predominately:
 - i. Brick or brick veneer.
 - ii. Stone or stone veneer.
 - iii. Glass (curtain/storefront).
 - iv. Windows and doors.
 - b) The following materials may be used as secondary building façade materials. Secondary materials shall not cumulatively exceed 40% of

the front and side façades or 75% of the rear façade.

- i. Concrete panels.
- ii. Decorative or split-face block.
- iii. Architectural/decorative metals.
- iv. Wood or wood composite.
- v. Cementitious panels/siding.
- vi. Stucco or exterior insulation and finish system (EIFS).

c) The following materials may be used as accent building façade materials. Accent materials shall not cumulatively exceed 10% of the front and side façades or 10% of the rear façade.

- i. Vertical vinyl or corrugated metal siding.
- ii. Concealed fastener metal panels.

d) The following materials are prohibited exterior building façade materials.

- i. Smooth face or non-decorative block.
- ii. Asphaltic or fiberglass siding.
- iii. Non-decorative metal panels or corrugated metal.
- iv. Plywood, chipboard, rough texture wood siding, or other non-decorative wood.
- v. Imitation/"fake" brick or stone and gravel aggregates.

(2) Industrial structures.

a) Exterior building façades shall be predominately:

- i. Brick or brick veneer.
- ii. Stone or stone veneer.
- iii. Concrete panels.
- iv. Cementitious panels/siding.
- v. Concealed fastener metal panels.
- vi. Windows and doors.

b) The following materials may be used as accent building façade materials. Accent materials shall not cumulatively exceed 10% of the front and side façades or 10% of the rear façade.

- i. Vinyl or corrugated metal siding.
- ii. Decorative or split-face block.
- iii. Architectural/decorative metals.
- iv. Wood or wood composite.
- v. Stucco or exterior insulation and finish system (EIFS).

c) The following materials are prohibited exterior building façade materials:

- i. Smooth face or non-decorative block.
- ii. Asphaltic or fiberglass siding.
- iii. Non-decorative metal panels or corrugated metal.
- iv. Plywood, chipboard, rough texture wood siding, or other non-decorative wood.
- v. Imitation/"fake" brick or stone and gravel aggregates.

(3) Material substitutions may be permitted as an exception per Section

2.D.1.a. of this PUD.

- d. Façade Articulation. Buildings shall be designed to provide interest and variety. Flat, unadorned walls should be avoided.
 - (1) Façade lengths for industrially used structures shall not be greater than one hundred (100) feet without articulation, and façade lengths for commercially used structures shall not be greater than fifty (50) feet without articulation. Articulation includes, but is not limited to:
 - a) Division of façade into individual components (i.e. storefronts, distinct uses) through the use of architectural elements such as entrances, arcades, windows, balconies, awnings, marquees, etc.
 - b) Recesses or projections of the main façade plane.
 - c) Recesses or projections of upper floors from the ground floor façade plane.
 - d) Vertical division using different materials and textures.
 - e) Roof form variation such as the change in roof lines or roof types.
 - (2) Minimum fenestration. Facades facing the right-of-way or pedestrian way/internal drive aisle for which the building fronts (if building does not front the right-of-way) shall consist of a minimum percentage of windows and doors to promote a visual connection. The principal structure on a corner property that faces two public rights-of-way shall be treated as two front facades. Mirrored, smoked, or heavily tinted glass is discouraged. Windows should be proportional with doors in height and design. The minimum percentage of windows and doors are based on floor and use as follows:
 - a) Ground floor, industrial use. Total area of windows and doors shall comprise no less than ten (10) percent of the ground floor customer and office areas.
 - b) Ground floor, commercial use. Total area of windows and doors shall comprise no less than ten (20) percent of the ground floor façade area.
 - c) Upper floors, all uses. Total area of windows and doors shall comprise no less than ten (10) percent of the total façade area above the ground floor.
- e. Building Entrances. Main entrances shall be clearly identified and articulated using detailing, distinctive materials and/or colors, projections, recesses, or another comparable element.
 - (1) Main entrances are defined as those regularly used by employees, customers, and/or the public.
 - (2) Main entrances shall be visible from the right-of-way or pedestrian way/internal drive aisle for which the building fronts (if building does not front the right-of-way).
- f. Patios, Decks and Balconies.
 - (1) Ground level patios and decks facing the right-of-way or pedestrian way/internal drive aisle for which the building fronts (if building does not front the right-of-way) should be bordered with treatment such

- as landscaping.
- (2) Exterior stairs leading to a deck or balcony shall not be permitted on the front or right-of-way side of buildings
- g. Accessory structures. Accessory structures shall match the character of the principal structure, reflected in colors, materials, windows, and architectural features.
- h. Mechanical and Exterior Building Systems. Mechanical and exterior building systems should be integrated into the overall building design.
 - (1) Roof-mounted equipment shall be screened, preferably by parapet walls. Screening shall be architecturally compatible with the structure which it is attached, be of identical or substantially similar materials used on the nearest building façade and designed as an integral part of the building.
 - (2) Wall mounted equipment are not permitted on the front or any right-of-way facing side of the building.
 - (3) Refer to Section 2.C.5 of 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 Chapter 44, Article II, Division 2, Section 44-82 Zoning Amendments, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, City Clerk

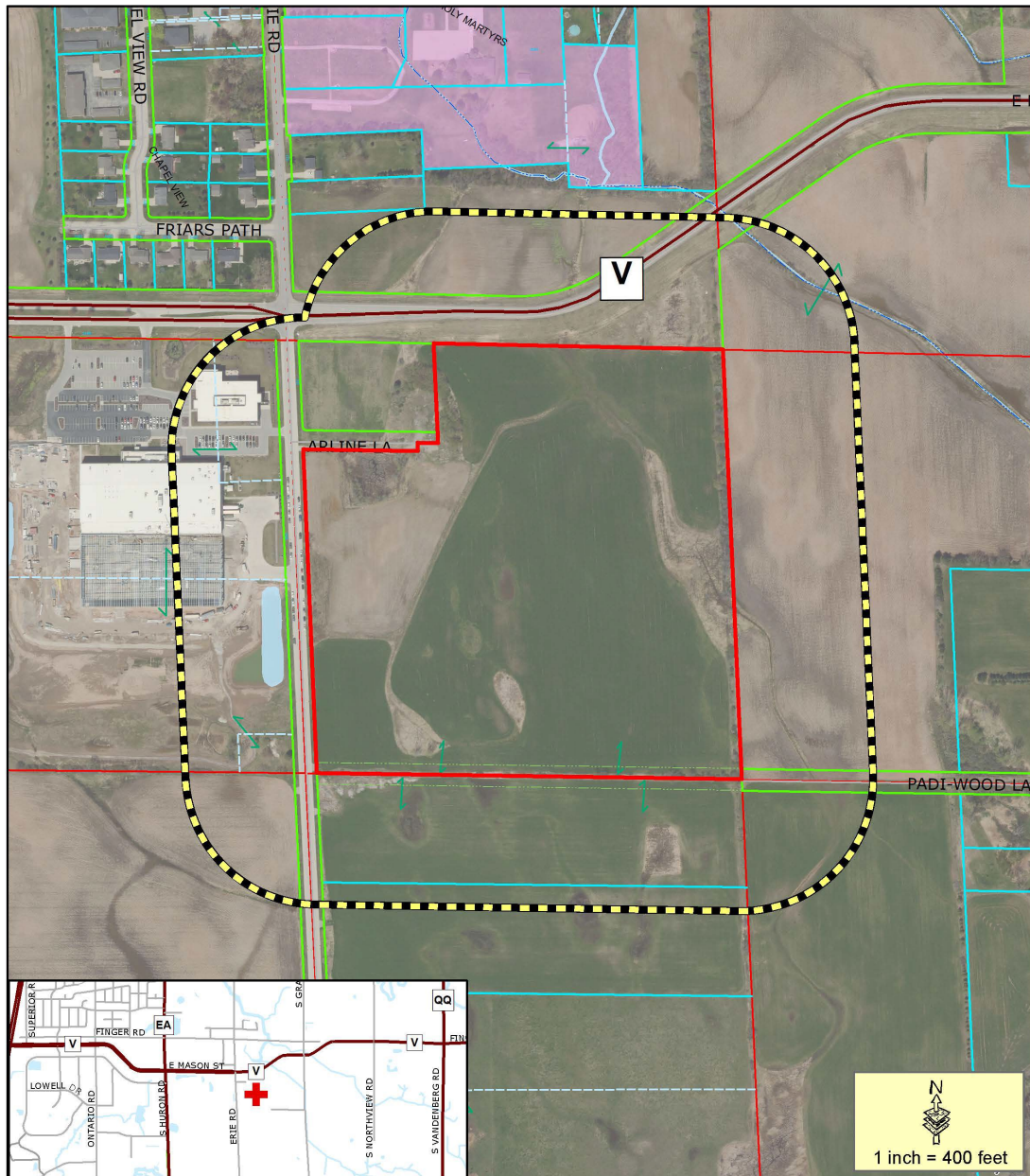
jl:
07.11.2024

Attachments:

Exhibit A - Location Map

Exhibit B – Land-Use Map

EXHIBIT A: LOCATION MAP



- Proposed PUD
- 400' Property Owner Notice

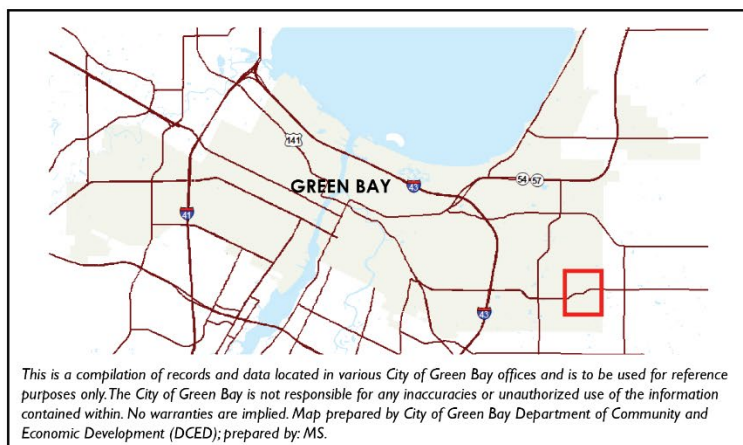
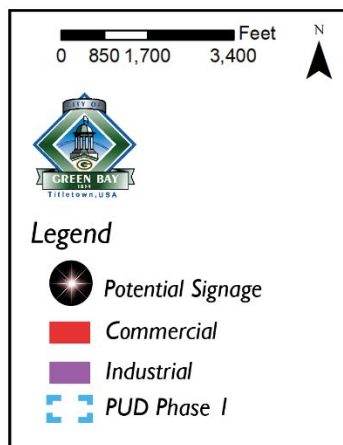
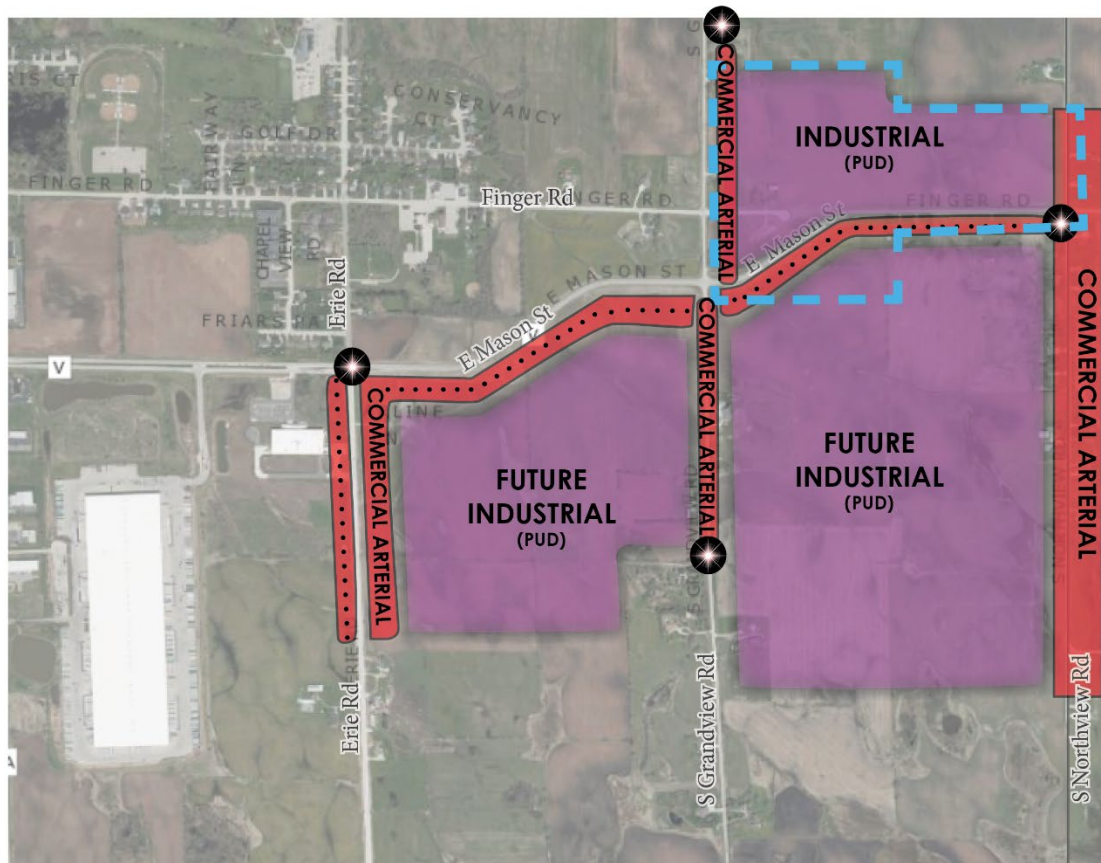
This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by DB

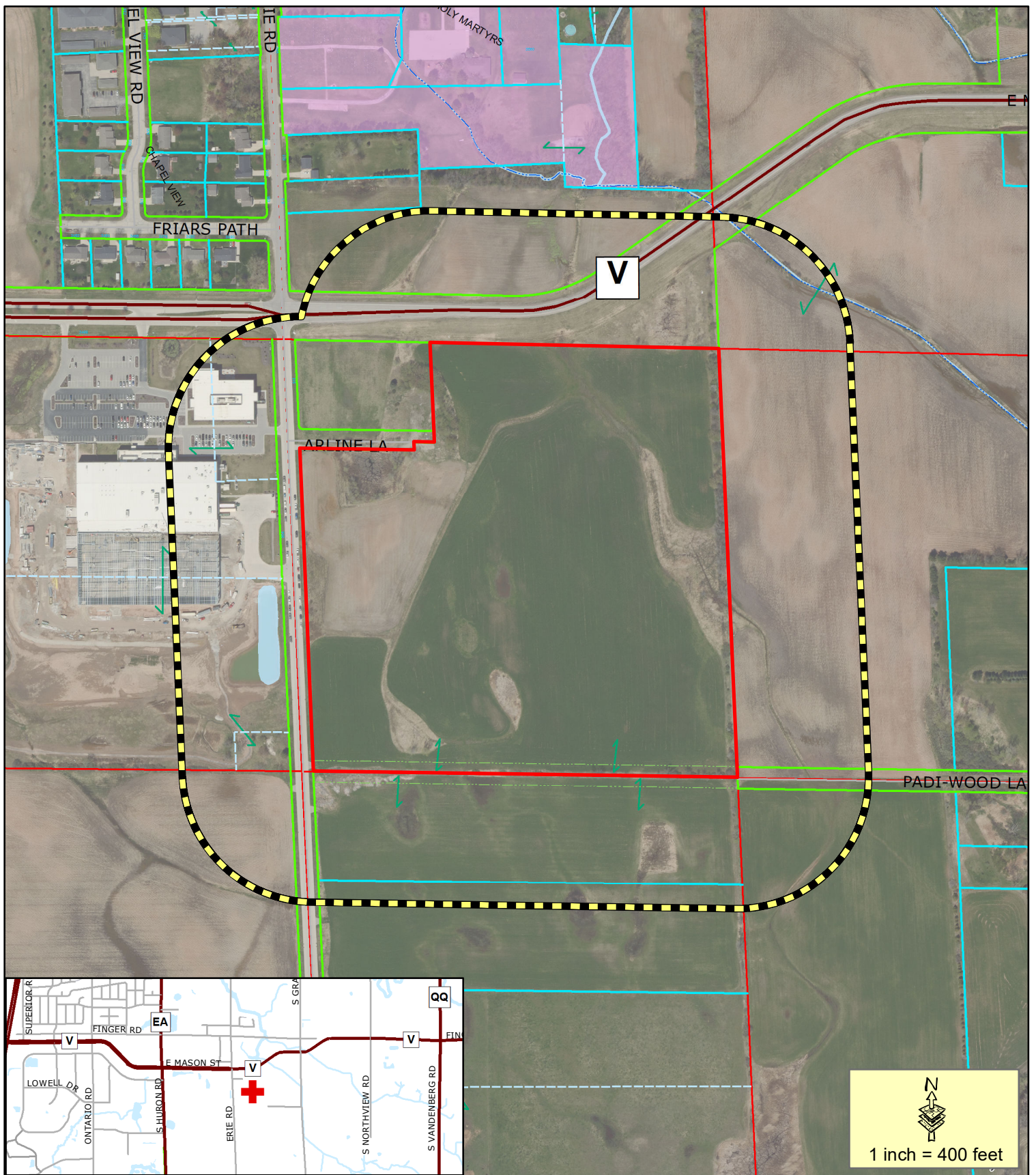
Zoning Petition (ZP 24-21)
Proposed Planned Unit Development(PUD)
for Grandview Industrial Park Phase II at
the 900 Block of Erie Road (Parcel 21-199)



EXHIBIT B: LAND-USE MAP

Land-Use Composition for:
Grandview
Industrial Park PUD
Green Bay, Wisconsin, USA





- Proposed PUD
- 400' Property Owner Notice

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Map prepared by DB

Zoning Petition (ZP 24-21)

Proposed Planned Unit Development(PUD) for Grandview Industrial Park Phase II at the 900 Block of Erie Road (Parcel 21-199)





Report to the Green Bay Plan Commission

MEETING DATE

July 30, 2024

PREPARED BY

Dena Mooney, Staff

AGENDA ITEM # P.4

To approve the request for a Conditional Use Permit to develop a two-family residential use in the Low-Density Residential District (R-1) at 814 S. Ashland Avenue, subject to the following conditions:

1. Install off-street parking for a two-family residential use that is in compliance with the Green Bay Municipal Code.
2. Compliance with all other regulations of the Green Bay Municipal Code.
(ZP 24-22 Public Hearing held July 22, 2024).

BACKGROUND

Primary Address: 814 S. Ashland Avenue

Alderson/District: Ald. Johnson, District 9

Reason for Request: To establish a two-family use (duplex) in the Low-Density Residential (R1) District

Surrounding Zoning and Land Uses:

Subject: Low-Density Residential (R1) | Single-Family Home

North: Low-Density Residential (R1) | Single and Two-Family Homes

South: Low-Density Residential (R1) | Single-Family Homes and Vacant land

East: Medium-Density Residential (R2) | Single, Two and Multi-Family Homes

West: Low-Density Residential (R1) and Public/Institutional (PI) | Single- and Two-Family Homes and Tank Elementary School

Comprehensive Plan: The 2022 Smart Growth Plan currently designates this area for Low Density Residential uses. The CUP request is consistent with the recommendations of the Comprehensive Plan.

Report: The subject request is located at 814 S. Ashland Avenue. The house has a history of being a two-family home, but the home was recently converted to a single-family home. The new owners, Carlos and Erika Hernandez, want to convert it back to a two-family. A duplex requires a Conditional Use Permit (CUP) in the R-1 zoning district and has the following land use development standards:

44-1580(b) Two-family dwelling, duplex in R-1 Residential Districts.

(1) No parking shall be located in the front yard or between the front facade and the street except on a permitted driveway providing access to parking areas beyond the front yard.

(2) Access to the second dwelling unit shall be either through a common hallway with one front entrance or by means of a separate entrance. The primary entrance shall be located on the facade fronting a public street.

(3) New housing types should be introduced in limited quantities to increase diversity and housing choice, not to replace whole blocks of existing housing. Therefore, no duplex shall be constructed and no single-family dwelling shall be converted to a duplex within a distance of 300 feet from any other two-family or multifamily dwelling located within the same block without a conditional use permit.

(4) Duplexes shall be designed to reflect the general architectural style of surrounding buildings on the block, including front yard depth, height and roof pitch, primary materials, facade detailing, and size and placement of window and door openings. Renderings of all buildings elevations designs must be complementary with the neighborhoods. This requirement shall only apply under the in-fill lot definition.

Staff has reviewed the development standards as they pertain to the proposal. While standards (2) and (4) above have been determined to comply, items (1) and (3) need further analysis. Parking on the site does not comply with the off-street parking requirements of Sec. 44-1726(e). While existing parking is not located in the front yard or between the front façade and the street per (1) above, City code does require a minimum of two spaces per dwelling unit with one space per unit being an enclosed (garage) space. There is no enclosed parking on the site. Furthermore, the driveway and parking area are gravel, which is nonconforming. Staff recommends conditioning the approval on the installation of code-compliant off-street parking. For (3) above, we do an assessment of properties in the same block within 300-feet. There are currently two other two-family dwellings in the same block. Three more are on the block to the north and then three other two/multi-family dwellings are on the east side of S. Ashland Avenue, but that area is zoned Medium-Density Residential (R-2).

In the review of the Conditional Use Permit (CUP), 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 Section 44-83 within the Municipal Code.*
- 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.*

Just like the development standards, item #6, which also pertains to parking facilities, is not met.

As long as the necessary parking facilities are installed in accordance with City code, staff believe the request complies with the development and conditional use permit standards. Ald. Johnson and adjacent property owners within 200 ft. of the subject area have been notified of the request. There have been no inquiries regarding this request as of the drafting of this report.

RECOMMENDATION

Approval of the request, subject to the following conditions:

1. Install off-street parking for a two-family residential use that is in compliance with the Green Bay Municipal Code.
2. Compliance with all other regulations of the Green Bay Municipal Code

FISCAL IMPACT

ATTACHMENTS

1. ZP 24-22 Application
2. ZP 24-22 Narrative
3. ZP 24-22 Building Plan

4. ZP 24-22 Map
5. ZP 24-22 300' Buffer Map



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: 814 S Ashland Ave

Parcel Number(s): 2-347

Petitioner(s): Erika Hernandez Martinez

Date: 06/10/2024

Email: 03erikax@gmail.com

Phone Number: 920-393-0604

Address: 1550 Cormier rd

City: Green Bay

State: WI

Zip: 54313

Property Owner: Erika Hernandez Martinez & Carlos Hernadez

Phone Number: 920-393-0604

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, Erika Hernandez Martinez, 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: 6/10/24

Petitioner Signature(s): _____

Checklist of required attachments:

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

For office use only:

Review Fee: _____

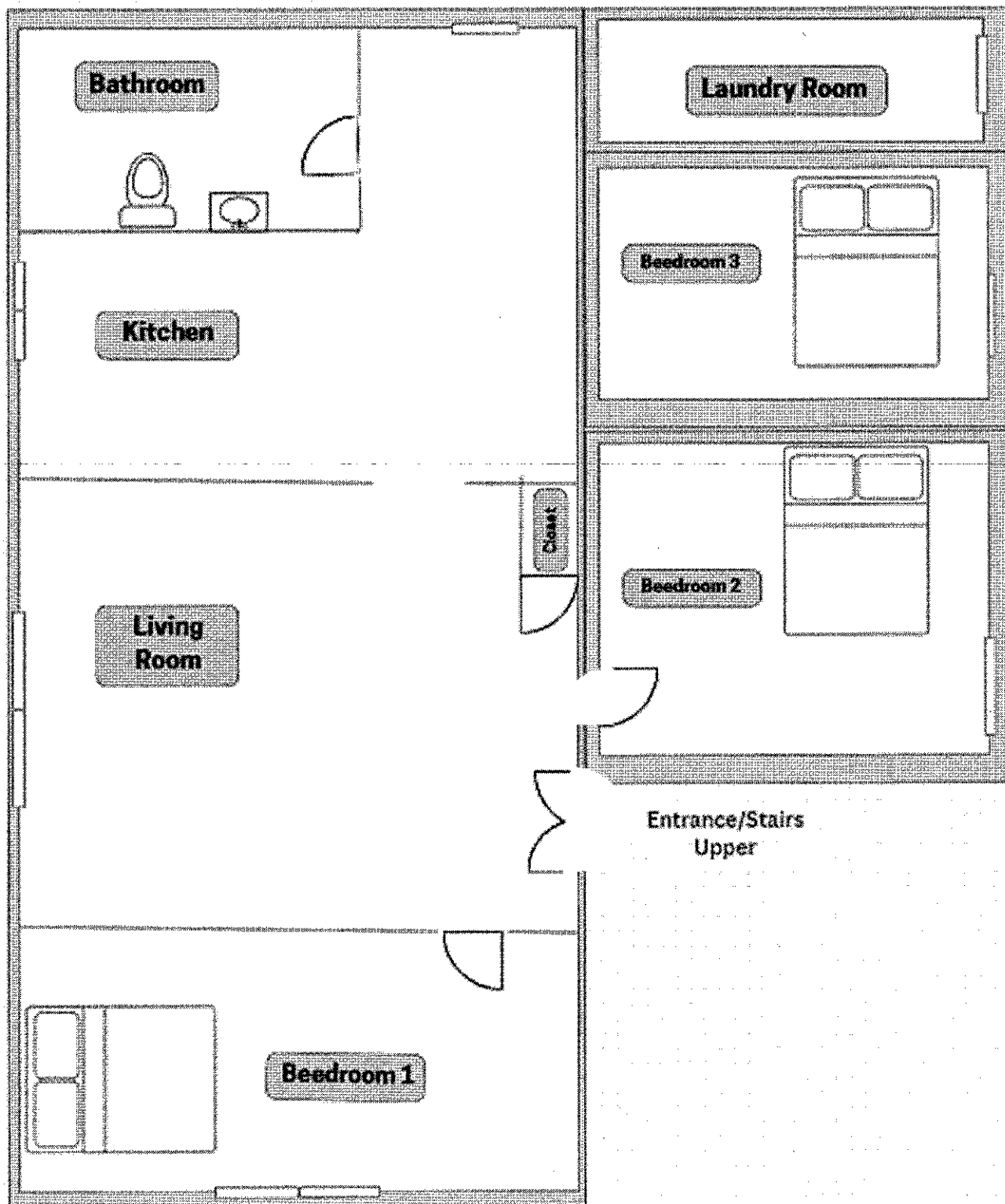
Receipt No.: _____

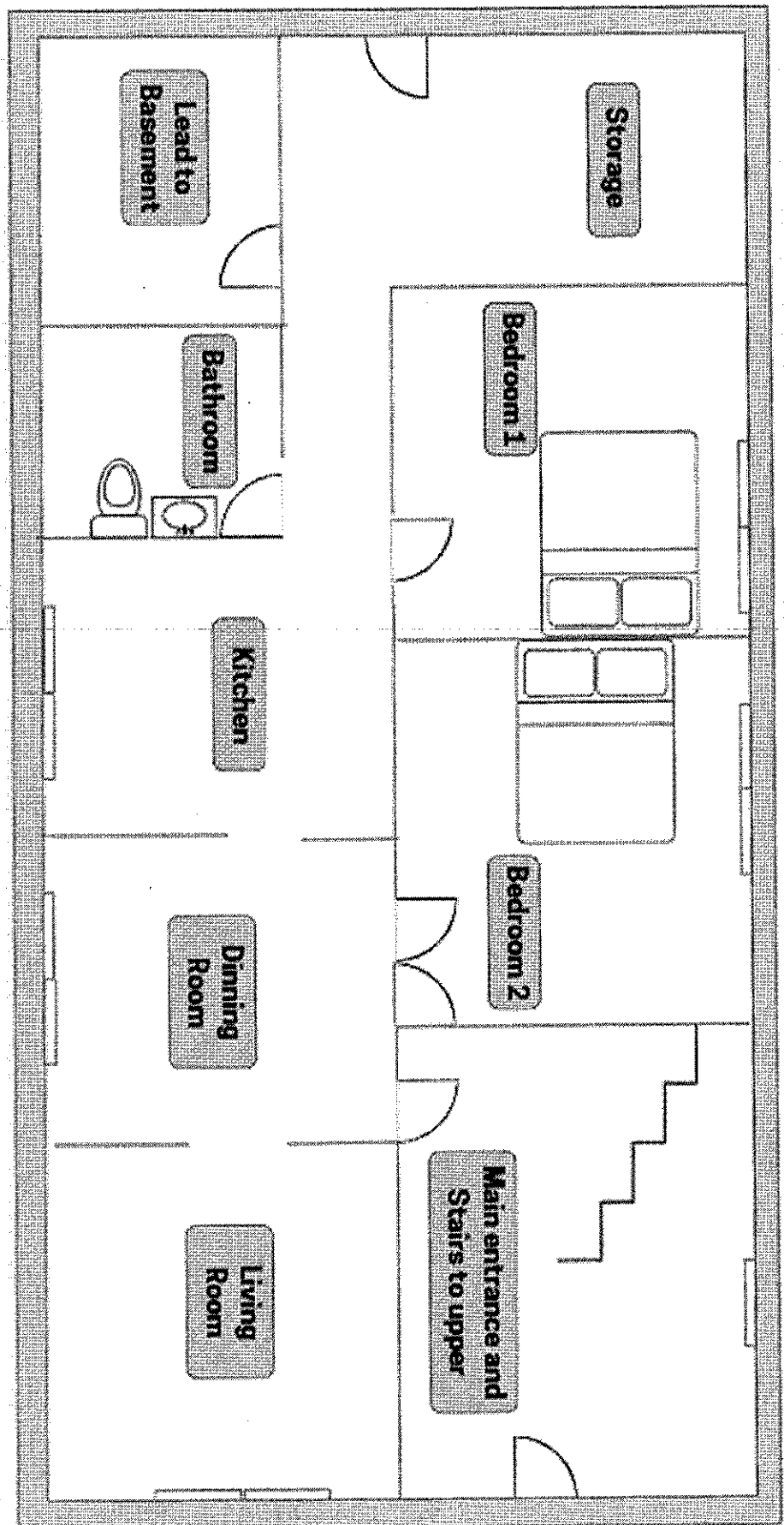
Zoning Petition No.: _____

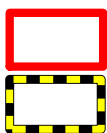
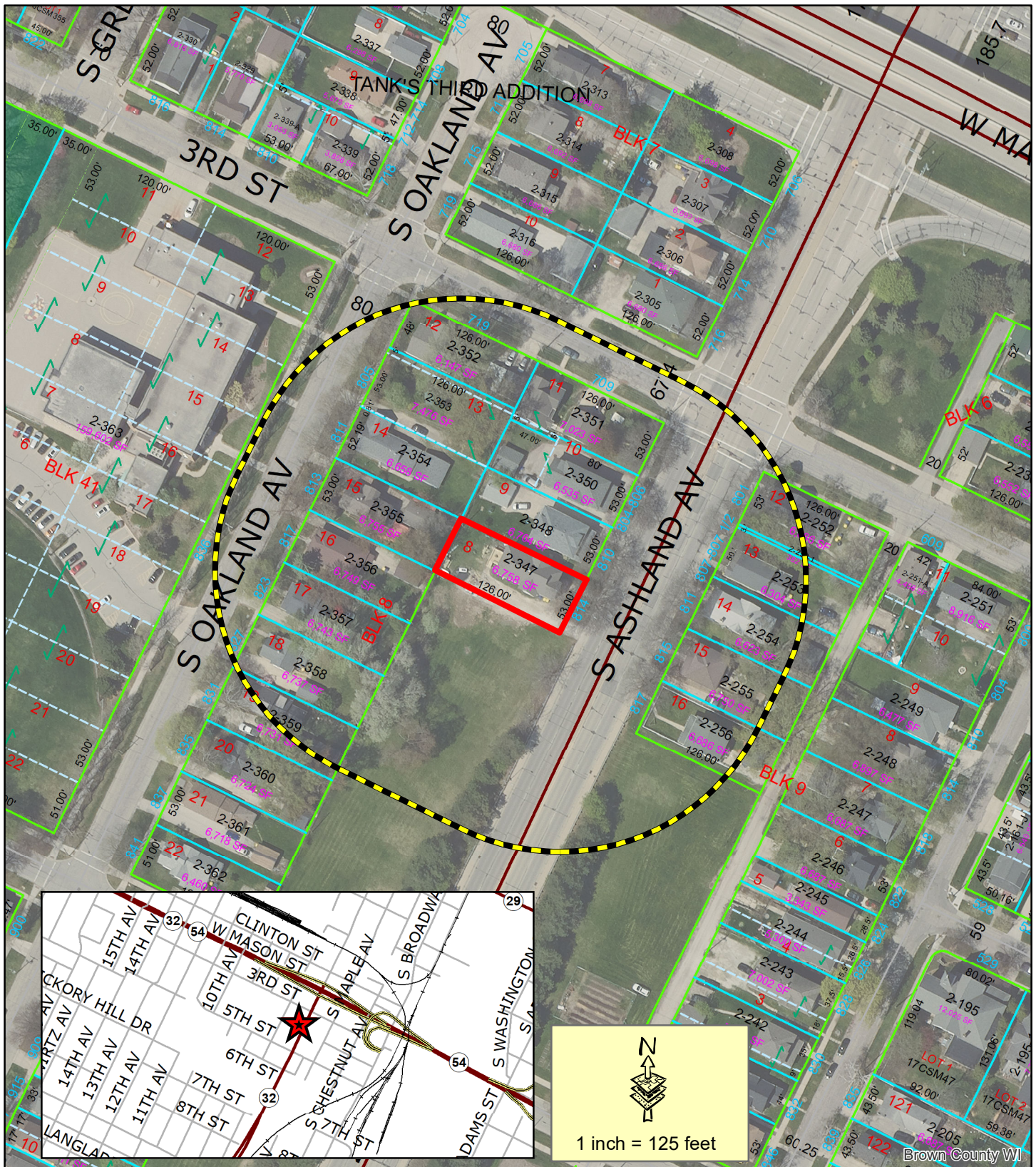
Hello,

My name is Erika Hernandez Martinez, and we are looking to convert 814 S Ashland Ave Green Bay, WI 54304 to a multi-family home. It is currently zoned as a single-family home. The property was previously used a multi-family home. The property is currently set up a 2-unit property upper and lower, Each unit has its own separate amenities and each have their own entrance.

Thank you!







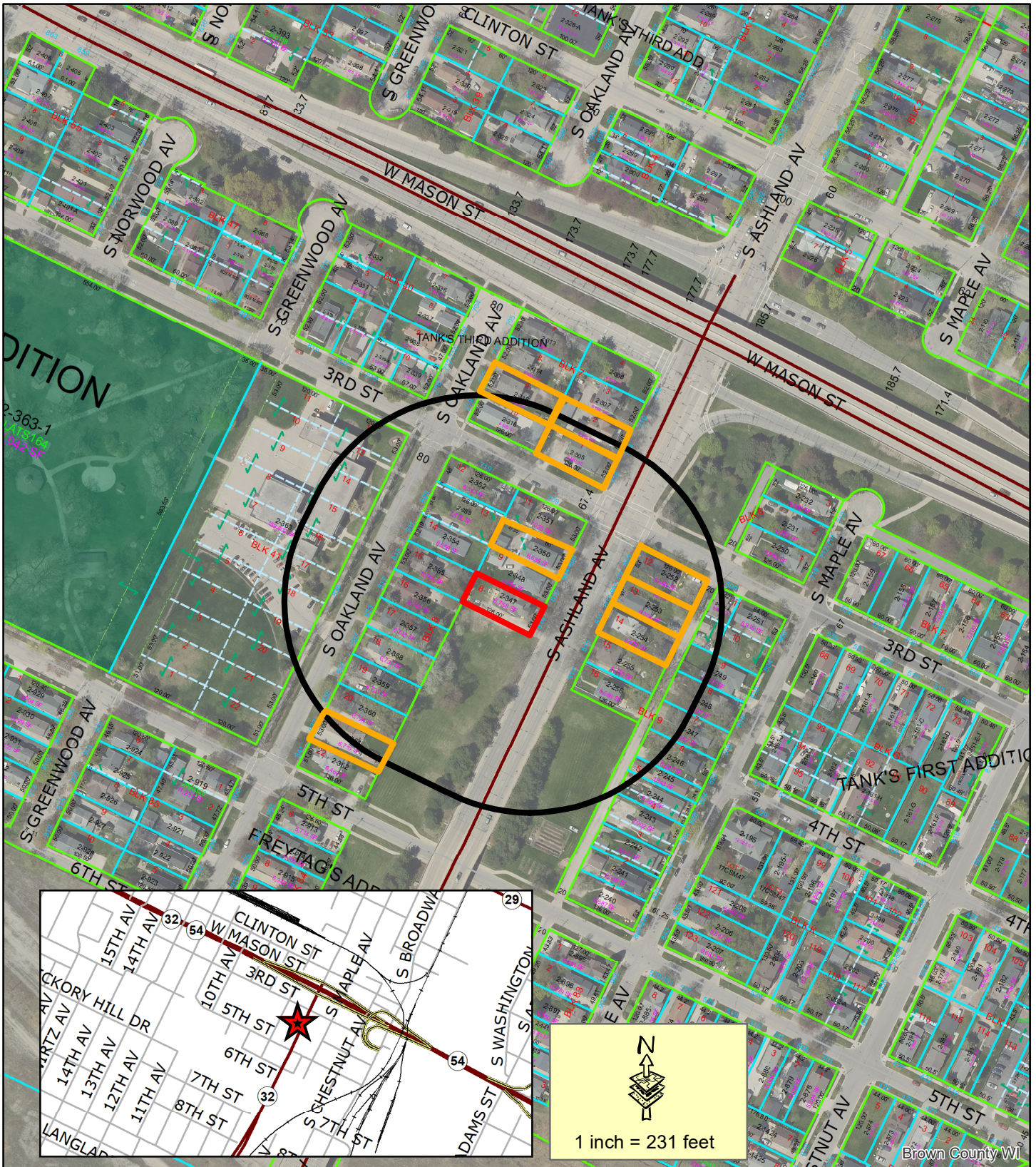
Subject Area

200' Property Owner Notice

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

Zoning Petition ZP 24-22 Conditional Use Permit at 814 S. Ashland Ave





- Subject Area**
- Two/Multi-Family Homes**
- 300' Two/Multi-Family Buffer**

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 DM.

Zoning Petition
2P 24-22
Conditional Use Permit at
814 S. Ashland Ave





Report to the Green Bay Plan Commission

MEETING DATE

July 30, 2024

PREPARED BY

Jon LeRoy, Zoning Administrator

AGENDA ITEM # P.5

[ITEM WITHDRAWN AT PETITIONERS REQUEST] Request for a Conditional Use Permit to construct a single-family residential building in an Office Residential (OR) District at 158 N Maple Avenue. Umer Sheikh of Investment Creations, LLC, applicant; City of Green Bay Redevelopment Authority, property owner.

BACKGROUND

Primary Address: 158 N Maple Street

Alderson/District: Ald. B. Johnson, District 9

Reason for Request: To permit the development of a single-family residential home within an Office Residential (OR) district. A conditional use permit is required for single-family residences within the OR district.

Subject Parcel Zoning and Land Use: Subject property is zoned Office Residential and is a vacant three-story building.

Surrounding Zoning and Land Uses:

North: Office Residential (OR) | Single Family Residence

South: Office Residential (OR) | Single Family Residence

East: Office Residential (OR) | Multi Family Residence

West: Office Residential (OR) | Single Family Residence

Comprehensive Plan: The 2022 Smart Growth Plan designates this area for low density residential. Single-family residential use is classified as low-density residential use.

Analysis: The parcel at 1308 E Walnut is a corner lot located at the southeast intersection of Hubbard and North Maple Streets. The parcel contains a three-story residence which has been used for multi-family residential uses in the past but has remained unoccupied for years. The home was built in 1934 and is three stories tall.

The site is currently owned by the Redevelopment Authority. Past RFPs were put forth on the property seeking to elicit proposals to rehab the property to single family residential use or other visions for the property. Staff received a proposal from Investment Creations LLC to rehab the property for the use of a single-family residence with an attached garage placed on the northeast corner of the house.

The developer seeks to renovate the exterior (siding, roofing, doors, porch, chimney) and interior renovations (kitchen, living room, primary suite, bathrooms, and the addition of a single stall garage). The addition of a garage appears to create a driveway length to the property line of approximately 19 feet with a distance of approximately 20 feet to the back of the walk. This creates a situation where two parking spaces can be created, meeting bulk requirements.

A Conditional Use Permit (CUP) is required for the use of a single-family home within the Office Residential (OR) District. In the review of the CUP, 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 Section 44-83 within the Municipal Code.
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 overall size of the lot and existing building can adequately fit a single family home with an additional attached garage build.

Ald. Johnson and property owners within 200 feet of the parcel were notified of the request for action. Staff has not received inquiries about the action as of the drafting of this report.

RECOMMENDATION

Approval of the request, subject to compliance with the Green Bay Municipal Code.

FISCAL IMPACT

Approval of the request, subject to compliance with all other regulations of the Green Bay Municipal Code.

ATTACHMENTS

1. ZP 24-23 Application
2. ZP 24-23 Property Map
3. 24-23 Concept Site Plans
4. 24-23 Concept Driveway



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 Ave, Green Bay WI

Parcel Number(s): 4-95

Petitioner(s): Investment Creations, LLC (Umer Sheikh) Date: 06/13/2024

Email: umersheikh@investmentcreations.com Phone Number: 414-793-7887

Address: PO Box 91 City: Neenah State: WI Zip: 54957

Property Owner: Redevelopment Authority of 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, Umer Sheikh, 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)
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- ☐ Approve Final Condominium Plat (\$150.00 Review Fee)
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- ☐ 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: 06/13/2024

Petitioner Signature(s): 

Checklist of required attachments:

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

For office use only:

Review Fee: 375

Receipt No.: _____

Zoning Petition No.: _____

REQUEST FOR CITY ACTION PLAN COMMISSION

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

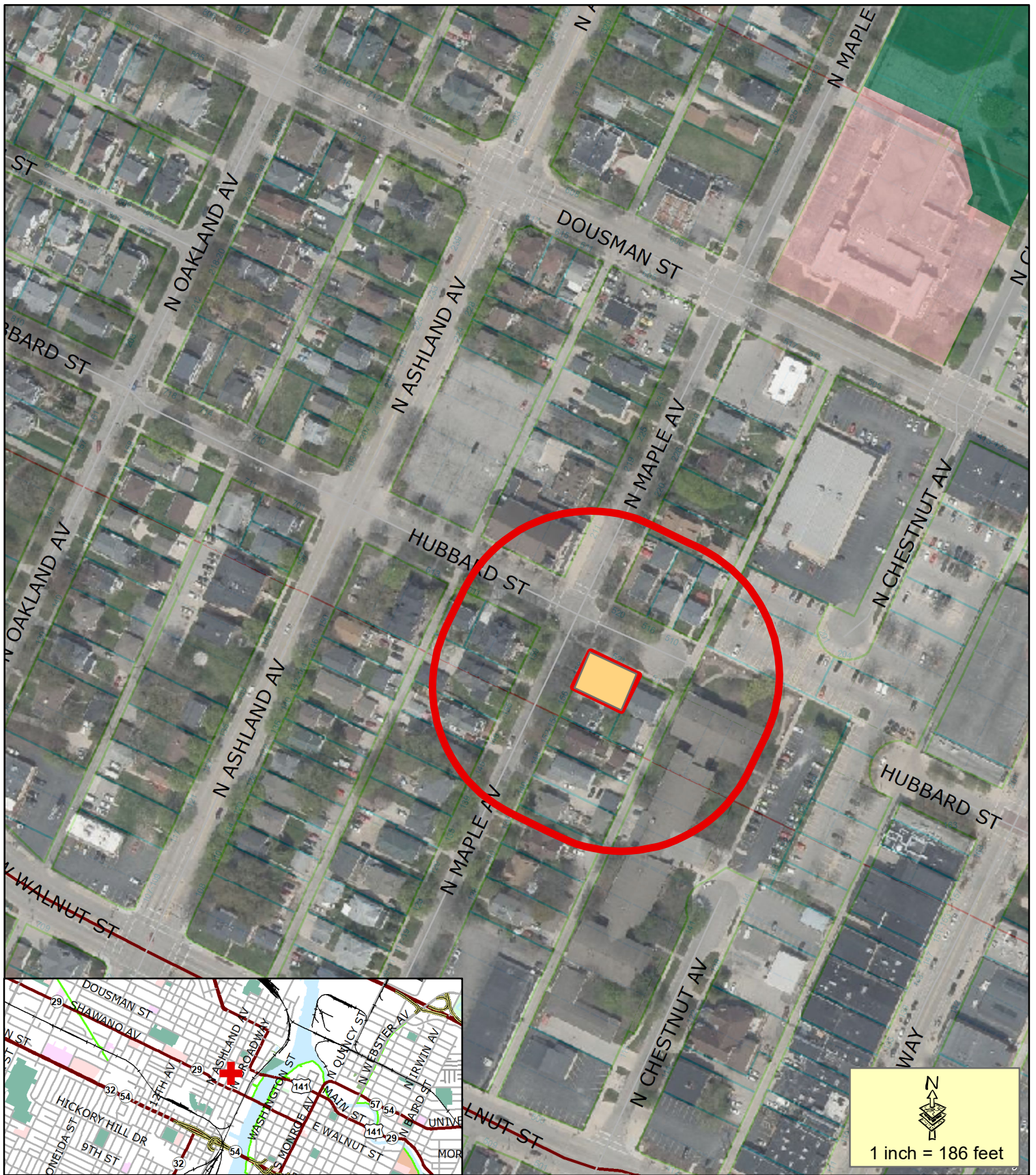
Per WI State Statue 66.1003:

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

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

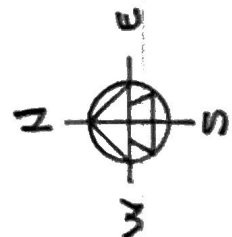
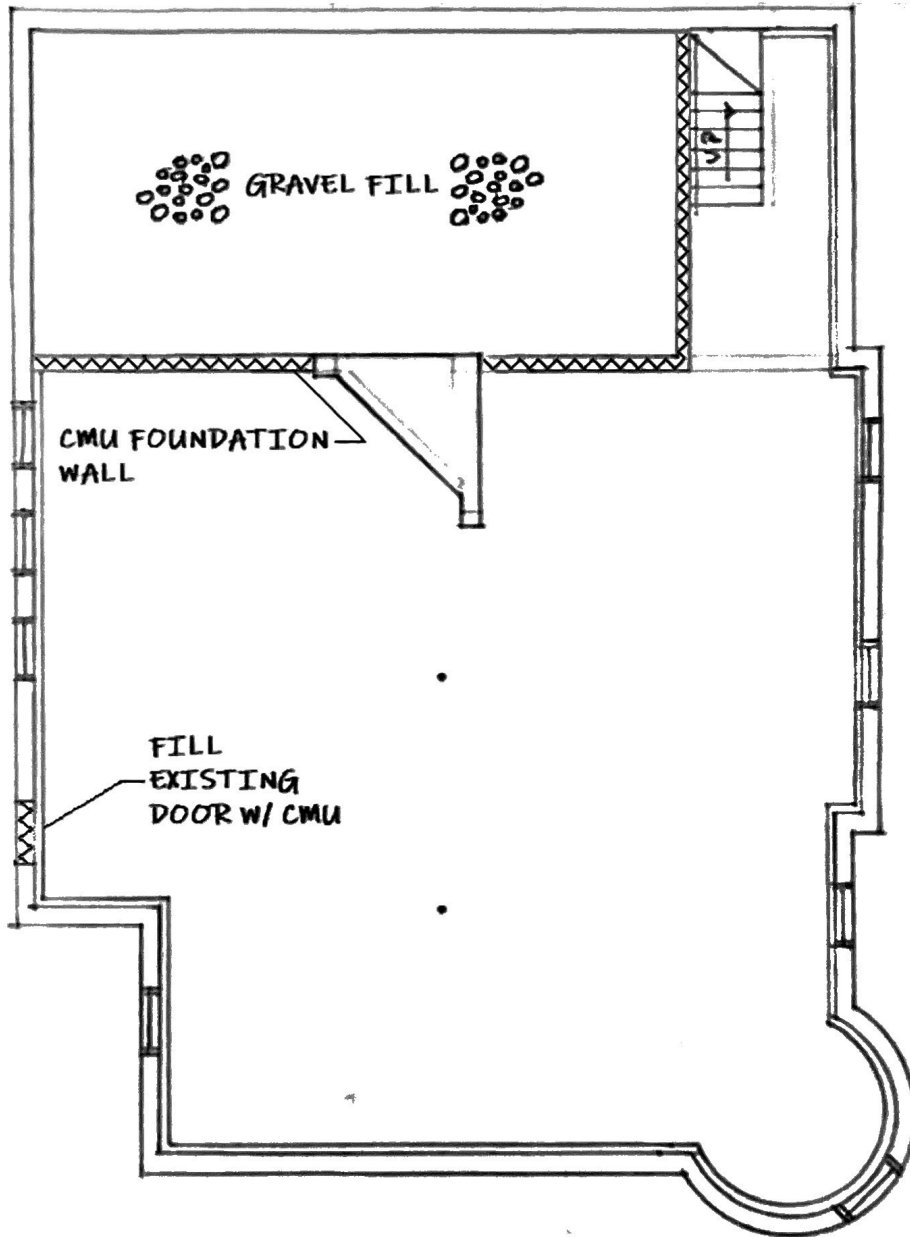


- Proposed CUP Parcel
- 200' Property Owner Notice

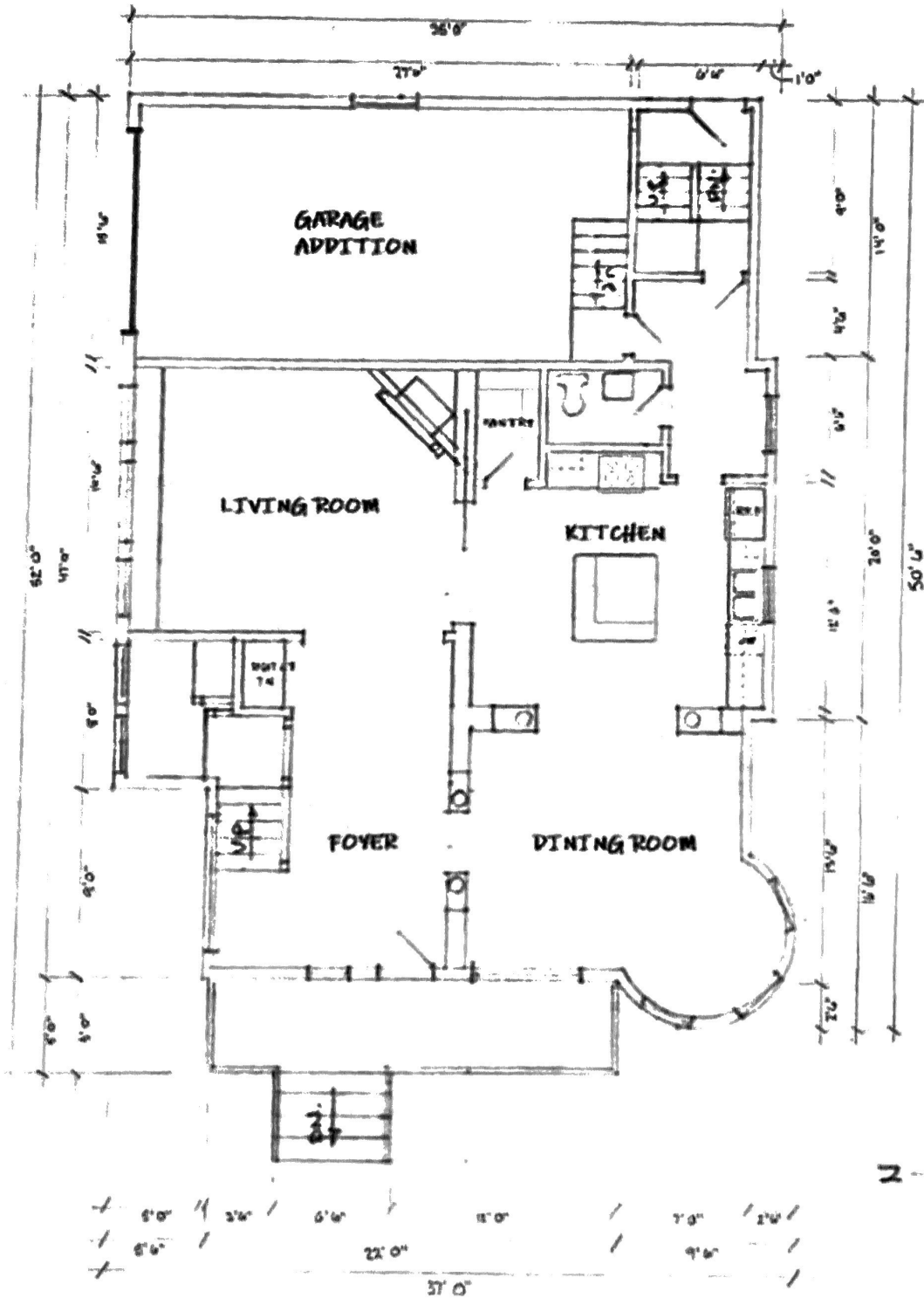
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Map prepared by JL

**Conditional Use Permit
(CUP) Request
Single-Family Residential Use in (OR)
Office-Residential District
158 N Maple Ave**

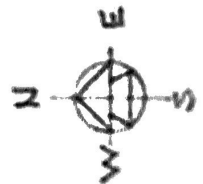
Plans:

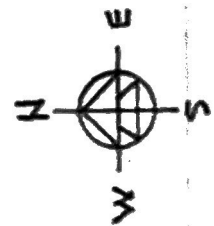
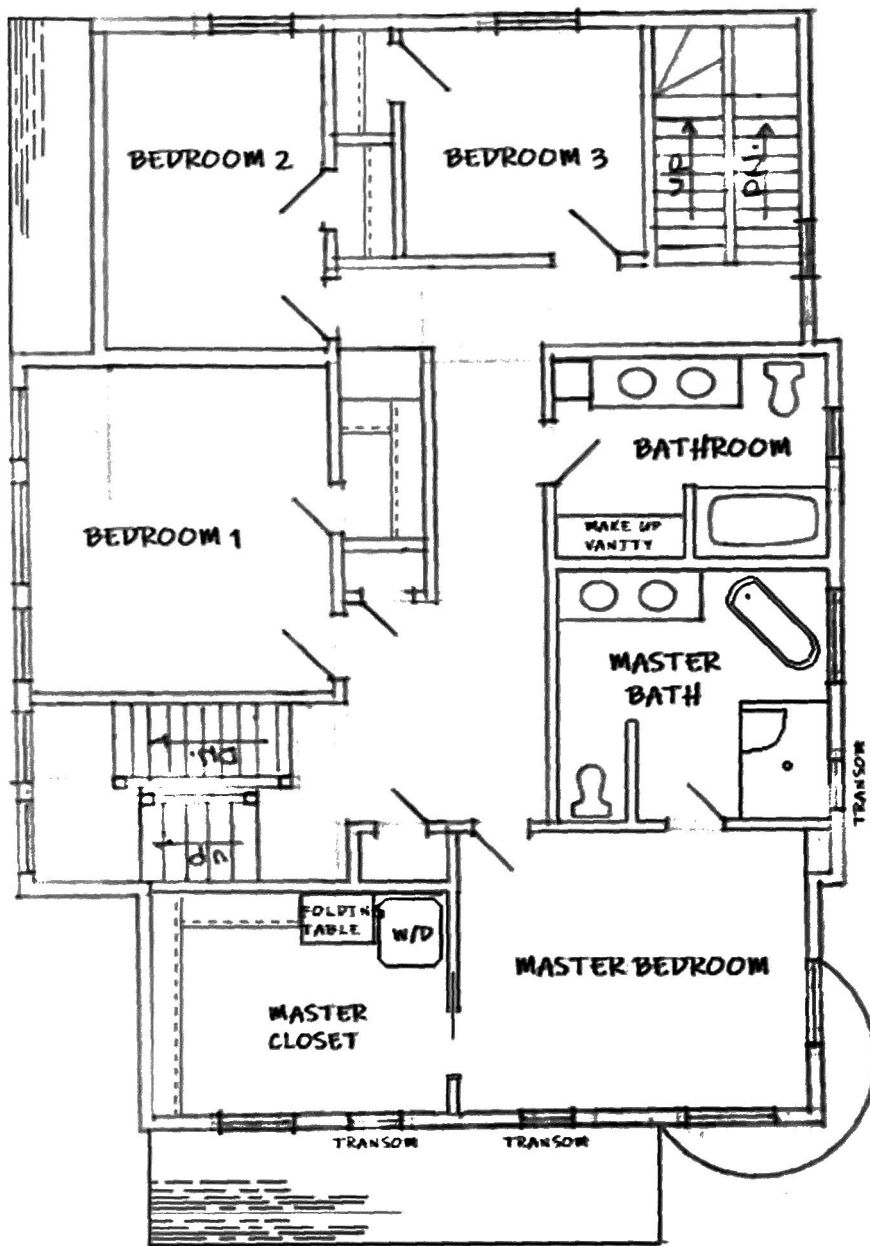


BASEMENT PLAN SCALE: 1/4" = 1'-0"
158 N. MAPLE AVE. GREEN BAY, WI.

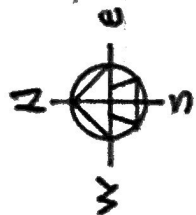
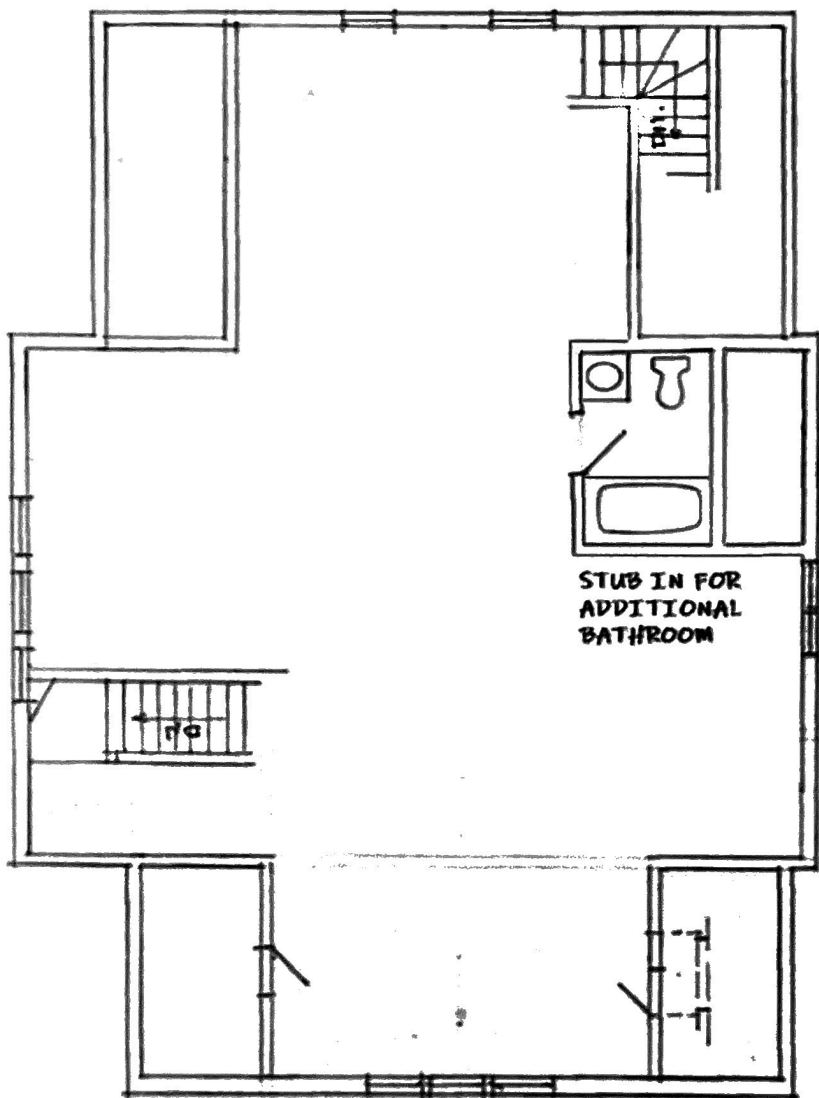


FIRST FLOOR PLAN SCALE: 1/4" = 1'-0"
 (Dimensions Approx.)
 152 N. MAPLE AVE. GREEN BAY, WI.





SECOND FLOOR PLAN SCALE: HTS
 158 N. MAPLE AVE. GREEN BAY, WI.



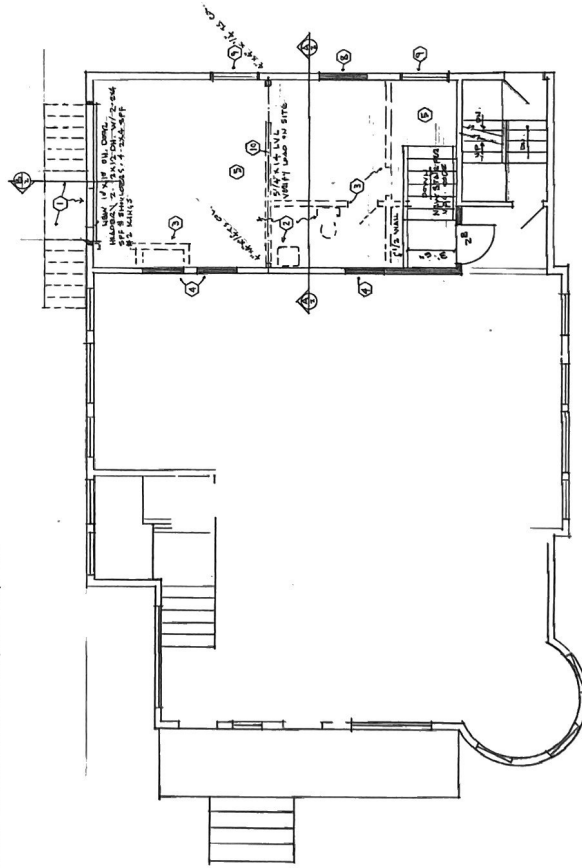
THIRD FLOOR PLAN SCALE HTS
158 N. MAPLE AVE. GREEN BAY, WI.



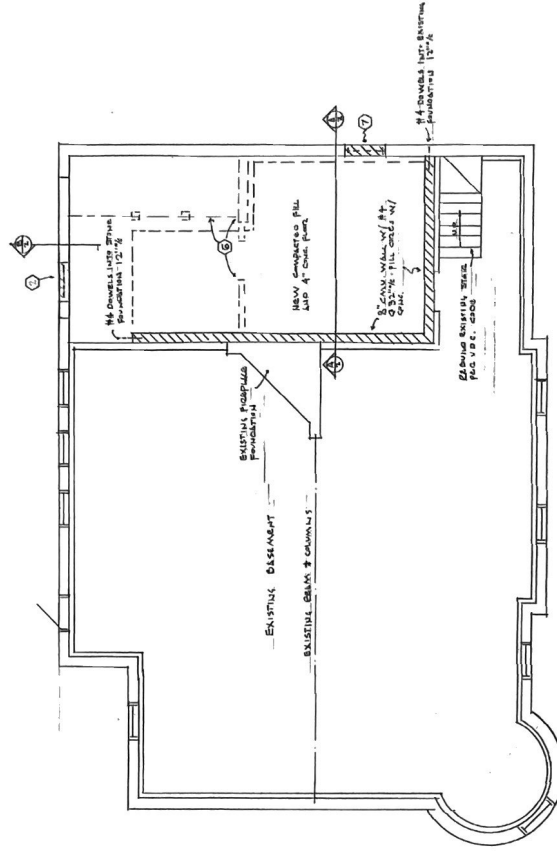
AERIAL PHOTO SITE PLAN NO SCALE
158 N. MAPLE ST. GREEN BAY, WI

DEMOLITION AND CONSTRUCTION NOTES

- Remove wood shed roof, loading & stairs, stone exterior wall, cut in new opening for new 12' x 12' overhead door, provide header.
- Remove plumbing fixtures.
- Remove non-bearing stud walls.
- Close up existing openings.
- Remove wood floor system.
- Remove first floor beam, CMU foundation wall & wood stud bearing wall.
- Remove basement window, CMU close in opening, provide #4 dowels 8" into existing CMU foundation walls & stone sill, fill cores with concrete.
- Remove window, close opening.
- Remove window, provide new CMU window approximately 36" x 48", close in opening to new window.
- Shore up 2nd floor system, remove bearing wood shed wall, provide beam & column to basement foundation walls.



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



BASEMENT PLAN SCALE: 1/4" = 1'-0"

GENERAL NOTES

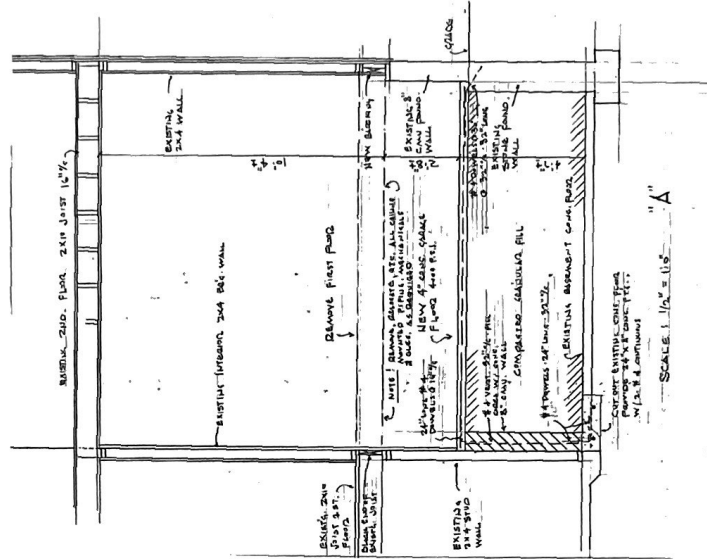
CONSTRUCTION OF THIS BUILDING SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE FOLLOWING CODES, ORDINANCES AND STANDARDS. IN THE CASE OF A CONFLICT THE MOST STRINGENT SHALL APPLY.

CONTRACTORS SHALL LOCATE ALL UTILITIES BEFORE CONSTRUCTION AND NOTIFY THE ARCHITECT/ENGINEER AND OWNER OF ANY INTERFERENCE.

CONTRACTORS SHALL PROVIDE ALL BARRELS, BRACED, PROPS AND SAFETY EQUIPMENT AND PRECAUTIONS REQUIRED BY ALL CODES AND SAFE CONSTRUCTION PRACTICES.

ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH ALL CODES OR AGENCIES HAVING JURISDICTION OVER THE PROJECT. ALL MATERIALS SHALL BE INSTALLED PER MANUFACTURER REQUIREMENTS AND RECOMMENDATIONS.

NOTE: ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE FOLLOWING CODES, ORDINANCES AND STANDARDS. IN THE CASE OF A CONFLICT THE MOST STRINGENT SHALL APPLY. CONTRACTORS SHALL LOCATE ALL UTILITIES BEFORE CONSTRUCTION AND NOTIFY THE ARCHITECT/ENGINEER AND OWNER OF ANY INTERFERENCE. CONTRACTORS SHALL PROVIDE ALL BARRELS, BRACED, PROPS AND SAFETY EQUIPMENT AND PRECAUTIONS REQUIRED BY ALL CODES AND SAFE CONSTRUCTION PRACTICES. ALL CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH ALL CODES OR AGENCIES HAVING JURISDICTION OVER THE PROJECT. ALL MATERIALS SHALL BE INSTALLED PER MANUFACTURER REQUIREMENTS AND RECOMMENDATIONS.	LLOYD CARPENTER ARCHITECT LLC 2643 Maple Hill Dr., Green Bay, WI 54313 Phone: (920) 865-1111 Fax: (920) 865-1112 lloyd@lloydca.com	DATE: 1/14/20 FILE: 4 JOB NO.:
	HOUSE ALTERATIONS FOR R.D.A. GREEN BAY 158 N. MAPLE ST.	



NOTE
ALTHOUGH EVERY EFFORT
HAS BEEN MADE IN PREPARING
THESE PLANS AND CHECKING
THEM FOR ACCURACY, THE
CONTRACTOR MUST CHECK A
DETAILS, DIMENSIONS &
CONDITIONS AND REPORT ANY
DISCREPANCIES TO THE
ARCHITECT BEFORE
CONSTRUCTION.

LLOYD CARPENTER ARCHITECT LLC
2463 Maple Hills Dr., Green Bay, WI 54313

DATE: 04/16/20

HOUSE ALTERATIONS FOR
R.D.A. GREEN BAY
152 N. MAPLE ST.

2

of 2

Conceptual Driveway Re-Alignment for New Attached Garage





Report to the Green Bay Plan Commission

MEETING DATE

July 30, 2024

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # P.6

To approve the request to amend the Smart Growth 2022 Comprehensive Plan for the northern side of the 1200 Block of Perrot Street from Medium to High Density Residential to Low Density Residential. (ZP 24-02 Public Hearing held July 22, 2024).

BACKGROUND

Reason for Request: The proposed comprehensive plan amendment will allow for a rezoning of properties with the appropriate zoning district.

Surrounding Zoning and Land Uses:

Subject: Varied-Density Residential (R3) | Single-Family Homes and Vacant Land

North: Light Industrial (LI) | Office and Vacant Lots

South: Low-Density Residential (R1) | Single-Family Homes

East: General Commercial (C1) | Restaurant

West: Right-of-Way | Radisson Street

Report: The City is proposing a zoning change along the northern side of the 1200 Block of Perrot Street. This block contains eight parcels. Of those, four are already used for low-density residential uses, and the remaining four are platted at the same sizes and vacant. With interest in developing low-density housing on the remaining lots, the City is proposing a rezoning from Varied-Density Residential (R3) to Low-Density Residential (R1). To accomplish this, the comprehensive plan needs to be updated. It currently calls for Medium/High-Density Residential uses in this area. Staff is proposing an amendment to Low-Density Residential uses.

Ald. Prestley and neighbors within 200 ft. have been notified of the meeting based on Plan Commission policy. Staff has not received any inquiries about the request as of the drafting of this report.

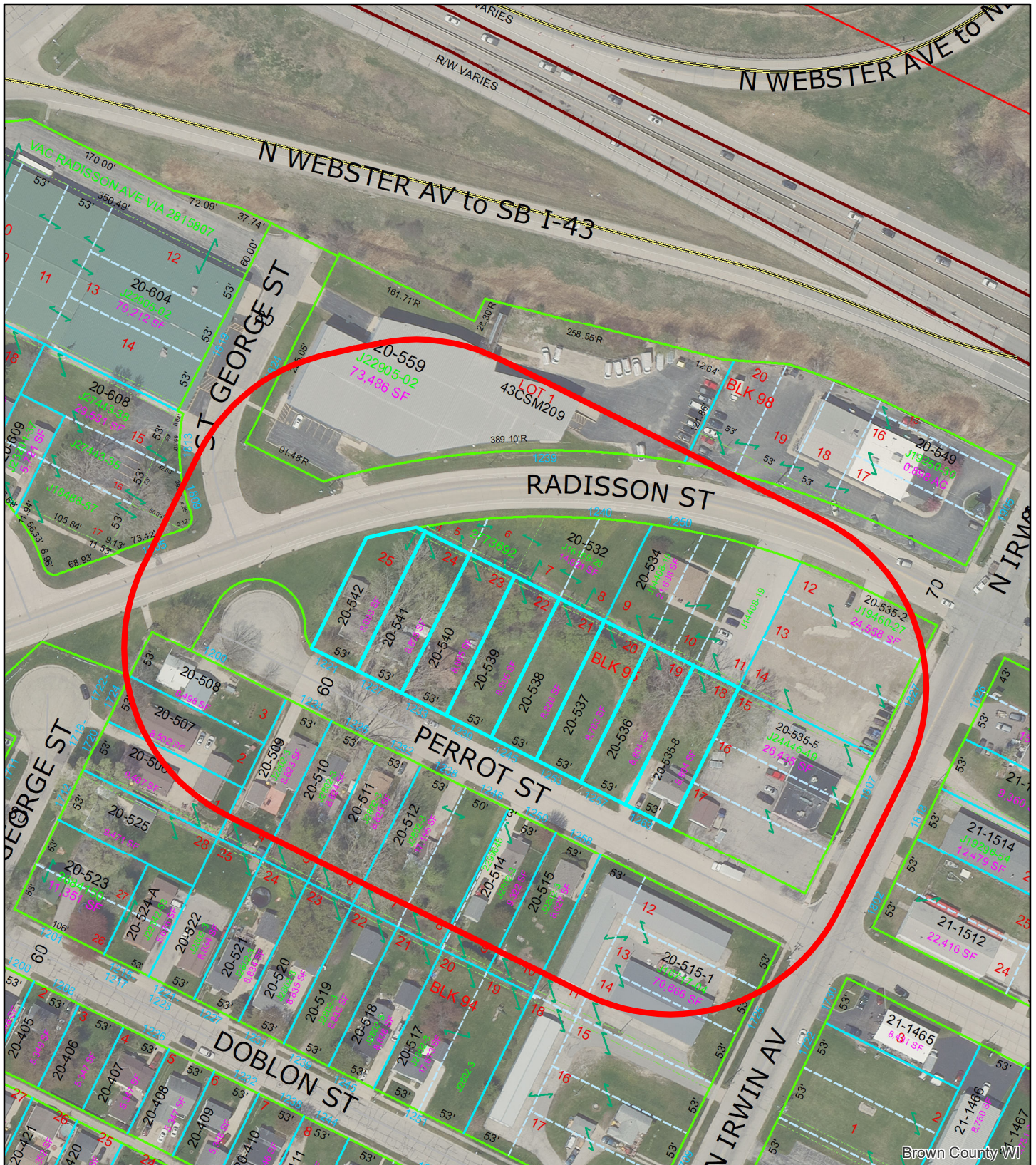
RECOMMENDATION

Approval of the request.

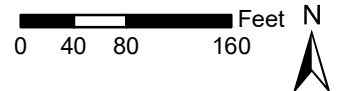
FISCAL IMPACT

ATTACHMENTS

1. ZP 24-24 CPA 24-02 Map
2. CPA 24-02 Application



(ZP 24-24 & CPA 24-02) Rezone at North 1200 Block of Perrot 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. 10 Jul 2024 X:\Planning\Basemaps\template_8.5x11.mxd

- 1200 Block Perrot Street
- 200' Notification Area



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: 1221-1263 Perrot Street

Parcel Number(s): 20-542, 20-541, 20-540, 20-539, 20-538, 20-537, 20-536, 20-535-8

Petitioner(s): City of Green Bay DCED

Date: 6/24/24

Email: daveid.buck@greenbaywi.gov

Phone Number: 920-448-3411

Address: 100 N Jefferson Street-608

City: GB

State: WI

Zip: 54301

Property Owner: Multiple

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, Dept of Community & Economic Development, 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) |
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| ☐ | 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: waived

Receipt No.: n/a

Zoning Petition No.: ZP 24-24



Report to the Green Bay Plan Commission

MEETING DATE

July 30, 2024

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # P.7

To approve the request to rezone the northern side of the 1200 Block of Perrot Street from R-3, Varied Density Residential District, to R-1, Low Density Residential District. (ZP 24-24 Public Hearing held July 22, 2024).

BACKGROUND

Primary Address: Northern portion of the 1200 Block of Perrot Street

Alderson/District: Ald. Prestley, District 6

Reason for Request: The proposed rezoning will best match the existing land use.

Surrounding Zoning and Land Uses:

Subject: Varied-Density Residential (R3) | Single-Family Homes and Vacant Land

North: Light Industrial (LI) | Office and Vacant Lots

South: Low-Density Residential (R1) | Single-Family Homes

East: General Commercial (C1) | Restaurant

West: Right-of-Way | Radisson Street

Comprehensive Plan: The 2022 Smart Growth Green Bay Comprehensive Plan currently recommends Medium/High Density Residential uses for this parcel. Application CPA 24-02 (also on this agenda) recommends a change from Medium/High Density Residential to Low Density Residential. This rezoning is consistent with this recommendation.

Report: The subject area is located on the northern side of the 1200 Block of Perrot Street. This includes eight residential lots, all approximately 8,800 square feet in size. Of these parcels, three are currently occupied with single-family homes, one has a two-family home, and the rest are vacant green lots. This portion of Perrot Street is a dead end with a cul-de-sac at the end, near Radisson Street. There is substantial landscaping along the northern property lines of the subject parcels. This, along with a small hill, acts as a buffer between the subject parcels and the adjacent industrially zoned parcels. Additionally, the industrially zoned parcels are not used for industrial purposes and are presumably too small to be occupied by most industrial uses in the future.

Due to topography and existing low-density residential uses, staff believes a rezoning to R1 is most appropriate for current and future development.

Ald. Prestley and neighbors within 200 feet have been notified of the meeting based on Plan Commission policy. No inquiries have been made as of the drafting of this report.

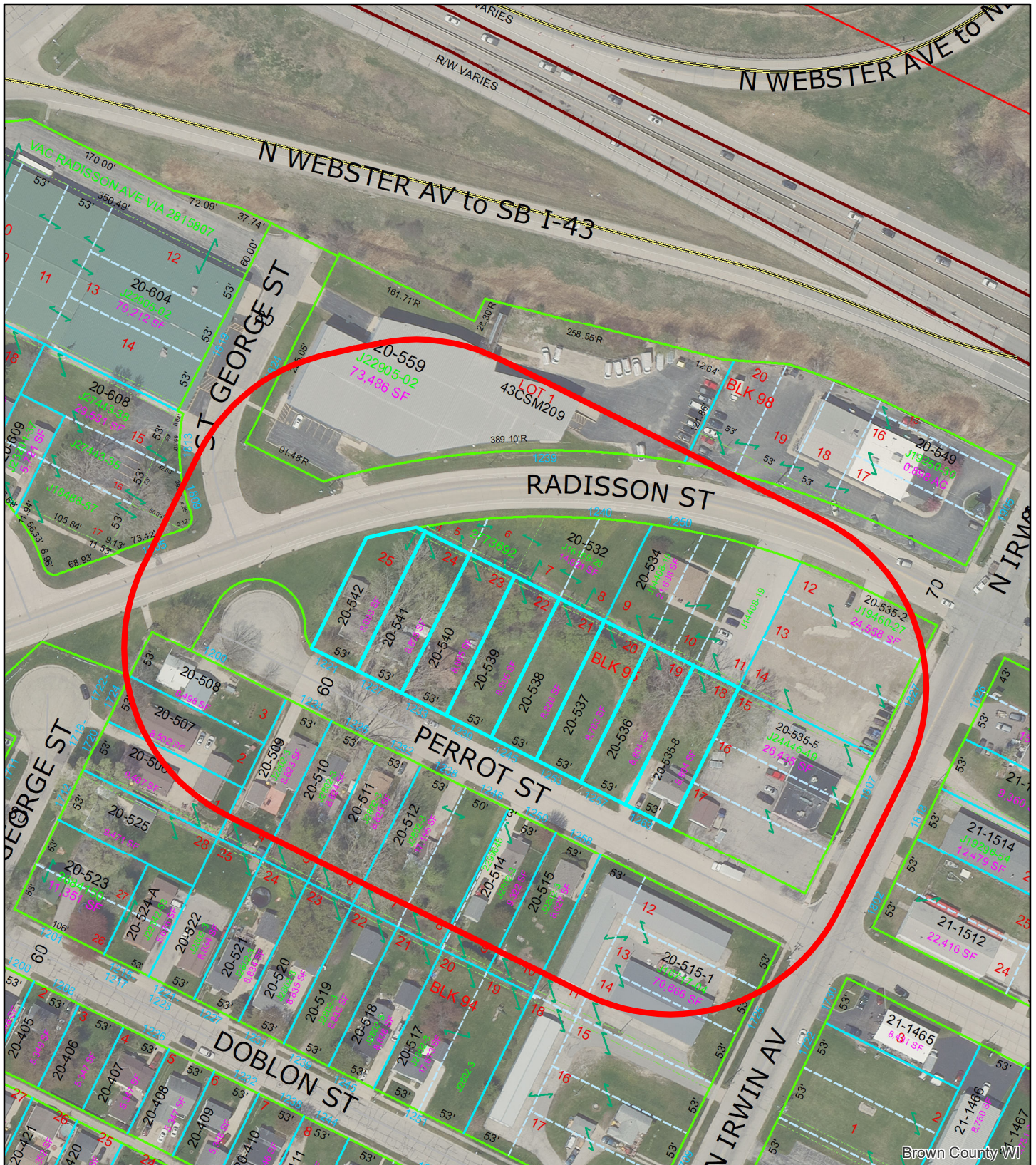
RECOMMENDATION

Approval of the request.

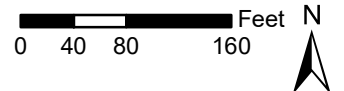
FISCAL IMPACT

ATTACHMENTS

1. ZP 24-24 CPA 24-02 Map
2. ZP 24-24 Application



(ZP 24-24 & CPA 24-02) Rezone at North 1200 Block of Perrot 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. 10 Jul 2024 X:\Planning\Basemaps\template_8.5x11.mxd

- 1200 Block Perrot Street
- 200' Notification Area



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: 1221-1263 Perrot Street

Parcel Number(s): 20-542, 20-541, 20-540, 20-539, 20-538, 20-537, 20-536, 20-535-8

Petitioner(s): City of Green Bay DCED

Date: 6/24/24

Email: daveid.buck@greenbaywi.gov

Phone Number: 920-448-3411

Address: 100 N Jefferson Street-608

City: GB

State: WI

Zip: 54301

Property Owner: Multiple

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, Dept of Community & Economic Development, 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: waived

Receipt No.: n/a

Zoning Petition No.: ZP 24-24



Report to the Green Bay Plan Commission

MEETING DATE

July 30, 2024

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # P.8

[ITEM WITHDRAWN AT PETITIONERS REQUEST] On a request to establish a Planned Unit Development for the property located at 1820 Frank Street, submitted by Vierbicher on behalf of Wisco Short Term Rentals LLC, the property owner.

BACKGROUND

Primary Address: 1820 Frank Street (Parcel #1-2193)

Alderson/District: Ald. Wery / District 8

Reason for Request: To permit the development of a multi-family/multi-tenant building.

Subject Parcel Zoning and Land Use: Subject property is zoned Office Residential (OR) and is currently occupied by a single-family home.

Surrounding Zoning and Land Uses:

North: Low-Density Residential (RI) | Single- and Two-Family Homes

South: Office Residential (OR) | Vacant/Parking

East: Low-Density Residential (RI) | Two- and Single-Family Homes

West: Office Residential (OR) | Vacant/Parking

Comprehensive Plan: The 2022 Smart Growth Plan designates this area for low-density residential uses. This land use recommendation covers the whole of the Lombardi neighborhood, including the Shadow Lane area. This recommendation was done 20+ years ago, before this neighborhood organically changed in response to temporary housing and Packers development at Lambeau Field. The City is currently updating the Comprehensive Plan, and we anticipate more commercial and mixed-use recommendations in this area.

Analysis: The subject parcel is 7,277 square feet and currently occupied by a single-family home. The applicant would like to demolish the structure and build a multi-tenant building. It will be four stories with eight living units and underground parking. Considering the small size of this parcel and the great development potential of the entire block (bound by Lombardi, Ridge, Thorndale, and Frank), the City originally proposed to extend a PUD over the entire block. This would have primarily dealt with access and building scale to ensure proper development from Lambeau Field and Lombardi Avenue to the single-family neighborhood immediately adjacent.

The first public hearing notice for this action was sent showing a PUD for both parcels on this block. Since then, the property owner at 1835 Ridge Road has opted out of the PUD. A new public hearing notice was published for a public hearing to occur at City Council also with just the subject property (1820 Frank) listed. The City still hopes to expand the PUD for the entire block as development continues, but it is not part of this action.

The applicant's proposal of a multi-family building does fit within the uses allowed in the current zoning district, Office Residential (OR). With their proposed underground parking set up, they meet the minimum parking required (10 required, 14 proposed). Outside of that, the following dimensional requirements cannot be met in the OR zoning district:

- Minimum land area per dwelling unit: 2,000 square feet required in OR; 909 square feet proposed (1,000 is the minimum in Downtown, for reference).
- Maximum building height: 35 in OR (can be increased with CUP); 45 proposed (45 is the maximum in D1, for reference).
- Maximum impervious coverage: 60% in OR; 85% proposed (100% allowed Downtown, for reference).
- Floor Area Ratio: .3 – 1.0 allowed in OR, 1.0 – 3.0 in D1, 1.0 – 8.0 in D2; 2.68 proposed.
- Setbacks:
 - Front: 15 in OR, 10 in Downtown, 20 proposed.
 - Rear: 25 in OR and Downtown for Residential, 6 proposed.
 - Side: 6 minimum per side with 16 feet total in OR, 12 total in Downtown, 4 per side proposed.

Per Section 44-2024 of GBMC, when reviewing requests for approval of a Planned Unit Development, the City shall consider whether the objectives listed below will be served or achieved. Planned Unit Developments should not be allowed simply for the purpose of increasing overall density or allowing development that otherwise could not be approved.

- (1) Accommodation of housing of all types with convenient access to commercial facilities.*
- (2) Promotion of integrated land uses allowing for a mixture of residential, commercial, and public facilities along corridors and in transitional areas.*
- (3) Innovation in land development techniques that may be more suitable for a given parcel than conventional approaches.*
- (4) Preservation and enhancement of important environmental features through careful and sensitive placement of buildings and facilities.*
- (5) Preservation of historic buildings, structures, or landscape features through adaptive re-use of public or private preservation of land.*
- (6) Provision of more adequate, usable, and suitably located open space, recreational amenities, and other public facilities than would otherwise be provided under conventional land development techniques.*
- (7) Coordination of architectural styles and building forms to achieve greater compatibility with surrounding land uses.*
- (8) Creation of more efficient provision of public utilities and services, lessened demand on transportation, and the promotion of energy resource conservation.*

While the deviations needed for this development could also be applied for as a variance with the Board of Zoning Appeals, the proposal could also meet standards 1 and 7 listed above.

The petitioner held a neighborhood meeting on Wednesday, April 17th. Approximately a dozen neighbors attended. There were concerns and questions raised, but no major opposition or support was given. Ald. Wery and property owners within 400 feet have been notified of the request per Plan Commission guidelines. We have received two emails expressing opposition, one from Ald. Wery and the other from the adjacent owner, Tim Kuehn. Mr. Kuehn's is attached.

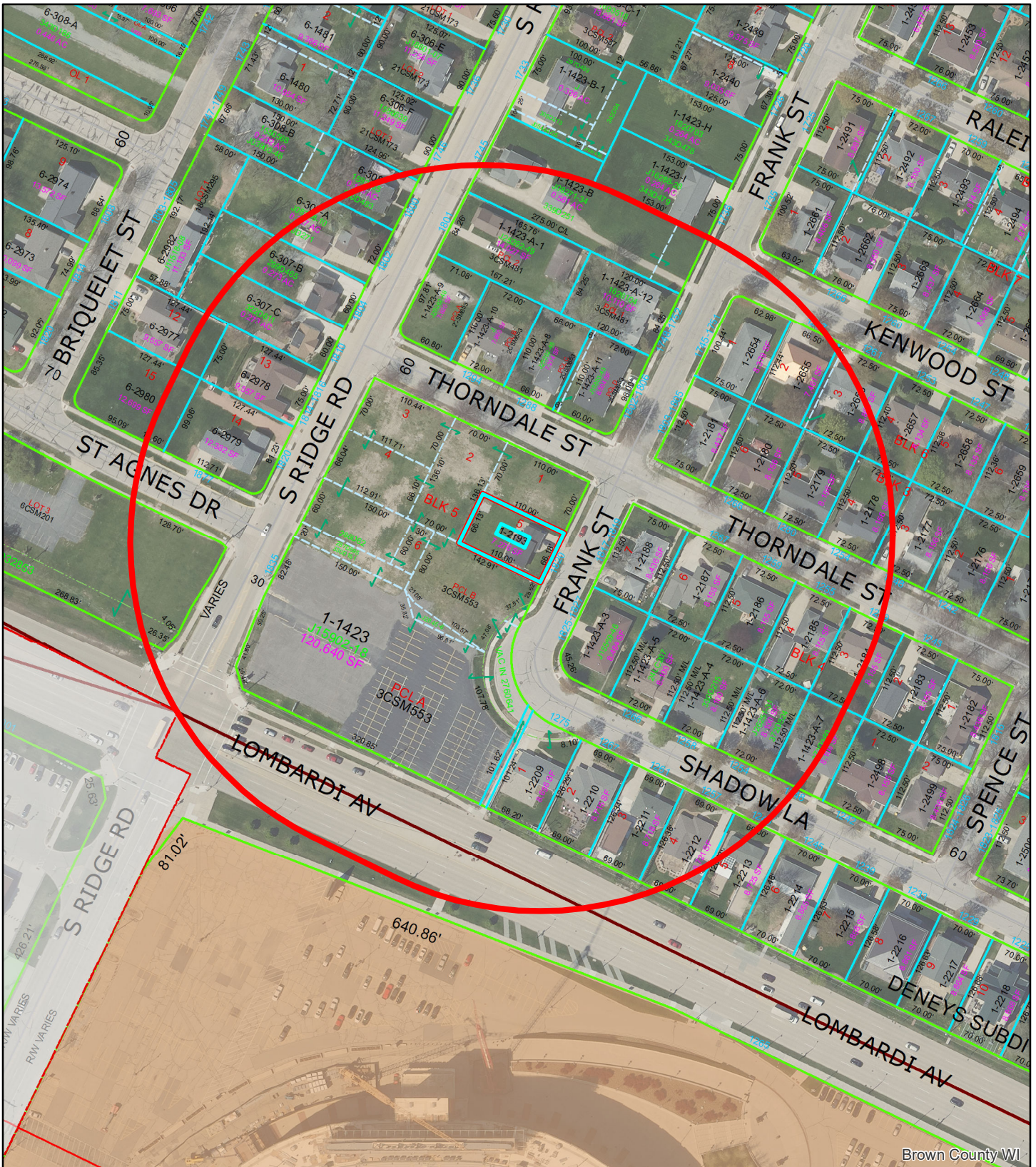
RECOMMENDATION

Approval of the request, subject to the adoption of the draft PUD.

FISCAL IMPACT

ATTACHMENTS

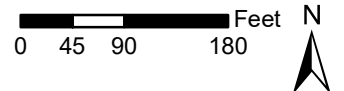
1. ZP 24-25 Map
2. ZP 24-25 Proposed Renderings and Site Plan
3. ZO 16-24 PUD for 1820 Frank Street
4. ZP 24-25, T. Kuehn Comments



Brown County WI



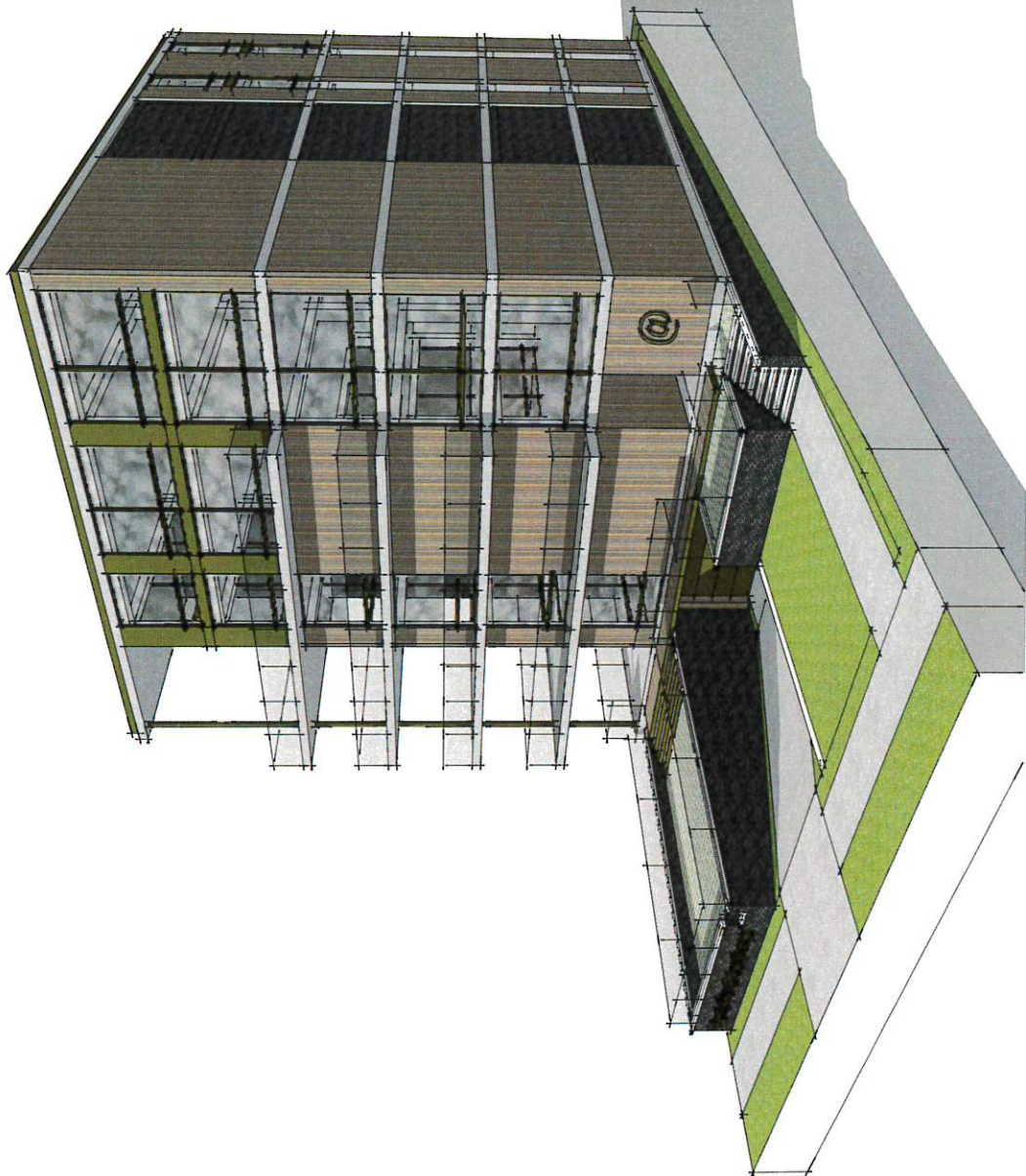
(ZP 24-25) Planned Unit Development located at 1820 Frank Street



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- 1820 Frank Street
- 400' Notification Area





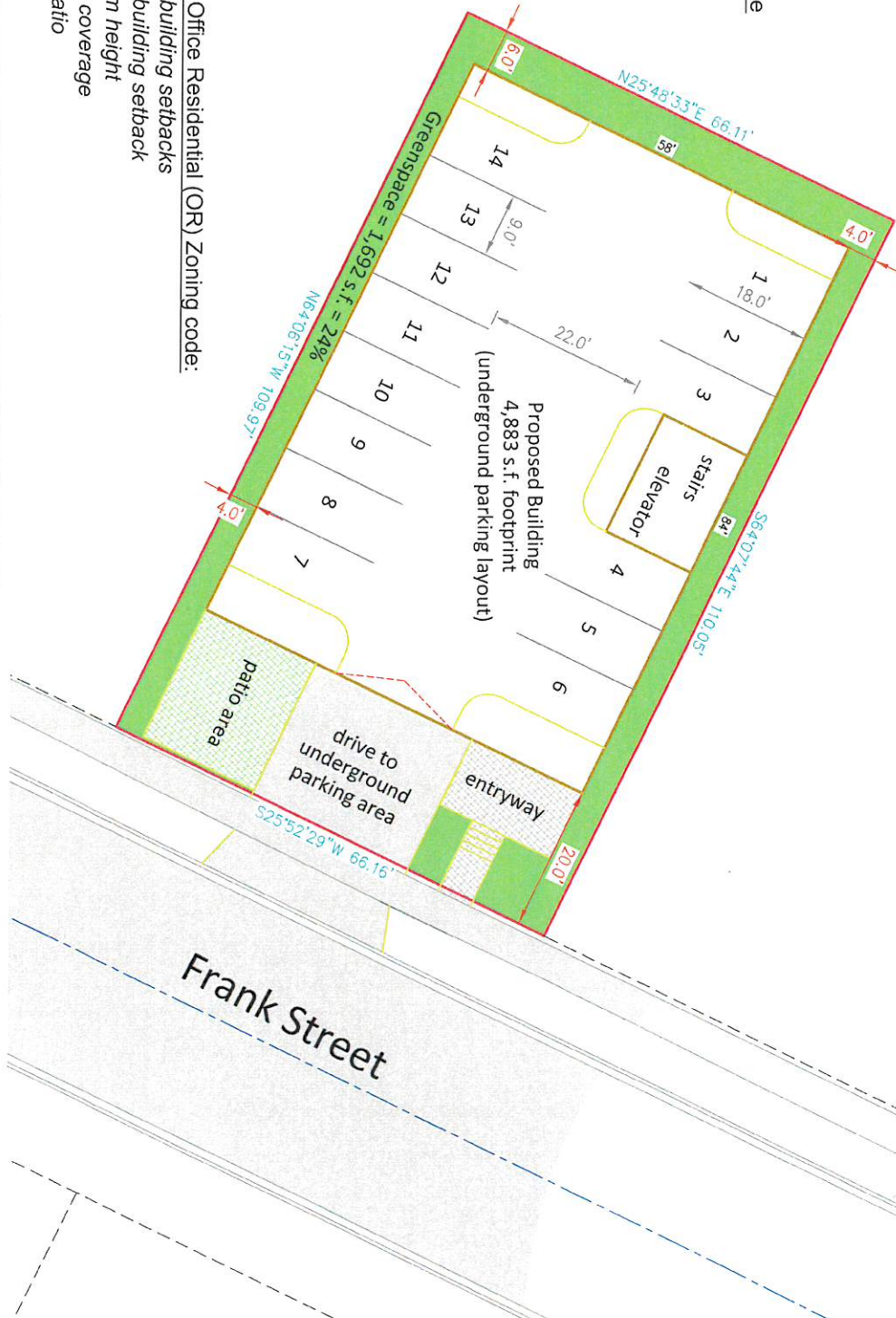


Total Parcel size
7,275 s.f.

Preliminary PUD

Lot 5, Block 5, Thorndale Subdivision, in the City of
Green Bay, Brown County, Wisconsin

Deviations from Office Residential (OR) Zoning code:
4 foot side yard building setbacks
6 foot rear yard building setback
45 feet maximum height
76% impervious coverage
2.68 floor area ratio



Client: WISCO Short Term Rentals
Tax Parcel: 1-2193
Drafted By: BAR
File: 240079 PDD 031324.dwg
Data File: ----

vierbicher
planners | engineers | advisors



400 Security Blvd Ste 1, Green Bay, WI, (920) 434-9670

Sheet One of One
Project No.: 240079
Drawing No.: X-1704
Fieldwork Completed: ----

ZONING ORDINANCE NO. 16-24

**AN ORDINANCE
CREATING A PLANNED UNIT DEVELOPMENT (PUD)
OVERLAY DISTRICT FOR PROPERTY LOCATED AT
1820 FRANK STREET
(ZP 24-25)**

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 Overlay District on the following described property, as also depicted on Exhibit A - Location Map:

LOT 5, BLOCK 5, THORNDALE SUBDIVISION IN THE CITY OF GREEN BAY,
WEST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.
Parcel: 1-2193

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

- A. Purpose and Intent. The Planned Unit Development (PUD) is being utilized to permit the development of a multi-family building. 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. Area included within this PUD consists of all land included at 1820 Frank Street (Parcel Number 1-2193). A PUD amendment shall be required for any future changes that do not comply with this PUD. Further, any PUD amendments shall reflect any land divisions recorded after the execution of this document.
- C. Land Use Regulations. The principal and accessory land uses which may be established are as follows:
 - 1. The principal use of this parcel shall be for multi-family building.
 - 2. Any changes to proposed land use shall required an amendment to this PUD.
 - 3. Accessory uses customarily associated with multiple-family uses such as antennas, solar systems, exercise facilities, and other uses deemed appropriate by the Zoning Administrator are allowed.
- D. Dimensional and Area Requirements. Dimensional and area requirements for principal structure on the subject property shall generally comply with Exhibit B

and be regulated as follows:

1. Building.
 - a. Maximum building height may not exceed 45 feet.
 - b. Floor Area Ratio shall be a minimum of 1.0 and maximum of 3.0.
2. Parcel.
 - a. Minimum land area per dwelling unit shall be no less than 900 square feet.
 - b. Maximum impervious coverage shall not exceed 85%.
3. Setbacks.
 - a. Front yard setback shall be at least 10 feet and no more than 20 feet.
 1. Patio area may encroach within 5 feet of the front property line.
 - b. Rear yard setback shall be at least 6 feet.
 - c. Side yard setbacks shall be at least 4 feet on both sides.
 - d. No buffer yards or transitional yards shall be required for this development.
4. Dimensional and area provisions not covered in this PUD, including accessory buildings, shall be regulated as the underlying OR Zoning District.

E. Architectural Design. All building elevations shall substantially comply with Exhibit B and subject to the following requirements:

1. Façade Articulation. Buildings shall be designed to provide interest and variety. Flat, unadorned walls should be avoided. Façade lengths shall not be greater than 20 feet without articulation including but not limited to:
 - a. Division of façade using architectural elements such as entrances, arcades, windows, balconies, awnings, marquees, etc.
 - b. Recesses or projections of the main façade plane.
 - c. Recesses or projections of upper floors from the ground floor façade plane.
 - d. Vertical division using different materials and textures.
2. Exterior Materials. Building materials shall be durable and appropriate for the OR zoning district as well as being regulated as follows:
 - a. Exterior building façades shall be predominately (minimum of 80%):
 1. Brick or brick veneer
 2. Cementitious panels/siding
 3. Architectural/decorative metal panels
 4. Wood or wood composite
 5. Windows and doors
 - b. Windows and doors. Windows shall include trim.

F. Signage. All signage within the PUD area shall meet the standards as set forth within Chapter 30 of the Green Bay Municipal Code for the underlying OR Zoning District.

- G. 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. This includes a minimum of 10 parking spaces for 8 living units (this includes visitor parking).
- H. Lighting. All lighting within the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, Article V of the Green Bay Municipal Code.
- I. Refuse and Mechanical Equipment. Screening of refuse material containers and mechanical equipment throughout the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, Article XIX of the Green Bay Municipal Code.
- J. Landscaping. Landscaping is not required along the west, north, and south yards aside from pervious, vegetated yard space in the setback areas. The east/front yard shall include building foundation landscaping per Green Bay Municipal Code Section 44-1967.
- K. Compliance with all the regulations of the Green Bay Municipal Code not covered under the PUD. If not covered as part of this PUD, the base zoning for the parcel shall be considered Downtown (D1).

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 Chapter 44, Article II, Division 2, Section 44-82 Zoning Amendments, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, City Clerk

sh:

Attachments:

Exhibit A – Location Map

Exhibit B – Conceptual Rendering and Site Plan

From: [Stephanie Hummel](#)
To: [Stephanie Hummel](#)
Subject: RE: Lombardi Time Square Property Overview
Date: Wednesday, July 17, 2024 2:47:24 PM
Attachments: [image001.png](#)

From: Tim Kuehn <tkuehn@kuehnholdings.com>
Sent: Friday, July 12, 2024 3:09 PM
To: David Buck <David.Buck@greenbaywi.gov>
Cc: Eric Genrich <Eric.Genrich@greenbaywi.gov>; Chris Wery <chriswery@att.net>; Chris Wery <Chris.Wery@greenbaywi.gov>; Cheryl Renier-Wigg <Cheryl.Renier-Wigg@greenbaywi.gov>; Stephanie Hummel <Stephanie.Hummel@greenbaywi.gov>; Matthew Buchanan <Matthew.Buchanan@greenbaywi.gov>; jodi@lcojlaw.com; ryanb@eua.com
Subject: [*Suspicious URL*] RE: Lombardi Time Square Property Overview

Good afternoon, David:

I apologize for not getting back to you yesterday. The day got away from me, and it was my wife's birthday, so I left work early. I also want to explain why you did not receive an email from Jodi yesterday. After reading your email and seeing that you would not be proceeding with the PUD overlay code for my property on July 22nd, I advised her to not spend time laying out our legal argument as to why the City cannot proceed with the PUD overlay for my commercial property without my consent. It appears that we are on the same page on that issue.

I also appreciate your email response, but I want to be sure that you don't misunderstand me and my intentions for the development of my commercial property located in the highly visible corner/corridor of Lombardi Avenue and Ridge Road. First and foremost, I do ultimately want to pursue a PUD Overlay for my property. What I don't want to do though is put the horse before the cart; it seems that we should let the proposed project drive the process for what may go into the PUD overlay, which is how I and others on my team have always understood the process to work. I also do not want to rush through a PUD n overlay that may not be suitable or conducive to what I am envisioning for my development.

The process you had laid out on our June 26 meeting for me seems way too rushed and did not really afford me adequate time to give thought to how I may be able to adjust what I had already been working on to fit within the City's vision for the property. Nor did it give me adequate time to meet with my design team and have them factor in and incorporate what you and your team had laid out as the framework for the PUD overlay the City of Green Bay was working on. As I noted the other day, I will be spending a significant amount of money, estimated \$50+ million on this development project and thus I prefer to take a more strategic and thoughtful approach to the PUD overlay that I had always envisioned pursuing for the project.

I appreciate the City's goals and visions for the property (many of which I agree with) but at the end of the day I must do what is best for me and my family. As I explained to you at our meeting last month, I put a lot of energy and work into putting together a development plan several years ago to only run into one man-made barrier after another with the City of Green Bay. That experience, along with other factors that caused me to put my

development plans on the back burner. However, I believe there have been recent significant changes within the City of Green Bay, so I have been working hard with two different designs since Fall of 2023 to put together a development plan that will work for my commercial property. While we have some preliminary conceptual plans put together, they are just that – preliminary and conceptual. We still need to vet and flush out some issues to ensure that the development I currently envision at the property can in fact be done in a profitable manner. I also need to make sure that the development will meet the current and future market demands; the last thing any of us want is for me to build something that cannot be filled. It is for this reason that I was not ready to share conceptual plans or concepts with the City of Green Bay at this time. It is fair to say that such plans may change and while I understand that we can always seek modifications to the PUD overlay later, I will not have the luxury of time to go through the City's process of having to seek modifications to a PUD overlay that was developed by the City of Green Bay without my input, nor at my request. After all, there is no guarantee that the City of Green Bay would approve any requests for a modification of the PUD overlay, thereby hamstringing my project and resulting in more wasted time and resources. I already spent a significant amount of money the last time around to only have everything stalled, which we hope to eliminate.

I also understand that the City would like to see a development done at the site sooner versus later. I want that too. However, I and my team need to take our time regarding our current conceptual site plan. We have been working with Team EUA to design one of the best buildings in the Midwest. I also need to meet with commercial real estate experts such as Mid-America and/or CBRE to review and understand from a marketing perspective what their national tenants are requesting/requiring for their needs. Again, I cannot plan on spending \$50+ million on a development to only find that we are not able to lease all of the space to tenants that plan on being in our Green Bay market for an extended period of time because we failed to factor in and address all of their needs (e.g., adequate parking, access, signage, etc.). I hope you and others within the City can appreciate that.

Attached is a very preliminary draft of a conceptual site plan from Vierbicher that lists out the anticipated requirements for a PUD Overlay on my commercial 3-acre parcel. You will note that I have two proposed buildings for the site. The larger 100,000 SF building up along Lombardi Avenue would be part of Phase I and the "mixed-use" building at the corner of Ridge Road and Thorndale Avenue would be part of Phase II. You will note that I am envisioning a two-story building with a maximum height of 30 feet. Based on the feedback from our research and my design team, along with your input from our June 26 meeting, this size of building would be best suited for corner of Ridge Road and Thorndale Street, which would blend in nicely with the 50-75-foot building planned for the 'beach-front views' along Lombardi Avenue facing Lambeau Field and the Bellin Health gate sponsorship sign.

I and my team will continue to work on the conceptual plans for my development project and we will approach you and your team when we are ready to sit down and discuss the overall project and what we would be looking for in the way of a PUD overlay for the project. We will also need to further discuss a critical component to getting our project off the ground, the need for a TIF/TID funding to assist with the various public infrastructure costs that will be needed to accommodate the size and scope of this cornerstone project that we are all envisioning for the property and the surrounding area (e.g., relocation of overhead utilities). We will also need financial assistance to make the high construction costs and land acquisition costs per square foot feasible based on market leases. Rest

assured that I want to get started on this project as soon as possible, so we have no intention of sitting on this but will need the City's cooperation. We just need to be sure we have all our ducks in a row to accommodate a mutually beneficial developer's agreement that will accommodate both the developer's needs along with the City of Green Bay's needs that will accommodate national tenants for our trophy, best-in-class building.

With respect to the City considering a PUD overlay for Mr. Coppens' project, I remain confused as to why the City would even entertain a PUD overlay for his parcel. It seems to me that what Mr. Coppens is truly looking for are variances from various zoning codes for an OR zoned parcel. It is my understanding that PUD is a vehicle for securing the benefits of more comprehensive planning of large spaces, as well as to promote a diversified location of structures and mixed compatible uses. Mr. Coppens' property is a mere 7,200 square feet and he is proposing a single building with a single use. It seems to me that he is requesting a PUD because he thinks that may be easier than securing variances for setbacks, building height and impervious surface. I do plan to attend the planning commission meeting on July 22nd to express my concerns about the foregoing. I would hate to think that the City of Green Bay will let this small parcel drive the development plan and potential for a much larger area. I would think it is better for Mr. Coppens's property to be an addendum to the larger PUD overlay. I promise once again to be open-minded in working with Mr. Coppens with the assistance of the staff of Vierbicher and as I noted the other day, we are currently engaged with Mr. Coppens as to the potential relocation of his parcel within the larger parcel.

I look forward to working with you and the City of Green Bay staff over the coming months as we develop the most valuable 3-acre commercial property in all of Brown County and the entire state of Wisconsin – Let's show the Village of Ashwaubenon!

Tim Kuehn, Proprietor

(D) 920-371-4609 | tkuehn@kuehnholdings.com



1241 Lombardi Access Road, Suite I | Green Bay, WI 54304

(P) 920-429-0400 | (F) 920-429-0412



Report to the Green Bay Plan Commission

MEETING DATE

July 30, 2024

PREPARED BY

Dena Mooney, Staff

AGENDA ITEM # P.9

To approve the request to vacate a 5' x 58.68' strip of unimproved right-of-way located at the intersection of Tilkens and Tommark Streets, with the entire vacated area being deeded to 1272 Tilkens Street, subject to the following condition:

- I. Utilities located within the vacated right-of-way shall be protected with an easement(s).

BACKGROUND

Reason for Request: Vacate an approximate 5' x 58.68' strip of unimproved right of way located at the intersection of Tilkens and Tommark Streets.

Aldersperson/District: Ald. Wery / District 8

Surrounding Zoning and Land Uses:

North: Low-Density Residential (R-1) and Office-Residential (OR) | General Commercial and Parking Lot

South: Low-Density Residential (R-1) | Single and Two-Family Homes

East: Low-Density Residential (R-1) and Office-Residential (OR) | Parking Lot

West: Low-Density Residential (R-1) and Office-Residential (OR) | Telephone Utility

Comprehensive Plan: The 2022 Smart Growth Plan designates this area for commercial use.

Report: The subject right-of-way is an approximate 5' x 58.68' strip of unimproved right-of-way located at the intersection of Tilkens and Tommark Streets, between 703 S. Ridge Road (Parcel 2-57) and 1272 Tilkens Street (Parcel 2-1417), and south of 1277 W. Mason Street (Parcel 2-56). The strip was dedicated as part of the Franklin Subdivision, but the plat doesn't indicate the purpose of the strip. The applicants are requesting to vacate the strip so they can replace the existing chain-link with an ornamental rail fence.

Ald. Wery, adjoining property owners, and reviewing agencies (Dept. of Public Works, Wisconsin Public Service, AT&T, GB Water Utility, GB Fire Dept., GB Police Dept., Time Warner Cable, Parks Dept., ATC, NEW Water, Charter, GBAPS) were informed of this request. As of the writing of this memo, no comments or objections have been received.

Staff does need to mention, for City Council purposes, that the resolution as part of the Plan Commission report to City Council will not include a legal description. The City is in the process of hiring a contractor to assist with legal descriptions, but the contract was not executed in time for the Plan Commission meeting. The legal description will be completed and added to the resolution prior to final action by City Council (tentatively scheduled for September 17, 2024).

Staff has found that vacating this strip to be in the public's interest.

RECOMMENDATION

Approval of the request, with the entire vacated area being deeded to 1272 Tilkens Street.

FISCAL IMPACT

ATTACHMENTS

1. SV 24-01 Application
2. SV 24-01 Narrative
3. SV 24-01 Map
4. SV 24-01 Pictures
5. SV 24-01 Plat
6. SV 23-03 Resolution - Vacating of 5' strip on Tilken



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: 1272 Tilkens Street

Parcel Number(s): 2-1417

Petitioner(s): Richard Zuehlke & Heather Karcz Date: May 28, 2024

Email: Richard@ZKfinancial.com & Heather@ZKfinancial.com Phone Number: 920-498-2720

Address: 1277 W. Mason St City: Green Bay State: WI Zip: 54303

Property Owner: Greenback Towers LLC Phone Number: 920-498-2720

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, Richard Zuehlke & Heather Karcz, 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: Richard Zuehlke Heather Karcz Date: 5/28/2024

Petitioner Signature(s): Richard Zuehlke Heather Karcz 5/28/2024

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.: SV 24-01

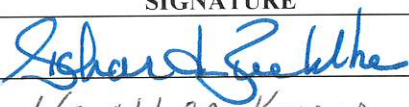
REQUEST FOR CITY ACTION PLAN COMMISSION

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

Per WI State Statue 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
	Richard Zuehlke	1273 W Mason St - Green Bay WI 54308
Heather Karcz	Heather Karcz	1277 W Mason St Green Bay WI 54308

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

To Whom It May Concern:

My husband and I own Greenback Towers LLC. That is the real estate holding company that owns the building where we operate our financial planning firm, ZK Financial Group LLC. Our address is 1277 W Mason Street. However our property also includes 1272 Tilken's Street. We use both lots to operate our business. Most people would not realize that this property is considered two separate tax parcels. We have a bit of a strange situation when viewing the lots on the GIS plat maps. The 1272 Tilken's Street parcel shows a city Right of Way along the city sidewalk on the west side of our property, as shown in the attached photo. It's unclear why it is there or what purpose it serves.

We are hereby requesting to vacate the strip of Right of Way parallel to the city sidewalk to the west of our property. The purpose is to allow us to replace an existing chain-link fence which is starting to look rusty and unattractive and that encloses our parking lot. We wish to replace it with a modern rail aluminum ornamental black fence. However, due to this Right of Way restriction, we are currently prohibited from following in the existing fence footprint. We understand that vacating this strip would allow us to replace the fence accordingly and also simultaneously allow us to remove a mulberry tree that causes a nuisance every summer with the messy mulberry droppings. That mulberry tree has also grown into the existing chain link fence. It cannot be removed properly without replacing the existing fence.

If we are denied our request to vacate that Right of Way, then our only option is to relocate a new fence outside the Right of Way parameters.

That would negatively impact us in four ways:

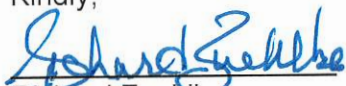
1. It would be an encumbrance to mowing and maintaining our lawn due to the slope on the west side property line.
2. It would detract from the property value and curb appeal due to an awkward and unfriendly use of greenspace.
3. It would make snow removal more difficult.
4. It would likely eliminate up to six parking spaces in our lot.

In summary, a change of location of the fence line on the west side property line would not be favorable to us and we would likely not replace the fence at all if that becomes our only option. There would be no incentive for us to spend thousands of dollars on a new fence and actually detract from our property value. We believe we have been good residents of this neighborhood in relation to maintaining a professional and attractive property and we would like to continue to do so.

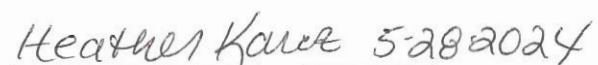
Please note, we have already submitted a building permit application for the fence, but that process is on hold until this issue gets resolved.

Thank you for your consideration in this matter. We look forward to your response.

Kindly,


Richard Zuenke

5/28/2024
Date


Heather Karcz

5-28-2024
Date



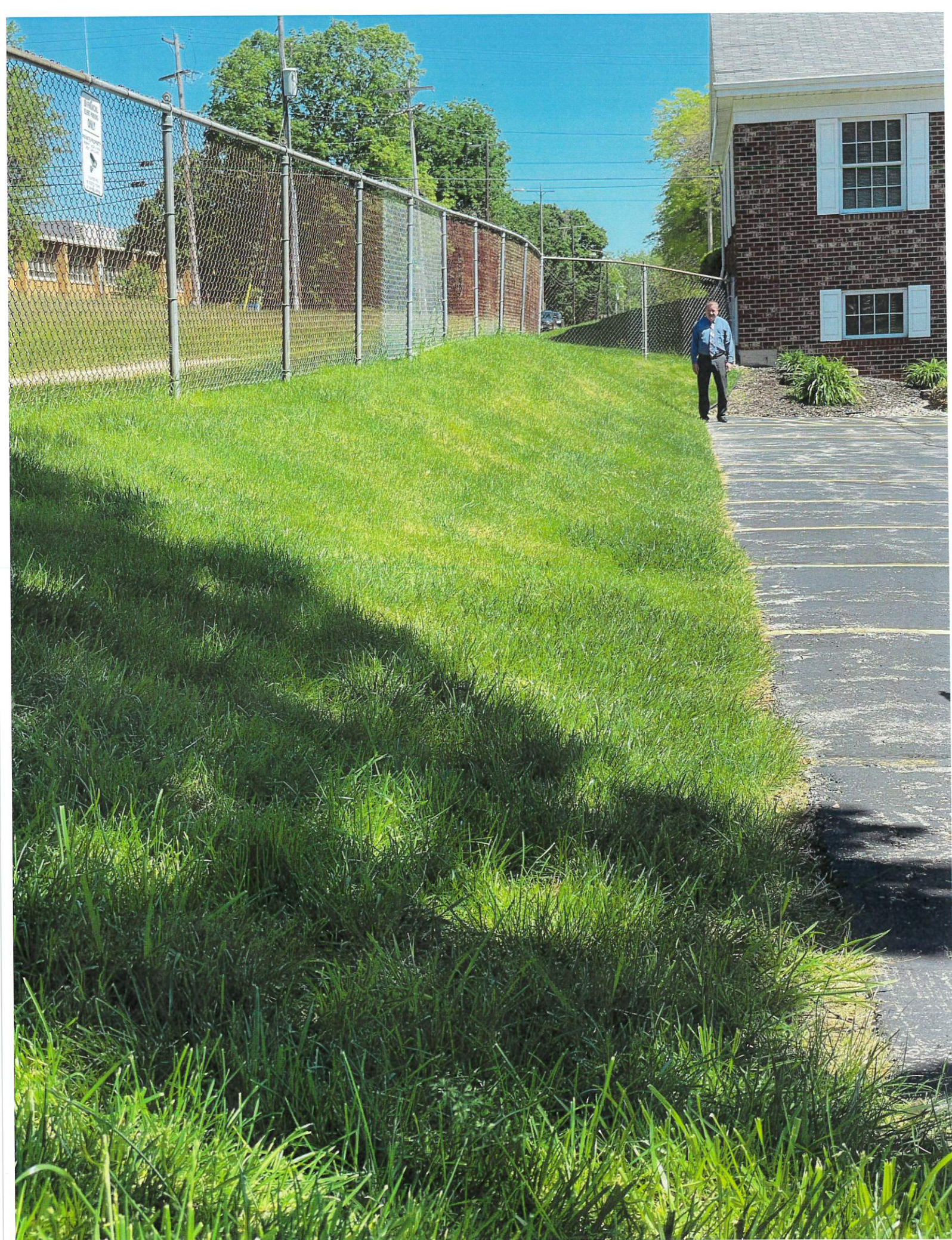
Proposed Street Vacation

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 DM.

Street Vacation **(SV 24-01)** **West of 1272 Tilkens** **Street**





















WEST MASON ST.

60'

281.1'

111'

50'

159'

LOT 26 OF C.L.A. TANK'S

ROAD

S 64°00'E 161'

230'

58.68'

BLK

4'

S 25°48'W 71'

156'

56.545'

71.7'

5.43'

36.27'

52.15'

60'

60'

60'

60'

60'

60'

60'

60'

60'

TILKENS

S 64°00'E 231.10'

116.10'

116.16'

115'

115'

115'

115'

115'

2 TO 9

34'

75'

15'

75'

75'

60'

75'

15'

75'

75'

75'

75'

8'

75'

75'

75'

**RESOLUTION REGARDING VACATION
OF PUBLIC RIGHT-OF-WAY
AT TILKENS AND TOMMARK STREETS (SV 24-01)**

September 17, 2024

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, a request has been filed with the Common Council requesting vacation of an approximate 5' x 58.68' strip of unimproved right-of-way located at the intersection of Tilkens and Tommark Streets, between 703 S. Ridge Road (Parcel 2-57) and 1272 Tilkens Street (Parcel 2-1417), and south of 1277 W. Mason Street (Parcel 2-56) 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 entire vacated area deeded to 1272 Tilkens Street (Parcel 2-1417) having been part of Lot 26 of C.L.A Tank Subdivision of Private Claims 2-9 with the following condition:

1. Utilities located within the vacated right-of-way shall be protected with an easement(s).

NOW, THEREFORE, BE IT RESOLVED that it appears to be in the public interest that an approximate 5' x 58.68' strip of unimproved right-of-way located at the intersection of Tilkens and Tommark Streets, between 703 S. Ridge Road (Parcel 2-57) and 1272 Tilkens Street (Parcel 2-1417), and south of 1277 W. Mason Street (Parcel 2-56) 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 September 17, 2024 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 _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

Attachments (legal description and exhibit)



Report to the Green Bay Plan Commission

MEETING DATE

July 30, 2024

PREPARED BY

David Buck, Staff

AGENDA ITEM # P.10

To approve the request to vacate a portion of right-of-way located at the southwest corner of Northland Avenue and N Adams Street, subject to the following condition:

I. Utilities or other reviewing agency interests located within the vacated right-of-way shall be protected with easement(s).

BACKGROUND

Reason for Request: Vacate approximate 36.41' x 52.97' / 1,929 square foot area of right-of-way at the southwest corner of Northland Avenue and North Adams Street.

Aldersperson/District: Ald. Johnson / District 9

Surrounding Zoning and Land Uses:

North: Downtown Two (D2) | Office Building

South: Downtown Two (D2) | Current Public Parking – Future Mixed-Use Building

East: Downtown Two (D2) | Hotel

West: Downtown Two (D2) | Mixed-Use Building

Comprehensive Plan: The 2022 Smart Growth Plan designates this area for Downtown uses.

Report: The subject right-of-way (ROW) is an approximate 36.41' x 52.97' / 1,929 square foot area of right-of-way currently improved with a driveway and loading area for the condominium building known as Bay Lakes City Center (occupied by Spring Lake Church, Brown County Job Center, NSC, and Erbert and Gerbert's Restaurant). The area is completely adjacent to the Bay Lake City Center building and was dedicated when the property was developed in the 1980s. The land associated with the vacation of this ROW would be attached to the Bay Lake City Center parcel (# 12-197).

With the pending sale and development of the existing public parking lot to the south of the Bay Lake City Center into a multiple-story mixed-use development, Spring Lake Church will no longer have easy access to nearby parking stalls and will additionally be relocating the church's main entrance to the east building façade facing North Adams Street. These changes are impactful as the removal of the public parking lot will also eliminate the drop-off and public handicap parking they currently utilize.

The City of Green Bay is working with Spring Lake Church to develop a main entrance and drop-off area at the southeast corner of the Bay Lake City Center building. Both parties desire to construct a new off-street parking facility along North Adams Street. When reviewing conceptual plans, this area of right-of-way was determined to be unneeded and unwanted by the city and feel it is in the public interest for it to be utilized by the adjoining development. On-site/off-street parking will provide an area for development and access to on-site handicap accessible parking close to the new building entrance.

Ald. Johnson, adjoining property owners, and reviewing agencies (Dept. of Public Works, Wisconsin Public Service, AT&T, GB Water Utility, GB Fire Dept., GB Police Dept., Time Warner Cable, Parks Dept., ATC, NEW Water, Charter, GBAPS) were informed of this request. As of the writing of this memo, no comments

or objections have been received.

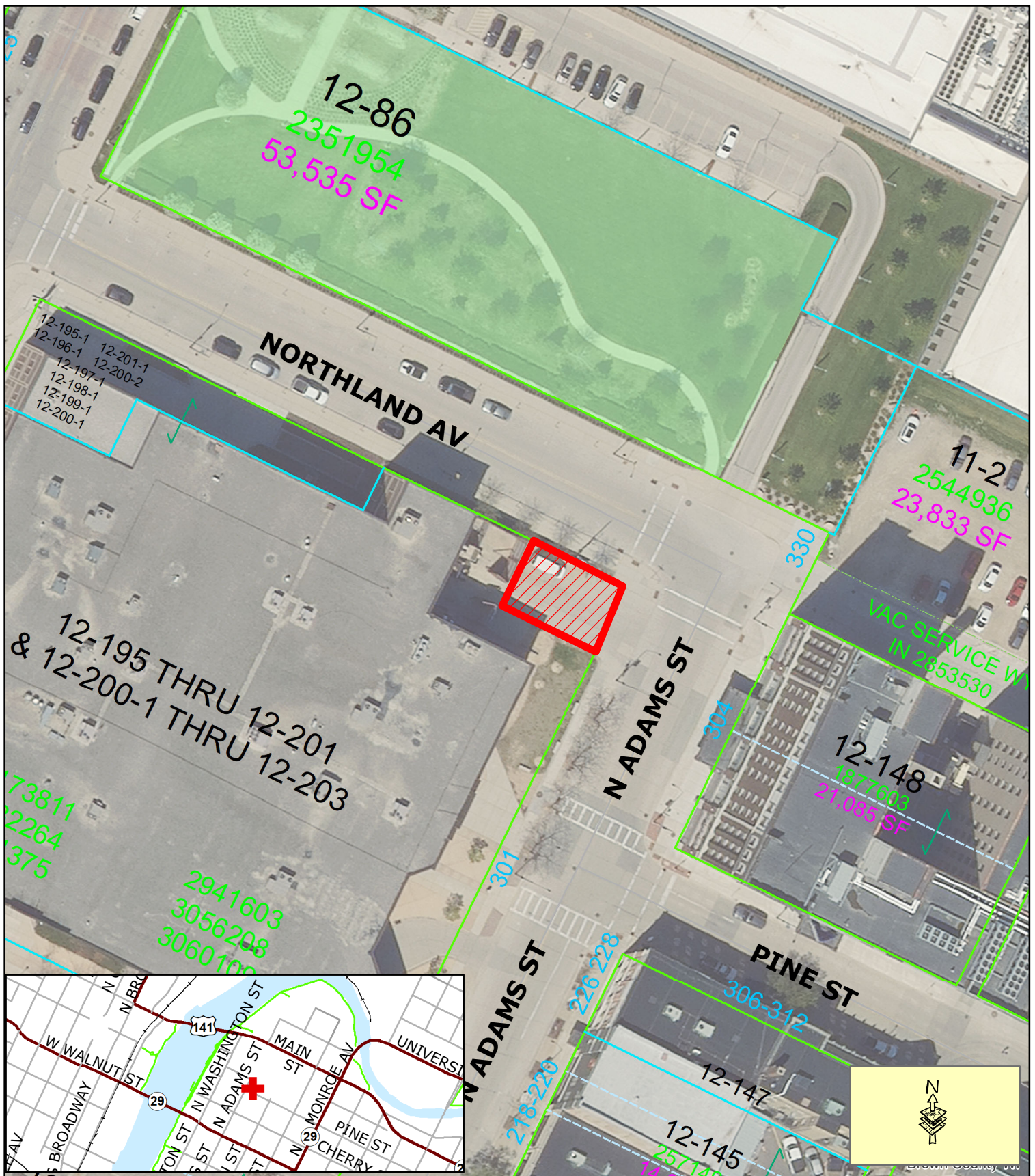
RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. SV 24-02 Map
2. SV 24-02 Application_full
3. SV 24-02 Resolution-Vacating SW Corner of N Adams and Northland



 Proposed Street Vacation

Zoning Petition (SV 24-02) Proposed Street Vacation

Southwest Corner of North Adams St & Northland Ave

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 DB





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: 301 N Adams Street

Parcel Number(s): _____

Petitioner(s): Bay Lakes Condominium Assoc. - Richard J. Fisher Date: 6/26/24

Email: rfisher@fisherandassociatesllc.com

Phone Number: (920) 764-0832

Address: W13654 Balsam Lake Road

City: Crivitz

State: WI

Zip: 54114

Property Owner: Bay Lakes Condominium Assoc.-Paul Belschner Phone Number: 920-376-0007

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, Richard J Fisher, 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: Paul Belschner - Authorized Member - BLCCA, Inc.

Date: 6/26/24

Petitioner Signature(s): R J Fisher

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.: _____

Community and Economic Development Department
Development Department 100 N. Jefferson Street,
Green Bay, WI 54301

June 26, 2024

To whom it may concern,

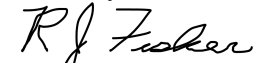
We are requesting that the north east corner be vacated and turned over to the condominium association. to developed some onsite parking that includes ADA accessible parking and drop off lane for the spring lake church.

The adjacent property to the south that is currently a public parking lot that is proposed to be redeveloped. The condo association is planning to develop the some on site parking including accessible parking and a covered drop off for a new church entrance.

We have been working with city staff on design concepts and have determined the best option would be to vacate the corner right of way to allow the removal of the former loading dock and provide a new narrowed two-way drive into the site.

For all these reasons we are requesting that he city of green bay vacate a portion of the right of way to the bay lakes condo association.

Sincerely,



Richard J. Fisher, A.I.A.
Senior Project Architect



FISHER & ASSOCIATES, LLC

Architects/Planners

W13654 Balsam Lake Road, Crivitz, WI 54114 Phone 920-376-0007



NOT A LEGAL DOCUMENT. THIS MAP IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT CONSTITUTE A GUARANTEE OF ACCURACY. THE CITY OF GREEN BAY IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. THIS MAP IS TO BE USED IN CONJUNCTION WITH THE CITY OF GREEN BAY'S OFFICIAL RECORDS.

AREA
SITE PLAN
T = 80'-0"



PRELIMINARY SITE PLAN

		REVISIONS	
PROJECT: RAYLAKE CITY CENTER 501 NORTH ADAMS STREET CITY OF GREEN BAY		WISCONSIN	
DESIGNED BY: FISHER & ASSOCIATES, LLC 1200 W. KILBURN AVE. GREEN BAY, WI 54303		DATE: 10/18/2018	
DRAWN BY: AL CHKD BY: AL JOB NUMBER: 2000		C1.0	

**RESOLUTION REGARDING VACATION
OF PUBLIC RIGHT-OF-WAY AT THE
SOUTHWEST CORNER OF NORTHLAND
AVENUE AND NORTH ADAMS STREET
(SV 24-02)**

September 17, 2024

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, a request has been filed with the Common Council requesting vacation of an approximate 36.41' x 52.97' / 1,929 square foot area of right-of-way at the southwest corner of Northland Avenue and North Adams Street as depicted on the attached map; and legally described as follows:

Part of Northland Avenue and Adams Street, both Public Right of Ways, being located in part of Private Claim 2, East side of the Fox River, City of Green Bay, Brown County, Wisconsin containing 1929 Square Feet (0.0443 Acres) of land described as follows:

Commencing at the Northwest corner of Baylake City Center Condominium Second Addendum, Document No. 3060108, being the intersection of the east right of way line of Washington Street and the south right of way line of Northland Avenue; thence S63°34'50"E along the north line of said Condominium and the south right of way line of Northland Avenue, 279.12 feet to the Point Of Beginning of the parcel being described; thence S26°25'10"W, along a right of way line, 36.41 feet; thence S63°34'50"E, along a right of way line, 52.97 feet to the west right of way line of Adams Street; thence N26°25'10"E, 36.41 feet; thence N63°34'50"W, 52.97 feet to the Point of Beginning of the parcel being described. Described parcel is subject to easement and restriction of record.

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.

NOW, THEREFORE, BE IT RESOLVED that it is in the public interest that an approximate 36.41' x 52.97' / 1,929 square foot area of right-of-way at the southwest corner of Northland Avenue and North Adams 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 August 27, 2024 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 _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

Attachments – Map
 Legal Description



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.I

To receive and place on file the 2023 year-end financial results for the City. The City's audit firm, Baker Tilly, will present to the committee.

BACKGROUND

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. FS Highlight - Final for 2023 Audit



City of Green Bay

2023 financial highlights

Prepared for the July 22, 2024 Finance Committee Meeting

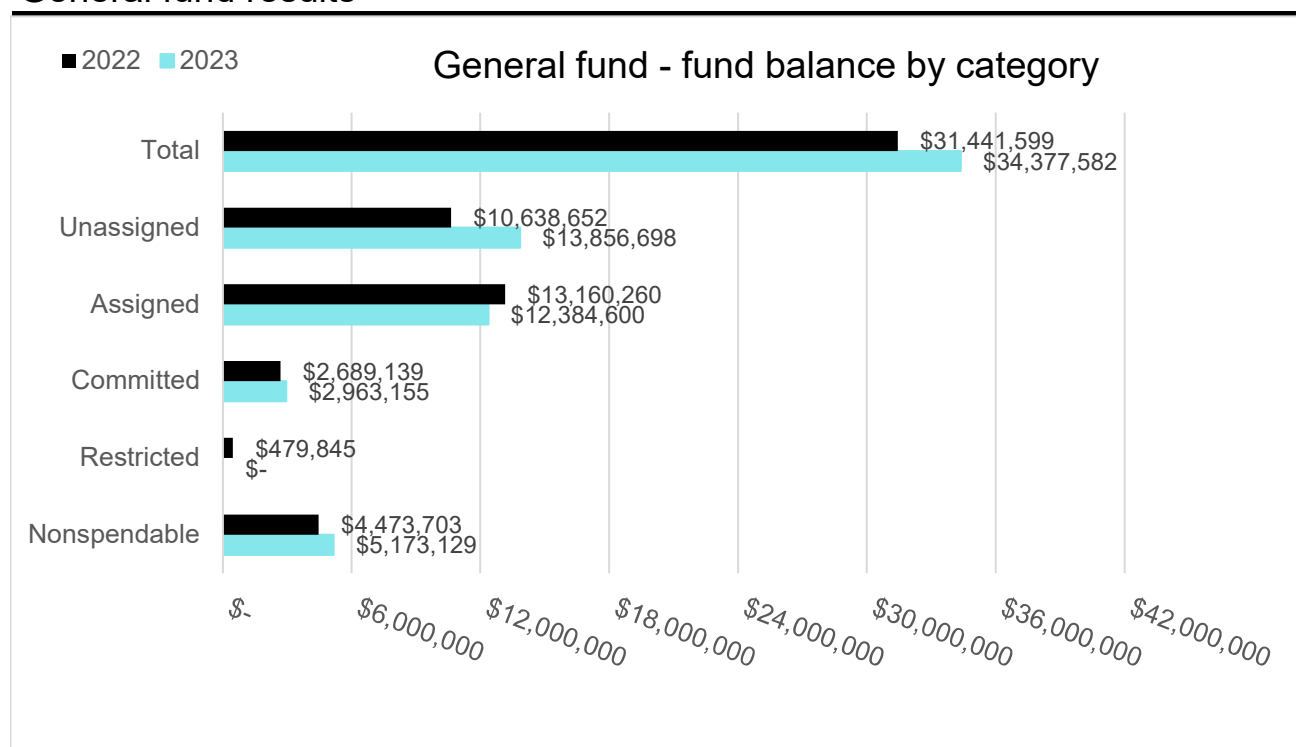
Client service team

Sheanne M. Hediger, CPA, Principal
sheanne.hediger@bakertilly.com
612.876.4599

Amanda R. Mboga, CPA, Senior Manager
Vanessa J. Kane, CPA, Manager

City of Green Bay

General fund results



Summarized income statement

	<u>Actual</u>	<u>Final budget</u>	<u>Variance</u>
Revenues and other financing sources	\$ 103,109,176	\$ 100,190,535	\$ 2,918,641
Expenditures and other financing uses	(100,173,193)	(101,466,759)	(1,293,566)
Net change in fund balance	<u>\$ 2,935,983</u>	<u>\$ (1,276,224)</u>	<u>\$ 4,212,207</u>

Fund balance category definitions

Nonspendable - amounts cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained in tact.

Restricted - amounts that can be spent only for the specific purposes stipulated by an external source.

Committed - amounts constrained for specific purposes that are internally imposed through formal action of the governing body.

Assigned - spendable amounts that are intended to be used for specific purposes that are not considered restricted or committed.

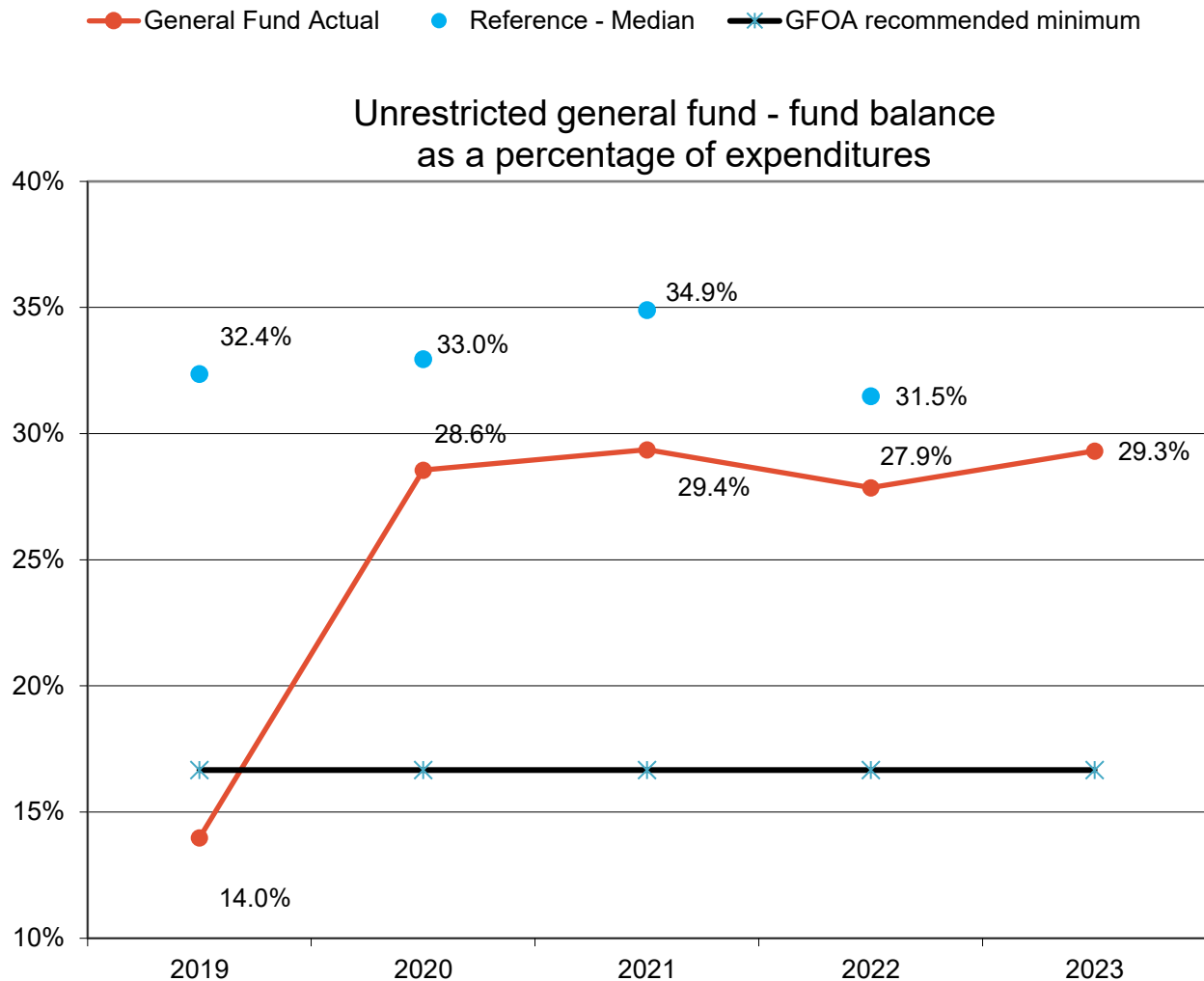
Unassigned - residual amounts that have not been classified within other categories above.

City of Green Bay

General fund - fund balance trends

Fund balance policy:

The City's policy is to maintain an unassigned general fund balance of 9-16% of expenditures. Unassigned fund balance as of 12/31/2023 was 14% of expenditures.



Other reference values

GFOA recommends a minimum of no less than 2 months (16.7%) of general fund expenditures.

Median reference value generated from 2019 - 2022 Baker Tilly municipal client data for population range of 30,000 to 150,000.

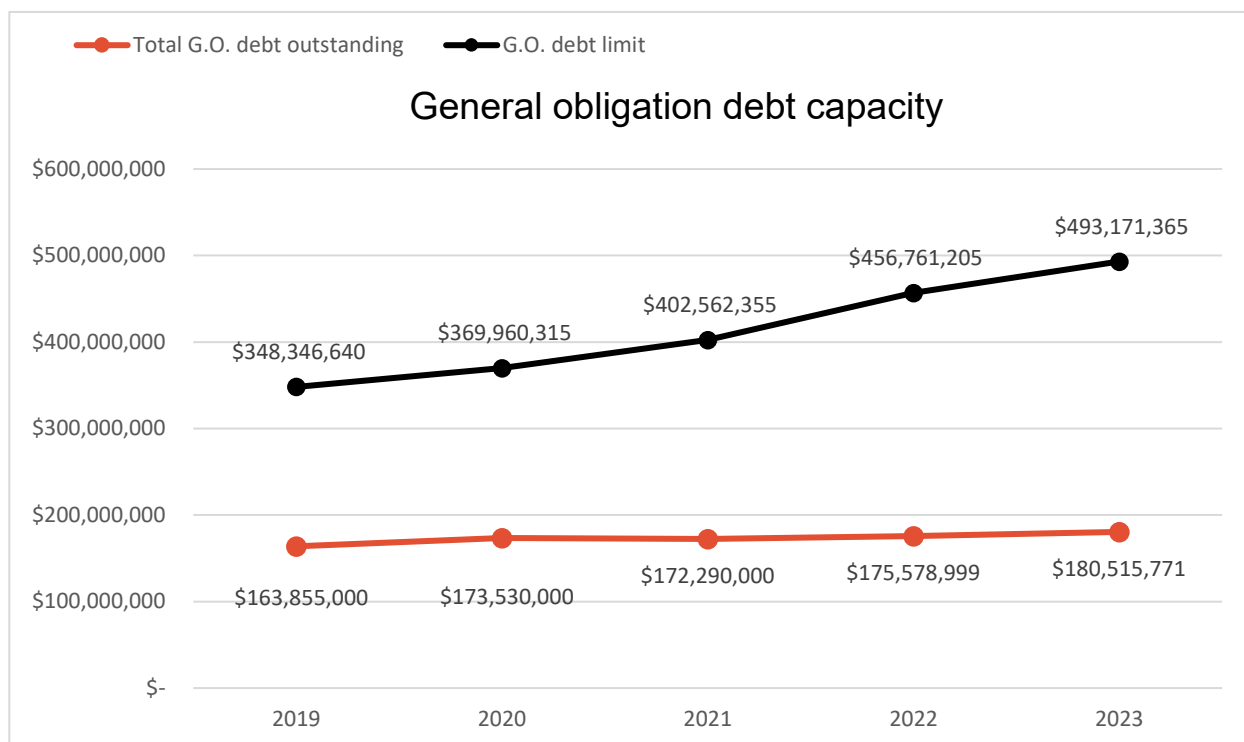
City of Green Bay

General obligation debt

Debt management policy:

The City follows Wisconsin Statutes whereas the total general obligation indebtedness of the City may not exceed 5 percent of the equalized value of the taxable property within the City's jurisdiction.

Actual percentage of debt limit at 12/31/23: **37%**



Total debt outstanding by type at 12/31/2023

	General obligation	Revenue debt	Premiums	Total
City	\$ 180,515,771	\$ 38,064,000	\$ 8,697,585	\$ 227,277,356
Total	\$ 180,515,771	\$ 38,064,000	\$ 8,697,585	\$ 227,277,356

Comparative metrics available online through the Wisconsin Policy Forum.

<https://wispolicyforum.org/research/municipal-datatool-examining-and-comparing-wisconsin-cities-and-villages/>

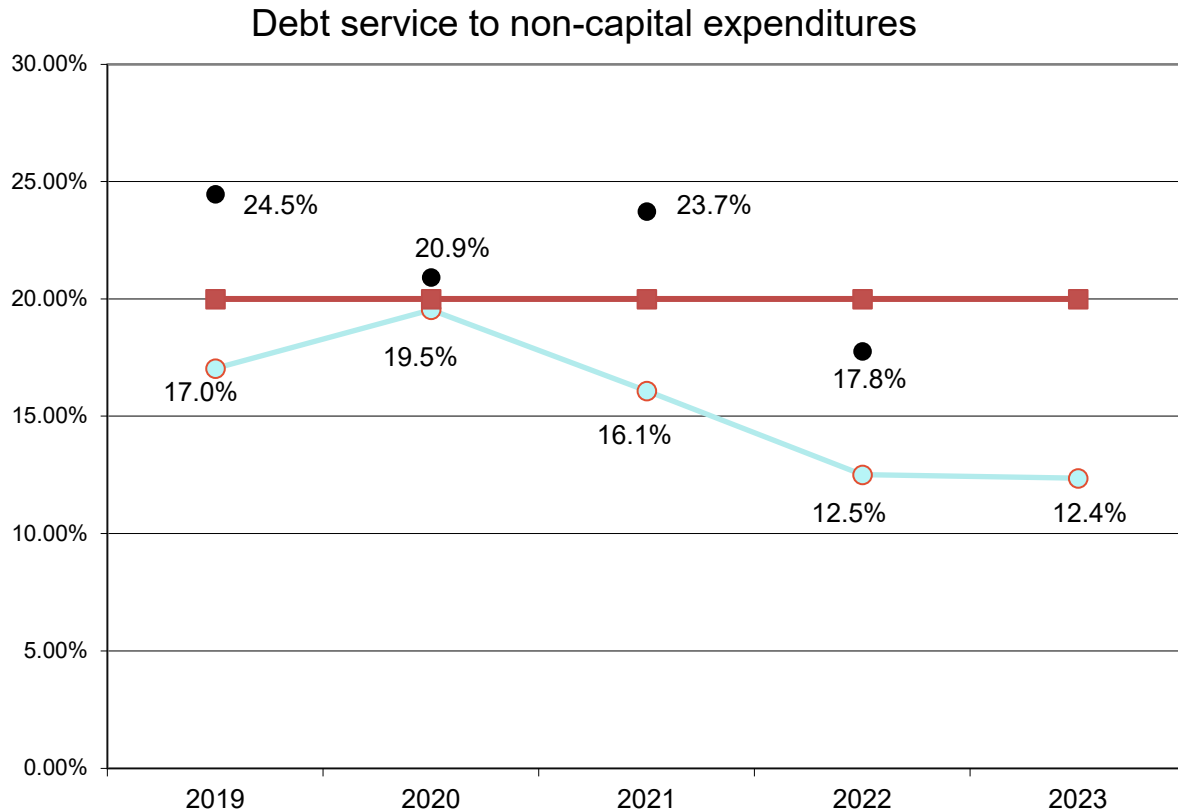
General obligation debt per capita as of 12/31/2021 (latest information available) ranks the City of Green Bay as 203 out of 602 cities and villages in Wisconsin.

Of the 10 largest cities in Wisconsin, Green Bay ranks 8th in highest debt per capita. Of those municipalities, Green Bay ranks 7th in the highest used percentage of the state debt limit.

City of Green Bay

Governmental funds - debt service

City of Green Bay ● Reference - Median ■ Bond Rating Agencies Recommendation



Current and prior year data

	2023	2022
Principal	\$ 15,844,229	\$ 15,052,001
Interest	6,525,923	5,873,814
Total	\$ 22,370,152	\$ 20,925,815
Non-capital expenditures	\$ 180,955,419	\$ 167,192,835

Other reference values

Median reference value generated from 2019 - 2022 Baker Tilly municipal client data for population range of 30,000 to 150,000.

City of Green Bay

Other governmental funds



	<u>2023</u>	<u>2022</u>
Fund balance - other governmental funds		
Major Funds:		
Sanitary Sewer Special Revenue Fund	<u>\$ 24,237,737</u>	<u>\$ 19,024,375</u>
Unrestricted fund balance as a % of expenditures	<u>103%</u>	<u>83%</u>
COVID Grants Special Revenue Fund	<u>\$ 1,403,163</u>	<u>\$ 280,963</u>
Assigned for public health and safety & nonspendable for prepaid item		
Debt Service - General	<u>\$ 3,923,121</u>	<u>\$ 3,836,258</u>
Restricted for debt service		
Nonmajor Funds:		
Storm Sewer Special Revenue Fund	\$ 10,456,692	\$ 9,169,061
Wheel Tax	2,182,347	1,314,449
Street Construction	7,332,791	3,895,159
Sanitary Sewers Construction	5,705,059	6,052,177
DPW Building Capital Improvements	2,054,885	1,033,044
Park Acquisition	3,983,591	3,365,294
Storm Sewers Constuction	5,649,128	5,361,723
Fire Equipment Replacement	1,141,955	2,920,060
Sanitary Sewer Equipment Replacement	3,750,007	3,242,848
Storm Water Equipment Replacement	3,743,961	2,861,851
Bay Beach Development	2,879,616	3,200,360
TIF District #12	6,094,853	4,502,649
TIF District #14	(3,090,932)	(2,862,652)
TIF District #21	2,521,781	2,123,048
TIF District #22	4,698,748	4,528,444
Other Special Revenue Funds	7,385,398	7,049,102
Other Capital Project Funds	<u>11,967,909</u>	<u>11,560,645</u>
Total fund balance - nonmajor funds	<u>\$ 78,457,789</u>	<u>\$ 69,317,262</u>

Net position - internal service funds

Health, Workers Compensation and Liability Self-Insurance	<u>\$ 3,459,900</u>	<u>\$ 3,382,629</u>
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City of Green Bay

Independent Auditors' Report



Unmodified opinion - financial statements are presented fairly in accordance with generally accepted accounting principles.

Emphasis of matter for the implementation of GASB Statement. No 96, *Subscription-Based Information Technology Arrangements*, Effective January 1, 2023.

Management is responsible for the preparation and fair presentation of the financial statements as well as for the design, implementation and maintenance of internal controls.

Objective of the audit is to obtain reasonable assurance about whether the financial statements are free from material misstatement; reasonable assurance is a high level of assurance but not absolute.

In accordance with *Government Auditing Standards*, we have issued a separate report on our consideration of the City's internal control over financial reporting and our tests of compliance with laws, regulations, contracts and grant agreements.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.2

To approve the purchase of 58 Panasonic Toughbook FZ-55JZ006BM Laptops for a total cost of \$263,610.00 using funding source 1013420-55140, Equipment Replacement as amended.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

- I. Finance Request V2 Police Toughbooks 7-2024



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

Phone 920.448.3047
Fax 920.448.3050

7/16/2024

Finance Committee 7/23/2024.

Consideration and possible action to approve the purchase of 58-Each Panasonic Toughbook FZ-55JZ006BM Laptops. After a competitive quote process it was determined that BayCom had the most competitive pricing (See Bid Summary). In this case the State of Wi. Contract Pricing 50ENT-O24-NASPOCOMPUT-04 was the best option. The COGB Police also qualify for GSA Pricing and that was checked and verified to not be the lowest cost on this one. Total cost for the 58 each Toughbooks is \$263,610.00 including Docking Station, Power Cords and Warranty.

Funding Source: 1013420-55140 Equipment Replacement

Respectfully Submitted,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

Green Bay Police Department

2024 Budget

Requisition #179

Department Contact for this Requisition: Steve Meadowcroft @ 3160

Purchase request: 58 Panasonic Toughbooks, docking stations, power cords and 1-year extended warranty

Cost: \$263,610 (Approved 2024 Budget expense-\$270,000)

Account Number: 1013420-55140

Created and Approved by Rick Jurkanis 7/16/24

Please see the attached bid summary. Low bid vendor Baycom. State Contract price. Please confirm quote/specs with Steve Meadowcroft before issuing purchase order.

(58) Panasonic Toughbooks: \$204,334

(58) 1-year extended warranty: \$11,484

(58) Havis FZ-55 Vehicle Docking Station DUAL RF: \$39,324

(58) Docking Station Power Supply: \$8,468

CITY OF GREEN BAY BID SUMMARY
RFQ Police Toughbook Laptops

	VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4	
	Baycom		BZ Defense LLC		CDW		Vanguard Computers, Inc.	
DESCRIPTION	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
Panasonic TOUGHBOOKS 55 Qty: 58	\$3,523.00	\$204,334.00	\$4,163.73	\$241,496.34	\$3,871.03	\$224,519.74	\$3,998.00	\$231,884.00
Total Amount:	\$204,334.00		\$241,496.34		\$224,519.74		\$231,884.00	



A Lifeline in the
Moments that Matter

TIM COONEY
2040 RADISSON ST.
GREEN BAY, WI 54302
PHONE: 920-544-4282
FAX: 920-468-8615
tcooney@baycominc.com

GREEN BAY POLICE DEPT.
STEVE MEADOWCROFT
307 S. ADAMS ST.
GREEN BAY, WI 54301
6/18/2024
920-448-3160
steve.meadowcroft@greenbaywi.gov

QUOTE NO. TC20240618F

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:
EQUIPMENT DETAILS AND PRICING

QTY	MODEL AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
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State Contract# 505ENT-024-NASPOCOMPUT-04

58	Panasonic Toughbook FZ-55JZ006BM Intel Core i7-1370P vPro Processor 14" Full HD LED Gloved Touch Display 32GB SDRAM 1TB Solid State Hard Drive 802.11a/b/g/n/ac Ethernet NIC 10/100/1000 Bluetooth v4.0 Windows 11 Pro Emissive Backlit Keyboard Standard Battery and AC Power Adapter 3 Year Parts & Labor Warranty 4G LTE w/ Satellite GPS and Dedicated GPS	\$3,523.00	\$204,334.00
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WARRANTY OPTIONS:

1 Year Extended Warranty: \$198.00 each
2 Year Extended Warranty: \$321.00 each
3 Year No Fault Warranty Upgrade: \$269.00 each
1 Year Warranty Extension with No Fault: \$469.00 each
2 Year Warranty Extension with No Fault: \$719.00 each
(Note: The 2 Year Warranty Extension with No Fault
provides a full 5 year warranty including Accidental Damage)

DOCKING STATION OPTIONS:

Havis FZ-55 Vehicle Docking Station DUAL RF: \$678.00 each
Docking Station Power Supply: \$146.00 each

Gamber FZ-55 Vehicle Docking Station DUAL RF: \$813.00 each
Vehicle Docking Station Power Supply: \$146.00 each

	EQUIPMENT COST:	\$204,334.00
Payment Terms: Net 30 Days	SHIPPING:	Included
Quotation Good for 90 Days	TAX:	Exempt
We impose a surcharge of 2% on credit card purchases over \$1,000.00 which is not greater than our cost of acceptance.	TOTAL:	\$204,334.00

Your signature is an agreement to purchase and an acceptance of Baycom's Terms & Conditions
(<http://terms.baycominc.com>)

Approved By: _____ / _____
AUTHORIZED CUSTOMER SIGNATURE DATE

All of the information listed on this proposal is confidential and proprietary information.
If You Have Any Questions, Please Contact Tim Cooney at 920-544-4282

www.baycominc.com

920.468.5426

800.726.5426





Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

KRISTI WISE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NXVC489	6/20/2024	NXVC489	2920254	\$4,628.97

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Panasonic Toughbook 55 - 14" - Intel Core i7 - 1370P - 32 GB RAM - 1 TB SSD Mfg. Part#: FZ-55JZ006BM Contract: Wisconsin Panasonic Computer Equipment (505ENT-O24-NASPOCOMPUT-04)	1	7725601	\$3,871.03	\$3,871.03
Panasonic ProServices Ultimate Care - accidental damage coverage - 5 years Mfg. Part#: CF-SVCLTUCNF5Y Electronic distribution - NO MEDIA Contract: Wisconsin Panasonic Computer Equipment (505ENT-O24-NASPOCOMPUT-04)	1	4453120	\$757.94	\$757.94

SUBTOTAL	\$4,628.97
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$4,628.97

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CITY OF GREEN BAY PURCHASING DEPT 100 N JEFFERSON ST GREEN BAY, WI 54301-5026 Phone: (920) 448-3005 Payment Terms: VISA	Shipping Address: CITY OF GREEN BAY PURCHASING DEPT 100 N JEFFERSON ST GREEN BAY, WI 54301-5026 Phone: (920) 448-3005 Shipping Method: DROP SHIP-GROUND
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



BZ DEFENSE LLC

Company ID : L8GHFAS7N2M1
Tax ID : 46-1346448
1855 1st Avenue
STE 103
San Diego California 92101
U.S.A

QUOTE

Quote # : Q-706963
Quote Date : 06/13/2024
Expiry Date : 07/15/2024

Bill To	Ship To
Thomas Walenski City of Green Bay - Purchasing Department 100 N Jefferson St. Green Bay WI 54301	100 N Jefferson St. Green Bay WI 54301

#	Item & Description	MPN	Mfg. Name	Qty	Unit Price	Total Price
1	 Panasonic TOUGHBOOK 55 SKU : 8824523 Win11 Pro, Intel Core i7-1370P vPro (up to 5.2GHz), AMT, 14.0IN FHD 1000 nit Gloved Multi Touch, 32GB, Intel UHD, 1TB OPAL SSD, Intel Wi-Fi 6E, Bluetooth, 4G EM7511, GPS, Dual Pass (Ch1:GPS/Ch2:WWAN), Mic and Infrared 2MP Webcam, Standard Battery, TPM 2.0, Emissive Backlit Keyboard, Flat	FZ-55JZ006BM	Panasonic	58.00 EA	4,163.73	241,496.34

Notes	Sub Total	241,496.34
Looking forward for your business. Our price includes delivery FOB destination Green Bay, WI 54301.	Total	\$241,496.34

BZ DEFENSE is a wholesaler and distributor of commercial off-the-shelf equipment.
We are experts in procurement, supply-chain and fulfillment of orders.



Vanguard Computers, Inc.
13100 W. Lisbon Road, Suite 100
Brookfield, Wisconsin 53005
United States
(P) 262-317-1900

Quotation (Open)

Quote #: 44853 1 rev of 1
Modified Date: May 31, 2024 12:39 PM CDT
Expiration Date: 06/28/2024
Description: Panasonic TOUGHBOOK 55

Sales Associates

Preparer: Bunker, Jordan
E-mail: jordan.b@vanguardinc.com
Phone: 262-317-1996
Account Manager: Steffel, Chuck
E-mail: Chuck.s@vanguardinc.com

Customer

City of Green Bay (00039960)
Meadowcroft, Steve
100 N Jefferson St
Rm. 416
Green Bay, WI 54301
United States
(P) 0000000000

Bill To

City of Green Bay
Dept, Purchasing
100 N Jefferson St
Rm. 101
Green Bay, WI 54301
United States

Ship To

City of Green Bay
Technology, Info
100 N Jefferson St
Rm 416
Green Bay, WI 54301
United States

Payment Method

Terms: Purchase Order (Net 30 Days)

Shipping Info

Delivery Method: Custom
Carrier Account #:
Special Instructions:

#	Description	Part #	Qty	Unit Price	Total
1	Panasonic TOUGHBOOK 55 Win11 Pro, Intel Core i7-1370P vPro (up to 5.2GHz), AMT, 14FHD 1000nit Gloved Multi Touch, 32GB, Intel UHD, 1TB OPAL SSD, Intel Wi-Fi 6E, Bluetooth, 4G EM7511, GPS, Dual Pass (Ch1:GPS/Ch2:WWAN), Mic&Infrared 2MP Webcam, Standard Battery, TPM2, Emissive Backlit Keyboa	FZ-55JZ006BM	1	\$3,998.00	\$3,998.00
2	Panasonic ProServices Ultimate Care Accidental damage coverage - parts and labor - 5 years	CF-SVCLTUCNF5Y	1	\$739.00	\$739.00

Subtotal: \$4,737.00
Tax (.0000%): \$0.00
Shipping: \$0.00
Total: \$4,737.00

DROPSHIP NOTICE: For orders that ship directly from our supplier to your facility, please ask your receiving department (or person) to inspect these orders upon arrival to verify all items have arrived undamaged. Please notify your account manager or sales support within 5 days of receipt if any items are missing or damaged, so we can notify our supplier immediately.

- Verify packaging and/or pallets have no visible signs of damage or tampering.
- Verify the correct product numbers and quantity have been shipped/delivered against the bill of lading.
- Please notate any signs of damage, tampering, or discrepancies on the BOL and inform the delivery driver.

AUTHORIZED REPAIR CENTER: Vanguard Computers is an Authorized Service Provider for HP, LENOVO, APPLE, and DELL desktops, laptops, and Chromebooks. Keep your devices performing like new with quick and easy warranty and accidental damage repair by our professional factory certified technicians. We even offer scheduled pickup/delivery courier service in many parts of WI. Contact our sales team today to learn how we can save your organization time and money with ProGuard Fleet Maintenance Services or visit <https://www.vanguardinc.com/authorized-service-provider>.

IT LIFECYCLE SERVICES: Did you know all your equipment can arrive unboxed, asset tagged, and ready to install for a flat rate fee? How about device shipment and recovery for remote workers? Don't waste your time and energy moving and opening all those boxes. Let our IT lifecycle and logistics team do the work for you! We also offer Windows and Apple imaging, Chrome white-glove services, full-service device installation, removal, surplus, and recycling services, as well as complete project management for your next IT lifecycle. Contact our sales team today to learn how we can save your organization time and money with our Professional IT Lifecycle Services or visit <https://www.vanguardinc.com/secure-managed-it-lifecycle>.

This configuration is presented for your convenience only. Vanguard will not be responsible for typographical or other errors or omissions regarding prices or other information. Prices and configurations are subject to change without notice and may not include shipping charges or applicable taxes. The prices quoted are for hardware/software only and do not include delivery, setup, or installation by Vanguard Computers unless otherwise noted. A 15% restocking fee and \$25.00 processing will be charged for any returned part. No returns will be accepted without a pre-approved RMA Number from Vanguard, please contact your account manager or sales support for assistance.

Visit <https://www.vanguardinc.com/terms> for complete details. Contact sales support for assistance with your order at sales-support@vanguardinc.com.

Thank you, we appreciate your business!

Please sign below to authorize purchase of this quote for the above quantities per Vanguard terms and conditions:

Signature

Date



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.3

To approve the purchase of 22 Motorola Radios for a total cost of \$107,871.28. Using funding sources, a JAG grant for \$53,667.00 and 2024 Bonded Money for \$54,204.28.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

- I. Finance Request Police Radios 7-2024



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

Phone 920.448.3047
Fax 920.448.3050

7/16/2024

Finance Committee 7/23/2024.

Consideration and possible action to approve the purchase of 22-each Motorola Radios APX6000 7/800 for a total cost of \$107,871.28. The Radios are quoted from BayCom under the State of Wisconsin Contract 505ENT-022-SAFETYCOMM-00 19860 NASPO 00318.

Funding Source: Purchase to be funded from two sources - \$53,667.00 Under the JAG Grant and \$54,204.28 under 2024 Bonded Money.

Respectfully Submitted,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

Green Bay Police Department

Approved Funds: 2024 Bond and 2023 JAG grant

Requisition #181

Department Contact for this Requisition: Marc Opicka @ 0269

Purchase request: (22) APX6000 7/800 Portable Radios

Cost: \$107,871.28

Account Number: See Below

Created and Approved by Rick Jurkanis 7/12/24

Please see attached quote for specifications and work with department contact to finalize specifications. Vendor is Motorola Solutions. Approved State Contract Price. Please confirm the quote before issuing purchase order.

Please use the following funding sources:

1. \$53,667.00: 2023 JAG grant 825300-55140-27333
2. \$54,204.28: 2024 Bond 423300-55140-27336



GREEN BAY POLICE DEPT, CITY OF
Green Bay Police; (22) APX6000 7/800 Portable Radios
06/17/2024



06/17/2024

GREEN BAY POLICE DEPT, CITY OF
100 N JEFFERSON ST
RM 101
GREEN BAY, WI 54301

RE: Motorola Quote for Green Bay Police; (22) APX6000 7/800 Portable Radios
Dear Marc Opicka,

Motorola Solutions is pleased to present GREEN BAY POLICE DEPT, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide GREEN BAY POLICE DEPT, CITY OF with the best products and services available in the communications industry. Please direct any questions to Eric Schroeder at eschroeder@baycominc.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Eric Schroeder
Communications Consultant

Motorola Solutions Manufacturer's Representative



QUOTE-2683410
Green Bay Police; (22) APX6000
7/800 Portable Radios

Billing Address:
GREEN BAY POLICE DEPT, CITY
OF
100 N JEFFERSON ST
RM 101
GREEN BAY, WI 54301
US

Quote Date:06/17/2024
Expiration Date:08/16/2024
Quote Created By:
Eric Schroeder
Communications Consultant
eschroeder@baycominc.com
9205444203

End Customer:
GREEN BAY POLICE DEPT, CITY OF
Marc Opicka
Marc.opicka@greenbaywi.gov
920-448-0269

Contract: 19860 - NASPO 00318
Payment Terms:30 NET

WISCONSIN STATE CONTRACT # 505ENT-O22-SAFETYCOMM-00

19860 - NASPO 00318

Radio programming in needed will be invoiced separately at \$85 per radio.

Line #	Item Number	Description	Qty	List Price	Contract Price
	APX™ 6000 Series	APX6000			
1	H98UCD9PW5BN	APX6000 7/800 MHZ MODEL 1.5 PORTABLE	22	\$3,213.00	\$2,345.49
1a	H869BZ	ENH: MULTIKEY	22	\$363.00	\$264.99
1b	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	22	\$6.00	\$4.38
1c	Q361AR	ADD: P25 9600 BAUD TRUNKING	22	\$330.00	\$240.90
1d	H38BT	ADD: SMARTZONE OPERATION	22	\$1,320.00	\$963.60
1e	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	22	\$567.00	\$413.91
1f	Q629AK	ENH: AES ENCRYPTION AND ADP	22	\$523.00	\$381.79
1g	QA05100AA	EHN: STD 1 YR WARRANTY APPLIES	22	\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



QUOTE-2683410
Green Bay Police; (22) APX6000
7/800 Portable Radios

Line #	Item Number	Description	Qty	List Price	Contract Price
1h	QA05570AA	ALT: LI-ION IMPRES 2 IP68 3400 MAH	22	\$115.50	\$84.32
1i	QA09113AB	ADD: BASELINE RELEASE SW	22	\$0.00	\$0.00
2	PMMN4069AL	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55	22	\$143.64	\$104.86
3	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T	22	\$188.27	\$99.00

Grand Total **\$107,871.28(USD)**

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.4

To approve a six (6) month extension to the planning option for the development of the City-owned parcel located at 3855 Finger Road (Parcel 21-24).

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. Extension Report to the Finance Committee
2. Site Plan
3. Renderings
4. Narrative
5. GIS Map



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 23, 2024

PREPARED BY

Matt Buchanan, Deputy Development Director

AGENDA ITEM

Consideration with possible action to approve a six (6) month extension to the planning option for the development of the City-owned parcel located at 3855 Finger Road (Parcel 21-24).

BACKGROUND

In January 2024 the City of Green Bay awarded a six (6) month planning option to Hoban Family Holdings LLC to plan for an industrial development at the City-owned property at 3855 Finger Road (Parcel 21-24). The City previously acquired this 12.7 acre property to attract industrial development.

Since the approval of their initial six-month planning option, the developer has worked diligently with their engineering consultants and contractor to prepare a site plan and renderings. Additionally, the developer has shared that their development supports the expansion of a local business, Cleveland Hardware & Forging Company/Green Bay Drop Forge. The developer has held a neighborhood meeting, modified their plans based on neighbors' feedback, and received approvals from the City's Plan Commission and Common Council for a Conditional Use Permit.

The developer has requested a six-month extension to the original planning option. The additional time is necessary to finalize construction plans and negotiate a development agreement with City staff.

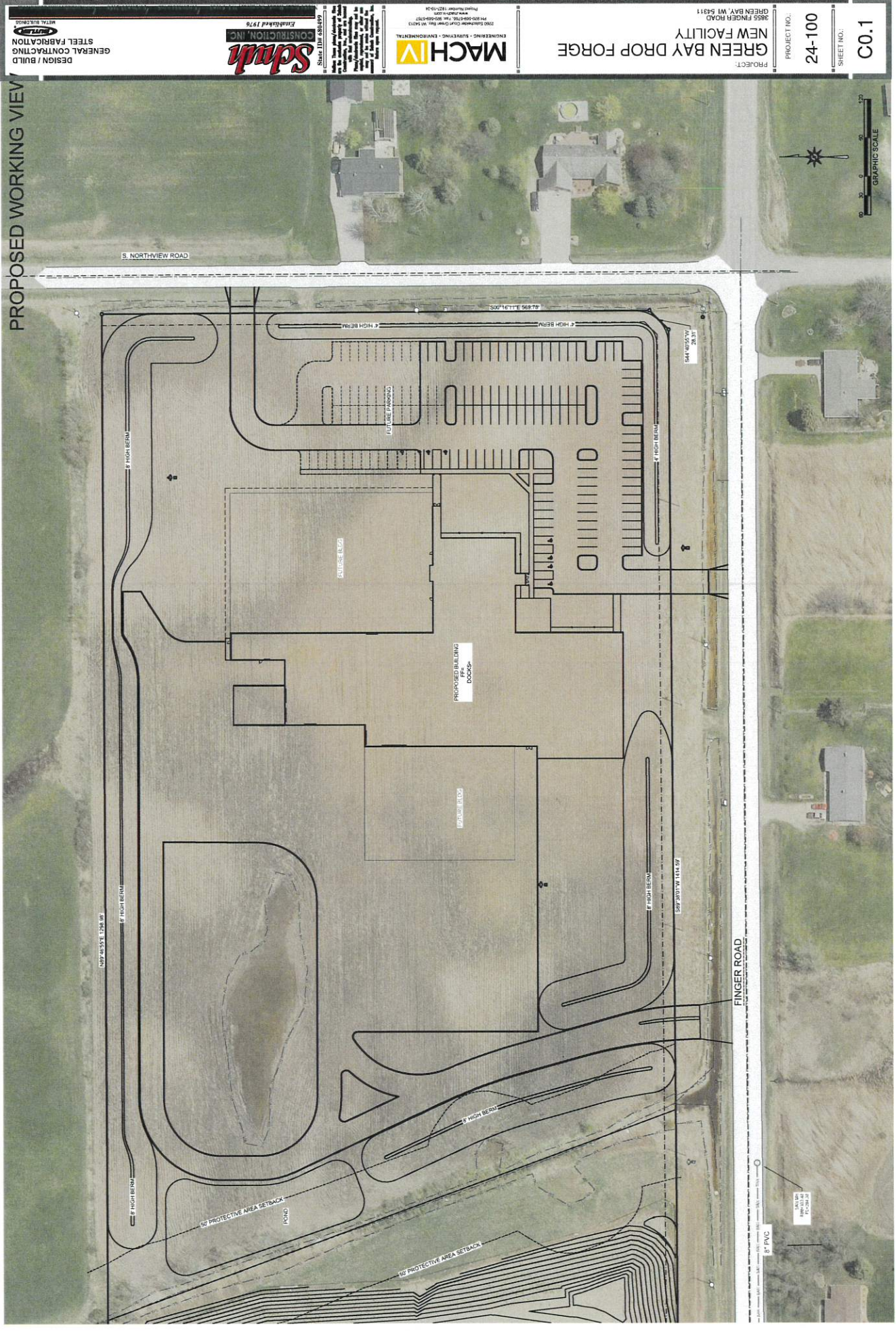
RECOMMENDATION

To approve a six (6) month extension to the planning option for the development of parcel 21-24.

FISCAL IMPACT**ATTACHMENTS**

1. GIS Map
2. Site Plan
3. Renderings
4. Narrative

PROPOSED WORKING VIEW

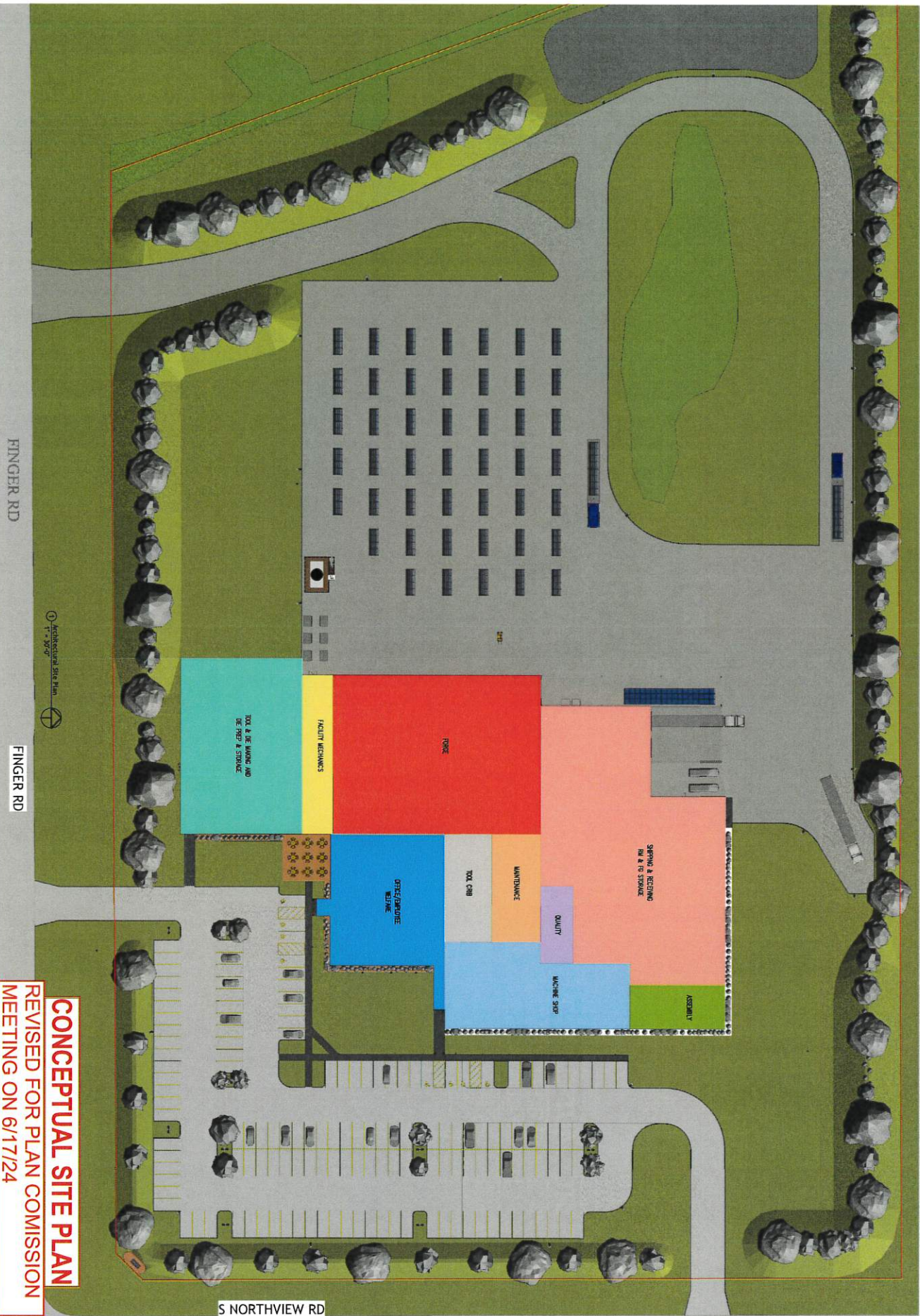


PROJECT: GREEN BAY DROP FORGE NEW FACILITY
3655 FINGER ROAD
GREEN BAY, WI 54311

PROJECT NO.: 24-100
SHEET NO.: C0.1

Schulz
CONSTRUCTION, INC.
Established 1978
State Lic. 688972
DESIGN / BUILD
GENERAL CONTRACTING
STEEL FABRICATION
METAL BUILDINGS

MACH
IV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2002 BURNING CROWN DR., SUITE 100
GREEN BAY, WI 54303
PH: 920-836-1700 FAX: 920-836-1713
WWW.MACHIV.COM
Project Number: 182715-04



CONCEPTUAL SITE PLAN
 REVISED FOR PLAN COMMISSION
 MEETING ON 6/17/24

S NORTHVIEW RD

PROJECT:
CLEVELAND HARDWARE & FORGING CO.
 NEW FACILITY
 Enter address here
 Address Line 2

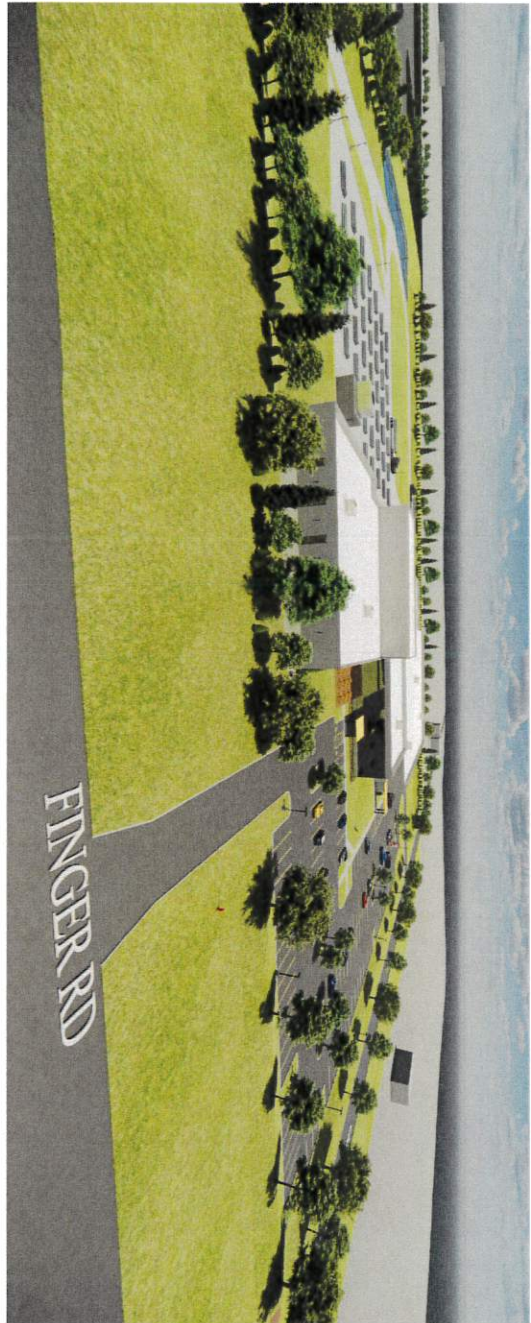
PROJECT NO.:
24-100

SHEET NO.:
AC1

Revision History
 Revision Number
 Description
 1 06/05/24
 2 06/05/24

Drawn By: [Name]
 Checked By: [Name]
 Date: 06/05/24

Schuch
 CONSTRUCTION, INC.
 DESIGN / BUILD
 GENERAL CONTRACTING
 STEEL FABRICATION
 BUTLER
 METAL BUILDINGS
 1-208-833-6465 / SCHUCHCONSTRUCTION.COM / Established 1976



REVISED FOR PLAN COMMISSION
MEETING ON 6/17/24

CONCEPTUAL RENDERERS
(NOT TO SCALE)

① Front
1" = 30'-0"



② Southeast
1" = 30'-0"

Schuch
CONSTRUCTION, INC.

DESIGN / BUILD
GENERAL CONTRACTING
STEEL FABRICATION

ESTABLISHED 1976

1-208-833-6465 / SCHUCHCONSTRUCTION.COM

Sheet Issue Date:	05/24/24
Revision History	
Revision Number	Date
1	05/24/24

PROJECT:
CLEVELAND HARDWARE & FORGING CO.
NEW FACILITY
Enter address here
Address Line 2

PROJECT NO.:

24-100

SHEET NO.:

A3.1

CONCEPTUAL RENDERERS
(NOT TO SCALE)

REVISED FOR PLAN COMMISSION
MEETING ON 6/17/24



1 Northwest
T = 39° 0'



2 Northwest
T = 39° 0'



3 Southwest
T = 39° 0'

Schuh
CONSTRUCTION, INC.

DESIGN / BUILD
GENERAL CONTRACTING
STEEL FABRICATION

ESTABLISHED 1976

1-281-833-6465 / SCHUHCONSTRUCTION.COM

after their April/April 2024 release from the release target. It is also expected that the first two phases will meet engineering, manufacturing, safety, and the other requirements, as shown in the table, represented as their own separate 12 month schedule. The release of the first phase is expected to be around April/April 2024.	
The release date is expected to be around April/April 2024.	
Sheet Issue Date:	
05/15/24	
Revision History	
Revision Number	Revision Date
2	06/05/24

PROJECT:
CLEVELAND HARDWARE & FORGING CO.
NEW FACILITY
Enter address here
Address Line 2

PROJECT NO.:
24-100

SHEET NO.:
A3.2

CLEVELAND HARDWARE & FORGING CO.

AFFILIATED BUSINESS UNITS:

Green Bay Drop Forge • Green Bay, WI

Cleveland Hardware • Green Bay, WI

Fox Valley Forge • Aurora, IL



WHO ARE WE?

Cleveland Hardware and Forging Company "CHFC" is comprised of three business units: Cleveland Hardware, Green Bay Drop Forge and Fox Valley Forge.

Cleveland Hardware was established in 1878 in Cleveland, OH. In 2019 the facility in OH was shut down and the operations were moved to Green Bay, WI. Today this business unit assembles and distributes hardware for bus manufacturers, industrial equipment, aviation, heavy & specialized trucks and service vehicles.

Green Bay Drop Forge was founded in 1914 and produces custom forged parts weighing <10 pounds for a variety of industries including tool manufacturers, lawn and garden, railroad, solar, energy, mining, defense, medical and distribution. They use 1500, 2500 and 3000 lb. drop hammers, as well as small upsetters and machining tools to produce a saleable product.

Fox Valley Forge was founded in 1948 and produces near final parts, weighing 20-100 pounds for a variety of industries including heavy and specialized truck, off highway construction vehicles, energy, agriculture, oil, gas and water and material handling. They use a large 2500 Ton Mechanical, a 3000 Ton Hydraulic press, large upsetters and machining equipment to produce a saleable product.

PROJECT SCOPE

Our commitment to modernization consists of constructing a 100,000 ft² manufacturing facility and investing in equipment advancements tailored specifically for our forging operations.

An overview of the major equipment investments includes:

1. New fully automated Lasco press line composed of a VPA 1000/200 hydraulic preforming press and SPR 2000 SO screw press with in-line saw and induction heating. This two-press solution will replace both current press lines that currently use outdated induction furnaces, no longer offer the best technical solution for our product and processes, and increase output from ~70 pcs/hr to 120-150 pcs/hr.
2. Two new semi-automated Lasco hammer lines composed of a hydraulic double-acting forging hammer HO-U 315 and hydraulic double-acting forging hammer HO-U 160 with induction heating and offline saw. These two hammer line investments will replace all eleven existing board drop hammers and nine gas furnaces with new equipment that will increase output from ~100-200 pcs/hr to ~300-400 pcs/hr.
3. We are still in beginning stages of scoping out new fully automated upset line(s). This investment will replace all nine existing upset machines and nine gas furnaces. Current processes are currently averaging ~75 pcs/hr, but with the new solutions we are looking to achieve rates of ~120 pcs/hr.

CLEVELAND HARDWARE & FORGING CO.

AFFILIATED BUSINESS UNITS:

Green Bay Drop Forge • Green Bay, WI

Cleveland Hardware • Green Bay, WI

Fox Valley Forge • Aurora, IL



PROJECT TIMELINE

CHFC is currently working with Schuh Construction and Mach IV, on site and facilities design. Construction is scheduled for August 2024. The installation and commissioning of the four new pieces of equipment will be staged from June-August 2025 with full production no later than September 2025.

PROPOSED OPERATIONS

Press Production: Monday-Friday 24 hours

Hammer/Machine Shop/Upset Production: Monday-Thursday 5-3, OT on Fridays

Office: Monday-Friday 8-5

115-130 employees

Titles & Roles:

- | | | |
|-----------------------|---------------------------|---------------|
| • Production Laborers | • Accounting/IT/HR | • Quality |
| • Engineering | • Purchasing/Supply Chain | • Maintenance |
| • Safety | • Sales/Customer Service | • Shipping |
| • Operations | | |
| Managers/Supervisors | | |

WHAT ARE WE FOCUSED ON?

We as leaders in the company are looking at current restraints and challenges that we are faced with every day and are in the process of making decisions that will take CHFC into the next 100+ years.

We recognize that we need to accomplish the following to meet our long-term objectives:

- We will make improvements/upgrades to our facilities to continue to be an employer of choice.
- We will advance current technologies to ensure that we can remain competitive in the market and expand into new ones.
- We will strengthen customer relationships and capitalize on the demand that exists in the market.



Part of Brown County WI

Map printed on 1/23/2024

1:1,800

1 inch = 150 feet*

1 inch = 0.0284 miles*

*original page size: 8.5"x11"

Appropriate format depends on zoom level

Parcel ownership key

Parcel Boundary

Condominium

Gap or Overlap

"hooks" indicate parcel ownership crosses a line

Parcel line

Right of Way line

Meander line

Lines between deeds or lots

Historic Parcel Line

Vacated Right of Way

A complete key (legend) is available at:
tinyurl.com/BrownDogLegend



(920) 448-6480

www.browncountywi.gov



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.5

To approve the City of Green Bay 2025 Fee Schedule resolution as amended.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. Draft Resolution Fee Schedule 2025 (redline)
2. Draft Resolution Fee Schedule 2025 (clean)

**RESOLUTION ADOPTING
CITY OF GREEN BAY 2025 FEE SCHEDULE**

July 30, 2024

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

That the City of Green Bay 2025 Fee Schedule, attached hereto as Exhibit A, is hereby adopted.

Adopted _____

Approved _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

law

Attachment – Exhibit A, City of Green 2025 Bay Fee Schedule

Exhibit A

CITY OF GREEN BAY

FEE SCHEDULE

Code Section	Description	2024 Fee	<u>2025 Fee</u>
Chapter 2—Administration			
2-217	Municipal vehicle registration fee	\$20.00	<u>\$25.00</u>
	Exemption from the municipal vehicle registration fee for vehicles registered by the State of Wisconsin under Wis. Stats. § 341.26	\$5.00	
Chapter 4—Alcohol Beverages			
4-6	License fees		
	Class "A" (beer)	\$425.00	
	Class "B" (beer)	\$75.00	
	Special event or picnic license	\$10.00	
	"Class A" (liquor)	\$425.00	
	"Class B" (liquor)	\$475.00	
	Operator's license (two-year license)	\$50.00	
	Initial issuance of a reserve "Class B" (liquor) license	\$10,000.00	
	"Class C" (wine)	\$100.00	
	Provisional retail license	\$15.00	
	Publication fee	\$25.00	
	Background check fee	\$25.00	
	<u>Limited Expansion of License Premise</u>		<u>\$10.00</u>
	<u>Producer permittee for off the production premises</u>		<u>\$25.00</u>
Chapter 6—Animals			
6-1	Animal establishment license fee	\$100.00	
	For each male breeding dog	\$300.00	
	For each female breeding dog	\$250.00	
6-2	Dog and cat license tax		
	For a neutered male dog or cat	\$15.00	
	For a spayed female dog or cat	\$15.00	
	For an unneutered male dog or cat	\$30.00	
	For an unspayed female dog or cat	\$30.00	
	Late fee	\$5.00	
	<u>Exotic animal</u>		
	Duplicate collar tag fee	\$1.00	
6-3	License fee to keep hens	\$5.00	<u>\$25.00</u>
	Late fee	\$5.00	
<u>6-4</u>	<u>Exotic animal permit</u>		<u>\$25.00</u>
	<u>Excess animal permit</u>		<u>\$25.00</u>
6-11	Beekeeping annual permit fee	\$25.00	
Chapter 8—Buildings and construction			
8-47	One- and two-family residential construction plan approval		
	Principal-use building plan	\$50.00	
	Accessory-use building plan	\$25.00	
	HVAC plan – Energy (heat loss) calculations	\$0.00	
	Plumbing plan – Fixture list	\$0.00	
	Multi-family residential construction plan approval		
	Principal-use building plan	\$100.00	

8-47		Accessory-use building plan	\$100.00	
		Sign structural plan	\$50.00	
		HVAC plan – Mechanical systems plan	\$100.00	
		Plumbing system plan	\$100.00	
		Commercial, educational, institutional, industrial plan approval		
		Principal-use building plan	\$100.00	
		Accessory-use building plan	\$100.00	
		Sign structural plan	\$50.00	
		HVAC plan – Mechanical systems plan	\$100.00	
		Plumbing system plan	\$100.00	
		One- and two-family residential construction permits		
		Principal or accessory building permits		
		New construction (per sq. foot)	\$0.095	<u>\$0.10</u>
		Windows/doors	\$50.00	
		Move building	\$50.00	
		Raze/demolish building	\$50.00	
		Accessory structure building permits		
		Curb cut, culvert, driveway	\$50.00	
		Landscape structures	\$50.00	
		Fencing	\$50.00	
		Hot tub, swimming pool	\$50.00	
		Pond	\$50.00	
		Satellite receiver	\$50.00	
		Tower structure	\$50.00	
		Subdivision or neighborhood identification signage		
		Base fee	\$40.00	
		Additional fee per square foot	\$0.50	
		Multi-family residential construction permits		
		Principal or accessory building permits		
		General construction; new building (per sq. ft)	\$0.135	<u>\$0.14</u>
		Roofing replacement	\$70.00	
		Built-up or membrane (per sq. ft.)	\$0.01	
		Siding	\$70.00	
		Brick veneer (per sq. ft.)	\$0.01	
		Move building	\$70.00	
		Base fee	\$70.00	
		Foundation area fee (per sq. ft.)	\$0.135	<u>\$0.14</u>
		Raze/demolish building	\$70.00	
		Accessory structures		
		Curb cut, culvert, driveway	\$70.00	
		Landscape structures	\$70.00	
		Fencing	\$70.00	
		Hot tub, swimming pool	\$70.00	
		Pond	\$70.00	
		Satellite receiver	\$70.00	
		Tower structure	\$70.00	
		Subdivision or neighborhood identification signage		
		Base fee	\$40.00	
		Additional fee per square foot	\$0.50	
		Commercial, educational, institutional, industrial use building permits		
		Principal or accessory building permits		

8-47		General construction building group 1: New building, etc. (per sq. ft)	\$0.065	<u>\$0.07</u>
		General construction building group 2: New building, etc. (per sq. ft)	\$0.135	<u>\$0.14</u>
		Roofing replacement: building group 1 & 2	\$70.00	
		Built-up or membrane (per sq. ft.)	\$0.01	
		Siding	\$70.00	
		Brick veneer (per sq. ft.)	\$0.01	
		Move building: building group 1 & 2		
		Base fee	\$70.00	
		Foundation area fee (per sq. ft.)	\$0.135	<u>\$0.14</u>
		Raze/demolish building	\$70.00	
		Accessory structures		
		Curb cut, culvert, driveway	\$70.00	
		Landscape structures	\$70.00	
		Fencing	\$70.00	
		Hot tub, swimming pool	\$70.00	
		Pond	\$70.00	
		Satellite receiver	\$70.00	
		Tower structure	\$70.00	
		Subdivision or neighborhood identification signage		
		Base fee	\$40.00	
		Additional fee per square foot	\$0.50	
		Temporary or mobile sign	\$40.00	
8-360		One- and two-family residential plumbing permit fees		
		General plumbing (per fixture)	\$7.00	
		Water service connection permit	\$30.00	
		Sanitary sewer connection	\$30.00	
		Storm sewer connection (each)	\$30.00	
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50	
		Lawn sprinkler system-reduced pressure valve	\$50.00	
		Water heater replacement	\$30.00	
		Palmer valve	\$50.00	
		Back water valve	\$30.00	
		Multi-family residential plumbing permit fees		
		General plumbing (per fixture)	\$8.00	
		Water service connection permit	\$30.00	
		Sanitary sewer connection	\$30.00	
		Storm sewer connection (each)	\$30.00	
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50	
		Lawn sprinkler system-reduced pressure valve	\$70.00	
		Water heater replacement	\$70.00	
		Commercial, educational, institutional, industrial use plumbing permits		
		General plumbing (per fixture)	\$8.00	
		Water service connection permit	\$30.00	
		Sanitary sewer connection	\$30.00	
		Storm sewer connection (each)	\$30.00	
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50	

	Lawn sprinkler system-reduced pressure valve	\$70.00	
	Water heater replacement	\$70.00	
	Sewer cap	\$70.00	
8-369	Private well operation permit fee	\$100.00	
8-449	Re-inspections of electrical wiring	\$75.00	
8-451	One- and two-family residential electrical permits		
8-451	General electrical system (per sq. foot)	\$0.045	<u>\$0.05</u>
	Electrical service	\$50.00	
	Air conditioning addition	\$50.00	
	Multi-family residential electrical permits		
	General electrical system (per sq. foot)	\$0.085	<u>\$0.09</u>
	Electrical service – initial	\$70.00	
	Electrical service – each additional	\$30.00	
	Air conditioning addition	\$70.00	
	Commercial, educational, institutional, industrial electrical permits		
	General electric – building group 1 (per sq. foot)	\$0.045	<u>\$0.05</u>
	General electric – building group 2 (per sq. foot)	\$0.085	<u>\$0.09</u>
	Project cost \$0-\$10,000	\$70.00	
	Project cost \$10,001-\$50,000	\$140.00	
	Project cost \$50,001-\$100,000	\$210.00	
	Project cost \$100,001-\$200,000	\$300.00	
	Project cost \$200,001-\$300,000	\$400.00	
	Project cost greater than \$300,000	\$500.00	
	Additional fee per \$100,000 above \$300,000	\$100.00	
	Internally or externally illuminated sign	\$70.00	
8-629	Roominghouse/shelter facility permit fee	\$30.00	
	Additional fee per dwelling unit or rooming unit	\$10.00	
8-671	Penalty fee for renewal mobile home park license applications postmarked after June 30	\$25.00	
8-478	One- and two-family residential mechanical (HVAC) permits		
	General HVAC system (per sq. foot)	\$0.045	<u>\$0.05</u>
	Heating unit replacement	\$50.00	
	Air conditioning addition (per unit)	\$50.00	
	Multi-family residential mechanical (HVAC) permits		
	General HVAC system (per sq. foot)	\$0.085	<u>\$0.09</u>
	Heating unit replacement	\$70.00	
	Air conditioning addition/replacement (per unit)	\$70.00	
	Commercial, educational, institutional, industrial use mechanical (HVAC) permits		
	General HVAC: ductless unit-heater systems only (per sq. foot)	\$0.045	<u>\$0.05</u>
	General HVAC: ducted or hydronic (per sq. foot)	\$0.085	<u>\$0.09</u>
	Heating unit replacement	\$70.00	
	Air conditioning addition/replacement (per unit)	\$70.00	
Chapter 10—Businesses			
10-19	License for the sale of each of the following or the conduct of the business or activity		
	Ambulances		
	Per vehicle for first vehicle licensed by any person	\$50.00	
	Per additional vehicle	\$25.00	
	Auto salvage	\$100.00	

10-19	Billiard and pool tables, gamerooms, per table or gameroom	\$5.00	
	Canvasser, solicitor, peddler and transient merchants, and direct seller's investigation fee	\$5.00	Removed
	Cigarettes	\$100.00	
	Change of agent		\$10.00
	Junk and secondhand dealers		
	For maintaining a building, warehouse, or yard	\$50.00	
	For each hand-drawn vehicle used for junk dealing	\$1.00	
	For each vehicle other than hand drawn	\$3.00	
	Secondhand article dealer permit	\$27.50	
	Secondhand jewelry dealer permit	\$30.00	
	Secondhand article dealer: mall/flea market permit	\$165.00	
	Parades	\$0.00	
	Pawn brokers	\$210.00	
	Residential building contractors		
	Initial	\$25.00	
	Renewal	\$10.00	
	Temporary permit	\$0.00	
	Taxicab business licenses		
	For an organization which is exempt from federal income tax under IRC § 501(c)(3)	\$0.00	
	For a nonprofit corporation under Wis. Stats. Ch. 181	\$0.00	
	For any other person		
	For each taxicab with a capacity of seven or fewer passengers, not including the driver	\$25.00	
	For each taxicab with a capacity of eight to 15 passengers, not including the driver	\$50.00	
	Taxicab operator's licenses		
	For an operator employed by an organization which is exempt from federal income tax under IRC § 501(c)(3)	\$0.00	
	For an operator employed by a nonprofit corporation under Wis. Stats. Ch. 181	\$0.00	
	For any other person	\$50.00	
10-90	Auto salvage storage permit fee	\$100.00	
10-92	Newspaper vending machine permit fee	\$50.00	
10-93	Parklet permit fee	\$200.00	
10-95	Massage establishment license fee	\$75.00	
10-140	Temporary facility license fee	\$25.00	
10-142	Facility license fee		
	If the premises is not also licensed under Ch. 4, GBMC	\$75.00	
	If the premises is also licensed under Ch. 4, GBMC	\$25.00	
10-143	Facility operator's license fee	\$10.00	
10-203	Sexually-oriented adult entertainment establishment license fee	\$750.00	
10-205	Sexually-oriented adult entertainment establishment license renewal fee	\$250.00	
10-210	Sexually-oriented adult entertainment establishment employee registration fee	\$30.00	
10-238	Escort service application fee	\$500.00	
	Escort service license fee	\$500.00	
10-240	Escort service license renewal fee	\$500.00	
10-243	Escort registration fee	\$25.00	

10-274	Direct sales permit fee			
	Temporary (30-day)		\$100.00	
	Annual		\$350.00	
	Request for additional locations beyond three		\$50.00	
	Request for change of location		\$10.00	
	Solicitor's permit fee			
	Temporary (30-day)		\$25.00	
	Annual		\$100.00	
10-342	Junk dealer annual fee		\$50.00	
10-344	Junk dealer daily reporting failure fee		\$10.00	
10-374	Junk collector annual fee		\$3.00	
10-428	Special event fee – Simple event			
10-428	Small non-profit park event fee			
	Resident application fee		\$25.00	
	Late application fee		\$25.00	
	First time event additional fee		\$50.00	
	Event location change fee		\$0.00	
	Event cancellation fee		\$10.00	
	Small non-profit block party			
	Resident application fee		\$50.00	
	Late application fee		\$25.00	
	First time event additional fee		\$50.00	
	Event location change fee		\$0.00	
	Event cancellation fee		\$10.00	
	Special event fee – Small events			
	Athletic Event			
	Resident application fee		\$100.00	
	Non-resident application fee		\$150.00	
	Late application fee		\$50.00	
	First time event additional fee		\$175.00	
	Event location change fee		\$25.00	
	Event cancellation fee		\$25.00	
	All other small events			
	Resident application fee		\$50.00	
	Non-resident application fee		\$75.00	
	Late application fee		\$25.00	
	First time event additional fee		\$88.00	
	Event location change fee		\$13.00	
	Event cancellation fee		\$13.00	
	Special event fee – Medium events			
	Athletic Event			
	Resident application fee		\$200.00	
	Non-resident application fee		\$300.00	
	Late application fee		\$100.00	
	First time event additional fee		\$350.00	
	Event location change fee		\$50.00	
	Event cancellation fee		\$50.00	
	All other medium events			
	Resident application fee		\$175.00	
	Non-resident application fee		\$263.00	
	Late application fee		\$88.00	
	First time event additional fee		\$306.00	

10-428		Event location change fee	\$44.00	
		Event cancellation fee	\$44.00	
	Special event fee – Large events			
	Athletic Event			
		Resident application fee	\$300.00	
		Non-resident application fee	\$450.00	
		Late application fee	\$150.00	
		First time event additional fee	\$525.00	
		Event location change fee	\$75.00	
		Event cancellation fee	\$75.00	
	All other large events			
		Resident application fee	\$275.00	
		Non-resident application fee	\$413.00	
		Late application fee	\$138.00	
		First time event additional fee	\$481.00	
		Event location change fee	\$69.00	
		Event cancellation fee	\$69.00	
	Special event fee - Small budget film/ photography			
		Resident application fee	\$25.00	
		Non-resident application fee	\$38.00	
		Late application fee	\$13.00	
		Event location change fee	\$6.00	
		Event cancellation fee	\$6.00	
	Special event fee - Special hazard event			
		Resident application fee	\$500.00	
		Non-resident application fee	\$750.00	
		Late application fee	\$250.00	
		First time event additional fee	\$875.00	
		Event location change fee	\$125.00	
		Event cancellation fee	\$125.00	
10-458	Public vehicle business license fee		\$25.00	
	Public vehicle business motor vehicle inspection fee		\$25.00	
10-459	Public vehicle business operator's license fee		\$50.00	
10-493	Commercial quadricycle business license fee		\$25.00	
	Commercial quadricycle inspection fee		\$25.00	
10-494	Commercial quadricycle operator's license fee		\$50.00	
10-514	Underground sprinkler license fee		\$25.00	
10-544	Lobbyist registration fee		\$20.00	
10-574	Mobile food establishment license to operate fee			
		If the license is not in connection with an existing City-based business that sells food-based products	\$50.00	
		If the license is in connection with an existing City-based business that sells food-based products	\$50.00	
10-574	Mobile food establishment license to operate renewal fee			
		If the license is not in connection with an existing City-based business that sells food-based products	\$50.00	
		If the license is in connection with an existing City-based business that sells food-based products	\$50.00	
10-599	Tree and brush trimmer license fee		\$25.00	
10-634	Weights and measures fees			
		Annual processing fee	\$30.00	
		Product look-up (PLU) or scanner system	\$100.00	

10-634	Electronic cash register (ECR) interfaced with other devices (per register)	\$30.00	
	Scales (1-50 lbs.) (per device)	\$35.00	
	Scales (>50 lbs. up to 1,000 lbs.) (per device)	\$30.00	
	Sensitive scale (prescription, jewelry, precious metal) (per device)	\$60.00	
	Vehicle scales (per device)	\$100.00	
	Livestock scales (per device)	\$100.00	
	Auto recycling machine (per device)	\$100.00	
	Vehicle tank meters, petroleum products (per device)	\$35.00	
	Vehicle tank meters, lubricant products (per device)	\$35.00	
	LMDs (per device or grade listed on dispenser)	\$30.00	
	LMDs high output device (per device)	\$35.00	
	LMDs marina fuel dispenser (per device)	\$30.00	
	Coin operated timer (per device)	\$5.00	
	Taxi cab meter (per device)	\$25.00	
	Miscellaneous device (per hour)	\$50.00	
	Re-inspection after follow-up compliance inspection (per inspection)	\$75.00	
10-740	Alarm business permit fee	\$50.00	
10-741	Alarm user permit fee		
	For an alarm user who is residential obtaining a hold-up alarm or other burglar alarm system	\$25.00	
	For an alarm user who is not residential obtaining a hold-up alarm system or burglar alarm system, a fire alarm system, or both	\$40.00	
10-742	False alarm on hold-up alarms		
	Premises holding a permit		
	Second false hold-up alarm	\$100.00	
	Third false hold-up alarm	\$200.00	
	Fourth and subsequent false hold-up alarms	\$350.00	
	Premises without a permit		
	First false hold-up alarm	\$100.00	
	Second false hold-up alarm	\$200.00	
	Third and subsequent false hold-up alarms	\$350.00	
	False alarm on alarm systems other than hold-up alarms		
	Premises holding a permit		
	Second false alarm	\$50.00	
	Third false alarm	\$75.00	
	Fourth false alarm	\$125.00	
	Fifth and subsequent false alarms	\$250.00	
	Premises without a permit		
	First false alarm	\$50.00	
	Second false alarm	\$75.00	
	Third false alarm	\$125.00	
	Fourth and subsequent false alarms	\$250.00	
Chapter 16—Environment			
16-40	Erosion control permit		
	One- and two-family residential	\$50.00	<u>\$100.00</u>
	Multi-family residential	\$100.00	<u>\$150.00</u>

	Commercial, educational, institutional, industrial uses	\$100.00	<u>\$150.00</u>
	Underground utilities	\$100.00	
	Other construction sites commencing a land disturbing activity	\$100.00	
	Reinspection fee		<u>\$75.00</u>
16-81	Fee in lieu of providing storm water management (per Equivalent Runoff Unit (ERU))	\$4,200.00	
16-82	Storm water management plan permit fee	\$500.00	
Chapter 18—Fire Prevention and Control			
18-66	Re-inspections for compliance with Ch. 18, Art. II, GBMC	\$75.00	
18-93	Permit fee for the purchase and use within the City of those classes of fireworks or pyrotechnics authorized by said statute	\$200.00	
18-93	Permit fee for the sale of fireworks within the City of those classes of fireworks authorized by statute	\$600.00	
Chapter 24—Nuisances			
24-84	Unmanaged vegetative growth removal		
24-84	Administrative charge (per parcel)	\$81.00	<u>\$82.00</u>
	Labor cost (per hour)	\$82.00	<u>\$86.00</u>
	Equipment cost (per hour)	\$82.00	
	Minimum total charge (1/2 hour)	\$163.00	<u>\$166.00</u>
Chapter 28—Parks and Recreation			
28-3	Protection of parks and greenways		
	Encroachment fee	\$75.00	
28-7	Metro Boat Launch		
	Daily launch fee	\$6.00	
	Season launch pass	\$60.00	
	Seniors season launch pass	\$50.00	
	Commercial season launch pass	\$75.00	
Chapter 32—Solid Waste			
32-2	Yard waste collection		
	Hourly rate	\$213.00	<u>\$219.00</u>
	Minimum fee (1/3 hour plus administrative fee)	\$91.00	<u>\$93.00</u>
	Administrative fee	\$20.00	
	Bulk waste collection		
	0-3 cubic yards	\$100.00	
	3-10 cubic yards	\$200.00	<u>\$205.00</u>
	10+ cubic yards	\$300.00	<u>\$305.00</u>
	Appliance collection		
	Refrigerators/Freezers (each)	\$50.00	<u>\$51.00</u>
	Appliances with freon (each)	\$50.00	<u>\$51.00</u>
	All other appliances	\$35.00	
	Electronics collection (each)	\$65.00	
	Tipper carts		
	Garbage – 96 gallon (plus sales tax)	\$100.00	
	Recycling – 96 gallon (plus sales tax)	\$100.00	
	Improper cart storage (per violation)	\$39.00	
	Early/Late setout (per violation)	\$65.00	
	Recycling in garbage cart (per violation)	\$65.00	
	Garbage in recycling cart (per violation)	\$65.00	
32-3			
	Per vehicle for first vehicle licensed by any person	\$25.00	
	Per additional vehicle	\$5.00	

Chapter 34—Streets, Sidewalks, and Other Public Places			
34-5	Excavation permit fee	\$50.00	
	First 100 square feet of excavation	\$37.80	
	Each additional 100 square feet of excavation	\$7.60	
34-5	Permanent repair of excavated pavement		
	Asphalt streets – Administrative fee (all streets)	\$45.00	
	Asphalt streets – Concrete base (sq yard)	\$79.00	\$80.00
	Asphalt streets – Gravel base (sq yard)	\$142.00	\$145.00
	Concrete streets – Administrative fee	\$45.00	
	Concrete streets (sq yard)	**	
	**Actual Cost from Annual Pavement Repair Contract		
34-8	Sidewalk builder's license fee	\$25.00	
34-14	Sidewalk snow and ice management fees		
	Base fee (per instance)	\$66.00	\$69.00
	Snow/Ice removal fee (per linear foot)	\$0.28	
34-64	Leicht park dock fee – Cruise ship dockage		
	Per day	\$1,500.00	
	Per day/evening	\$2,000.00	
Chapter 36—Subdivisions			
36-34	Review fees		
	Preliminary city/extraterritorial subdivision plat	\$150.00	
	Additional fee per lot/outlot	\$35.00	
	Preliminary city/extraterritorial certified survey map ("CSM")	\$250.00	
	Final city/extraterritorial subdivision plat	\$150.00	
	City/extraterritorial subdivision/CSM variance	\$150.00	
	Preliminary condominium plat	\$250.00	
	Additional fee per lot/outlot	\$35.00	
	Final condominium plat	\$150.00	
36-558	Parkland development fee	\$350.00	
36-580	Street tree fee (per tree, calculated at 1 tree per 50 linear feet of right-of-way frontage)	\$100.00	
Chapter 42— Utilities			
42-203	Equivalent runoff unit (ERU) credit application fee	\$0.00	\$50.00
Chapter 44—Zoning			
44-82	Zoning amendment fee	\$375.00	
44-83	Conditional use permit fee	\$375.00	
44-112	Homebased occupation fee – Initial	\$25.00	
	Renewal – Annual	\$10.00	
44-1552	Work done without Certificate of Appropriateness (per day)	\$50.00	
44-1580	Short Term Rental Permit – Initial	\$500.00	
	Short Term Rental Permit – Annual Renewal	\$250.00	
44-1890	One- and two-family residential site plan approval		
	Principal use building & site development, area smaller than \$1,000 square feet	\$25.00	
	Principal use building & site development, area \$1,000 square feet or larger	\$50.00	
	Accessory use building, area larger than 150 square feet only	\$25.00	
	Fencing – new construction	\$0.00	
	Landscaping: land-disturbing activity or new structure	\$25.00	
	Tower structure – new construction	\$25.00	
	New construction or replacement of driveway, parking	\$25.00	

44-1890	lot/spaces, curb cut, culvert, apron			
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)		\$25.00	
	New or reconstructed subdivision or neighborhood identification signage		\$25.00	
	Floodplain land use approval		\$50.00	
	Shoreland/wetland land use approval		\$50.00	
	Erosion control		\$50.00	Removed
	Board of Appeals application and hearing fee		\$125.00	
	Multi-family residential site plan approval			
	Principal use building & site development			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	Accessory use building			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	Fencing – new construction		\$50.00	
	Landscaping: land-disturbing activity or new structure		\$50.00	
	Tower structure – new construction		\$50.00	
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	New or reconstructed subdivision or neighborhood identification signage		\$25.00	
	Floodplain land use approval		\$50.00	
	Shoreland/wetland land use approval		\$50.00	
	Erosion control		\$50.00	Removed
	Board of Appeals application and hearing fee		\$250.00	
	Commercial, educational, institutional, industrial use site plan approval			
	Principal use building & site development			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	Accessory use building			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	Fencing – new construction		\$50.00	
	Landscaping: land-disturbing activity or new structure		\$50.00	
	Tower structure – new construction		\$50.00	
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron		\$50.00	
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)		\$50.00	
	New or reconstructed subdivision or neighborhood identification signage		\$25.00	
	Floodplain land use approval		\$50.00	
	Shoreland/wetland land use approval		\$50.00	

	Erosion control	\$50.00	Removed
	Board of Appeals application and hearing fee	\$250.00	
Other services			
	One- and two-family residential		
	Certificate of occupancy	\$30.00	
	Floodplain certificate	\$50.00	
	Property compliance letter	\$30.00	
	Reinspection fee	\$75.00	
	Uniform dwelling code seal	\$30.00	
	Zoning certificate (initial letter)	\$50.00	
	Zoning certificate (reprinted)	\$0.00	
	Multi-family residential		
	Certificate of occupancy	\$30.00	
	Floodplain certificate	\$50.00	
	Property compliance letter	\$30.00	
	Reinspection fee	\$75.00	
	Zoning certificate (initial letter)	\$50.00	
	Zoning certificate (reprinted)	\$0.00	
	Commercial, educational, institutional, industrial uses		
	Certificate of occupancy	\$50.00	
	Business license compliance letter	\$50.00	
	Floodplain certificate	\$50.00	
	Property compliance letter	\$30.00	
	Reinspection fee	\$75.00	
	Zoning certificate (initial letter)	\$50.00	
	Zoning certificate (reprinted)	\$10.00	
Miscellaneous			
	Other miscellaneous fees may also be established by policy approved by the Council from time to time		
	Planned Unit Development and PUD Amendment fee	\$425.00	
	Postponement of Development Fees	\$100.00	
	Development District Map Amendment	\$200.00	
	Official Map Amendment	\$200.00	
	Discontinuance of a Public Utility Easement	\$200.00	
	Declare City Property "City Surplus"	\$200.00	
	Street Name Change	\$200.00	
	Vacate Street/Alley/Pedestrian Way	\$300.00	
	Comprehensive Plan Amendment	\$275.00	
	Sign – Permanent (plus \$.50 per square foot)	\$40.00	
	Sign – Temporary	\$40.00	
	Board of Appeals Initiation – All Other	\$250.00	
	Land Use Permit	\$50.00	
	Temporary Use Permit	\$25.00	
	Annexation	\$150.00	
	Cell Tower – Buildings and Colocations	\$500.00	
	Cell Tower – New Towers	\$1,000.00	
	Tax Incremental Financing fee		
	Projects less than \$5 million dollars		\$500.00
	Projects more than \$5 million dollars but less than \$10 million dollars		\$1,000.00
	Projects more than \$10 million dollars		\$2,500.00

RESOLUTION ADOPTING
CITY OF GREEN BAY 2025 FEE SCHEDULE

July 30, 2024

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

That the City of Green Bay 2025 Fee Schedule, attached hereto as Exhibit A, is hereby adopted.

Adopted _____

Approved _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

law

Attachment – Exhibit A, City of Green 2025 Bay Fee Schedule

Exhibit A

CITY OF GREEN BAY

FEE SCHEDULE

Code Section	Description	2025 Fee
Chapter 2—Administration		
2-217	Municipal vehicle registration fee	\$25.00
	Exemption from the municipal vehicle registration fee for vehicles registered by the State of Wisconsin under Wis. Stats. § 341.26	\$5.00
Chapter 4—Alcohol Beverages		
4-6	License fees	
	Class "A" (beer)	\$425.00
	Class "B" (beer)	\$75.00
	Special event or picnic license	\$10.00
	"Class A" (liquor)	\$425.00
	"Class B" (liquor)	\$475.00
	Operator's license (two-year license)	\$50.00
	Initial issuance of a reserve "Class B" (liquor) license	\$10,000.00
	"Class C" (wine)	\$100.00
	Provisional retail license	\$15.00
	Publication fee	\$25.00
	Background check fee	\$25.00
	Limited Expansion of License Premise	\$10.00
	Producer permittee for off the production premises	\$25.00
Chapter 6—Animals		
6-1	Animal establishment license fee	\$100.00
	For each male breeding dog	\$300.00
	For each female breeding dog	\$250.00
6-2	Dog and cat license tax	
	For a neutered male dog or cat	\$15.00
	For a spayed female dog or cat	\$15.00
	For an unneutered male dog or cat	\$30.00
	For an unspayed female dog or cat	\$30.00
	Late fee	\$5.00
	Exotic animal	
	Duplicate collar tag fee	\$1.00
6-3	License fee to keep hens	\$25.00
	Late fee	\$5.00
6-4	Exotic animal permit	\$25.00
	Excess animal permit	\$25.00
6-11	Beekeeping annual permit fee	\$25.00
Chapter 8—Buildings and construction		
8-47	One- and two-family residential construction plan approval	
	Principal-use building plan	\$50.00
	Accessory-use building plan	\$25.00
	HVAC plan – Energy (heat loss) calculations	\$0.00
	Plumbing plan – Fixture list	\$0.00
	Multi-family residential construction plan approval	
	Principal-use building plan	\$100.00
	Accessory-use building plan	\$100.00

8-47		Sign structural plan	\$50.00
		HVAC plan – Mechanical systems plan	\$100.00
		Plumbing system plan	\$100.00
		Commercial, educational, institutional, industrial plan approval	
		Principal-use building plan	\$100.00
		Accessory-use building plan	\$100.00
		Sign structural plan	\$50.00
		HVAC plan – Mechanical systems plan	\$100.00
		Plumbing system plan	\$100.00
		One- and two-family residential construction permits	
		Principal or accessory building permits	
		New construction (per sq. foot)	\$0.01
		Windows/doors	\$50.00
		Move building	\$50.00
		Raze/demolish building	\$50.00
		Accessory structure building permits	
		Curb cut, culvert, driveway	\$50.00
		Landscape structures	\$50.00
		Fencing	\$50.00
		Hot tub, swimming pool	\$50.00
		Pond	\$50.00
		Satellite receiver	\$50.00
		Tower structure	\$50.00
		Subdivision or neighborhood identification signage	
		Base fee	\$40.00
		Additional fee per square foot	\$0.50
		Multi-family residential construction permits	
		Principal or accessory building permits	
		General construction; new building (per sq. ft)	\$0.14
		Roofing replacement	\$70.00
		Built-up or membrane (per sq. ft.)	\$0.01
		Siding	\$70.00
		Brick veneer (per sq. ft.)	\$0.01
		Move building	\$70.00
		Base fee	\$70.00
		Foundation area fee (per sq. ft.)	\$0.14
		Raze/demolish building	\$70.00
		Accessory structures	
		Curb cut, culvert, driveway	\$70.00
		Landscape structures	\$70.00
		Fencing	\$70.00
		Hot tub, swimming pool	\$70.00
		Pond	\$70.00
		Satellite receiver	\$70.00
		Tower structure	\$70.00
		Subdivision or neighborhood identification signage	
		Base fee	\$40.00
		Additional fee per square foot	\$0.50
		Commercial, educational, institutional, industrial use building permits	
		Principal or accessory building permits	
		General construction building group 1:	\$0.07

8-47		New building, etc. (per sq. ft)	
		General construction building group 2: New building, etc. (per sq. ft)	\$0.14
		Roofing replacement: building group 1 & 2	\$70.00
		Built-up or membrane (per sq. ft.)	\$0.01
		Siding	\$70.00
		Brick veneer (per sq. ft.)	\$0.01
		Move building: building group 1 & 2	
		Base fee	\$70.00
		Foundation area fee (per sq. ft.)	\$0.14
		Raze/demolish building	\$70.00
		Accessory structures	
		Curb cut, culvert, driveway	\$70.00
		Landscape structures	\$70.00
		Fencing	\$70.00
		Hot tub, swimming pool	\$70.00
		Pond	\$70.00
		Satellite receiver	\$70.00
		Tower structure	\$70.00
		Subdivision or neighborhood identification signage	
		Base fee	\$40.00
		Additional fee per square foot	\$0.50
		Temporary or mobile sign	\$40.00
8-360		One- and two-family residential plumbing permit fees	
		General plumbing (per fixture)	\$7.00
		Water service connection permit	\$30.00
		Sanitary sewer connection	\$30.00
		Storm sewer connection (each)	\$30.00
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50
		Lawn sprinkler system-reduced pressure valve	\$50.00
		Water heater replacement	\$30.00
		Palmer valve	\$50.00
		Back water valve	\$30.00
		Multi-family residential plumbing permit fees	
		General plumbing (per fixture)	\$8.00
		Water service connection permit	\$30.00
		Sanitary sewer connection	\$30.00
		Storm sewer connection (each)	\$30.00
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50
		Lawn sprinkler system-reduced pressure valve	\$70.00
		Water heater replacement	\$70.00
		Commercial, educational, institutional, industrial use plumbing permits	
		General plumbing (per fixture)	\$8.00
		Water service connection permit	\$30.00
		Sanitary sewer connection	\$30.00
		Storm sewer connection (each)	\$30.00
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50
		Lawn sprinkler system-reduced pressure valve	\$70.00

	Water heater replacement	\$70.00
	Sewer cap	\$70.00
8-369	Private well operation permit fee	\$100.00
8-449	Re-inspections of electrical wiring	\$75.00
8-451	One- and two-family residential electrical permits	
8-451	General electrical system (per sq. foot)	\$0.05
	Electrical service	\$50.00
	Air conditioning addition	\$50.00
	Multi-family residential electrical permits	
	General electrical system (per sq. foot)	\$0.09
	Electrical service – initial	\$70.00
	Electrical service – each additional	\$30.00
	Air conditioning addition	\$70.00
	Commercial, educational, institutional, industrial electrical permits	
	General electric – building group 1 (per sq. foot)	\$0.05
	General electric – building group 2 (per sq. foot)	\$0.09
	Project cost \$0-\$10,000	\$70.00
	Project cost \$10,001-\$50,000	\$140.00
	Project cost \$50,001-\$100,000	\$210.00
	Project cost \$100,001-\$200,000	\$300.00
	Project cost \$200,001-\$300,000	\$400.00
	Project cost greater than \$300,000	\$500.00
	Additional fee per \$100,000 above \$300,000	\$100.00
	Internally or externally illuminated sign	\$70.00
8-629	Roominghouse/shelter facility permit fee	\$30.00
	Additional fee per dwelling unit or rooming unit	\$10.00
8-671	Penalty fee for renewal mobile home park license applications postmarked after June 30	\$25.00
8-478	One- and two-family residential mechanical (HVAC) permits	
	General HVAC system (per sq. foot)	\$0.05
	Heating unit replacement	\$50.00
	Air conditioning addition (per unit)	\$50.00
	Multi-family residential mechanical (HVAC) permits	
	General HVAC system (per sq. foot)	\$0.09
	Heating unit replacement	\$70.00
	Air conditioning addition/replacement (per unit)	\$70.00
	Commercial, educational, institutional, industrial use mechanical (HVAC) permits	
	General HVAC: ductless unit-heater systems only (per sq. foot)	\$0.05
	General HVAC: ducted or hydronic (per sq. foot)	\$0.09
	Heating unit replacement	\$70.00
	Air conditioning addition/replacement (per unit)	\$70.00
Chapter 10—Businesses		
10-19	License for the sale of each of the following or the conduct of the business or activity	
	Ambulances	
	Per vehicle for first vehicle licensed by any person	\$50.00
	Per additional vehicle	\$25.00
	Auto salvage	\$100.00
	Billiard and pool tables, gamerooms, per table or gameroom	\$5.00

10-19	Cigarettes	\$100.00
	Change of agent	\$10.00
	Junk and secondhand dealers	
	For maintaining a building, warehouse, or yard	\$50.00
	For each hand-drawn vehicle used for junk dealing	\$1.00
	For each vehicle other than hand drawn	\$3.00
	Secondhand article dealer permit	\$27.50
	Secondhand jewelry dealer permit	\$30.00
	Secondhand article dealer: mall/flea market permit	\$165.00
	Parades	\$0.00
	Pawn brokers	\$210.00
	Residential building contractors	
	Initial	\$25.00
	Renewal	\$10.00
	Temporary permit	\$0.00
	Taxicab business licenses	
	For an organization which is exempt from federal income tax under IRC § 501(c)(3)	\$0.00
	For a nonprofit corporation under Wis. Stats. Ch. 181	\$0.00
	For any other person	
	For each taxicab with a capacity of seven or fewer passengers, not including the driver	\$25.00
	For each taxicab with a capacity of eight to 15 passengers, not including the driver	\$50.00
	Taxicab operator's licenses	
	For an operator employed by an organization which is exempt from federal income tax under IRC § 501(c)(3)	\$0.00
	For an operator employed by a nonprofit corporation under Wis. Stats. Ch. 181	\$0.00
	For any other person	\$50.00
10-90	Auto salvage storage permit fee	\$100.00
10-92	Newspaper vending machine permit fee	\$50.00
10-93	Parklet permit fee	\$200.00
10-95	Massage establishment license fee	\$75.00
10-140	Temporary facility license fee	\$25.00
10-142	Facility license fee	
	If the premises is not also licensed under Ch. 4, GBMC	\$75.00
	If the premises is also licensed under Ch. 4, GBMC	\$25.00
10-143	Facility operator's license fee	\$10.00
10-203	Sexually-oriented adult entertainment establishment license fee	\$750.00
10-205	Sexually-oriented adult entertainment establishment license renewal fee	\$250.00
10-210	Sexually-oriented adult entertainment establishment employee registration fee	\$30.00
10-238	Escort service application fee	\$500.00
	Escort service license fee	\$500.00
10-240	Escort service license renewal fee	\$500.00
10-243	Escort registration fee	\$25.00
10-274	Direct sales permit fee	
	Temporary (30-day)	\$100.00
	Annual	\$350.00

	Request for additional locations beyond three		\$50.00
	Request for change of location		\$10.00
	Solicitor's permit fee		
	Temporary (30-day)		\$25.00
	Annual		\$100.00
10-342	Junk dealer annual fee		\$50.00
10-344	Junk dealer daily reporting failure fee		\$10.00
10-374	Junk collector annual fee		\$3.00
10-428	Special event fee – Simple event		
10-428	Small non-profit park event fee		
	Resident application fee		\$25.00
	Late application fee		\$25.00
	First time event additional fee		\$50.00
	Event location change fee		\$0.00
	Event cancellation fee		\$10.00
	Small non-profit block party		
	Resident application fee		\$50.00
	Late application fee		\$25.00
	First time event additional fee		\$50.00
	Event location change fee		\$0.00
	Event cancellation fee		\$10.00
	Special event fee – Small events		
	Athletic Event		
	Resident application fee		\$100.00
	Non-resident application fee		\$150.00
	Late application fee		\$50.00
	First time event additional fee		\$175.00
	Event location change fee		\$25.00
	Event cancellation fee		\$25.00
	All other small events		
	Resident application fee		\$50.00
	Non-resident application fee		\$75.00
	Late application fee		\$25.00
	First time event additional fee		\$88.00
	Event location change fee		\$13.00
	Event cancellation fee		\$13.00
	Special event fee – Medium events		
	Athletic Event		
	Resident application fee		\$200.00
	Non-resident application fee		\$300.00
	Late application fee		\$100.00
	First time event additional fee		\$350.00
	Event location change fee		\$50.00
	Event cancellation fee		\$50.00
	All other medium events		
	Resident application fee		\$175.00
	Non-resident application fee		\$263.00
	Late application fee		\$88.00
	First time event additional fee		\$306.00
	Event location change fee		\$44.00
	Event cancellation fee		\$44.00
	Special event fee – Large events		

10-428	Athletic Event		
	Resident application fee		\$300.00
	Non-resident application fee		\$450.00
	Late application fee		\$150.00
	First time event additional fee		\$525.00
	Event location change fee		\$75.00
	Event cancellation fee		\$75.00
	All other large events		
	Resident application fee		\$275.00
	Non-resident application fee		\$413.00
	Late application fee		\$138.00
	First time event additional fee		\$481.00
	Event location change fee		\$69.00
	Event cancellation fee		\$69.00
	Special event fee - Small budget film/ photography		
	Resident application fee		\$25.00
	Non-resident application fee		\$38.00
	Late application fee		\$13.00
	Event location change fee		\$6.00
	Event cancellation fee		\$6.00
	Special event fee - Special hazard event		
	Resident application fee		\$500.00
	Non-resident application fee		\$750.00
	Late application fee		\$250.00
	First time event additional fee		\$875.00
	Event location change fee		\$125.00
	Event cancellation fee		\$125.00
10-458	Public vehicle business license fee		\$25.00
	Public vehicle business motor vehicle inspection fee		\$25.00
10-459	Public vehicle business operator's license fee		\$50.00
10-493	Commercial quadricycle business license fee		\$25.00
	Commercial quadricycle inspection fee		\$25.00
10-494	Commercial quadricycle operator's license fee		\$50.00
10-514	Underground sprinkler license fee		\$25.00
10-544	Lobbyist registration fee		\$20.00
10-574	Mobile food establishment license to operate fee		
	If the license is not in connection with an existing City-based business that sells food-based products		\$50.00
	If the license is in connection with an existing City-based business that sells food-based products		\$50.00
10-574	Mobile food establishment license to operate renewal fee		
	If the license is not in connection with an existing City-based business that sells food-based products		\$50.00
	If the license is in connection with an existing City-based business that sells food-based products		\$50.00
10-599	Tree and brush trimmer license fee		\$25.00
10-634	Weights and measures fees		
	Annual processing fee		\$30.00
	Product look-up (PLU) or scanner system		\$100.00
	Electronic cash register (ECR) interfaced with other devices (per register)		\$30.00
	Scales (1-50 lbs.) (per device)		\$35.00

10-634	Scales (>50 lbs. up to 1,000 lbs.) (per device)		\$30.00
	Sensitive scale (prescription, jewelry, precious metal) (per device)		\$60.00
	Vehicle scales (per device)		\$100.00
	Livestock scales (per device)		\$100.00
	Auto recycling machine (per device)		\$100.00
	Vehicle tank meters, petroleum products (per device)		\$35.00
	Vehicle tank meters, lubricant products (per device)		\$35.00
	LMDs (per device or grade listed on dispenser)		\$30.00
	LMDs high output device (per device)		\$35.00
	LMDs marina fuel dispenser (per device)		\$30.00
	Coin operated timer (per device)		\$5.00
	Taxi cab meter (per device)		\$25.00
	Miscellaneous device (per hour)		\$50.00
	Re-inspection after follow-up compliance inspection (per inspection)		\$75.00
	10-740	Alarm business permit fee	
10-741	Alarm user permit fee		
		For an alarm user who is residential obtaining a hold-up alarm or other burglar alarm system	\$25.00
		For an alarm user who is not residential obtaining a hold-up alarm system or burglar alarm system, a fire alarm system, or both	\$40.00
10-742	False alarm on hold-up alarms		
	Premises holding a permit		
		Second false hold-up alarm	\$100.00
		Third false hold-up alarm	\$200.00
		Fourth and subsequent false hold-up alarms	\$350.00
	Premises without a permit		
		First false hold-up alarm	\$100.00
		Second false hold-up alarm	\$200.00
		Third and subsequent false hold-up alarms	\$350.00
	False alarm on alarm systems other than hold-up alarms		
	Premises holding a permit		
		Second false alarm	\$50.00
		Third false alarm	\$75.00
		Fourth false alarm	\$125.00
		Fifth and subsequent false alarms	\$250.00
	Premises without a permit		
		First false alarm	\$50.00
		Second false alarm	\$75.00
		Third false alarm	\$125.00
		Fourth and subsequent false alarms	\$250.00
Chapter 16—Environment			
16-40	Erosion control permit		
		One- and two-family residential	\$100.00
		Multi-family residential	\$150.00
		Commercial, educational, institutional, industrial uses	\$150.00
		Underground utilities	\$100.00
		Other construction sites commencing a land disturbing	\$100.00

	activity	
	Reinspection fee	\$75.00
16-81	Fee in lieu of providing storm water management (per Equivalent Runoff Unit (ERU))	\$4,200.00
16-82	Storm water management plan permit fee	\$500.00
Chapter 18—Fire Prevention and Control		
18-66	Re-inspections for compliance with Ch. 18, Art. II, GBMC	\$75.00
18-93	Permit fee for the purchase and use within the City of those classes of fireworks or pyrotechnics authorized by said statute	\$200.00
18-93	Permit fee for the sale of fireworks within the City of those classes of fireworks authorized by statute	\$600.00
Chapter 24—Nuisances		
24-84	Unmanaged vegetative growth removal	
24-84	Administrative charge (per parcel)	\$82.00
	Labor cost (per hour)	\$86.00
	Equipment cost (per hour)	\$82.00
	Minimum total charge (1/2 hour)	\$166.00
Chapter 28—Parks and Recreation		
28-3	Protection of parks and greenways	
	Encroachment fee	\$75.00
28-7	Metro Boat Launch	
	Daily launch fee	\$6.00
	Season launch pass	\$60.00
	Seniors season launch pass	\$50.00
	Commercial season launch pass	\$75.00
Chapter 32—Solid Waste		
32-2	Yard waste collection	
	Hourly rate	\$219.00
	Minimum fee (1/3 hour plus administrative fee)	\$93.00
	Administrative fee	\$20.00
	Bulk waste collection	
	0-3 cubic yards	\$100.00
	3-10 cubic yards	\$205.00
	10+ cubic yards	\$305.00
	Appliance collection	
	Refrigerators/Freezers (each)	\$51.00
	Appliances with freon (each)	\$51.00
	All other appliances	\$35.00
	Electronics collection (each)	\$65.00
	Tipper carts	
	Garbage – 96 gallon (plus sales tax)	\$100.00
	Recycling – 96 gallon (plus sales tax)	\$100.00
	Improper cart storage (per violation)	\$39.00
	Early/Late setout (per violation)	\$65.00
	Recycling in garbage cart (per violation)	\$65.00
	Garbage in recycling cart (per violation)	\$65.00
32-3		
	Per vehicle for first vehicle licensed by any person	\$25.00
	Per additional vehicle	\$5.00
Chapter 34—Streets, Sidewalks, and Other Public Places		
34-5	Excavation permit fee	\$50.00
	First 100 square feet of excavation	\$37.80

	Each additional 100 square feet of excavation	\$7.60
34-5	Permanent repair of excavated pavement	
	Asphalt streets – Administrative fee (all streets)	\$45.00
	Asphalt streets – Concrete base (sq yard)	\$80.00
	Asphalt streets – Gravel base (sq yard)	\$145.00
	Concrete streets – Administrative fee	\$45.00
	Concrete streets (sq yard)	**
	**Actual Cost from Annual Pavement Repair Contract	
34-8	Sidewalk builder's license fee	\$25.00
34-14	Sidewalk snow and ice management fees	
	Base fee (per instance)	\$69.00
	Snow/Ice removal fee (per linear foot)	\$0.28
34-64	Leicht park dock fee – Cruise ship dockage	
	Per day	\$1,500.00
	Per day/evening	\$2,000.00
Chapter 36—Subdivisions		
36-34	Review fees	
	Preliminary city/extraterritorial subdivision plat	\$150.00
	Additional fee per lot/outlot	\$35.00
	Preliminary city/extraterritorial certified survey map ("CSM")	\$250.00
	Final city/extraterritorial subdivision plat	\$150.00
	City/extraterritorial subdivision/CSM variance	\$150.00
	Preliminary condominium plat	\$250.00
	Additional fee per lot/outlot	\$35.00
	Final condominium plat	\$150.00
36-558	Parkland development fee	\$350.00
36-580	Street tree fee (per tree, calculated at 1 tree per 50 linear feet of right-of-way frontage)	\$100.00
Chapter 42— Utilities		
42-203	Equivalent runoff unit (ERU) credit application fee	\$50.00
Chapter 44—Zoning		
44-82	Zoning amendment fee	\$375.00
44-83	Conditional use permit fee	\$375.00
44-112	Homebased occupation fee – Initial	\$25.00
	Renewal – Annual	\$10.00
44-1552	Work done without Certificate of Appropriateness (per day)	\$50.00
44-1580	Short Term Rental Permit – Initial	\$500.00
	Short Term Rental Permit – Annual Renewal	\$250.00
44-1890	One- and two-family residential site plan approval	
	Principal use building & site development, area smaller than \$1,000 square feet	\$25.00
	Principal use building & site development, area \$1,000 square feet or larger	\$50.00
	Accessory use building, area larger than 150 square feet only	\$25.00
	Fencing – new construction	\$0.00
	Landscaping: land-disturbing activity or new structure	\$25.00
	Tower structure – new construction	\$25.00
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron	\$25.00
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)	\$25.00

44-1890	New or reconstructed subdivision or neighborhood identification signage		\$25.00
	Floodplain land use approval		\$50.00
	Shoreland/wetland land use approval		\$50.00
	Board of Appeals application and hearing fee		\$125.00
	Multi-family residential site plan approval		
	Principal use building & site development		
	Base Fee		\$50.00
	Additional fee per 1,000 sq. feet		\$5.00
	Accessory use building		
	Base Fee		\$50.00
	Additional fee per 1,000 sq. feet		\$5.00
	Fencing – new construction		\$50.00
	Landscaping: land-disturbing activity or new structure		\$50.00
	Tower structure – new construction		\$50.00
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron		
	Base Fee		\$50.00
	Additional fee per 1,000 sq. feet		\$5.00
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)		
	Base Fee		\$50.00
	Additional fee per 1,000 sq. feet		\$5.00
	New or reconstructed subdivision or neighborhood identification signage		\$25.00
	Floodplain land use approval		\$50.00
	Shoreland/wetland land use approval		\$50.00
	Board of Appeals application and hearing fee		\$250.00
	Commercial, educational, institutional, industrial use site plan approval		
	Principal use building & site development		
	Base Fee		\$50.00
	Additional fee per 1,000 sq. feet		\$5.00
	Accessory use building		
	Base Fee		\$50.00
	Additional fee per 1,000 sq. feet		\$5.00
	Fencing – new construction		\$50.00
	Landscaping: land-disturbing activity or new structure		\$50.00
	Tower structure – new construction		\$50.00
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron		\$50.00
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)		\$50.00
	New or reconstructed subdivision or neighborhood identification signage		\$25.00
	Floodplain land use approval		\$50.00
	Shoreland/wetland land use approval		\$50.00
	Board of Appeals application and hearing fee		\$250.00
	Other services		
	One- and two-family residential		
	Certificate of occupancy		\$30.00
	Floodplain certificate		\$50.00

	Property compliance letter	\$30.00
	Reinspection fee	\$75.00
	Uniform dwelling code seal	\$30.00
	Zoning certificate (initial letter)	\$50.00
	Zoning certificate (reprinted)	\$0.00
	Multi-family residential	
	Certificate of occupancy	\$30.00
	Floodplain certificate	\$50.00
	Property compliance letter	\$30.00
	Reinspection fee	\$75.00
	Zoning certificate (initial letter)	\$50.00
	Zoning certificate (reprinted)	\$0.00
	Commercial, educational, institutional, industrial uses	
	Certificate of occupancy	\$50.00
	Business license compliance letter	\$50.00
	Floodplain certificate	\$50.00
	Property compliance letter	\$30.00
	Reinspection fee	\$75.00
	Zoning certificate (initial letter)	\$50.00
	Zoning certificate (reprinted)	\$10.00
	Miscellaneous	
	Other miscellaneous fees may also be established by policy approved by the Council from time to time	
	Planned Unit Development and PUD Amendment fee	\$425.00
	Postponement of Development Fees	\$100.00
	Development District Map Amendment	\$200.00
	Official Map Amendment	\$200.00
	Discontinuance of a Public Utility Easement	\$200.00
	Declare City Property "City Surplus"	\$200.00
	Street Name Change	\$200.00
	Vacate Street/Alley/Pedestrian Way	\$300.00
	Comprehensive Plan Amendment	\$275.00
	Sign – Permanent (plus \$.50 per square foot)	\$40.00
	Sign – Temporary	\$40.00
	Board of Appeals Initiation – All Other	\$250.00
	Land Use Permit	\$50.00
	Temporary Use Permit	\$25.00
	Annexation	\$150.00
	Cell Tower – Buildings and Colocations	\$500.00
	Cell Tower – New Towers	\$1,000.00
	Tax Incremental Financing fee	
	Projects less than \$5 million dollars	\$500.00
	Projects more than \$5 million dollars but less than \$10 million dollars	\$1,000.00
	Projects more than \$10 million dollars	\$2,500.00



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.6

To receive and place on file the Q2 2024 general fund overtime report compared to budget.

BACKGROUND

Q2 2024 General Fund summary with 12 of 26 payroll complete or 46% of budget.

Row Labels	Revised Budget	Actual thru June 2024	Available Budget	% Used
10 - CLERKS/ELECTIONS	\$2,900	\$3,665	(\$765)	126.38%
12 - INFORMATION TECH AND SERVICES	\$0	\$1,413	(\$1,413)	#DIV/0!
25 - COMMUNITY AND ECONOMIC DEVELOP	\$2,000	\$841	\$1,159	42.06%
30 - POLICE	\$1,229,505	\$775,681	\$453,824	63.09%
40 - FIRE	\$1,170,278	\$529,349	\$640,929	45.23%
50 - DEPT OF PUBLIC WORKS	\$315,900	\$149,185	\$166,715	47.23%
60 - PARKS, REC AND FORESTRY	\$23,484	\$2,383	\$21,101	10.15%
Grand Total	\$2,744,067	\$1,462,517	\$1,281,550	53.30%

CLERKS/ELECTIONS driven by new employees who prefer overtime payments over compensatory hours not known at budget time.

INFORMATION TECH & SERVICES is driven by normal on-call overtime. Budget was in error zero for the 2024, estimated annual expense \$3-4,000.

POLICE – memo attached

FIRE – memo attached

DEPARTMENT OF PUBLIC WORKS - memo attached

PARKS, REC AND FORESTRY - only 10% of overtime spent, overtime will be driven by summer seasonal.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

1. YTD Q2 2024 General Fund OT report
2. m072424-Davis(OT Report)
3. Memo - Finance - Q2 Overtime Report - 07-16-24 SGrenier

4. Q2 OVERTIME FINANCE MEMO - Fire



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 GENERAL							
10 ADMINISTRATIVE SERVICES							
100 FINANCE							
1011002 50501 OVERTIME	400	0	400	.00	.00	400.00	.0%
101 CLERK/TREASURER							
101101 50501 OVERTIME	500	0	500	1,813.94	.00	-1,313.94	362.8%
104 ELECTIONS							
101104 50501 OVERTIME	2,000	0	2,000	1,851.06	.00	148.94	92.6%
TOTAL ADMINISTRATIVE SERVICES	2,900	0	2,900	3,665.00	.00	-765.00	126.4%



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12 INFORMATION TECH AND SERVICES							
120 INFORMATION TECH AND SERVICES							
101120 50501 OVERTIME	0	0	0	1,412.79	.00	-1,412.79	100.0%
TOTAL INFORMATION TECH AND SERVICES	0	0	0	1,412.79	.00	-1,412.79	100.0%



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
25 COMMUNITY AND ECONOMIC DEVELOP							
250 COMMUNITY AND ED OPERATIONS							
101250 50501 OVERTIME	1,000	0	1,000	725.94	.00	274.06	72.6%
255 INSPECTIONS AND ENFORCEMENT							
101255 50501 OVERTIME	1,000	0	1,000	115.30	.00	884.70	11.5%
TOTAL COMMUNITY AND ECONOMIC DEVELOP	2,000	0	2,000	841.24	.00	1,158.76	42.1%



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
30 POLICE							
300 POLICE ADMINISTRATION							
101300 50501 OVERTIME	1,143,000	86,505	1,229,505	-95,206.93	.00	1,324,711.76	-7.7%
310 INVESTIGATIONS							
1013110 50501 OVERTIME	0	0	0	95,452.03	.00	-95,452.03	100.0%
1013115 50501 OVERTIME	0	0	0	764.50	.00	-764.50	100.0%
1013120 50501 OVERTIME	0	0	0	30,030.43	.00	-30,030.43	100.0%
1013130 50501 OVERTIME	0	0	0	19,693.70	.00	-19,693.70	100.0%
1013150 50501 OVERTIME	0	0	0	3,937.81	.00	-3,937.81	100.0%
1013160 50501 OVERTIME	0	0	0	860.55	.00	-860.55	100.0%
1013190 50501 OVERTIME	0	0	0	203.61	.00	-203.61	100.0%
320 PROFESSIONAL STANDARDS							
1013210 50501 OVERTIME	0	0	0	3,498.06	.00	-3,498.06	100.0%
1013220 50501 OVERTIME	0	0	0	3,728.78	.00	-3,728.78	100.0%
1013240 50501 OVERTIME	0	0	0	824.38	.00	-824.38	100.0%
330 SUPPORT SERVICES							
1013310 50501 OVERTIME	0	0	0	325.43	.00	-325.43	100.0%
1013330 50501 OVERTIME	0	0	0	8,572.06	.00	-8,572.06	100.0%
340 POLICE OPERATIONS							
1013411 50501 OVERTIME	0	0	0	7,450.95	.00	-7,450.95	100.0%
1013412 50501 OVERTIME	0	0	0	28,382.80	.00	-28,382.80	100.0%
1013413 50501 OVERTIME	0	0	0	6,665.94	.00	-6,665.94	100.0%
1013420 50501 OVERTIME	0	0	0	2,616.19	.00	-2,616.19	100.0%
1013440 50501 OVERTIME	0	0	0	122.52	.00	-122.52	100.0%
1013450 50501 OVERTIME	0	0	0	79,546.50	.00	-79,546.50	100.0%
1013460 50501 OVERTIME	0	0	0	549,082.43	.00	-549,082.43	100.0%
1013485 50501 OVERTIME	0	0	0	406.39	.00	-406.39	100.0%



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1013490 50501 OVERTIME	0	0	0	25,708.50	.00	-25,708.50	100.0%
350 HUMANE OFFICER							
101350 50501 OVERTIME	0	0	0	3,014.14	.00	-3,014.14	100.0%
TOTAL POLICE	1,143,000	86,505	1,229,505	775,680.77	.00	453,824.06	63.1%



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
40 FIRE							
400 FIRE ADMINISTRATION							
101400 50501 OVERTIME	0	44,660	44,660	1,301.38	.00	43,358.74	2.9%
410 FIRE SUPPRESSION/OPERATIONS							
101410 50501 OVERTIME	1,125,618	0	1,125,618	484,663.13	.00	640,954.82	43.1%
420 FIRE TRAINING & SUPPORT SERV							
101420 50501 OVERTIME	0	0	0	43,384.28	.00	-43,384.28	100.0%
TOTAL FIRE	1,125,618	44,660	1,170,278	529,348.79	.00	640,929.28	45.2%



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50 DEPT OF PUBLIC WORKS							
500 ENGINEERING							
101500 50501 OVERTIME	2,500	0	2,500	281.69	.00	2,218.31	11.3%
503 DPW OPERATIONS							
101503 50501 OVERTIME	260,000	0	260,000	19,279.77	.00	240,720.23	7.4%
1015210 50501 OVERTIME	0	0	0	1,719.71	.00	-1,719.71	100.0%
1015210E 50501 OVERTIME	0	0	0	2,615.50	.00	-2,615.50	100.0%
1015220E 50501 OVERTIME	0	0	0	207.61	.00	-207.61	100.0%
1015230E 50501 OVERTIME	0	0	0	62,875.66	.00	-62,875.66	100.0%
1015250E 50501 OVERTIME	0	0	0	579.42	.00	-579.42	100.0%
1015310 50501 OVERTIME	0	0	0	5,129.19	.00	-5,129.19	100.0%
1015320 50501 OVERTIME	0	0	0	143.41	.00	-143.41	100.0%
1015330 50501 OVERTIME	0	0	0	2,292.29	.00	-2,292.29	100.0%
1015361 50501 OVERTIME	0	0	0	1,381.31	.00	-1,381.31	100.0%
1015362 50501 OVERTIME	0	0	0	1,258.28	.00	-1,258.28	100.0%
1015384 50501 OVERTIME	0	0	0	3,921.52	.00	-3,921.52	100.0%
1015410 50501 OVERTIME	0	0	0	16,956.97	.00	-16,956.97	100.0%
1015420 50501 OVERTIME	0	0	0	15,733.20	.00	-15,733.20	100.0%
15530501 50501 OVERTIME	0	0	0	124.77	.00	-124.77	100.0%
15540501 50501 OVERTIME	0	0	0	345.81	.00	-345.81	100.0%
15550501 50501 OVERTIME	0	0	0	106.65	.00	-106.65	100.0%
504 TRAFFIC							
101504 50501 OVERTIME	53,400	0	53,400	.00	.00	53,400.00	.0%
1015710 50501 OVERTIME	0	0	0	1,379.09	.00	-1,379.09	100.0%
1015710E 50501 OVERTIME	0	0	0	2,541.12	.00	-2,541.12	100.0%
1015720E 50501 OVERTIME	0	0	0	10,312.22	.00	-10,312.22	100.0%
TOTAL DEPT OF PUBLIC WORKS	315,900	0	315,900	149,185.19	.00	166,714.81	47.2%



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60 PARKS, REC AND FORESTRY							
610 CITY HALL							
101610 50501 OVERTIME	100	0	100	54.76	.00	45.24	54.8%
630 PARKS							
101630 50501 OVERTIME	22,400	0	22,400	2,295.83	.00	20,104.17	10.2%
670 FORESTRY							
101670 50501 OVERTIME	984	0	984	32.15	.00	951.85	3.3%
TOTAL PARKS, REC AND FORESTRY	23,484	0	23,484	2,382.74	.00	21,101.26	10.1%
TOTAL GENERAL	2,612,902	131,165	2,744,067	1,462,516.52	.00	1,281,550.38	53.3%
TOTAL EXPENSES	2,612,902	131,165	2,744,067	1,462,516.52	.00	1,281,550.38	
GRAND TOTAL	2,612,902	131,165	2,744,067	1,462,516.52	.00	1,281,550.38	53.3%

** END OF REPORT - Generated by Diana Ellenbecker **



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	3	Y	Y
Sequence 3	4	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: S

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2018/ 1

To Yr/Per: 2018/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: N

Year/Period: 2024/ 6

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria	
Field Name	Field Value
Fund	101
Function	
Department	
Division	
Activity	
Eligible	
Class	
PSC	
Character Code	
Org	
Object	50501
Project	
Account type	



City of Green Bay

CITY OF GREEN BAY YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Account status
Rollup Code



Green Bay Police Department
307 South Adams Street
Green Bay, Wisconsin 54301-4582
www.gbpolice.org

Phone 920.448.3200
Fax 920.448.3248

April 24, 2024

To: Common Council Finance Committee

From: Chris Davis *CD*
Chief of Police

Subject: 2024 Q2 Overtime Report

As of July 16, 2024, the Green Bay Police Department has incurred a total overtime expense of \$1,223,725.82. Of this, \$401,546.71 is reimbursable, meaning the actual year-to-date overtime expense to the General Fund is \$793,441.02. Note that these figures do not add up to the total expense; this is because employees elect to receive some overtime as compensatory time rather than pay. Total overtime expenditure to date represents approximately 69% of our total 2024 General Fund overtime budget of \$1,143,000.00.

The top ten drivers of overtime expenditure to date are:

- Patrol Backfill – Vacation/Comp/Personal Leave (\$75,189.23): When an officer's use of paid leave pushes a shift below its minimum staffing level, overtime is required to meet the requirement. Officers must be given the opportunity to use accrued leave throughout the year, and each shift has a maximum number of officers who can be allowed off on such leave on any given day to avoid excessive overtime expense.
- Patrol Backfill – SWAT (\$68,681.43): Special Weapons and Tactics (SWAT) team officers are required to attend regular bi-weekly and annual training, as well as ad hoc training related to the team's various roles. These training requirements have increased in 2024 due to changes in National Tactical Officers Association (NTOA) standards. In addition, SWAT officers are often needed to conduct planning for upcoming missions. SWAT is a detached assignment, and most SWAT officers serve in patrol, which has union contract-mandated minimum staffing levels. Therefore, when a SWAT member's absence pushes a patrol shift below its minimum, overtime is required to meet the requirement.
- Patrol Backfill – 2 Sergeant Minimum (\$68,473.07): A minimum of two patrol sergeants is required at all times, and when training, specialty assignment needs, or paid leave pushes sergeant staffing below this level, overtime is required to meet the requirement. Until April 15, we held two vacant sergeant positions while we conducted a promotional process. We are currently fully staffed at the sergeant rank, which should reduce this expense. However, a number of sergeants currently serve on specialty units, which pulls them from their regular duties fairly frequently. We are working with the Green Bay Professional Police Association (GBPPA) on a solution to this problem.
- Late Call (\$68,247.32): Officers sometimes receive calls for service that require them to stay past the end of their regularly scheduled work hours. These include emergency situations, arrests that need to be processed, or cases in which reports are required to be completed before the officer leaves work for the day.

- Patrol Backfill – Mobile Response Team (\$64,464.68): The department recently established the Mobile Response Team (MRT) to serve as a specialized resource to provide policing services at public-order events. This has required a large amount of team-wide training, including two recent police mountain bike courses. MRT is a detached assignment, and most MRT officers serve in patrol, which has union contract-mandated minimum staffing levels. Therefore, when a MRT member's absence pushes a patrol shift below its minimum, overtime is required to meet the requirement.
- SWAT Call-In (\$60,610.65): Certain types of incident require a SWAT response. The most common SWAT call-ins are for search warrant services and barricaded persons who are suspected to be armed. SWAT officers called to respond to such events while off duty are paid overtime.
- Patrol Backfill – Sick Leave (\$41,575.38): When an officer's use of sick leave pushes a shift below its minimum staffing level, overtime is required to meet the requirement.
- Patrol Backfill – Discretionary Training (\$27,655.22): Patrol officers occasionally have the opportunity to attend non-mandatory training to develop skills that will benefit them and the community. In cases where an officer's attendance at such training causes patrol shift staffing to fall below contract-mandated minimum staffing levels, overtime is used to backfill the vacancy.
- Circuit Court – Preliminary Hearing (\$26,232.63): Officers are required to attend court for preliminary hearings in cases where an arrest is made. We have implemented a program to have a detective attend such hearings during their regular hours, but there are still cases where the arresting officer is required for the hearing.
- Circuit Court – Jury Trial (\$23,975.55): Officers required to attend court pursuant to a subpoena during their off hours are paid overtime.

At this point, we see a risk that the department will exceed its overtime budget for the year, particularly if unforeseen emergencies or a number of unreimbursed Presidential campaign visits could impact our overtime expenses. Our overtime burn rate tends to be higher in the summer, so we anticipate a slower rate of expenditure later in the year. As has been the case for some time, shortages in the number of fully deployable officers drive a significant amount of overtime expenditure. While increased recruiting helps, the lag between when an officer is hired and when they become fully deployable means a delay in seeing a reduction in overtime from increased staffing.



Inter-Office Memo

Date: July 16, 2024
To: Finance Committee
From: Steve Grenier, Director of Public Works
Re: Overtime through 2nd Quarter, 2024

The Department of Public Works is trending favorably in actual expenditures versus projected need regarding overtime wages. Through the end of June, approximately 50% of the fiscal year has been completed.

Division	Annual Budgeted Overtime	Expected Expenditure Through 06/30/24	Actual Expenditure Through 06/30/24	Percent Budget Spent	Percent Budget Remaining
Engineering	\$ 2,500.00	\$ 1,250.00	\$ 281.69	11.3%	88.7%
Operations	\$ 260,000.00	\$ 130,000.00	\$ 125,328.93	48.2%	51.8%
Traffic	\$ 53,400.00	\$ 26,700.00	\$ 39,167.57	73.3%	26.7%

Engineering Division includes Administrative Division for budgeting purposes
Traffic Division includes Electrical Section and Signs/Marking (Sign Shop)

Engineering/Administrative Divisions maintain a nominal overtime budget to account for periods of high demand service and short staffing within the Administrative Section. With a full complement of administrative staff and no turnover in 2024, Administrative Section has been able to minimize the amount of overtime necessary to complete essential work functions.

Operations Division is the largest user of overtime, and this use is largely the result of snow and ice management operations. Our typical snow season begins in November and concludes in April. Most of our snow and ice expenditures come early in the year. With an unseasonably warm and dry winter of 2020-2024, snow and ice expenditures were lower than typical.

Within the Traffic Division, the largest overtime expense is Signs and Marking Section (Sign Shop). This expense is typically related to barricading and traffic control associated with special events and pavement marking, which occurs outside normal work hours for safety reasons. Most of our pavement marking occurs early in the year, when staff is also completing contracted long-line pavement marking for the City of De Pere and Villages of Allouez and Bellevue. As this work has been completed, the majority of our overtime needs for the year should similarly be completed.

Projection for remainder of 2024

Engineering Division is expected to come in slightly below budget for the year.
Operations Division is expected to come in at or near budgeted overtime for the year.
Traffic Division is expected to come in at or near budgeted overtime for the year.



Green Bay Metro Fire Department
501 South Washington Street
Green Bay, Wisconsin 54301-4218
www.greenbaywi.gov/fire

Phone 920.448.3280

Matthew W. Knott
Fire Chief

MEMORANDUM

To: Finance Committee

From: Matthew W. Knott, Fire Chief

Date: July 17, 2024

Re: 2024 – Quarter 2 Overtime Report

We are currently trending under budget at 45.2%. We continue to work to identify specific reasons for overtime and how we can control future expenditures. We will continue to monitor on and off duty medical-related absences and our staffing levels.

We have identified and are tracking an expected increase of overtime use this summer due to contractual scheduled time off. We will monitor for future adjustments once a contract agreement is reached, and are preparing for a large number of planned retirements this fall/early winter.

It is projected that we will end the year at our budgeted amount or slightly under budget, barring any unforeseen circumstances. We will continue to monitor our overtime expenditures and will provide updates to the Finance Committee.





Report to the Finance Committee of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.7

To approve staff's recommendations for the 2024 Tax Increment District (TID) borrowing request resolution for the JBS Subdivision and Park project.

BACKGROUND

The JBS project aims to cultivate a diverse neighborhood that promotes community connections, economic opportunities, and recreational options. This neighborhood will be integrated with essential resources such as childcare, entrepreneurship, and outdoor spaces, thereby stimulating further investment and enhancement of local amenities.

In 2020, a COVID-19 outbreak occurred in one of our historically underinvested neighborhoods, where the majority of residents are employed in the manufacturing and service sectors. The Imperial Pride neighborhood is distinguished by its significant minority population. In contrast to the broader city demographics (68.1% White, 16.4% Hispanic/Latino, 4.3% African American/Black), Imperial Pride is notably diverse, with Hispanic residents comprising nearly 51.4% of its population, followed by White (23%), African American/Black (13.1%), and Asian residents (6.1%). The neighborhood also has a large proportion of non-native English speakers, with 36.7% speaking Spanish at home.

Economically, Imperial Pride faces challenges, with poverty rates exceeding double the city average at 29.2%, and residents earning approximately \$27,000 less annually than the city average household income of \$67,863. Educational attainment is notably lower, with 71.2% having not advanced beyond high school, significantly higher than the city's 43.9% average. The neighborhood is identified as one of Green Bay's most vulnerable to crime, with a notable incidence of police calls and offenses, particularly aggravated assault/battery and theft. Despite representing only 2.3% of Green Bay's Police District D population, it accounts for 14.44% of auto thefts in the district.

Prior to this project, the Community Health Assessment process identified core needs for this neighborhood, including equitable access, social cohesion, and unified planning and policy. This project addresses all three health priorities by creating equal access to essential health services and economic stability (Strategies 1.3 and 1.1), fostering social connections within neighborhoods (Strategy 2.1), enhancing food systems (Strategy 2.2), providing recreational opportunities (Strategy 2.3), and improving broadband access (Strategy 3.1) (Brown County CHIP, 2024).

In response to the pandemic, JBS Food Group donated approximately 25.6 acres to the City of Green Bay to expand housing opportunities and create an exemplary community park with unique amenities. Upon receiving the donation, the City coordinated a historic community-led engagement, supported by grants from Bloomberg Philanthropies and Harvard University. Over the past two years, the City of Green Bay, in partnership with GRaEF consultants, has worked with the community to develop a plan for the JBS redevelopment that reflects community needs and desires. Since 2021, 22 engagement events have been held, involving key community/business stakeholders, neighborhood residents, JBS employees, & area youth.

These engagement activities were held in the identified community, or virtually, and involved interactive elements such as visual preference surveys and visual elements that allowed participants to choose and manipulate project concepts according to their preferences. Events also incorporated youth at a local elementary school, gathering their preferences for park amenities and features. Community engagement events were advertised in multiple languages and staffed by translators to ensure an inclusive process and to gather data and preferences from all residents, workers, and stakeholders. These engagement activities provided stakeholders with key information while informing concept development.

The city collaborated with over 40 partner institutions, ranging from non-profits serving local neighborhoods like Wello and the United Way of Brown County, to educational institutions like Green Bay Public Schools and local colleges and universities. Additionally, the City worked with the Chamber of Commerce and local businesses, including JBS. This is the most robust community-led development in Green Bay's history, leading to a large variety of programming that will be available at the Urban Barn.

The project consists of four main elements:

New Housing Opportunities: This includes urban density, missing middle housing, and a mix of rental and owner-occupied units. Sustainable designs and practices will be prioritized, with coordinated efforts to increase homeownership among historically disenfranchised populations. The plan aims to build 200 units by 2027.

New Community Park: A destination community park will be built to maximize accessibility and inclusivity across abilities and provide recreational elements unique to this neighborhood. It will offer recreational opportunities for seniors, adults, and children and include programmable space available to all Green Bay residents. The park is slated for completion by July 2025.

Improved Infrastructure Connections: The City is enhancing street and utility connections to improve service levels, making the entire neighborhood more walkable and bikeable. These improvements are expected to be completed by July 2025.

Urban Farm and Urban Barn: This component focuses on training and support facilities to scale up production levels for farmers and those interested in the food supply ecosystem. The farm will offer hands-on educational programming and job training for historically disenfranchised populations, learners of all ages, and neighborhood families. It will serve as a hub for free fresh vegetables and provide access to a publicly accessible food forest. The Urban Barn, named for its proximity to small-scale farming elements, pays homage to the city's roots.

Additionally, this process led to the creation of a Master Plan for VT Pride, which aims to improve existing amenities while creating new ones throughout the neighborhood. These bids represent the culmination of this work, upon approval from Common Council construction would begin in August.

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. JBS 2024 Borrowing resolution

**RESOLUTION AUTHORIZING
2024 TAX INCREMENT DISTRICT (TID) BORROWING**

July 30, 2024

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

Pursuant to the recommendation of the Finance Committee at its meeting of July 23, 2024, the following 2024 TID borrowing of funds is hereby authorized:

	<u>AMOUNT</u>
2024 TID Borrowing – State Trust Fund Loan	Up to \$5,500,000

This borrowing request allows staff to award the contracts and move forward with the JBS Subdivision and Park – Phase 2 Infrastructure and Boulevard projects with the awarded contractor. This TID borrowing will be supplemented by grants and other funding sources for this project.

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.8

To approve staff's recommendation regarding the request from DPW to award JBS Subdivision and Park-Phase 2 Infrastructure Package contract to Calnin & Goss, LLC in the amount of \$3,912,012.63.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. JBS - Phase 2 Infrastructure bid summary

JBS SUBDIVISION AND PARK - PHASE 2 INFRASTRUCTURE PACKAGE

Quest Number: 9158386

Closing Date: Tue, 06/25/2024 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:	Ting Thompson-Eagan
Email:	ting.thompson-eagan@greenbaywi.gov
Phone:	920-448-3103
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Calnin & Goss, LLC	Calnin Estimating	920-384-5899	Estimating@calninandgoss.com	\$ 3,912,012.63		
Advance Construction Inc.	Paul Kultgen	920-434-3978	pkultgen@advconst.net	\$ 4,352,160.97		
PTS Contractors, Inc	Jeannie Petasek	920-468-5217	JPetasek@PTSContractors.net	\$ 4,430,434.50		
DE GROOT, INC.	MARK DE GROOT	920-866-2348	mark@degrootinc.com	\$ 5,242,057.30		



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.9

To approve staff's recommendation regarding the request from DPW to award JBS Subdivision and Park-Phase 2 Park and Boulevard Package contract to Vinton Construction Company in the amount of \$6,188,240.00.

BACKGROUND

RECOMMENDATION

Approval of the request

FISCAL IMPACT

ATTACHMENTS

- I. JBS - Phase 2 Boulevard Package bid summary

JBS SUBDIVISION AND PARK - PHASE 2 PARK AND BOULEVARD PACKAGE

Quest Number: 9158389

Closing Date: Tue, 06/25/2024 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:	TIng Thompson-Eagan
Email:	ting.thompson-eagan@greenbaywi.gov
Phone:	920-448-3103
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Vinton Construction Company	Estimating at Vinton Construction	920-682-0375	quotes@vintonwis.com	\$ 6,188,240.00		
Peters Concrete Company	Duke Peters	920-494-3700	quote@petersconcrete.com	\$ 6,624,737.00		



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.10

To approve staff's recommendation on the request from DPW to NOT award JBS Subdivision and Park-Phase 2 Urban Farm- Barn Building contract.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

- I. JBS - Phase 2 Urban Farm bid summary

JBS SUBDIVISION - PHASE 2 URBAN FARM - BARN BUILDING

Quest Number: 9158393

Closing Date: Tue, 07/02/2024 02:00 PM CDT

Posting Type: Construction Project

Owner Name:	Green Bay WI, City of
Owner Contact:	Steven Grenler, P.E.
Owner Phone:	920-448-3100
Solicitor Name:	Green Bay WI, City of
Contact:	Ting Thompson-Eagan
Email:	ting.thompson-eagan@greenbaywi.gov
Phone:	920-448-3103
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Frank O. Zeise Construction Co., Inc.	Beckie McDermid	920-437-5426	bmcdermid@zeiseconstruction.com	\$ 4,726,700.00		



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.I I

To accept an AmeriCorps planning grant for \$63,627 to hire a Community Corps Assistant for a limited 1-year term.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. Community Corps Member Finance Memo
2. City of Green Bay - Community Corps - Narratives
3. City of Green Bay - Community Corps - Attachment A - Budget Worksheet



Parks, Recreation & Forestry Department
100 North Jefferson Street - Room 510
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3365
Fax 920.448.3393

07/18/24

To: Diana Ellenbecker

From: Dan Ditscheit

Re: AmeriCorps Planning Grant Award for a Green Bay Community Corps

CC: Maria Otto

RECOMMENDATION

The Parks, Recreation & Forestry Department is requesting that the Finance Committee approve accepting an AmeriCorps Planning Grant for the development of a Green Bay Community Corps division within the City and dedicate \$9,400 in City Contingency funding to pay for the City's required funding match for 2024.

BACKGROUND

The Green Bay Parks, Recreation & Forestry Department recently received a planning grant to develop a Green Bay Community Corps division within the City, very similar to the structure for the Green Bay Conservation Corps. If approved, the planning grant will fund the addition of 1 full time position for a limited term of 1 year. This new position would be responsible for creating a vision for the implementation of the Community Corps Division and would also apply for a second AmeriCorps grant to assist with funding the implementation of the program. This full-time position would only continue beyond year 1 if the second grant is awarded and the City Council also approves accepting the second grant.

A Community Corps program would take a conservation approach to building community, connecting residents to needed services and improving neighborhood quality such as housing. This program will seek to increase the connectedness of various neighborhoods to community institutions, local government and their neighbors thereby improving quality of life, decreasing crime, and increasing participation in civic life or community activities.

In short, The Green Bay's Community Corps would deploy a team of people comprised of city staff, AmeriCorps members, non-profit partners, and volunteers to engage residents in a wide range of activities that increase civic engagement, beautification, green weatherization, and general safety. These activities could include supporting the installation of smoke alarms and carbon monoxide detection, matching tax credit programs for green winterization, surveys on community improvements and art projects.

Staff and AmeriCorps members would organize and conduct trainings for volunteers before launching these volunteers into community engagement alongside the AmeriCorps members. Our goal is to engage a total of 500 Volunteers a year, with at least 5 major outreach events a year. Each event would consist of several of the following activities described below.

- Beautification projects: Cutting of undesirable high vegetation in community areas, garbage removal, rake, and snow assistance to the elderly and those with disabilities. Small repair projects for vulnerable populations as well as addressing blighted or vacant properties.
- Green Weatherization: In collaboration with city staff, connecting residents with free support services for windows and heating. Plus, connecting them with the city's matching services for tax credits associated with federal dollars for Green Improvements to owned property. Also conduct energy audits to help residents identify area for improvement through Green Infrastructure
- Surveys and Community Engagement: In partnership with city staff having ongoing neighborhood engagements on community improvements and well as educational campaigns on City's request for service.
- Security Assessments: In collaboration with city staff, helping to support residents with free security upgrades to their homes, plus improvement of detection of fire and carbon monoxide.
- Resident-led Art Projects: In collaboration with city staff, design, and support implementation of community art projects
- Civic Association Engagement: Help to organize community facing events through civic associations to increase engagement for the community.

FISCAL IMPACT

The total cost for this planning grant is \$86,036, of which the grant will cover 74% of the cost (\$63,627) and the City will be responsible to cover the remaining 26% (\$22,409). Please note that the grant runs from August through July. Therefore, the City will have to dedicate approximately \$9,400 in 2024 funding in order to accept the grant. The Parks Department will also be bringing this item to the Personnel Committee and will recommend approval of adding this position to the Park Department's Table of Organization.

CITY OF GREEN BAY - AmeriCorps State Planning Grant

A. Executive Summary (Required – 0%)

The City of Green Bay proposes to develop an AmeriCorps program serving the Green Bay area. The AmeriCorps investment of \$63,047 will be matched with \$22,409 in public funding. No AmeriCorps members will be needed to execute this plan.

B. Program Design (70%)

1. Need (10 points)

Green Bay is a mid-sized city, growing at one of the highest rates in the state of Wisconsin. Our population growth is concentrated among communities of color, primarily Latinos and Asian Americans (Mexican and Hmong respectively). Communities of color now account for over 36% of the population of the city. Green Bay is now more racially diverse than the Capital city of our state, Madison. Despite these large numbers, representation in civic organizations and civic engagement are extremely low. In addition, since 2020 we have seen an increase in quality-of-life complaints and petty crimes across the city, but most concentrated in racially diverse neighborhoods, with a high proportion of low-to-moderate income families, and those parts of the city that are least connected to civic institutions.

Two neighborhoods that encapsulate this phenomenon are Imperial Pride and The Western Ave Corridor. Despite being on the opposite sides of the city they share common challenges. Together, they represent nearly 10% of all police calls in 2023. Yet, the number one reason for the police calls was “Welfare Checks” with “Animal Calls and Medical Calls” not following far behind. In other words, activities that can be solved in part by service providers and city services. These areas represent the lowest homeownership rates in the city, highly transient populations but have high density, while abutting high traffic commercial corridors. Many of these challenges in these neighborhoods are reflective of structural issues that left these areas lacking community institutions, physical community connectedness (sidewalks) and community investments.

Through the Green Bay Community Corps we seek to increase the connectedness of these neighborhoods to community institutions, local government and their neighbors thereby improving quality of life, decreasing crime, and increasing participation in civic life or community activities.

In the wake of 2020 pandemic, and the increasing violence seen across the city, Mayor Genrich created an Office of Violence Prevention (OVP), as well as an historic investment in neighborhood civic associations. Simultaneously, the Mayor led the effort to create a Conservation Corps to rally residents to address climate change while building community and investing in National Service.

In addition, during the same time we have adopted the implementation of Good Neighbor Week, a creation of a group of residents who participated in NeighborWorks Green Bay Community Leadership training program. It is a week that is all about encouraging people to be good to each other, lending a helping hand if possible. Our vision to expand good neighbor 'week' to good neighbor year is to grow our AmeriCorps program with a Community Corps.

The City of Green Bay is seeking a planning grant to hire a Community Corps Supervisor to our already successful Conservation Corps program. For the City of Green Bay, a Community Corps program would take a conservation approach to building community, connecting residents to needed services and improving neighborhood quality such as housing.

In short, The Green Bay's Love Community Corps would deploy a team of people comprised of city staff, AmeriCorps members, non-profit partners, and volunteers to engage residents in a wide range of activities that increase civic engagement, beautification, green weatherization, and general safety. These activities could include supporting the installation of smoke alarms and carbon monoxide detection, matching tax credit programs for green winterization, surveys on community improvements and art projects.

The planning grant would be used to hire of Community Corps Supervisor to coordinate with internal departments on using data to target neighborhoods for deployment, develop partnerships with community institutions and set the program up for success for new members. The supervisor would also create a robust onboarding experience for members and outline training. Using a planning grant for Conservation Corps led to an incredible successful program and the City is planning to replicate that process for this expansion.

2. Program Model (30 points)

The Community Corps members would be directly supervised by either the host site supervisor or the Community Corps supervisor depending on their service site. The overall program will be managed by the Conservation Corps Coordinator (AmeriCorps Program Director). Most training for the AmeriCorps members would be completed with the Conservation Corps AmeriCorps members to increase impact. Specialized training for the Community Corps members would be completed by the host site and partnership organizations.

Staff and AmeriCorps members would organize and conduct trainings for volunteers before launching these volunteers into community engagement alongside the AmeriCorps members. Our goal is to engage a total of 500 Volunteers a year, with at least 5 major outreach events a year. Each event would consist of several of the following activities described below.

Volunteer activities may include the following:

Beautification projects: Cutting of undesirable high vegetation in community areas, garbage removal, rake, and snow assistance to the elderly and those with disabilities. Small repair projects for vulnerable populations as well as addressing blighted or vacant properties.

Green Weatherization: In collaboration with city staff, connecting residents with free support services for windows and heating. Plus, connecting them with the city's matching services for tax credits associated with federal dollars for Green Improvements to owned property. Also conduct energy audits to help residents identify area for improvement through Green Infrastructure

Surveys and Community Engagement: In partnership with city staff having ongoing neighborhood engagements on community improvements and well as educational campaigns on City's request for service.

Security Assessments: In collaboration with city staff, helping to support residents with free security upgrades to their homes. Plus, improvement of detection of fire and carbon monoxide

Resident-led Art Projects: In collaboration with city staff, design, and support implementation of community art projects

Civic Association Engagement: Help to organize community facing events through civic associations to increase engagement for the community.

AmeriCorps members would be uniquely qualified to address the aforementioned activities as programing and support would build the capacity of individual members with technical expertise while helping to improve neighborhood outcomes. These activities are currently not being provided by any institution in the City of Green Bay, the efforts, combing in partnership with the city and community institutions would serve as a new model for collaboration to reduce crime and improvement community outcomes. There is no threat of duplicating efforts or address efforts already covered by the community. The City of Green Bay would be proud to leverage AmeriCorps to make a powerful impact in people's lives.

The City of Green Bay plans to recruit locally to involve the community in fulfilling the needs in their neighborhoods. It is anticipated to host approximately 10 – 12 MSY annually. This will most likely be full-time and part-time capacity slots to be accessible to more members within the community. Further program designs is yet to be determined as this would be the primary role of the Community Corps Supervisor during the planning grant process.

3. Planning Process (30 points)

The City of Green Bay will recruit and hire the Community Corps Supervisor who will work with stakeholders and the City staff to determine and prioritize objectives and operating sites which are of most importance and provide the greatest impact to the

community. The Conservation Corps Coordinator (AmeriCorps Program Director) will provide assistance to help determine the desired project outcomes for this program and recognizes that by going through the planning process, the initial program design and model may need to be modified from this proposal.

Date	Activity
Upon Award Notification	Finalize position description for CC Coordinator and start the recruitment process
August - September	City reviews applicants and conducts interviews
October 1, 2024	Start Date for Community Corps Supervisor contingent on following all hiring policies at organization
Ongoing	Weekly meetings about planning and progress with AmeriCorps Program Director
October	Conduct needs assessment to identify potential projects
November	Research other comparable AmeriCorps Community Corps programs. Identify stakeholders and key partners for implantation of program. Work with new and potential partners and stakeholders to develop the database of potential projects
December	Begin monthly meetings with City Department staff and stakeholders to discuss progress on the program Define performance measures that will be used based on priority project list
January 2025	Identify AmeriCorps member activities based on needs. Finalize MSY and slot types. Attend AmeriCorps Workshop Begin reviewing the RFP for 2025-2026 AmeriCorps State Program Grant with the AmeriCorps Program Director to best organize the Community Corps and Conservation Corps programs.
February	Master Project database completed. Year 1 priority projects chosen. Work with AmeriCorps Program Director to develop an operating budget.

March	Develop a plan for fiscal sponsorship outreach Draft member position description and calendar of projects
April	Develop means and methods for recording AmeriCorps member and volunteer hours, performance measures, and create the performance matrix to be used to track progress and eventual completion of successful projects Attend National Service Training conference.
May	Begin recruiting for 2025-26 Program year members Attend neighborhood meetings, farmer's markets, and other stakeholder meetings
June	Set up office space Create member training documents specific to Community Corps. (Community Corps members will go through AmeriCorps general orientation with Conservation Corps members on first day of service).
July	Finalize fall projects with community partners and design detailed calendar of events for quarter 1. Draft year long schedule of projects with trainings. Attend neighborhood association meetings, farmer's markets, and other community events.
August	Hold interviews for crew members. Close out planning grant documents.

C. Organizational Capability (20% - 20 points)

The City of Green Bay currently runs the Green Bay Conservation Corps, an AmeriCorps program established in 2022. This program has been successfully implemented and managed. In addition, the City manages numerous other federally funded programs such as projects within the Great Lakes Restoration Initiative.

The primary contact for this application is the current AmeriCorps Director for the Green Bay Conservation Corps program. This staff person was responsible for establishing the new Green Bay Conservation Corps in 2022 and familiar with establishing a new AmeriCorps program. The AmeriCorps Director will have weekly meetings with the new Community Corps Supervisor to support them through the process and offer assistance

when needed. Once the program is established, it is anticipated that the AmeriCorps Director will have monthly meetings to maintain support throughout the development.

The AmeriCorps Director will be responsible for fiscal oversight and reporting using the established bridge document used for the Conservation Corps program. The Community Corps Supervisor will be responsible for detailed expense tracking and progress updates to the AmeriCorps Director.

To better track and recruit volunteers, the Community Corps Supervisor will customize the Volgistics Software to meet the needs of the program.

The City of Green Bay has partnerships with local organizations who are excited for the creation of a Community Corps in the area. These include Downtown Green Bay and OnBroadway, Inc. Additional partnerships may include neighborhood associations, local shelters, and local universities.

D. Cost Effectiveness and Budget Adequacy (10%)

1. Cost Effectiveness (5 points)

The \$22,409 of match funds will come from the City of Green's General Fund. It will be the goal of the City to offset the impact of the general fund by securing partnerships with potential host-site organizations. With the current AmeriCorps program, the proposed Community Corps will share resources with the Green Bay Conservation Corps. These will include, but are not limited to, training and development of members, office space, specialized equipment, marketing, and recruitment, etc.

The proposed budget and match funds will go directly to creating a new staff position who's responsible for the establishment of the new program. These costs include salary, fringe benefits, work cell phone, background checks, office supplies and furniture, transportation between worksites, and staff training. Match funds will be used for the supplies and materials, as well as, 25% of the Community Corps Supervisor's pay and 50% of the AmeriCorps Director's pay.

Attachment A: Planning Grant Budget Worksheet

Please use Appendix 3: Cost Reimbursement Budget Instructions to complete this worksheet.

SECTION I. Program Operating Costs				
A. Personnel Expenses: Position/Title/Description	Calculation: Qty/Annual Salary/%time	CNCS Share	Grantee Share	Total Amount
Conservation Corps Coordinator (Program Director) 200 hours	10% Pay Grade H, Step 2: \$29.99/hr	\$3,119	\$3,119	\$6,238
Community Corps Supervisor - 1,900 hours	90% Pay Grade F, Step 1: \$24.68/hr	\$34,651	\$11,550	\$46,201
				\$0
				\$0
Personnel Expenses totals:		\$37,770	\$14,669	\$52,439
B. Personnel Fringe Benefits: Purpose/Description	Calculation	CNCS Share	Grantee Share	Total Amount
Health Insurance	Married Rate - \$1392/mon x 12mon x 1staff.	\$16,704		\$16,704
Dental Insurance	Married Rate - \$92/mon x 12mon x 1staff.	\$1,104		\$1,104
Social Security Medicare	46201 x 7.65%	\$3,534		\$3,534
Retirement	46201 x 6.9%	\$3,188		\$3,188
Personnel Fringe Benefits totals:		\$24,530	\$0	\$24,530
C. Travel				
Staff Travel: Purpose	Calculation	CNCS Share	Grantee Share	Total Amount
Reimburse Mileage for staff travel to and around project sites	\$0.58/mile x 500 mi x 1 staff		\$290	\$290
AmeriCorps program/staff development	1 staff x (\$600 airfare + 200 lodging x 2 nights + \$25 per diem x 3 days + \$500 registration fee)		\$1,575	\$1,575
				\$0
				\$0
Staff Travel totals:		\$0	\$1,865	\$1,865
Member Travel: Purpose	Calculation	CNCS Share	Grantee Share	Total Amount
NA	NA	\$0	\$0	\$0

Member Travel totals:		\$0	\$0	\$0
D. Equipment	Calculation	CNCS Share	Grantee Share	Total Amount
Item/Purpose/Justification				
NA				\$0
				\$0
				\$0
Equipment totals:		\$0	\$0	\$0
E. Supplies: Purpose	Calculation	CNCS Share	Grantee Share	Total Amount
Workstations for staff	laptop \$1200 x 1		\$1,200	\$1,200
Promotional & Advertisment	College fair enrollments (\$200 x 1), printing brochures (\$2x1000).		\$2,200	\$2,200
Office furniture	Desk, Chair, File cabinet		\$1,500	\$1,500
				\$0
Supplies totals:		\$0	\$4,900	\$4,900
F. Contractural And Consultant Services: Purpose	Calculation	CNCS Share	Grantee Share	Total Amount
				\$0
				\$0
				\$0
Contractural And Consultant Services totals:		\$0	\$0	\$0
G. Training				
Staff Training: Purpose	Calculation	CNCS Share	Grantee Share	Total Amount
				\$0
				\$0
Staff Training totals:		\$0	\$0	\$0
Member Training: Purpose	Calculation	CNCS Share	Grantee Share	Total Amount
NA	NA	\$0	\$0	\$0
Member Training totals:		\$0	\$0	\$0
H. Evaluation: Purpose	Calculation	CNCS Share	Grantee Share	Total Amount
				\$0

Evaluation totals:		\$0	\$0	\$0
I. Other Program Operating Costs: Purpose	Calculation	CNCS Share	Grantee Share	Total Amount
National Service Criminal History Checks	\$75 x 1 staff		\$75	\$75
Coordinator cell phone	\$35/mon x 12 months		\$420	\$420
Volunteer Tracking software	Volgistics \$40/month x 12		\$480	\$480
				\$0
				\$0
Other Progam Operating Cost totals:		\$0	\$975	\$975
SECTION I. Subtotal		\$62,300	\$22,409	\$84,709
CNCS / Grantee Share:		74%	26%	

SECTION II. Member Costs				
A. Living Allowance	Calculation	CNCS Share	Grantee Share	Total Amount
NA	NA	\$0	\$0	\$0
A. Living Allowance Subtotal:		\$0	\$0	\$0
B. Member Support Costs	Calculation	CNCS Share	Grantee Share	Total Amount
NA	NA	\$0	\$0	\$0
B. Member Support Subtotal:		\$0	\$0	\$0
SECTION II Subtotal		\$0	\$0	\$0

SECTION III. Administrative/Indirect Costs				
	Calculation	CNCS Share	Grantee Share	Total Amount
A. Corporation Fixed Percentage	Corporation Amount: $(63,047+0)*0.0526*0.6 = \$1,990$. (85,456+0)*.1=\$8,546. CITY NOT CHOOSING TO CLAIM AMOUNT. Commission Amount: $(63,047+0)*0.0526*0.4 = \$1,327$	\$1,327	\$0	\$1,327
B. Federally Approved Indirect Cost Rate		\$0	\$0	\$0

C. de minimis Rate of 10% of Modified Total Direct Costs		\$0	\$0	\$0
SECTION III Subtotal		\$1,327	\$0	\$1,327
	CNCS / Grantee Share:	\$1	\$0	
TOTAL SECTIONS I and II and III		\$63,627	\$22,409	\$86,036
CNCS / Grantee Share:		74%	26%	

SOURCE OF FUNDS				
Source (name of grant, program income, etc.)	Amount	Source Type	Match Classification	Match Status
City of Green Bay annual budget - proposed	\$22,409	State/Local	Cash	Proposed
Total	\$22,409			



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.12

To approve using \$9,400 of existing Contingency funds as a match for the AmeriCorps planning grant and to include the remaining \$13,009 of required matching funds in the 2025 budget.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. Resolution-Contingency for AmeriCorps Planning grant match - \$9,400

**RESOLUTION AUTHORIZING
TRANSFER OF FUNDS**

July 30, 2024

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

Pursuant to the recommendation of the Finance Committee at its meeting of July 23, 2024, the following 2024 transfer of funds is hereby authorized:

	<u>ACCOUNT</u>	<u>AMOUNT</u>
From:	101099-59001 Contingency	up to \$9,400.00
To:	101600-5XXXX Salaries & Benefits	up to \$9,400.00

This budget amendment to cover the new AmeriCorps planning grant match for the remainder of 2024

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.13

To approve the updated City of Green Bay Investment Policy.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. Investment Policy_Ehlers Comments
2. Investment Policy_Draft clean copy 7.23.24
3. SS 66.0603
4. SS 20.144
5. SS 34.08(2)



CITY OF GREEN BAY INVESTMENT POLICY

CITY OF GREEN BAY INVESTMENT POLICY

Title: Investment Policy	Policy Reference: Chapter
Policy Source: Finance Department	Legal Review Date:
Finance Committee Approval: 01/29/2019	City Council Approval: 02/18/2019

General: The purpose of these investment guidelines is to formalize the framework for the City's daily investment activities to include scope, objectives, authority, standards of prudence, authorized institutions, investment type, collateralization and diversification. The guidelines are intended to be broad enough to allow the investment officer to function within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

Scope:

This investment policy applies to all financial assets of the City of Green Bay. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Trust and Agency Funds
- Debt Service Funds
- Internal Service Funds

This policy is limited in its application to funds that are not immediately needed and are available for investment. Unless prohibited by law or contract, the City may pool cash from several different funds for investment purposes should it meet the objectives of the investment program. Other funds, the investment of which is subject to special federal and/or state laws and regulations, may be invested in accordance with such laws and regulations.

Objectives:

The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Green Bay shall be the following:

- Legality: All investments made by the City shall be in compliance with Section 66.0603 Wisconsin Statutes which is the general grant of authority for making investments with municipal funds, ~~and Section 219.05 which extends such authority to investment in savings and loan associations~~. Under no circumstances shall municipal funds be deposited in any financial institution that has not been declared a public depository of the City by resolution of the Common Council.

- **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, concentration risk, foreign currency risk, and interest rate risk.
- **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The maturity of any investment shall be determined by analyzing the following factors:
 - Immediate cash requirements
 - Projected expenditures
 - Available funds on hand
 - Maturing investments
 - Anticipated revenues

Investments shall not extend beyond any recognized unfunded cash needs of the City. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

- **Return:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:
 - A security with declining credit may be sold early to minimize loss of principal.
 - A security swap would improve the quality, yield, or target duration in the portfolio.
 - Liquidity needs of the portfolio require that the security be sold.

Authority:

Authority to manage the City of Green Bay's investment program is derived from State of Wisconsin Statutes and City of Green Bay ordinances. The City Treasurer is the investment officer and is responsible for investment decisions and activities. The City Treasurer shall be responsible for all transactions undertaken, and shall establish investment procedures consistent with this policy, and a system of controls to regulate the activities of subordinate officials and employees.

Prudence:

The standard of prudence to be used by City investment officials shall be the "prudent person investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy

Commented [TO1]: You may want to have two official delegates within the policies (Finance Director and Assistant FD are listed elsewhere)

and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

~~The "prudent person" standard states that,~~ "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Ethics and Conflicts of Interest:

Finance officers involved with the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Financial Institutions:

In accordance with Wisconsin statutes sections 34.05 ~~and 249.05~~, the Finance Director / Assistant Finance Director shall select and maintain a list of financial institutions authorized to be public depositories and/or provide investment services. The Finance Director / Assistant Finance Director shall qualify institutions by applying generally accepted industry standards (i.e. capital requirements, asset quality, earnings, liquidity, management, and local community presence) using available public agency and private rating services as appropriate. Regular review of the financial condition and applicable certifications and/or registrations of all qualified institutions shall be conducted.

Commented [TO2]: Ensure the roles/delegates listed are consistent throughout the policy

Every ~~1-2~~ years, the Finance Director / Assistant Finance Director shall present a list of these qualified institutions to the Financial Committee for its review and recommendation to the City Council for approval via resolution.

Commented [TO3]: Annual update to FC, full review every 3-5 years

The City will maintain relationships with a small number of brokers or investment advisors who can best assist the City in achieving its investment goals at the discretion of the Finance Director/Assistant Finance Director. ~~All broker from whom the City purchases securities must supply the following upon request:~~ Qualified firms should be in good standing with the state of Wisconsin and applicable regulators.

- ~~Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines~~
- Proof of FINRA applicable registration or certification (FINRA, SEC, or state)
- Proof of state registration
- Certification of having read and understood and agreeing to comply with the City's investment policy.
- Evidence of adequate insurance coverage – SIPC, FDIC/NCUA or other relevant insurance will be considered

Commented [TO4]: Private firms may not be open to providing financial statements, though appropriate registrations or qualifications are maintained through annual filings to regulators and should be sufficient

Investment Advisory (if deemed appropriate to retain):

Should the City of Green Bay deem it appropriate to retain an investment advisor; the following procedures will be followed with respect to the investment advisor relationship:

- Investment Procedures - Once an investment advisor is selected, the City of Green Bay will at all times be responsible for establishing the investment objectives to be accomplished. The investment advisor will be responsible for providing advice and developing and implementing strategies for carrying out such objectives. The investment advisor will have no authority to take possession of City of Green Bay monies or investment securities, nor to execute investment transactions on behalf of the City of Green Bay, except where investment authority may be delegated (e.g., "discretionary" authority) as per Wisconsin Statutes 66.0603 (2). For those investments under management in a "non-discretionary" account, all investment transactions shall be approved by City of Green Bay staff.
- Investment advisor shall qualify on behalf of the City all trading counterparties, act as agent with respect to custodial account(s), and provide for trade execution and settlement in a competitive manner seeking best pricing execution as practical.
- Periodic Reporting - The investment advisor shall provide periodic reports regarding the composition, performance level and accounting treatment of the City of Green Bay's investment portfolio. Annually the Finance Director/Assistant Finance Director shall provide a report to the Finance Committee.
- Compensation and Term of Agreement - Investment advisory fees shall be established in advance. All compensation shall be disclosed in a written agreement. The relationship between the advisor and the City of Green Bay may be terminated at any time at the discretion of the City of Green Bay.

Safekeeping and Custody:

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited through an eligible financial institution prior to the release of funds. Securities will be held in a custodial account in the City's name. The safekeeping institution shall, upon request, be able to provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70). The Finance Director / Assistant Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Details of the internal control system shall be documented in an investment procedures manual and shall be reviewed and updated regularly. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Authorized Investments:

The investment of City funds shall be in accordance with Wisconsin statutes section

66.0603 and include:

- Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this state if the time deposits mature in not more than 3 years.
- Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
- Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.
- Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
- Money market accounts with institutions from the approved list of public depositories.
- Repurchase agreements that are fully collateralized by securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
- The local government pooled investment fund.

Commented [TO5]: 3 year limitation is no longer required by statute.

Commented [TO6]: Rather than listing out specifics-Link to the statute electronically to ensure timely updates as statutes are updated..

List out specific exclusions, if any.

Collateralization and Insurance:

The Federal Deposit Insurance Corporation (FDIC)/ [National Credit Union Association \(NCUA\)](#) protects deposits up to \$250,000 or current level as determined by the federal government, whichever is higher. In addition, public deposits are may be protected against losses by Wisconsin general-purpose revenues under Statutes

[20.144 \(1\) \(a\)](#) and [34.08 \(2\)](#) up to \$400,000 for any one public depositor in any individual

~~public depository.~~ The Finance Director / Assistant Finance Director ~~can may~~ require collateralization as stated in Wisconsin statutes section 34.07 and will exercise professional judgement in regard to the requirement of collateralization of certificates of deposit or any other time deposit in an amount over ~~\$650,000~~ FDIC/NCUA insurance or funds covered by 34.08 (2). Acceptable collateral for bank deposits and repurchase agreements shall include only obligations of the U.S. Government, its agencies and GSEs, including mortgage backed securities, or letter of credit issued by the Federal Home Loan Bank of Chicago, listing the City as named beneficiary.

Commented [T07]: Link to statute to ensure updates (SB773 is currently pending but may increase WI guarantee fund up to \$1M)

Liquid v. Managed Portfolios:

The City's investment portfolio will be defined as consisting of two portions: (1) the liquid portfolio which consists of investments that can be accessed without respect to maturity or penalty within three business days and (2) the managed portfolio which consists of investments with stated maturity dates.

Diversification:

It is the policy of the City of Green Bay to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss and balance the effect of interest rate changes affecting different types of securities. Investments will be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector;
- Limiting investments in securities with higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as the Local Government Investment Pool, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Maximum Maturities:

To the extent possible, the City of Green Bay will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will ~~not directly invest in securities maturing more than five (5) years from the date of purchase~~ seek to limit the average weighted maturity of the portfolio to 5 years or under.

Reserve funds may be invested ~~in securities~~ in longer term securities exceeding five (5) years average maturity if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Any intent to invest in securities with longer maturities will be reported to the Finance Committee.

Performance standards:

The investment portfolio will be designed to obtain a market average rate of return during a market/economic environment of stable interest rates, and taking into account the City's investment risk constraints and cash flow needs. Given the passive nature of the City's investment strategy, the basis used to determine whether market yields are being achieved shall be the average Federal Funds rate.

Reporting:

The Assistant Finance Director will prepare monthly investment reports and submit to the Finance Director. The Assistant Finance Director will prepare annual reports to the Finance Committee, whether in written or verbal form.

Investment Advisory (if deemed appropriate to retain):

Should the City of Green Bay deem it appropriate to retain an investment advisor, the following procedures will be followed with respect to the investment advisor relationship:

Commented [T08]: Moved to the "Financial Institutions" section

- **Selection Process** – The investment advisor will be selected by a competitive process that is coordinated by the Finance Director/Assistant Finance Director and includes additional staff or advisors per their discretion on a review panel. The selected advisor(s) will be recommended to the Finance Committee and City of Green Bay Common Council for approval.
- **Investment Procedures** – Once an investment advisor is selected, the City of Green Bay will at all times be responsible for establishing the investment objectives to be accomplished. The investment advisor will be responsible for providing advice and developing and implementing strategies for carrying out such objectives. The investment advisor will have no authority to take possession of City of Green Bay monies or investment securities, nor to execute investment transactions on behalf of the City of Green Bay, except where investment authority may be delegated (e.g., "discretionary" authority) as per Wisconsin Statutes 66.0603 (2). For those investments under management in a "non-discretionary" account, all investment transactions shall be approved by City of Green Bay staff.
- **Periodic Reporting** – The investment advisor shall provide periodic reports regarding the composition, performance level and accounting treatment of the City of Green Bay's investment portfolio. Annually the Finance Director/Assistant Finance Director shall provide a report to the Finance Committee.
- **Compensation and Term of Agreement** – Investment advisory fees shall be established in advance. All compensation shall be disclosed in a written agreement. The relationship between the advisor and the City of Green Bay may be terminated at any time at the discretion of the City of Green Bay.

Commented [T09]: This process would fall under the City procurement policy rather than in this type of policy to ensure consistency is applied across teams for applicable purchases or contractual obligations.

Investment Policy Review:

The investment policy will be reviewed periodically at the discretion of the Finance Director or Assistant Finance Director.

Glossary

Agencies: The debt securities of federal agencies that are owned entirely by the U.S. Government and have been authorized by the Treasury to issue this debt. Some carry a direct guarantee of the U.S. Government, while others carry an implied guarantee.

Broker: A broker brings buyer and sellers together for a commission.

Certificates of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

Collateral: Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Delivery versus Payment: There are two (2) methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Investor: (Name of Municipality) Treasurer/Comptroller or designee, as authorized by (Name of Municipality) Board.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase, which establishes each party's rights in the transaction. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Portfolio: Collection of securities held by an investor.

Rate of Return: The yield obtainable on a security based on its purchase price.

Repurchase Agreement: A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate for this. Exception: When the Fed is said to be doing repurchase agreements, it is lending money, that is, increasing bank reserves.

Risky Investment: Refers to investment vehicles that may or may not be specifically prohibited, but are not suitable for the (Name of Municipality) portfolio. These risky investment examples are as follows: inverse floaters, range floaters, mortgage securities structured as interest-only and principal-only.

Safekeeping: A service to customer rendered by banks for a fee, whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission (SEC): An agency created by Congress to protect investors in securities transactions by administering securities legislation.

Speculative Investments: Investment vehicles purchased with the intent of betting on the future movement of interest rates, whereby sale of the investment, before maturity, creates unusual yields.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Bills carry a maturity of up to one (1) year.

Treasury Bond: Long-term U.S. Treasury securities having initial maturities of more than ten (10) years.

Treasury Notes: An interest bearing security issued by the U.S. Treasury to finance the national debt. Maturities can range from two (2) to ten (10) years.

Yield: The rate of annual income return on an investment expressed as a percentage.



CITY OF GREEN BAY INVESTMENT POLICY

CITY OF GREEN BAY INVESTMENT POLICY	
Title: Investment Policy	Policy Reference: Chapter
Policy Source: Finance Department	Legal Review Date:
Finance Committee Approval: 07/23/2024	City Council Approval: 07/30/2024

General: The purpose of these investment guidelines is to formalize the framework for the City's daily investment activities to include scope, objectives, authority, standards of prudence, authorized institutions, investment type, collateralization and diversification. The guidelines are intended to be broad enough to allow the investment officer to function within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

Scope:

This investment policy applies to all financial assets of the City of Green Bay. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

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 - Anticipated revenues

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 - A security swap would improve the quality, yield, or target duration in the portfolio.
 - Liquidity needs of the portfolio require that the security be sold.

Authority:

Authority to manage the City of Green Bay's investment program is derived from State of Wisconsin Statutes and City of Green Bay ordinances. The Finance Director / Assistant Finance Director are the investment officers and are responsible for investment decisions and activities. The Finance Director / Assistant Finance Director shall be responsible for all transactions undertaken, and shall establish investment procedures consistent with this policy, and a system of controls to regulate the activities of subordinate officials and employees.

Prudence:

The standard of prudence to be used by City investment officials shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Ethics and Conflicts of Interest:

Finance officers involved with the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Financial Institutions:

In accordance with Wisconsin statutes sections 34.05, the Finance Director / Assistant Finance Director shall select and maintain a list of financial institutions authorized to be public depositories and/or provide investment services. The Finance Director / Assistant Finance Director shall qualify institutions by applying generally accepted industry standards (i.e. capital requirements, asset quality, earnings, liquidity, management, and local community presence) using available public agency and private rating services as appropriate. Regular review of the financial condition and applicable certifications and/or registrations of all qualified institutions shall be conducted.

Every 1-2 years, the Finance Director / Assistant Finance Director shall present a list of these qualified institutions to the Financial Committee for its review and recommendation to the City Council for approval via resolution.

The City will maintain relationships with a small number of brokers or investment advisors who can best assist the City in achieving its investment goals at the discretion of the Finance Director/Assistant Finance Director. Qualified firms should be in good standing with the state of Wisconsin and applicable regulators.

- Proof of applicable registration or certification (FINRA, SEC, or state)
- Proof of state registration
- Certification of having read and understood and agreeing to comply with the City's investment policy.
- Evidence of adequate insurance coverage – SIPC, FDIC/NCUA or other relevant insurance will be considered

Investment Advisory (if deemed appropriate to retain):

Should the City of Green Bay deem it appropriate to retain an investment advisor; the following procedures will be followed with respect to the investment advisor relationship:

- **Investment Procedures** - Once an investment advisor is selected, the City of Green Bay will at all times be responsible for establishing the investment objectives to be accomplished. The investment advisor will be responsible for providing advice and developing and implementing strategies for carrying out such objectives. The investment advisor will have no authority to take possession of City of Green Bay monies or investment securities, nor to execute investment transactions on behalf of the City of Green Bay, except where investment authority may be delegated (e.g., “discretionary” authority) as per Wisconsin Statutes 66.0603 (2). For those investments under management in a “non-discretionary” account, all investment transactions shall be approved by City of Green Bay staff.
- **Investment advisor** shall qualify on behalf of the City all trading counterparties, act as agent with respect to custodial account(s), and provide for trade execution and settlement in a competitive manner seeking best pricing execution as practical.
- **Periodic Reporting** - The investment advisor shall provide periodic reports regarding the composition, performance level and accounting treatment of the City of Green Bay's investment portfolio. Annually the Finance Director/Assistant Finance Director shall provide a report to the Finance Committee.
- **Compensation and Term of Agreement** - Investment advisory fees shall be established in advance. All compensation shall be disclosed in a written agreement. The relationship between the advisor and the City of Green Bay may be terminated at any time at the discretion of the City of Green Bay.

Safekeeping and Custody:

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited through an eligible financial institution prior to the release of funds. Securities will be held in a custodial account in the City's name. The safekeeping institution shall, upon request, be able to provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70). The Finance Director / Assistant Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Details of the internal control system shall be documented in an investment procedures manual and shall be reviewed and updated regularly. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Authorized Investments:

The investment of City funds shall be in accordance with Wisconsin statutes section [66.0603](#)

Collateralization and Insurance:

The Federal Deposit Insurance Corporation (FDIC)/ National Credit Union Association (NCUA) protects deposits up to \$250,000 or current level as determined by the federal government, whichever is higher. In addition, public deposits may be protected against losses by Wisconsin general-purpose revenues under Statutes [20.144 \(1\) \(a\)](#) and [34.08 \(2\)](#). The Finance Director / Assistant Finance Director may require collateralization as stated in Wisconsin statutes section 34.07 and will exercise professional judgement in regard to the requirement of collateralization of certificates of deposit or any other time deposit in an amount over FDIC/NCUA insurance or funds covered by 34.08 (2). Acceptable collateral for bank deposits and repurchase agreements shall include only obligations of the U.S. Government, its agencies and GSEs, including mortgage backed securities, or letter of credit issued by the Federal Home Loan Bank of Chicago, listing the City as named beneficiary.

Liquid v. Managed Portfolios:

The City's investment portfolio will be defined as consisting of two portions: (1) the liquid portfolio which consists of investments that can be accessed without respect to maturity or penalty within three business days and (2) the managed portfolio which consists of investments with stated maturity dates.

Diversification:

It is the policy of the City of Green Bay to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss and balance the effect of interest rate changes affecting different types of securities. Investments will be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector;
- Limiting investments in securities with higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as the Local Government Investment Pool, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Maximum Maturities:

To the extent possible, the City of Green Bay will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will seek to limit the average weighted maturity of the portfolio to 5 years or under.

Reserve funds may be invested in longer term securities exceeding five (5) years average maturity if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Any intent to invest in securities with longer maturities will be reported to the Finance Committee.

Performance standards:

The investment portfolio will be designed to obtain a market average rate of return during a market/economic environment of stable interest rates, and taking into account the City's investment risk constraints and cash flow needs. Given the passive nature of the City's investment strategy, the basis used to determine whether market yields are being achieved shall be the average Federal Funds rate.

Reporting:

The Assistant Finance Director will prepare monthly investment reports and submit to the Finance Director. The Assistant Finance Director will prepare annual reports to the Finance Committee, whether in written or verbal form.

Investment Policy Review:

The investment policy will be reviewed periodically at the discretion of the Finance Director or Assistant Finance Director.

Glossary

Agencies: The debt securities of federal agencies that are owned entirely by the U.S. Government and have been authorized by the Treasury to issue this debt. Some carry a direct guarantee of the U.S. Government, while others carry an implied guarantee.

Broker: A broker brings buyer and sellers together for a commission.

Certificates of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

Collateral: Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Delivery versus Payment: There are two (2) methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Investor: (Name of Municipality) Treasurer/Comptroller or designee, as authorized by (Name of Municipality) Board.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Market Value: The price at which a security is trading and could presumable be purchased or sold.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase, which establishes each party's rights in the transaction. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Portfolio: Collection of securities held by an investor.

Rate of Return: The yield obtainable on a security based on its purchase price.

Repurchase Agreement: A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate for this. Exception: When the Fed is said to be doing repurchase agreements, it is lending money, that is, increasing bank reserves.

Risky Investment: Refers to investment vehicles that may or may not be specifically prohibited, but are not suitable for the (Name of Municipality) portfolio. These risky investment examples are as follows: inverse floaters, range floaters, mortgage securities structured as interest-only and principal-only.

Safekeeping: A service to customer rendered by banks for a fee, whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission (SEC): An agency created by Congress to protect investors in securities transactions by administering securities legislation.

Speculative Investments: Investment vehicles purchased with the intent of betting on the future movement of interest rates, whereby sale of the investment, before maturity, creates unusual yields.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Bills carry a maturity of up to one (1) year.

Treasury Bond: Long-term U.S. Treasury securities having initial maturities of more than ten (10) years.

Treasury Notes: An interest bearing security issued by the U.S. Treasury to finance the national debt. Maturities can range from two (2) to ten (10) years.

Yield: The rate of annual income return on an investment expressed as a percentage.

in the previous year, a greater or less valuation for any year than should have been assessed, causing the political subdivision's levy to be erroneous in a way that directly causes a penalized excess.

(b) A taxation district clerk or a county clerk, through mistake or inadvertence in preparing or delivering the tax roll, causes a political subdivision's levy to be erroneous in a way that directly causes a penalized excess.

History: 2005 a. 25, 484; 2007 a. 20, 115, 129; 2009 a. 28; 2011 a. 32, 63, 75, 140, 145, 258; 2013 a. 20; 2013 a. 165 s. 114; 2013 a. 222, 310; 2015 a. 55, 191, 256; 2017 a. 59; 2017 a. 207 s. 5; 2017 a. 223, 243, 317; 2017 a. 365 s. 111; 2019 a. 45, 126, 133; 2021 a. 1, 61; 2021 a. 238 ss. 44, 45; 2021 a. 240 s. 30; 2023 a. 12, 19, 135, 136; s. 13.92 (2) (i).

This section expressly limits year-over-year increases in municipal property tax levies to the amount of the valuation factor, the percentage change in the political subdivision's value due to new construction, effectively freezing property taxes on existing property within the municipality. This section allows town boards to raise their levy limits only with the voters' consent through referendum. *Wisconsin Property Taxpayers, Inc. v. Town of Buchanan*, 2023 WI 58, 408 Wis. 2d 287, 992 N.W.2d 100, 22–1233.

Funds raised for utility districts under s. 66.0827 are property taxes subject to municipal levy limits under this section. *Wisconsin Property Taxpayers, Inc. v. Town of Buchanan*, 2023 WI 58, 408 Wis. 2d 287, 992 N.W.2d 100, 22–1233.

66.0603 Investments. (1g) DEFINITION. In this section, “governing board” has the meaning given under s. 34.01 (1) but does not include a local exposition district board created under subch. II of ch. 229 or a local cultural arts district board created under subch. V of ch. 229.

(1m) INVESTMENTS. (a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state.

2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.

3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.

3m. Bonds issued by a local exposition district under subch. II of ch. 229.

3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.

3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.

3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.

3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.

3u. Bonds issued by the Wisconsin Aerospace Authority.

4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.

5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a–1 to 80a–64, and if the portfolio of the investment company or investment trust is limited to the following:

a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.

b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.

c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.

(b) 1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. 40.02 (28), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. 881.01.

2. Funds of any school district operating under ch. 119, held in trust for pension plans intended to qualify under section 401 (a) of the Internal Revenue Code, other than funds held in the public employee trust fund, may be invested and reinvested in the same manner as is authorized for investments under s. 881.01.

3. A school district may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:

a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post-employment benefits provided separately from a defined benefit pension plan.

4. A school board may not discuss or vote on establishing a trust fund to provide the benefits described in subd. 3. unless the notice of the school board meeting at which the discussion or vote may occur includes the issue as a separate agenda item.

5. A city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:

a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post-employment benefits provided separately from a defined benefit pension plan.

6. Funds that are held in trust to provide the benefits described in subds. 3. and 5. shall be held in a trust fund that is separate from all other trust funds created by, or under the control of, the local governmental unit.

(c) A local government, as defined under s. 25.50 (1) (d), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. 881.

(d) A county, city, village, town, school district, drainage district, technical college district or other governing board as defined by s. 34.01 (1) may engage in financial transactions in which a public depository, as defined in s. 34.01 (5), agrees to repay funds advanced to it by the local government plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

(e) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a county having a population of 750,000 or more, or a person to whom the county has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 59.87 (3).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 59.85 or general obligation promissory notes under

s. 67.12 (12) issued to provide funds for the payment of all or a part of the county's unfunded prior service liability.

3. Moneys appropriated or held by the county to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the county.

(f) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a 1st class city, or a person to whom the city has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 62.622 (3).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 62.62 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the city's unfunded prior service liability.

3. Moneys appropriated or held by the city to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the city.

(g) A technical college district that receives funds from participation in an auction of digital broadcast spectrum administered by the federal communications commission may hold those funds in trust and may invest and reinvest those funds in the same manner authorized for investments under s. 881.01. Funds held in trust under this paragraph may only be distributed from the trust in a manner consistent with ch. 38 and in accordance with the terms of the trust. Any trust formed pursuant to this paragraph shall be separate from any other trust created by, or under the control of, the technical college district.

(2) **DELEGATION OF INVESTMENT AUTHORITY.** A county, city, village, town, school district, drainage district, technical college district or other governing board, as defined in s. 34.01 (1), may delegate the investment authority over any of its funds not immediately needed to a state or national bank, or trust company, which is authorized to transact business in this state if all of the following conditions are met:

(a) The institution is authorized to exercise trust powers under s. 221.0316 or ch. 223.

(b) The governing board renews annually the investment agreement under which it delegates its investment authority, and reviews annually the performance of the institution with which its funds are invested.

(3) **ADDITIONAL DELEGATION OF INVESTMENT AUTHORITY.** (a) In addition to the authority granted under sub. (2), a school district operating under ch. 119 may delegate the investment authority over any of its funds not immediately needed and held in trust for its qualified pension plans to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under the Investment Advisers Act of 1940, 15 USC 80b–3.

(b) In addition to the authority granted under sub. (2), a school district may delegate the investment authority over the funds described under sub. (1m) (b) 3. to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under 15 USC 80b–3.

(c) 1. In addition to the authority granted under sub. (2), a city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may delegate the investment authority over the funds described under sub. (1m) (b) 5. to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under 15 USC 80b–3.

2. If a unit of government described under subd. 1. has established a trust described in sub. (1m) (b) 5., it shall annually publish a written report that states the amount in the trust, the investment return earned by the trust since the last report was published, the total disbursements made from the trust since the last report was published, and the name of the investment manager if investment authority has been delegated under subd. 1.

(d) 1. In addition to the authority granted under sub. (2), a technical college district may delegate the investment authority over the funds described under sub. (1m) (g) to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under the Investment Advisers Act of 1940, 15 USC 80b–3.

2. If a technical college district has established a trust described in sub. (1m) (g), it shall annually publish a written report that states the amount in the trust, the investment return earned by the trust since the last report was published, the total disbursements made from the trust since the last report was published, and the name of the investment manager if investment authority has been delegated under subd. 1.

(4) **INVESTED FUND PROCEEDS IN POPULOUS CITIES, USE.** In a 1st class city, all interest derived from invested funds held by the city treasurer in a custodial capacity on behalf of any political entity, except for pension funds, is general revenue of the city and shall revert to the city's general fund upon the approval by the political entity evidenced by a resolution adopted for that purpose.

(5) **DELEGATION OF INVESTMENT AUTHORITY IN CONNECTION WITH PENSION FINANCING IN POPULOUS CITIES AND COUNTIES.** The governing body of a county having a population of 750,000 or more, or a 1st class city, may delegate investment authority over any of the moneys described in sub. (1m) (e) or (f) to any of the following persons, which shall be responsible for the general administration and proper operation of the county's or city's employee retirement system, subject to the governing body's finding that such person has expertise in the field of investments:

(a) A public board that is organized for such purpose under county or city ordinances.

(b) A trustee, investment advisor, or investment banking or consulting firm.

History: 1999 a. 9 ss. 1607, 1608; 1999 a. 65 ss. 15 to 17; 1999 a. 150 ss. 93, 95, 168; 1999 a. 167 ss. 31, 32; 1999 a. 186 ss. 43, 44; 2001 a. 30; 2003 a. 264; 2005 a. 99, 335; 2007 a. 82, 115; 2009 a. 28; 2015 a. 60; 2017 a. 59, 78; 2017 a. 207 s. 5; 2017 a. 366 s. 99.

Cross-reference: See also s. 157.50 (6) as to investment of municipal care funds. Based on the plain meaning of the word "investment," the exchange of surplus county funds for U.S. gold coins would be an investment within the meaning of s. 59.61 (3). This section provides the authorized list of investments that a county can make with county funds, and the statute does not authorize an investment in U.S. gold coins. OAG 2–13.

66.0605 Local government audits and reports. Notwithstanding any other statute, the governing body of a county, city, village or town may require or authorize a financial audit of a municipal or county officer, department, board, commission, function or activity financed in whole or part from municipal or county funds, or if any portion of the funds are the funds of the county, city, village or town. The governing body may require submission of periodic financial reports by the officer, department, board, commission, function or activity.

History: 1977 c. 29; 1999 a. 150 s. 97; Stats. 1999 s. 66.0605.

66.0607 Withdrawal or disbursement from local treasury. (1) Except as otherwise provided in subs. (2) to (5) and in s. 66.0608 (3m), in a county, city, village, town, or school district,

55, 185; 2001 a. 16, 38, 56, 103, 109; 2003 a. 33, 38, 133, 326, 327; 2005 a. 25; 2007 a. 20, 125, 223; 2009 a. 28, 90, 145, 293, 401; 2011 a. 32, 278; 2013 a. 20 ss. 201, 202s, 203, 204, 207, 213m; 2013 a. 234, 312; 2015 a. 55, 186; 2017 a. 59, 100, 196, 225, 366; 2019 a. 9; 2021 a. 58, 207; 2021 a. 238 ss. 5, 45; 2021 a. 239 s. 74; 2023 a. 19.

20.144 Financial institutions, department of. There is appropriated to the department of financial institutions for the following programs:

(1) SUPERVISION OF FINANCIAL INSTITUTIONS, SECURITIES REGULATION AND OTHER FUNCTIONS. (a) *Losses on public deposits.* A sum sufficient for the payment to public depositors under s. 34.08 of losses as defined by s. 34.01 (2) and the expenses of administration and any reinsurance costs. The aggregate of payments may not exceed the total of all of the following:

1. The balance in the state deposit fund as of the close of business on June 30, 1955.

2. Interest on the balance under subd. 1. at the rate of 2 1/2 percent per year computed to July 31, 1985.

3. Beginning on August 1, 1985, interest on the balance under subd. 1. at a rate of 5 percent per year computed to the date of any payment of a loss.

(g) *General program operations.* The amounts in the schedule for the general program operations of the department of financial institutions. Except as provided in pars. (a), (h), (i), (j), and (u) and sub. (3), all moneys received by the department, other than by the office of credit unions and the division of banking, and 88 percent of all moneys received by the office of credit unions and the department's division of banking shall be credited to this appropriation, but any balance at the close of a fiscal year under this appropriation shall lapse to the general fund. Annually, \$150,000 of the amounts received under this appropriation account shall be transferred to the appropriation account under s. 20.575 (1) (g).

(h) *Gifts, grants, settlements, and publications.* All moneys received from gifts, grants, bequests, forfeitures under s. 426.203, and settlements for the purposes for which made or received and all moneys received by the department as fees or other charges for photocopying, microfilm copying, generation of copies of documents from optical disc storage, sales of books, and other services provided in carrying out the functions of the department, for the purposes for which the moneys were received or collected.

(i) *Investor education and training fund.* The amounts in the schedule for educating residents of this state about securities and franchise investments as provided in ss. 551.601 (4) and 553.605 (2) and for any other purpose specified in s. 551.601 (4). All moneys received from administrative assessments under ss. 551.604 (4) and 553.605 (1) shall be credited to this appropriation. If the unencumbered balance in this appropriation account exceeds \$100,000 immediately before the end of any fiscal year, the excess shall lapse to the general fund at the end of that fiscal year.

(j) *Payday loan database and financial literacy.* All moneys received under s. 138.14 (14) (h), for developing, implementing, maintaining, or contracting for operating, the database under s. 138.14 (14), and for promoting financial literacy.

(m) *Credit union examinations, federal funds.* All moneys received from the federal government as authorized by the governor under s. 16.54 as partial reimbursement for annual credit union examinations, for the purpose of conducting annual examinations.

(u) *State deposit fund.* A sum sufficient from the state deposit fund to carry out the purposes for which said fund was created and to be used as provided in ch. 34.

(3) COLLEGE TUITION AND EXPENSES AND COLLEGE SAVINGS PROGRAMS. (tb) *Payment of qualified higher education expenses and refunds; college tuition and expenses program.* From the tuition trust fund, a sum sufficient for the payment of qualified higher education expenses and refunds under s. 224.48 (5) and (7).

(td) *Administrative expenses; college tuition and expenses program.* From the tuition trust fund, the amounts in the schedule for the administrative expenses of the college tuition and expenses

program under s. 224.48, including the expense of promoting the program.

(tf) *Payment of qualified higher education expenses and refunds; college savings program trust fund.* From the college savings program trust fund, a sum sufficient for the payment of qualified higher education expenses and refunds under s. 224.50 (2) and (3).

(th) *Administrative expenses; college savings program trust fund.* From the college savings program trust fund, the amounts in the schedule for the administrative expenses of the college savings program under s. 224.50, including the expense of promoting the program.

(tj) *Payment of qualified higher education expenses and refunds; college savings program bank deposit trust fund.* From the college savings program bank deposit trust fund, a sum sufficient for the payment of qualified higher education expenses and refunds under s. 224.50 (2) and (3).

(tl) *Administrative expenses; college savings program bank deposit trust fund.* From the college savings program bank deposit trust fund, the amounts in the schedule for the administrative expenses of the college savings program under s. 224.50, including the expense of promoting the program.

(tn) *Payment of qualified higher education expenses and refunds; college savings program credit union deposit trust fund.* From the college savings program credit union deposit trust fund, a sum sufficient for the payment of qualified higher education expenses and refunds under s. 224.50 (2) and (3).

(tp) *Administrative expenses; college savings program credit union deposit trust fund.* From the college savings program credit union deposit trust fund, the amounts in the schedule for the administrative expenses of the college savings program under s. 224.50, including the expense of promoting the program.

History: 1995 a. 27 ss. 492, 495, 498, 499, 501, 504, 518, 519, 520b, 536c; 1995 a. 216; 1999 a. 9; 2003 a. 33; 2007 a. 196; 2009 a. 405; 2011 a. 32; 2015 a. 55, 196; 2017 a. 59 ss. 193 to 195, 427 to 434.

20.145 Insurance, office of the commissioner of. There is appropriated to the office of the commissioner of insurance for the following programs:

(1) SUPERVISION OF THE INSURANCE INDUSTRY. (g) *General program operations.* The amounts in the schedule for general program operations, including organizational support services and oversight of care management organizations, and for transferring to the appropriation account under s. 20.435 (4) (kv) the amount allocated by the commissioner of insurance. Notwithstanding s. 20.001 (3) (a), at the end of each fiscal year, the unencumbered balance in this appropriation account that exceeds 10 percent of that fiscal year's expenditure under this appropriation shall lapse to the general fund. All of the following shall be credited to this appropriation account:

1. All moneys received under ss. 601.31, 601.32, 601.42 (7), 601.45, and 601.47 and by the commissioner for expenses related to insurance company restructurings, except for restructurings specified in par. (h).

2. All moneys received under s. 655.27 (2) from the injured patients and families compensation fund and under s. 604.04 (3) from the local government property insurance fund and the state life insurance fund as payment for organizational support services.

3. All moneys received under ss. 648.15 and 648.27.

(gm) *Gifts and grants.* All moneys received from gifts, grants, bequests and devises to carry out the purposes for which made.

(h) *Holding company restructuring expenses.* Ninety percent of all moneys received from converting mutual insurance companies under s. 644.07 (11) for expenses, including prorated salaries, incurred by the commissioner and office staff related to restructurings under ch. 644.

may be required of or given by any public depository for any public deposits that exceed the amount of deposit insurance provided by an agency of the United States and the coverage provided under s. 34.08 (2).

History: 1985 a. 25; 2005 a. 134; 2017 a. 340.

Legislative Council Note, 1985: This section is amended to provide that a surety bond or other security may be required of or given by a public depository for any public deposits for the amount of deposits that exceeds the deposit insurance for each account and the \$400,000 amount for all accounts available under s. 34.08 (2). The amendment removes the prohibition on the use of a bond or other security by a public depository which is seeking public deposits. [85 Act 25]

34.08 Payment of losses. (1) Except as provided in sub. (2), the appropriation in s. 20.144 (1) (a) shall be used to repay public depositors for losses until the appropriation is exhausted.

(2) Payments under sub. (1) shall be made in the order in which satisfactory proofs of loss are received by the division of banking. The payment made to any public depositor for all losses of the public depositor in any individual public depository may not exceed \$1,000,000 above the amount of deposit insurance provided by an agency of the United States at the public depository that experienced the loss. Upon a satisfactory proof of loss, the division of banking shall direct the department of administration to draw its warrant payable from the appropriation under s. 20.144 (1) (a) and the secretary of administration shall pay the warrant under s. 16.401 (4) in favor of the public depositor that has submitted the proof of loss.

(3) Losses become fixed as of the date of loss. A public depositor experiencing a loss shall, within 60 days of the loss, assign its interest in the deposit, to the extent of the amount paid under this section, to the division of banking. Upon failure to make the assignment, the public depositor shall forfeit its right to payment under this section. Any recovery made by the division of banking under the assignment shall be repaid to the appropriation under s. 20.144 (1) (a).

History: 1985 a. 25; 1995 a. 27; 2003 a. 33; 2005 a. 134; 2023 a. 128.

Legislative Council Note, 1985: This section is repealed and recreated to prospectively abolish the state deposit guarantee fund. See also the amendment of s. 34.06 and the NOTE following that treatment.

Subs. (1) and (2) provide that the pledge of state general purpose revenues to the existing state deposit guarantee fund in s. 20.124 (1) (a), will be used to repay public depositors for losses until the appropriation is exhausted. Payments are to be made in the order in which satisfactory proofs of loss are received by the commissioner of banking and are limited to no more than \$400,000 above the amount of applicable federal deposit insurance or insurance provided by the Wisconsin Credit Union Savings Insurance Corporation.

Sub. (3) continues the substance of present s. 34.08 (3) by providing that a public depositor must, within 60 days of a loss, assign its interest in the deposit, to the extent of payments made under this section, to the commissioner of banking. Upon the failure to make this assignment, the public depositor loses its right to payment. The subsection also specifically provides that a recovery made by the commissioner of banking under an assignment must be repaid to the treasury for future use under s. 20.124 (1) (a). [85 Act 25]

34.09 Financial institutions eligible as public depositories. Every federal or state credit union, state bank, federal or state savings and loan association, savings and trust company and federal or state savings bank and every national bank may be designated as a public depository and may receive and hold public deposits, subject to this chapter, if the financial institution has a branch or main office located in this state, complies with this chapter with respect to public deposits and accepts payments made by the state under s. 16.412. The division of banking has the same powers and duties with regard to making and continuing public deposits in national banks, federal and state credit unions, federal and state savings banks and federal and state savings and loan associations as the powers and duties exercised and performed by the division of banking with regard to public deposits in state banks.

History: 1975 c. 180, 421; 1981 c. 20; 1981 c. 390 s. 252; 1983 a. 368; 1985 a. 25; 1991 a. 221; 1995 a. 27, 336.

Legislative Council Note, 1985: This section is amended to provide that a public depository is not required to file with the commissioner of banking an agreement that it will pay specified sums to the state deposit guarantee fund. This provision is no longer necessary since the state deposit guarantee fund is prospectively abolished in this bill. Section 34.09 also is amended to remove references to the authority of the commissioner of banking to specify qualifications for, and conditions on, public depositories. The bill removes this authority in the repeal and recreation of s. 34.03.

Also, in s. 34.09 instead of providing that every financial institution in Wisconsin which “complies in all respects as to public deposits with this chapter and which accepts payments made by the state under s. 16.412”, the phrase “complies in all respects as to public deposits with this chapter and will accept payments made by the state under s. 16.412” has been substituted. The significance of the change is that financial institutions need not actually accept payments by the state under s. 16.412, in order to be eligible as public depositories. Instead, financial institutions must accept these payments only if made, in order to be eligible as public depositories. [85 Act 25]

34.095 Certain foreign financial institutions ineligible as public depositories. Whenever the ownership, control or power to vote a majority interest in the stock of any state or national bank, savings bank or savings and loan association doing business in Wisconsin is held or in any manner exercised by any foreign corporation, association or trust, which has not filed its articles of incorporation and obtained authority to do business in this state as provided in ss. 180.1501 and 180.1503 to 180.1507, such bank, savings bank or savings and loan association shall not be qualified to act as a public depository for any public moneys, nor as a depository for reserve funds of state banks until ss. 180.1501 and 180.1503 to 180.1507 are complied with by the foreign corporation, association or trust.

History: 1975 c. 180; 1989 a. 303; 1991 a. 221.

34.10 Reorganization and stabilization of financial institutions. Whenever the office of credit unions, administrator of federal credit unions, U.S. comptroller of the currency, federal deposit insurance corporation, or division of banking has taken charge of a credit union, bank, savings bank, or savings and loan association with a view of restoring its solvency, pursuant to law, or with a view of stabilizing and readjusting the structure of any national or state credit union, bank, savings bank, or savings and loan association located in this state, and has approved a reorganization plan or a stabilization and readjustment agreement entered into between the credit union, bank, savings bank, or savings and loan association and depositors and unsecured creditors, or when a credit union, bank, savings bank, or savings and loan association, with the approval of the office of credit unions, administrator of federal credit unions, U.S. comptroller of the currency, federal deposit insurance corporation, or division of banking proposes to sell its assets to another credit union, bank, savings bank, or savings and loan association which agrees to assume a part or all of the deposit liability of such selling credit union, bank, savings bank, or savings and loan association and to pay the same on a deferred payment basis, the governing board of the public depositor may, on the approval of the division of banking, join in the execution of any reorganization plan, or any stabilization and readjustment agreement, or any depositor’s agreement relative to a proposed sale of assets if, in its judgment and that of the division of banking, the reorganization plan or stabilization and readjustment agreement or proposed sale of assets is in the best interest of all persons concerned. The joining in any reorganization plan, or any stabilization and readjustment agreement, or any proposed sale of assets which meets the approval of the division of banking does not waive any rights under this chapter.

History: 1975 c. 180; 1983 a. 368; 1991 a. 221; 1995 a. 27; 1999 a. 9; 2003 a. 33; 2021 a. 241.

34.105 Withdrawal of public funds. (1) Withdrawal or disbursement by a treasurer of any county, city, village, town, school district or cooperative educational service agency of moneys deposited in a public depository shall be made as provided by s. 66.0607 (1) to (5). “Treasurer” as used in this subsection means only the elected, appointed or acting official treasurer of a county, city, village, town, school district or cooperative educational service agency and does not include all of the other persons within the definition of that term in s. 34.01 (7). This section does not affect s. 67.10 (2).

(2) Withdrawal or disbursement of moneys deposited in a public depository by treasurers as defined in s. 34.01 (7), except those mentioned in sub. (1) shall be as provided in s. 66.0607 (6).

History: 1979 c. 301; 1999 a. 150 s. 672.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.14

To approve the request by the City Treasurer to approve the resolution of financial institutions the City does business with.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

- I. Banking Depositories-2024

RESOLUTION DESIGNATING PUBLIC DEPOSITORIES AND AUTHORIZING WITHDRAWAL OF CITY MONEYS

Green Bay, Wisconsin
July 23, 2024

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

That each of the following banks:

Associated Bank	JP Morgan Chase
Bank First	Local Government Investment Pool (LGIP)
BNY Mellon Pershing LLC (Ehlers)	Nicolet National
Community First Credit Union	US Bank
First Business Bank	

(the "Bank"), is qualified as a public depository under Chapter 34, Wisconsin Statutes, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that specifically described account(s) may be opened and maintained in the name of this Municipality with the Bank subject to the rules and regulations of the Bank from time to time in effect; that the person(s) and the number thereof designated by title opposite the specific designation of account(s) shall be authorized, for and on behalf of this Municipality, to sign order checks as provided in Section 66.042, Wis Stat., for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Bank any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality; that the endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Bank for the transfer of funds or money between accounts maintained by the Municipality at the Bank.

FURTHER RESOLVED, that the Bank be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all order checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title opposite the designation of the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Bank, and the Bank shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

FURTHER RESOLVED, that the Bank be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Bank, by which, in the Bank's opinion, another person or entity claims an interest in any of these accounts and Bank may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Bank's satisfaction.

FURTHER RESOLVED, that any one of the persons holding the offices of this Municipality which may be designated are hereby authorized (1) to receive for and on behalf of this Municipality, securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to give receipt therefor, and the Bank is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Bank is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3)

pursuant to Section 34.07, Wis. Stats., to accept such security and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

FURTHER RESOLVED, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Bank in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality which may be designated regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Bank, for refusing to honor any signatures not provided to the Bank, for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Bank against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Bank resulting from or arising out of any such payment or other action.

FURTHER RESOLVED, that the Clerk of this Municipality be and hereby is authorized and directed to certify to the Bank the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signature(s) on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Cashier of Bank to the contrary in writing; and the Bank may conclusively presume that such resolutions and signature cards are in effect and that the persons who may be identified from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

Adopted: _____, 2024

Approved: _____, 2024

Mayor

ATTEST:

City Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.15

To approve the budget amendment for 2024 unbudgeted overtime.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

- I. Combined Resolution for 7.23.24 Finance Meeting

**RESOLUTION AUTHORIZING
BUDGET AMENDMENT**

July 30, 2024

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

Pursuant to the recommendation of the Finance Committee at its meeting of July 23, 2024, the following 2024 amendment of funds is hereby authorized:

	<u>ACCOUNT</u>		<u>AMOUNT</u>
Increase:	101300 50501	Police-Overtime	\$97,862.47
Increase:	101300 46223	Police Overtime Reimbursement	\$97,862.47

***This budget amendment is for 2024 unbudgeted overtime for staffing at the FBI and Internet Crimes Against Children Task Forces and unbudgeted special events such as HS Lunch Neighborhood Security-GB Schools, Cellcom Marathon, Bellin Run, NWTC Car Show, Chase Bank Security, Juneteenth Parade, East High Graduation, GB Packers Concert, igNight Market, Friday's on the Fox and Farmers Markets.*

Increase:	101400 50501	Fire-Overtime	\$22,853.98
Increase:	101400 46223	Fire Overtime Reimbursement	\$22,853.98

***This budget amendment is for 2024 unbudgeted overtime for staffing at events such as the Bellin Run, Cellcom Marathon, Brown County Fire Investigation Task Force and GB Packers Concert.*

Increase:	101400 50501	Fire-Overtime	\$12,375.00
Increase:	101400 43611	Fire-State Overtime Reimbursement	\$12,375.00

***This budget amendment is for 2024 unbudgeted state reimbursements of costs incurred for employees to attend USAR (Urban Search & Rescue) trainings.*

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # Q.16

To receive and place on file the Claims Committee report.

The Common Council may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Common Council will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. Claims Committee Rpt June



Report to the
Ad Hoc Facilities Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

AGENDA ITEM # Q.17

Ad Hoc Committee (June 24, 2024): To approve the referral to the Finance Committee to award FGM Architects the Space Needs Analysis and Feasibility Study up to \$110,000 with the amendment, to be funded by ARPA interest.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. DPW MEMO_Recommendation to Award
2. RFP - Space Needs Analysis and Feasibility Study
3. FGMA_Green Bay_RFP_City Hall and Police Station Space Needs Analysis and Feasibility Study



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

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

INTER-OFFICE
MEMO

TO: Ad Hoc Facilities Committee

FROM: Trista Hobbs, P.E.

SUBJECT: Recommendation to Award - City Hall and Police Station Space Needs Analysis and Feasibility Study

DATE: June 17, 2024

The City received five proposals for a City Hall and Police Station Space Needs Analysis and Feasibility Study; request for proposals were sent to nine firms. Proposals were reviewed by two Department of Public Works staff members and one Police Department staff and scored using the criteria specified in the Request for Proposals. The summary of aggregate scores ranged from 54 to 108. After individual reviews, this group convened to discuss the proposals and agreed upon the following recommendation:

The Department of Public Works recommends awarding the City Hall and Police Station Space Needs Analysis and Feasibility Study to FGM Architects (FGMA).

Based on the proposals received, FGMA's experience as subject matter experts and breadth of work in comparable communities was evident. Their proposal detailed their proposed tasks and how they will work with the City to develop spaces that meet user needs. FGMA provided clearly defined phases and deliverables surpassing the requirements of the Request for Proposal. Their alternatives comparison analysis will include operational costs and a phasing plan for each option (items not addressed in other highly ranked competitors' proposals).

REQUEST FOR PROFESSIONAL DESIGN SERVICES
CITY HALL AND POLICE STATION
SPACE NEEDS ANALYSIS AND FEASIBILITY STUDY
GREEN BAY, WISCONSIN

SCOPE OF SERVICES: The City of Green Bay, Wisconsin is requesting proposals from qualified consultants to provide space needs and alternatives feasibility analysis for the City of Green Bay's City Hall and Police Station.

QUESTIONS REGARDING THIS RFP: Trista Hobbs, Assistant City Engineer, phone 920-448-3114, trista.hobbs@greenbaywi.gov is the sole point of contact for all issues pertaining to this procurement.

DEADLINE FOR PROPOSALS: Proposal must be received by 2:00 p.m. CST on April 23, 2024, or such later time as the city may announce by addendum at any time prior to the submittal date. Late proposals will not be accepted. Faxed or emailed proposals will not be accepted.

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REQUEST FOR PROFESSIONAL DESIGN SERVICES

CITY HALL AND POLICE STATION

SPACE NEEDS ANALYSIS AND FEASIBILITY STUDY

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I. **PURPOSE AND BACKGROUND**

The purpose of this document is to solicit proposals from qualified consultants to provide design services for a space needs and feasibility analysis for the renovation of City Hall, renovation or replacement of the Police Station, and subsequent impacts to the Municipal Court building.

City Hall, located at 100 N Jefferson Street, Green Bay, Wisconsin, was constructed in 1956 with several renovations over the years. It houses the City's council chambers, administrative functions, human resources, information services, law department, engineering, parks administration, and community and economic development.

The Police Station, located at 307 South Adams Street, Green Bay, Wisconsin, was constructed in 1969 with a major addition in 1992 and several renovations over the years. The Police Station houses police department personnel, forensics processing and evidence storage, shooting range, locker rooms, and interview rooms as well as mechanics shop for repair and maintenance of police vehicles.

The Municipal Court building, located at 330 South Jefferson Street, Green Bay, Wisconsin, was constructed in 1967 with major renovations in 2000. In addition to Municipal Court functions, the building houses the Police Department workout spaces and storage.

Facility assessments were conducted on these buildings in 2015 and subsequently updated in 2022. Existing flow analyses, studying and noting observed deficiencies, were conducted in 2023 and are attached to this RFP as Attachment B.

Submission of a proposal indicates acceptance by the Applicant of all the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the City of Green Bay and the Applicant.

Proposals are subject to a formal contract being negotiated, prepared, and executed between the successful applicant and the City. The City reserves the right to negotiate contract the terms and conditions.

II. **RFP SCHEDULE**

Table 1 – RFP Calendar of Events

EVENT	DATE
Issue Request for Proposal	Friday, March 22, 2024
Last Day for Request(s) for Clarification <i>must be submitted in writing</i>	Friday, April 12, 2024 by 4:00pm
Proposal Due	Tuesday, April 23, 2024 by 2:00pm
Consultant Selection	May 2024 (tentative)
Agreement for Services	May 2024 (tentative)

Questions concerning this RFP will be responded to collectively and made available for interested consultants via addendum. All inquiries must be submitted in writing no later than close of business (4:00pm) on Friday, April 12, 2024, to the contact person below. No oral questions will be taken or responded to except for administrative clarifications.

Contact: Trista Hobbs, Assistant City Engineer
Trista.Hobbs@greenbaywi.gov

Currently a site walk-through is not anticipated for the RFP process.

III. SCOPE OF WORK

The City desires to identify facility space needs and determine feasibility of City specified alternatives to address deficiencies noted in the existing flow analysis. The scope of services includes evaluating the current and anticipated needs of City Hall, Police Station, and Municipal Court facilities and providing conceptual design layouts, opinion of probable costs, and anticipated phasing plan and timeline for each alternative.

Space Needs Analysis

Develop a total space needs program presented in matrix or spreadsheet format for both current and future space needs projections. The space needs program shall be comprehensive with square foot tabulations of individual spaces, sub-totals, circulation factors and overall gross square footage as well as adjacency relationships and a narrative regarding operational objectives.

- Consider current operational needs of functions and departments housed at City Hall, Police Station, and Municipal Court buildings;
- Conduct interviews with City Hall Departments, Police Department, and Municipal Court to determine spatial needs, discuss current staffing and confirm organizational structure. Additional progress meetings with staff shall be considered;
- Build in capacity to shift and share spaces amongst City operations;
- Support best practices in security and safety measures as well as integrated technology through the facilities' structure;
- Incorporate innovative design characteristics for contemporary civic buildings, police, and courts facilities, including environmental sustainability.
- Determine regulatory and structural, mechanical, electrical, and other engineering systems requirements/constraints.
- Create a departmental interaction matrix.
- Create a room-by-room interaction diagram and bubble diagram of the departmental and room-by-room interaction matrix with important relationship rankings.

Facility Alternatives Feasibility

The City has identified the following alternatives based on the desire to utilize the existing City Hall facility and existing City owned properties:

- Alternative #1
 - City Hall - Consolidate public facing functions to lower floors and address noted deficiencies;
 - Police Station – Construct addition to existing building addressing noted deficiencies.
- Alternative #2
 - City Hall - In addition to Alternative #1 above, incorporate space for Municipal Court functions;
 - Police Station – Construct new Police Station on the site of the existing Police Station and Municipal Court addressing existing building and site deficiencies.
- Alternative #3
 - City Hall - In addition to Alternative #1 above, incorporate space for Municipal Court functions;
 - Police Station – Construct addition to existing building addressing noted deficiencies and incorporating existing Municipal Court property.

Feasibility analysis shall utilize the space needs assessment to develop conceptual floor plan and site layouts of existing building and additions (if necessary), identify technical upgrades required, and develop phasing (if necessary) and opinion of total probable costs (construction, professional services, financing, contingency, FFE) for each alternative.

Deliverables

Provide a final report (in PDF) compiling the space needs and feasibility analyses with executive summary stating the preferred option and recommended path forward. The report shall include drawings, tables, and narrative. Present report and findings to the City's Ad Hoc Facilities committee.

IV. PROPOSAL CONTENT AND FORMAT

Responses should be typed, organized and concise yet comprehensive.

1. Cover Letter

The Proposal shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. The letter accompanying the proposal shall also provide the name, title, address, and telephone number of individual(s) with the authority to negotiate and contractually bind the consultant.

2. Table of Contents

Include a table of contents with identification of material by section and page number.

3. Summary of Qualifications and Experience

A. Introduction

Introduction of the proposal, including a statement of understanding for the type of projects: discussion on understanding of the scope of work and how this would be accomplished; the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by the City prior to signing the agreement with City).

B. Scope of Work

Describe your basic approach and methodology that would be used to provide Architectural/Engineering design services. Identify any supplemental tasks that you may see as necessary or alternatives, which may enhance the project, reduce the cost, or speed delivery and approvals. Identify supplemental studies and reports, data collection requirements, and other documents that may be required to complete a task(s) based on experience. Identify specific data and methodologies recommended, and any special or innovative considerations that should be part of a project, as each project requirements are determined based on experience.

C. Qualifications:

Description of the firm's and sub-consultants' qualifications and experience, mentioning specific, similar, or related work pertinent to various types of projects of the nature that would be expected when working on a public agency's infrastructure and such related items, and list of references.

- i. Identify the owner(s) of the firm and legal status (sole proprietor, corporation, etc.).

ii. Summarize specific experience and qualifications for similar and related projects. List at least 3 references with contact information.

iii. Provide a statement of the firm's philosophy with respect to cost and budget control during the design phase of the project, demonstrating experience and ability to design to a given budget.

iv. Identification of staff who would be assigned to the work these tasks: the proposed responsibilities and brief résumés; which highlight special qualifications relevant to what could be included in the various required tasks for a range of facilities.

v. Identification of any sub-consultants, résumés of the key/participating staff proposed for these various project tasks, and how the tasks could be carried out.

D. Labor Hours

Provide a preliminary sample scope of services and estimate of labor hours separated by key personnel in your firm. The labor hours shall be based upon standard task of work for similar type of activities based on experience with working for a public agency on facility infrastructure repairs and upgrades.

E. Schedule

Provide a sample preliminary schedule and timeline showing activity and duration for various task; show approximate timing for reaching milestones.

F. Conflict of Interest

The consultant shall disclose any financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting construction project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

G. Cost/Fees and Invoicing

Costs should be organized for full time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all overhead and profit. Billing rates shall include provision for normal office costs, including, but not limited to; office rental, utilities, insurance, cell phone or radio, equipment, normal supplies and materials, in- house reproduction services, and local travel costs. Also detail what hourly rates for overtime will be used.

Submit an itemized hourly fee schedule for additional services beyond the scope of work.

Invoicing will be submitted to the City on a per task completed basis. Milestone payments will be observed, and it will be the responsibility of the selected consultant to propose the completed task milestone payment schedule. The schedule submitted will be a recommendation to the City. The City will then evaluate and discuss with the consultant if any modifications are required.

H. Insurance Requirements

Prior to execution of the agreement with the City, the successful firm must provide evidence of insurance coverages, for consultant and any sub-consultants, as noted in the sample contract and insurance requirements attachment. The successful firm will be required to maintain the required

coverages, at its sole cost and expense, throughout the entire terms and any subsequent modification terms of the contract.

I. Proposal Exceptions

Consultant shall clearly delineate all exceptions to the standard agreement. Such exceptions may be considered in the consultant selection process.

V. **PROPOSAL EVALUATION**

Proposals will be evaluated initially according to the following:

1. Overall quality of the proposal submitted.
2. Qualifications and experience of the personnel which will be assigned to the project.
3. The relevant experience and demonstrated ability of the firm with adaptive re-use strategies of existing buildings.
4. Work plan, schedule, and methodology.
5. Any other relevant information offered or discovered during the evaluation process.

PROPOSAL SUBMITTAL

One (1) original, three (3) copies, and one (1) electronic copy in Portable Document Format (PDF) on a USB Thumb Drive of the proposal must be received in person or by mail to City of Green Bay Department of Public Works no later than 2:00pm, April 23, 2024. Proposal must be clearly titled:

REQUEST FOR PROPOSAL: City Hall and Police Station Space Needs Analysis and Feasibility Study

Proposals are to be delivered in a sealed envelope and addressed to:

City of Green Bay Department of Public Works
Attn: Steven Grenier, Director of Public Works
100 N Jefferson Street, Green Bay, WI 54301

Note: Late proposals will not be considered.

VI. **CONSULTING AGREEMENT AND INSURANCE REQUIREMENTS**

A sample agreement is attached for review as Attachment A.

Prior to the start of work, the selected consultant will be required to execute an Agreement for Services with the City. The consulting firm must review the attached sample consulting agreement and minimum insurance amounts. No modification requests to material terms of agreement will be made. The agreement shall not be in force until the contract is approved by the City of Green Bay City Council and after written authorization to proceed has been provided.

The successful firm must provide evidence of insurance coverage as noted in the sample contract and insurance requirements attachment. The successful firm will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent modification terms of the contract.

G. COST/FEES AND INVOICING

FGMA^{ARCHITECTS}

Proposal for

Architectural Services

for

City of Green Bay
City Hall and Police Station
Space Needs Analysis and Feasibility Study
Green Bay, Wisconsin

Submitted to:

City of Green Bay
Public Works Department
Mr. Steven Grenier
Director of Public Works
100 N Jefferson Street
Green Bay, WI 54301

By:

FGM ARCHITECTS INC.
219 North Milwaukee Street, Suite 325
Milwaukee, WI 53202

April 23, 2024

1.0 SCOPE OF PROJECT

The City of Green Bay would like an Architectural Firm, specializing in architectural programming and design of municipal and public safety facilities, to prepare a program, conceptual design, project budget and project schedule for the future needs of the City of Green Bay facilities with locations to be determined as part of this study.

The scope of the project shall also include tasks outlined in Section III of the Request for Professional Design Services – City Hall and Police Station Space Needs Analysis and Feasibility Study dated March 22, 2024.

Facilities included as part of this study:

- City Hall
- Police Station
- Municipal Court Building

The goal of the project is to provide the City with an informational foundation which will be used to incorporate into the Capital Improvement Plan. The study will also provide the city with a 10–20-year facilities master plan for strategic implementation.

The City of Green Bay is hereinafter referred to as the Owner.

2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGMA or Architect, shall provide the following Consulting Services for the Project:

2.1 Space Needs Analysis & Feasibility Study

FGMA is to prepare a space needs assessment report for the facilities identified in 1.0 above which will include the following:

- 2.1.1 FGMA will review operations, long-term goals, and requirements. As part of this review, we will review current and projected long-term needs.
- 2.1.2 FGMA will establish a project building program for the owner indicating space needs and identifying all functional elements required. We will meet with select personnel from each department to gather data for the building program.
- 2.1.3 From Owner approved project building program, FGMA will develop conceptual site and floor plans indicating proposed locations of the facilities and potential future expansion. The conceptual planning will include parking and site circulation.
 - .1 Conceptual floor plans will be laid out on a departmental level, i.e.: administration, patrol, investigation, evidence, etc. and will not be a detailed floor plan.
- 2.1.4 FGMA will prepare a conceptual project budget: Utilizing all information generated, we will provide a total project budget for each identified separate facility project, which will include a construction budget utilizing cost per square foot calculations, furniture, fixtures and equipment allowances, fees, contingencies, and other soft costs for a total project budget.

2.2 Meetings

- 2.2.1 A total of eight (8) in-person meetings, and five (5) virtual meetings with staff are included.
- 2.2.2 One (1) in-person public presentations (Ad Hoc Facilities Committee) are included.

FGMA ARCHITECTS

- 2.3 Consultants: FGMA will perform all design work in-house and consultants are not included as part of this phase. FGMA will engage a cost estimating consultant as a sub-consultant to assist in development of project budget for each alternative.
- 2.4 Complete design and project documentation and implementation (Schematic Design, Design Development, Construction Documents, Construction Administration) will be covered under a separate contract.
- 2.5 Project Deliverables
- 2.5.1 Building Program Spreadsheets for each of the following:
- Police Department
 - City Hall
 - Municipal Court
- The spreadsheet will identify 2024 existing space needs and 2044 projected space needs.
- 2.5.2 Concept Floor Plans (three alternatives as outlined in the RFP) and Site Plans (three alternatives as outlined in the RFP) in PDF format. The project team will include preliminary site evaluation and concept sketches as part of the process to reach the final preferred option. This study includes preliminary evaluation of up to 4 sites in total.
- .1 Refer to 3.1.2 for additional optional concept design fees.
- 2.5.3 Conceptual Project Budget for each alternative.
- 2.5.3 Final Report in PDF format will include .1 through .3 above as well as an executive summary, study methodology & goals, and architect's recommendation of long-term facilities solutions for the City.

3.0 ARCHITECT'S COMPENSATION

The owner shall compensate FGM Architects for consulting services rendered in connection with the Project under this Proposal as follows:

- 3.1 For all Consulting Services as described in Section 2.0 above, we propose the following **Not to Exceed Fee** plus Reimbursable Expenses.

3.1.1 City Hall & Police Station Space Needs Analysis and Feasibility Study

.1	Space Needs Analysis & Programming	
	City Hall	\$14,000
	Police Dept.	\$16,000
	Municipal Court	\$3,000
.2	Concept Floor Plans	
	City Hall	\$12,000
	Police Dept.	\$12,000
	Municipal Court	\$3,000
.3	Concept Site Plans	
	City Hall	\$12,000
	Police Dept.	\$12,000
	Municipal Court	\$2,000
.4	Concept Budgets	\$7,000
.5	Total Lump Sum Fee	\$93,000

3.1.2 Optional Additional Fee:

.1	Each additional concept floor plan beyond those identified in 2.5.2	\$9,500
.2	Each additional site concept plan (test fit) beyond those identified in 1.0 and 2.5.2	\$6,500

3.2 Reimbursable Expenses

3.2.1 In addition to the compensation above, FGMA shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10 times) Architect's actual direct cost of same, for the below items.

- .1 Expense of postage and/or delivery.
- .3 Expenses of any specialty consultants with Owner's prior approval.
- .4 Expense of printing required for presentations.
- .5 Any fees paid by FGMA to authorities having jurisdiction over the project with Owner's prior approval.

3.2.2 Phone, fax, and in-house printing of review sets shall not be charged as a Reimbursable Expense.

3.3 If specialty consultants are required, FGMA shall be reimbursed for consultant expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10 times) Architect's actual direct cost of same.

3.4 For any Additional Services authorized in writing by the Owner beyond the scope of this Proposal, FGMA shall be compensated based on the hourly rates described in the attached Hourly Rate Schedule for the professional and technical employees engaged on the Project plus Reimbursable Expenses.

3.5 Payments

3.5.1 Payments shall be made by the Owner to FGMA upon receipt of FGMA's invoice in accordance with the Professional Services Agreement.

3.5.2 Milestone Payment Schedule:

• Space Needs Program	15%
• Department Adjacency Diagrams (interaction)	25%
• Concept Design (Facility Alternatives Feasibility)	40%
• Cost Estimate	10%
• Final Report & Presentation	10%

3.5.3 Non-payment of invoices shall constitute grounds for discontinuing service.

4.0 Additional Requirements

4.1 Existing floor plans of included city facilities shall be made available in digital form (PDF, AutoCAD, Revit, or similar). If existing conditions plans do not exist, the architect will provide laser scanning and documentation of existing facilities for an additional fee.

FGMA ARCHITECTS

5.0 Form of Agreement

- 5.1 For this project, we would enter into an agreement based on RFP Attachment A – Standard Agreement for Professional Services between City of Green Bay and Consultant with mutually agreed upon modifications. FGMA's requests for exceptions and modifications can be found in Section I of this Qualifications & Proposal package.

We look forward to this opportunity to be of service to the City of Green Bay.

Sincerely,

FGM ARCHITECTS INC.



Brian Wright, AIA, LEED AP | Principal in Charge
brianwright@fgmarchitects.com



Andrew J. Mayo, AIA | Project Manager
andrewmayo@fgmarchitects.com



Report to the
Ad Hoc Facilities Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

AGENDA ITEM # Q.18

Ad Hoc Committee (June 24, 2024): To approve the referral to staff to explore environmental remediation assessment for Station #1 and prepare an RFP for the eventual disposition of the building by the City.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
**Ad Hoc Facilities Committee
of the City of Green Bay**

MEETING DATE

July 30, 2024

AGENDA ITEM # Q.19

Ad Hoc Committee (June 24, 2024): To approve the referral to refer to staff to incorporate City Hall security recommendations into the Space Needs Analysis and Feasibility Study.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. City Hall Security Plan - Dec 2023

City Hall Security Plan

Dec 2023

Contract security services

- Concierge-type service to greet people when they arrive and direct them to where they are going.
- Armed vs. unarmed.
- Sign in people visiting upper floors and call ahead.

Facility changes – will require one-time and some ongoing funds.

- Front desk modifications – access from hall rather than Clerk's Office.
- South doors locked for exit only. All building entry will be from north doors, either Jefferson Street or parking lot.
- Security cameras on all floors monitored from front desk; also in Shift Commander's office.
- Elevators and stairwell doors locked to allow exit only; key card access to upper floors.
- Service center on first floor for most common public functions (pet licenses, tax payments, parking citations, etc.)
- Consider prohibiting firearms in the building. Screening will require added security resources.

Safety planning for public meetings

- Emergency evacuation plan for Mayor/Council/City Staff, including training on this plan.
- Emergency evacuation plan for the public.
- Police presence for Council meetings.
- Guidance for Alders regarding concealed weapons.

Code of conduct

- Prohibited items.
- Conduct in City offices.
- Conduct in public meetings.
 - Script for presiding officer to warn of conduct violations, and to stop the meeting to resolve disruptions.
 - Policy for removal from the meeting.



Report to the
Ad Hoc Facilities Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

AGENDA ITEM # Q.20

Ad Hoc Committee (June 24, 2024): To receive and place on file the Executive Summary for the Common Council and future needs of this committee.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

Online Form Submittal: Alders' Petitions and Communications

noreply@civicplus.com <noreply@civicplus.com>

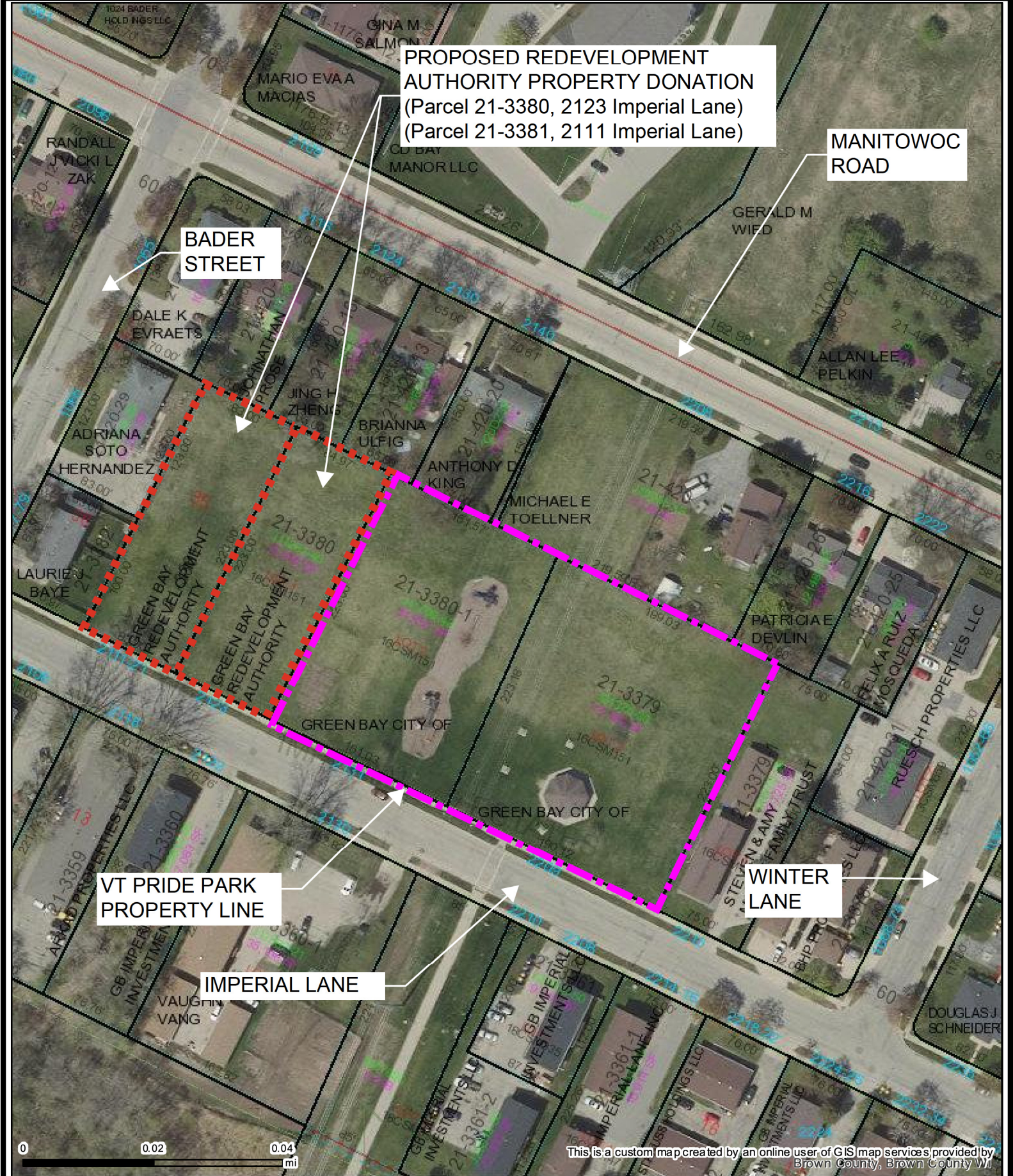
Tue 6/11/2024 4:06 PM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>

Alders' Petitions and Communications

Name	Kathy Hinkfuss
Committee Name	Parks Committee
Text of Communication	For consideration and possible action to add a water option Splash Pads to Ted Fritsch Park. The neighborhood associations along with the Oneida Nation are very supportive of adding these splash pads. Oneida Nation is willing to commit in excess of \$100,000. I propose the staff work with the counterparts of the Oneida Nation to establish a plan that can be brought back to City Council ideally before we pass the budget for 2025.

Email not displaying correctly? [View it in your browser.](#)



PROPOSED REDEVELOPMENT
AUTHORITY PROPERTY DONATION
(Parcel 21-3380, 2123 Imperial Lane)
(Parcel 21-3381, 2111 Imperial Lane)

MANITOWOC
ROAD

BADER
STREET

VT PRIDE PARK
PROPERTY LINE

IMPERIAL LANE

WINTER
LANE

VT PRIDE PARK

PROPOSED ACQUISITION MAP

This is a custom map created by an online user of GIS map services, provided by Brown County, Brown County WI



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # S.I

To approve the request to fill the following positions and all subsequent vacancies resulting from internal transfers.

- a. Engineering Tech
- b. Assistant City Attorney
- c. Assistant Fire Chief
- d. Senior Animal Keeper

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Personnel Committee Request to Fill Memo
- 2. Stormwater Engineering Technician Request to Fill 2024
- 3. Request to Fill-Asst City Atty-Litigation-07-23-2024
- 4. Asst Fire Chief Operations - R Goplin 8.24
- 5. Sr Animal Keeper - A.Gravunder 07.26.24

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: July 23, 2024

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2024 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Engineering Tech– Replacement position due to the resignation of Abigail Adams effective July 12, 2024. This position is budgeted at \$32.67 - \$38.43 per hour. (Pay Grade I)
- Assistant City Attorney – Replacement position due to the resignation of Lindsay Mather effective July 12, 2024. This position is budgeted at \$84,469 - \$99,382 annually. (Pay Grade L)
- Assistant Fire Chief – Replacement position due to the resignation of Robert Goplin effective August 2, 2024. This position is budgeted at \$106,558 - \$125,362 annually. (Pay Grade P)
- Senior Animal Keeper– Replacement position due to the resignation of Amber Gravunder effective July 26, 2024. This position is budgeted at \$62,421 - \$73,424 annually. (Pay Grade H)

**Position Fill Request
Justification Report
June 18, 2024**

Position Title: Stormwater Technician

- 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**

DPW is seeking to fill a vacant Engineering Technician (Utility Division) position within the DPW – Utility Division table of organization. Abigail Adams employment ends on July 12, 2024. The replacement position is being requested because the position is needed to maintain compliance with the City's municipal separate storm sewer system (MS4) permit with Wisconsin DNR. This position plays an important role in completing work required by the MS4 permit.

- 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. The Engineering Technician position is funded out of the Storm Water Utility (75%) and Sanitary Sewer Utility (25%) budget (non-levy supported) and is listed in Grade I (\$32.67 - \$38.43 per hour).

- 3. Please list the functions and any special information regarding this position.**

This position performs work related to the City's MS4 permit, including stormwater outreach, stormwater management pond and outfall inspection and maintenance, illicit discharge monitoring and investigation, public outreach, recordkeeping and annual report preparation. This position coordinates with other departments and staff to ensure compliance with the MS4 permit.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position does not generate revenues or reduce expenses directly. However, the costs to contract for this work would be greater therefore filling this position will help manage expenses.

- 5. Please explain why current staff is unable to absorb duties of this position.**

The City's stormwater program is growing annually as more stormwater facilities and structures are developed or added to the program and required to be maintained. The existing workload and continuous growth are more than can be absorbed by existing staff.

- 6. If duties of position are presently being done, how are they done?**

The duties are performed by the current Engineering Technician, whose last day will be July 28, 2024.

7. What service would be reduced or eliminated if this position is not filled?

A reduction in staffing will result in a lower level of service and potential non-compliance with the City's MS4 permit.

8. What are the alternative methods and costs of accomplishing the work?

Hiring a consultant to perform the work is an alternative. However, this would be more costly for the City and it may be difficult to find a consultant willing to perform the work.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
July 23, 2024**

Position Title: Assistant City Attorney – Litigation Attorney

- 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**

Lindsay Mather tendered her resignation effective July 12, 2024

- 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 included in the current budget. The salary range is \$84,469-\$99,382/year.

- 3. Please list the functions and any special information regarding this position.**

The Assistant City Attorney acts as legal advisor and provides legal services to the City, works with elected officials on legal inquires, conducts general municipal legal research, writing, and drafting, drafts legislation, conducts litigation, advises on public records, open meeting law, and policy questions, drafts contracts, and assists the Municipal Prosecutor in prosecuting violations of City ordinances, among other things.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

No. However, this position aids in collections of outstanding debts, allows the Law Department to handle certain litigation matters in-house, rather than expending funds on outside counsel representation and is required to fulfill legal services for the City.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Staffing in the law department consists of 5 attorneys, 1 paralegal, and 2 legal assistants. There is no duplication of workloads amongst the attorneys, and a review of our staffing levels indicates we need additional staff to complete all of the work of the City. Accordingly, there is no way for the department to absorb these duties.

- 6. If duties of position are presently being done, how are they done?**

Job duties are currently being completed by the incumbent.

- 7. What service would be reduced or eliminated if this position is not filled?**

This position's responsibilities are all key functions which ensure the law department continues to operate effectively, without which the general productivity of the law department will be reduced.

8. What are the alternative methods and costs of accomplishing the work?

Contract counsel will have to be retained, often at a cost of \$250 per hour. This rate is not sustainable, and is substantially higher than the cost of filling the position.

9. Are there union issues?

No.

10. Other supporting comments.

It is important that we fill this position as soon as practicable, as our department will be operating at a deficit and may need to be supplemented with outside counsel support representation until such time the position is filled.

**Position Fill Request
Justification Report
7/9/2024**

Position Title: Assistant Fire Chief-Operations

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**

Robert Goplin is resigning effective August 2, 2024.

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 included in the current budget at Pay Grade P (\$106,558-\$125,362).

3. **Please list the functions and any special information regarding this position.**

Has direct responsibility for all operations of the fire department: Directly supervises all Battalion Chiefs and Mechanics. Assists the Chief in planning, organizing and administering policies and procedures involving emergency operations, communications and vehicle/facility maintenance. Responds to large-scale emergencies and has operational responsibility at all city special events over 10,000 people. Assists in budget preparation and monitoring throughout the year.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

No

5. **Please explain why current staff is unable to absorb duties of this position.**

This is not a feasible alternative. A Chief Officer role was cut in the past and the current duties and responsibilities of this position are not manageable with the current staffing. An organization our size and coverage areas outside the City should have a much larger staff.

6. **If duties of position are presently being done, how are they done?**

Job duties are currently being completed by the incumbent until his resignation date and then would be transferred to the new Assistant Chief.

7. **What service would be reduced or eliminated if this position is not filled?**

It is not feasible to operate a department of this size with all of the operational issues, special events, target hazards and day-to-day responsibilities.

8. What are the alternative methods and costs of accomplishing the work?

There are no alternatives considering our already small command and administrative staff.

9. Are there union issues?

No

10. Other supporting comments.

**Position Fill Request
Justification Report
(7/15/2024)**

Position Title: Senior Animal Keeper – Parks, Recreation, & Forestry

- 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

The position will be vacant following the resignation of Amber Gravunder effective at the end of the workday on Friday, July 26, 2024.

- 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 current salary range is \$62,421 – \$73,424 annually (Pay Grade H).

- 3. Please list the functions and any special information regarding this position.**

This position requires a high level of experience and is critical for safety and proper coverage of animal care (and related) responsibilities. The position assumes a leadership role with other animal keepers, volunteers, and staff.

The Sr. Animal Keeper ensures proper care and safety of all animals and exhibits and acts as a resource to coworkers, the public, and represents the city in a variety of animal related issues/topics.

This position also provides and ensures ample weekend coverage and safety while Monday-Friday administration is off.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

No, however, the position holder routinely leads animal programming (free to public), mentors co-workers and volunteers, acts as a resource building on their individual knowledge/experience in field leading to better overall park operations.

- 5. Please explain why the current staff is unable to absorb duties of this position.**

The scope of the position, and its assigned duties, require a higher level of experience and ability. The person in this position needs experience in items such as safe wild animal restraint, knowledge of local laws, animal behavior and husbandry, euthanasia by injection, etc. All of these tasks require several people on-site that are capable/trained for best coverage, staff and patron safety, and overall customer service.

The Sr. Animal Keeper is heavily involved with many involved aspects of park operation that include being responsible for 300+ on-site resident animals and the 6000+ animals that go

through our site's rehabilitation program. The workload for this position is heavy which led to the addition of a second Sr. Keeper position in early 2020. The operational duties and responsibilities continue to increase and grow.

Many of the positions are part-time and adding to their duties will lead to concerns in keeping those employees under the 1200-hour threshold, while our other full-time animal care staff members have their own sets of duties and/or responsibilities. Absorbing these duties could be accomplished in-house for a short period but will lead to low morale and decreased customer satisfaction if extended.

6. If duties of position are presently being done, how are they done?

Duties are currently being performed by the current Sr. Animal Keeper through 7/26/2024. Beginning 7/27/2024, the Curator of Animals, other Sr. Animal Keeper, and other animal keepers and visitor specialists will be required to take on the additional work in the interim.

This is a leadership position of broad scope and range and requires a deeply experienced individual that exhibits confidence, efficiency, and is able to think quickly.

7. What service would be reduced or eliminated if this position is not filled?

Overall customer service and the care of on-site animals would suffer with other employees needing to step in to fill the Sr. Animal Keeper void. This would take time away from their respective duties. If position were to be eliminated, this void would be noticeable and not allow us to best serve the public or care for the numerous animals and their exhibits currently at the sanctuary.

8. What are the alternative methods and costs of accomplishing the work?

Filling the position with a qualified individual is necessary. Not filling this role will result in a decrease in the overall animal care and customer service that WLS patrons expect and deserve.

9. Are there union issues?

No – this position is salary/exempt.

10. Other supporting comments.

This is an important and vital role in the operation of the park's daily function. The person in this role also acts as a "Park Administrator," with other full-time personnel, providing valuable insight and ideas to park administration and staff support. Role is also on a weekend rotation to ensure best coverage on weekends. We would like to post, interview, and fill the Sr. Animal Keeper position as soon as possible.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # S.2

The approve the reclassification of a vacant Word Processor position to a Records Clerk position and approval to fill the Records Clerk position.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Records Clerk memo 7.2024



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
Joseph Faulds, Chief of Operations

From: Jennifer Smits, Human Resources Generalist

Re: Request to reclassify a vacant Word Processor position to a Records Clerk position and approval to fill the Records Clerk position

Date: July 10, 2024

RECOMMENDATION

- I. Human Resources and the Police Department request that a vacant Word Processor (Pay Grade C, \$21.25/hour - \$23.60/hour) be reclassified to Records Clerk (Pay Grade D, \$22.64/hour - \$25.15/hour). The Police Department also requests approval to fill the Records Clerk position and all subsequent vacancies resulting from internal transfers.

BACKGROUND

- II. Word Processors are primarily responsible for transcribing Police Officers' details from recorded media and assist with other Records Division duties as needed. Records Clerks also transcribe Police Officers' details, in addition to validating and preparing a variety of police reports.

A Word Processor position will be vacant due to a retirement on July 24, 2024. As a result, there is an opportunity to reclassify the vacant Word Processor to a Records Clerk to allow for more cross-training and efficiency. Note this was done successfully in 2022 when another Word Processor retired, and the position was reclassified to a Records Clerk.

FISCAL IMPACT

III. This reclassification results in an annual cost increase of \$3,452.

Estimated	Word Processor Grade D, Step 4	Records Clerk Grade D, Step 3
Salary	\$45,406	\$48,422
FICA	\$3,474	\$3,704
WRS (General)	\$2,951	\$3,147
Worker's Comp	\$95	\$102
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$58	\$62
TOTAL COMPENSATION	\$71,099	\$74,551

CC: Police Chief Chris Davis
Police Commander Shannon Seymer-Tabaska
Police Office Manager Lisa Wachowski



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # S.3

To approve the addition of a Community Corps Assistant position to the Park Department's table of organization, Starting August 1, 2024, contingent upon the Finance Committee and City Council accepting the AmeriCorps Grant.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Community Corps Member Request to Fill 07.2024
2. Community Corps Assistant Job Description 07.2024



Parks, Recreation & Forestry Department
100 North Jefferson Street - Room 510
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3365
Fax 920.448.3393

To: Personnel Committee
Joseph Faulds

From: Dan Ditscheit, Parks, Recreation and Forestry Director

Date: July 19, 2024

Re: Request to add a Community Corps Assistant position to the Park Department's table of organization, starting August 1, 2024, contingent upon the Finance Committee and City Council accepting the AmeriCorps Grant

RECOMMENDATION

The Parks, Recreation & Forestry Department is requesting that a Community Corps Assistant position, pay grade F (\$25.43/hour - \$28.34/hour) be added to the Park's Table of Organization. The City was recently awarded an AmeriCorps Grant, which will fund 74% of the total cost of this position for a limited 1-year term.

BACKGROUND

The Green Bay Parks, Recreation & Forestry Department recently received a planning grant to develop a Green Bay Community Corps division within the City, very similar to the structure for the Green Bay Conservation Corps. If approved, the planning grant will fund the addition of 1 full time position for a limited term of 1 year. This new position would be responsible for creating a vision for the implementation of the Community Corps Division and would also apply for a second AmeriCorps grant to assist with funding the implementation of the program. This full-time position would only continue beyond year 1 if the second grant is awarded and the City Council also approves accepting the second grant.

A Community Corps program would take a conservation approach to building community, connecting residents to needed services and improving neighborhood quality such as housing. This program will seek to increase the connectedness of various neighborhoods to community institutions, local government and their neighbors thereby improving quality of life, decreasing crime, and increasing participation in civic life or community activities.

In short, The Green Bay's Community Corps would deploy a team of people comprised of city staff, AmeriCorps members, non-profit partners, and volunteers to engage residents in a wide range of activities that increase civic engagement, beautification, green weatherization, and general safety. These activities could include supporting the installation of smoke alarms and carbon monoxide detection, matching tax credit programs for green winterization, surveys on community improvements and art projects.

Staff and AmeriCorps members would organize and conduct trainings for volunteers before launching these volunteers into community engagement alongside the AmeriCorps members. Our goal is to engage a total of 500 Volunteers a year, with at least 5 major outreach events a year. Each event would consist of several of the following activities described below.

- Beautification projects: Cutting of undesirable high vegetation in community areas, garbage removal, rake, and snow assistance to the elderly and those with disabilities. Small repair projects for vulnerable populations as well as addressing blighted or vacant properties.
- Green Weatherization: In collaboration with city staff, connecting residents with free support services for windows and heating. Plus, connecting them with the city's matching services for tax credits associated with federal dollars for Green Improvements to owned property. Also conduct energy audits to help residents identify areas for improvement through Green Infrastructure.
- Surveys and Community Engagement: In partnership with city staff having ongoing neighborhood engagements on community improvements and well as educational campaigns on City's request for service.
- Security Assessments: In collaboration with city staff, helping to support residents with free security upgrades to their homes, plus improvement of detection of fire and carbon monoxide.
- Resident-led Art Projects: In collaboration with city staff, design, and support implementation of community art projects
- Civic Association Engagement: Help to organize community facing events through civic associations to increase engagement for the community.

FISCAL IMPACT

The total cost for this planning grant is \$86,036, of which the grant will cover 74% of the cost (\$63,627) and the City will be responsible to cover the remaining 26% (\$22,409). Please note that the grant runs from August, 2024 through July, 2025. Therefore, the City will have to dedicate approximately \$9,400 in 2024 funding in order to accept the grant. The Parks Department will also be bringing this item to the Finance Committee and will recommend approval of the grant using City Contingency funds to pay for the City's portion for the remainder of the calendar year.



JOB DESCRIPTION

City of Green Bay

Position Title:	Community Corps Assistant
Department:	Parks, Recreation & Forestry
Reports To:	Conservation Corps Coordinator
Status:	Non-Exempt
Salary Range:	Pay Grade F
Job Summary:	Year 1: Responsible for assisting in the development and planning of the Green Bay Community Corps – an AmeriCorps grant funded program. Continuing years: Responsible for managing Community Corps projects and supervising all AmeriCorps members serving at various service sites throughout the City.
Essential Functions:	Year 1 duties: 1. Complete all planning necessary to implement a Community Corps Division within the City of Green Bay and to apply for a grant with AmeriCorps to fund the program. 2. Conduct comprehensive assessments to understand the unique needs and challenges faced by neighborhood cohorts to identify potential projects and/or programs that increase civic engagement, beautification, green weatherization, and general safety. 3. Collaborate with community organizations, advocacy groups, and residents to gather input and ensure that data-driven strategies are responsive to community needs. 4. Work with Conservation Corps Coordinator to define the role and duties of future AmeriCorps Community Corps Members. 5. Attend meetings with stakeholders to develop and maintain community relationships and linkages to assure program success. 6. Assist in the development of grant proposals and funding applications by providing data-driven evidence of program impact and effectiveness. 7. Maintain systems for data tracking and documentation for the AmeriCorps Grant. 8. Compile and submit accurate data and reports on outreach activities, client demographics, and outcomes. Assist in evaluating the effectiveness of outreach programs and identifying areas for improvement. 9. Provide input to department policy related to the areas of responsibility, and general allocation of available funds. 10. Follow the comprehensive plan set by Conservation Corps Coordinator for recruiting AmeriCorps Members for the Community Corps. 11. Perform other duties as assigned. Additional duties in continuing years if AmeriCorps Implementation Grant is awarded: 1. Work with Conservation Corps Coordinator to plan events and set daily tasks for Community Corps AmeriCorps members. 2. Identify needs and methods for training AmeriCorps members and volunteers in partnership with Conservation Corps Field Assistant.

	3. Supervise and direct Community Corps AmeriCorps members. 4. Operate City vehicles and equipment. 5. Follow all policies, procedures, and the philosophy that is set forth by the City of Green Bay Parks, Recreation, & Forestry Department. 6. Perform other duties as assigned.
Knowledge, Skills And Abilities	▪ Display a positive attitude and passion for conservation. ▪ Ability to communicate effectively, both orally and in writing. ▪ Ability to utilize a computer and the required software, such as Microsoft Office and GIS-related software. ▪ Ability to maintain effective working relationships with staff and the public. Skill in working with people of diverse backgrounds and experiences. ▪ Skill in analyzing problems and developing appropriate recommendations and solutions. ▪ Ability to work independently and as part of a team. Skill in multitasking and handling multiple projects concurrently.
Minimum Education and Experience	▪ High school diploma or equivalent; associate or bachelor's degree preferred but not required. ▪ 1-3 years' experience in social work, professional level nonprofit or community-based experience, administrative and analytical experience, including budget, strategic planning, policy analysis, organizational development, program design, implementation and evaluation. ▪ 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 and carrying up to 30 pounds. ▪ Frequent walking, standing, bending, and sitting. ▪ Ability to focus for long period of time on projects. ▪ Ability to reach, stoop and lift. ▪ Ability to work in varied environmental conditions.
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 (Print) _____ Employee Signature _____ Date	



Report to the Public Arts Commission of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # T.I

To approve Greg Mueller's artwork proposal for 109 Dousman Street. Any alternative sites come back to Public Arts Commission for approval.

BACKGROUND

The City of Green Bay's Purchasing Department, in coordination with the City's Community and Economic Development Department, conducted a Request for Proposals (RFP) for the commission of new work(s) and/or purchase of existing artwork(s). With this selection, the City aims to diversify its public art collection and increase opportunities for the public to engage with public art.

The City has allocated \$50,000 in American Rescue Plan Act (ARPA) funds for commissioning and/or purchasing permanent artwork(s) for public display. The City identified several spaces as potential sites for artwork installation, as well as invited applicants to propose new locations if they wished. Final sites included:

- City Hall Council Chambers
- Northernmost portion of the green space located at 109 Dousman Street
- Walnut Tunnel along the Fox River Trail

The City received 19 eligible proposals for an initial phase of review. Staff assembled a selection committee comprised of two members from the Green Bay Public Arts Commission (GBPAC), and one staff member to review and score the proposals. Of the eligible proposals received, the selection committee ranked and chose seven participants to move on to a second phase for original design development. The selection committee reviewed and ranked the final seven proposals, and through consensus scoring, recommend selecting artist Greg Mueller's proposal.

Mueller proposes to create a sculptural vessel taking inspiration from Green Bay that incorporates an interactive pair of swings. The current proposed sculpture site is the property of the Parks and Recreation Department. Staff is requesting the ability to determine alternate sites for consideration. Following design approval from the Public Arts Commission, site approval will need to be secured by the property owner to approve artwork placement.

Artist's resume, background information, and initial project proposal have been included in the agenda packet for Commission review. If approved, the sculpture is tentatively scheduled for installation in the spring of 2025.

RECOMMENDATION

Approve Greg Mueller's artwork proposal with the ability for staff to determine an alternate space for installation.

FISCAL IMPACT

The City of Green Bay's Common Council has approved \$50,000 of American Rescue Plan Act (ARPA) funds to be allocated toward the commission and/or purchase of permanent artwork(s) for public display.

ATTACHMENTS

1. 2024-11 RFP - Phase II
2. Greg Mueller Proposal-Revised
3. 2024-11 Award Recommendation
4. 2024-11 Bid Tab Summary



REQUEST FOR PROPOSAL – PHASE II

City of Green Bay, Wisconsin

RFB #2024-11 – Large Scale Public Art- COGB
Green Bay Public Arts Commission (GBPAC)
June 17, 2024

CC: 05200, 96104, 96207

PROJECT INTENT

The objective of the Large-Scale Public Art Project RFP is to select an artist(s) to assist with diversifying the City's public art collection by either commissioning a new work(s) and/or purchasing an existing artwork(s) from artist(s) in all stages of their career. **The City is seeking artwork that celebrates the importance of community and inspires the public to learn more about their neighbors and build community networks.** All media in all genres, suitable for both interior and exterior public display, will be considered. At time of commission, artwork(s) created and/or purchased must be durable, permanent, low-maintenance, safe and appropriate for the general public, and in compliance with ADA guidelines upon installation. If applicable, exterior artwork must be resistant to Green Bay's fluctuating weather conditions.

CALENDAR OF EVENTS

Phase II Issue Date: 6/17/2024
Questions Due Date: 6/25/2024
Addendum Posted Date: 6/26/2024
Phase II Due Date: July 9, 2024 by 2:00 PM (CT)

HONORARIUM

All semi-finalists will be awarded an honorarium of \$200.00 to help defray the costs of the development of the proposal. The honorarium will be applied toward the commission amount for the artist(s) awarded the commission(s). The honorarium will be awarded following the submission of the final proposal.

LOCATIONS

See Section 2.3 Site Information in the original 2024-11 RFP_v.F.pdf attached. **NOTE:** The wall along the Fox River Trail below the Dousman Bridge (exterior) is **NO** longer an available option.

QUESTIONS/CLARIFICATIONS

All questions regarding the completeness or substance of the requirements must be submitted via email to PurchasingAg@greenbaywi.gov. All email correspondence must include **RFP #2024-11 Questions/Clarifications** in the subject line. Questions received after the deadline established for submitting questions/clarifications will not be answered.

ADDENDA

Should specifications be revised prior to the deadline for submittals, the City's Purchasing Division will issue addenda addressing the nature of the change and email each respondent. Respondents should acknowledge any addenda as part of their submission. Failure to consider all addenda will be at the respondent's risk.

DELIVERY INSTRUCTIONS

Proposals must be delivered as instructed. Deliveries to other City departments and/or locations may result in disqualification. All late proposals shall be rejected and returned unopened. Proposals must be delivered in a sealed envelope and clearly identify the bid number and the advertised bid opening time and date.

LABEL SEALED ENVELOPE

Respondents sealed proposal must be clearly label on the outside of the bid envelope as follows:

SEALED BID – DO NOT OPEN

Respondent's Name:

RFP #2024-11

Due: July 9, 2024 by 2:00 PM (CT)

DELIVER TO

Mail or hand-deliver proposals in a sealed envelope to the following address:

City of Green Bay Purchasing Department

10 North Jefferson St. – Room 410

Green Bay, WI 54301

BUDGET

The total not-to-exceed budget for this art project is \$50,000.00 all inclusive. See **Itemized Budget** below.

The City reserves the right to split this budget between multiple applicants.

SUBMITTAL REQUIREMENTS

Respondents shall submit the following with the proposal. Respondents must follow all procedures for submission, or the proposal may be determined as “non-responsive” and rejected.

- 1. Submittal:** Respondents must include **one (1) original and two (2) copies** of your proposal. A **USB** must also be submitted with an electronic version of the complete proposal identical in content and sequence to hardcopy proposals submitted.
- 2. Application Cover Sheet:** Complete, sign and date the below application cover sheet.
- 3. Written Proposal:** Narrative summary describing the proposed original and project specific artwork. Must include specific site location(s).
- 4. Itemized Budget:** includes all costs associated with the project, including artist fees, all materials, lighting of the project, fabrication, transportation, on-site project management, installation, installation equipment, engineering fees, structural foundation, insurance fees, all artist travel costs to the site after selection, and any other costs associated with the art commission and installation.
- 5. Concept Drawings/Illustrations of Proposed Original & Site-Specific Artwork:** Submit printed drawings, images, color sketches or mock-up of the proposed artwork **OR** submit digital images in PDF or JPG format on a thumb drive.

PHASE II – SCORING CRITERIA

All proposals will be scored using the following criteria – each category has an assigned point value.

Points	Description
40	Project Proposal: Compliments and enhances the selected site and does not detract or hinder current site uses while maintaining flexibility and timelessness. Celebrates the importance of community and inspires the public to build community networks.

25	Public Safety: Proposal is safe and suitable for the public. Project materials are durable and artwork creation is well thought out.
15	Feasibility: Demonstrates ability to adhere to project timeline and produce a high-quality piece. Applicant clearly lays out planned project timeline.
10	Maintenance: Applicant addresses long term maintenance planned for the future of the work. List materials chosen along with long-term maintenance plan.
10	Price: Shall include detailed budget.
100	TOTAL POINTS

AWARD & FINAL OFFERS

The successful respondent will be the highest scoring responsive and responsible proposer that satisfies the minimum qualifications of this solicitation and whose proposal is in the best interest of the City and who will be required to execute an agreement in accordance with this solicitation and the proposal. after the evaluation process is complete.

INSURANCE REQUIREMENTS (If Awarded)

Artist(s) must provide the City with evidence of the following minimum insurance requirements. In no way do these minimum requirements limit the liability assumed elsewhere in the contract. All parties shall, at their sole expense, maintain the following insurance:

A. Commercial General Liability Insurance including contractual coverage:

The limits of this insurance are for bodily injury and property damage.

Combined shall be at least:

Each Occurrence Limit \$1,000,000

General Aggregate Limit \$1,000,000

Products-Completed Operations Limit \$1,000,000

Personal and Advertising injury Limit \$1,000,000

B. Business Automobile Liability Insurance:

Should the performance of this agreement involve the use of automobiles, artist(s) shall provide comprehensive automobile insurance covering the ownership, operation and maintenance of all owned, non-owned and hired motor vehicles. Contractor shall maintain limits of at least \$1,000,000 per accident for bodily injury and property damage combined.

C. Workers' Compensation Insurance:

Such insurance shall provide coverage in amounts not less than the statutory requirements in the state where the work is performed, even if such coverages are elective in that state.

D. Employers Liability Insurance:

Such insurance shall provide limits of not less than \$500,000 policy limit.

TERM

Any specific work assignment which commences prior to the termination date of the agreement, and which will extend beyond the termination date shall, unless terminated by mutual written agreement of both parties, continue until completion at the same prices, terms and conditions as set forth in the agreement.

QUESTIONS/FOLLOW-UP

Troy Van Handel

City of Green Bay Purchasing Department

Phone: (920) 448-3049

Email: PurchasingAg@greenbaywi.gov



APPLICATION COVER SHEET

RFP #Error! Reference source not found. Error!
Reference source not found.

This form must be returned with your response.

Applicant Contact Information

Name: Individual or Team(s): _____

Address: _____

Phone(s): _____

Email: _____

Website: _____

Total Budget/Cost: \$ _____ Total Number of Art Pieces Included In Proposal: _____

Please Briefly Describe The Following If Applicable. If Not, Indicate With N/A

Special Lighting Required: _____

Other Special Requirements: _____

Installation Time Required: _____

Maintenance Requirements (Describe Annual & Ongoing): _____

Artist Maintains/Meets Liability Insurance Policy: Yes / No If no, please explain: _____

Please Check The Following Items To Indicate They Are Included:

- ☐ Written Proposal
- ☐ Itemized Budget
- ☐ Concept Drawings (Including Color Sketches or Digital Renditions)
- ☐ Addendum Acknowledge: _____

Date

Name (Signature)

Name (Print)

Date

CITY OF GREEN BAY RFP PHASE II REVISION 1 JULY 17 2024

RFB #2024-11 – Large Scale Public Art - COGB

Green Bay Public Arts Commission (GBPAC)

July 9, 2024

Green Bay, Wisconsin

MUELLER STUDIO

Greg Mueller

Lutsen, Minnesota

MUELLER STUDIO: is a public art practice that joins the poetic craft of sculpture with the creative intervention of spaces. Each public art project has a unique history, site and context, employing a wide range of materials, methods, community partnerships. Both fabricated and decommissioned materials are transformed into objects and spaces imbued with a sense of hope.

Lutsen Minnesota, Lake Superior's North Shore



RESEARCH and DESIGN CRITERIA:

NARRATIVE

Over the past two weeks I became a student of Green Bay. My research intent was to discover a creative, sculptural solution for the Dousman Street Site. The following 4 qualities of the region resonated:

1. “La Baye Verte” (French for Green Bay), named for its emerald waters.
2. The Dousman Site’s proximity to recreational boating and water sports on the Fox River
3. Green Bay’s impressive contribution to the paper and packaging product industry
4. The RFP’s call for work that contributes to community cohesion

Weaving these influences together, I propose a sculptural vessel. This ship-like form draws influence from a child’s folded paper-boat. This is a nod to Green Bay’s production industry and the significant role paper plays in a child’s learning and creative development. Secondly, the boat’s visual color pallet acknowledges the “Emerald Green” waters, and the corrugated metal reflects cardboard’s structural qualities.

Finally, a pair of swings bridge the bow and the stern of the vessel, forming a place to gather, play and learn more about the person next to you. I defer to Plato’s quote; “...you can discover more about a person in an hour of play than in a year of conversation.”

By virtue of object placement the sculpture can serve a social need. Public art should “work” - it has a job to do. Thank you to the RFP Public Art Committee for considering this proposal.

RESEARCH and DESIGN CRITERIA: Dousman Street Site

2.) 109 Dousman Street – Street View Of The Greenspace (**Note:** The Moose Sculpture In The Image Is Temporarily Placed Here)



2.) 109 Dousman Street – Aerial View Of The Greenspace (Approx. 900 ft²)



RESEARCH and DESIGN CRITERIA: Influential qualities



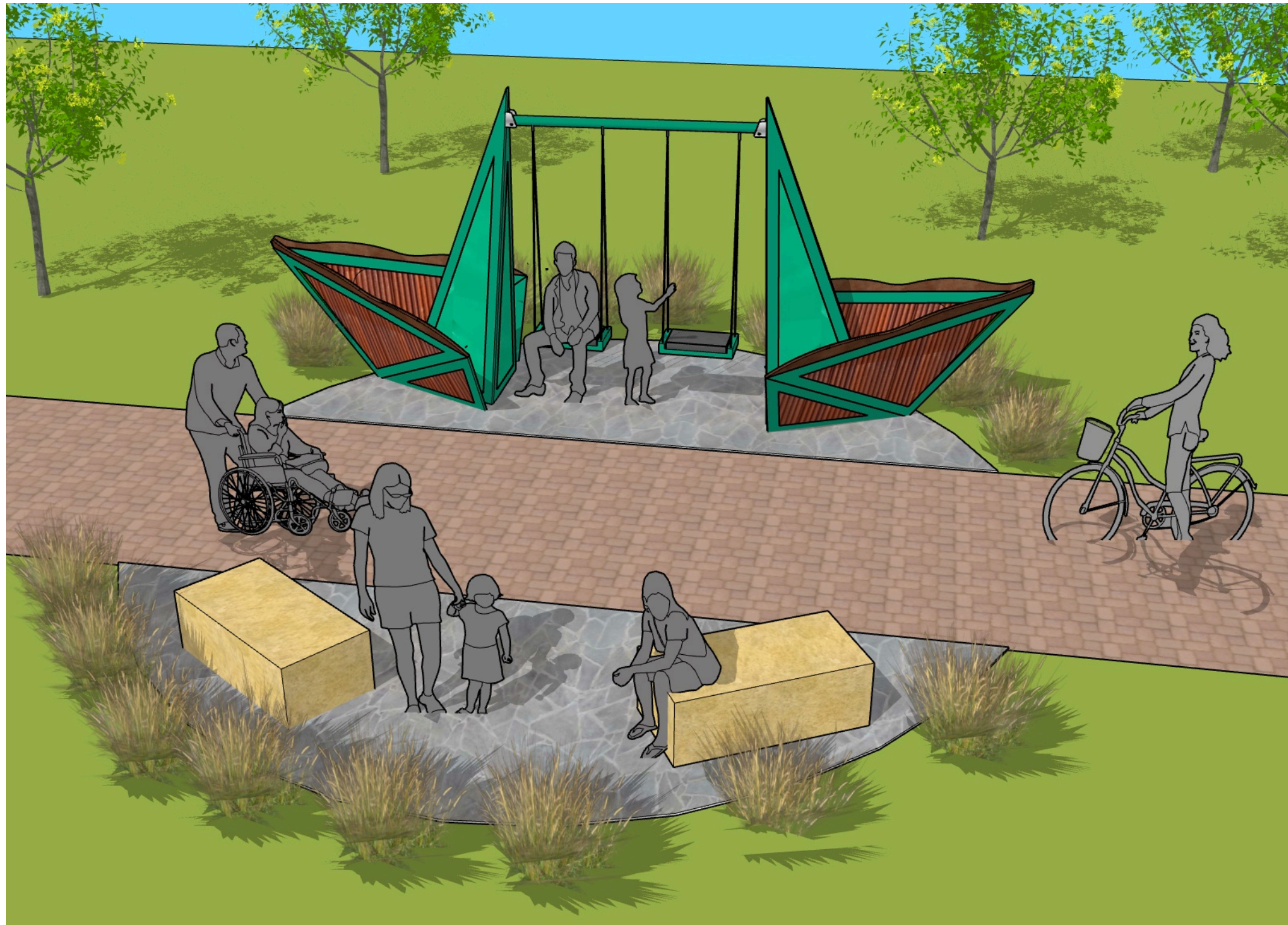
RESEARCH and DESIGN CRITERIA: RFP CALL for Community Cohesion



PRELIM PROPOSAL :
DRAWING #1



PRELIM PROPOSAL :
DRAWING #2

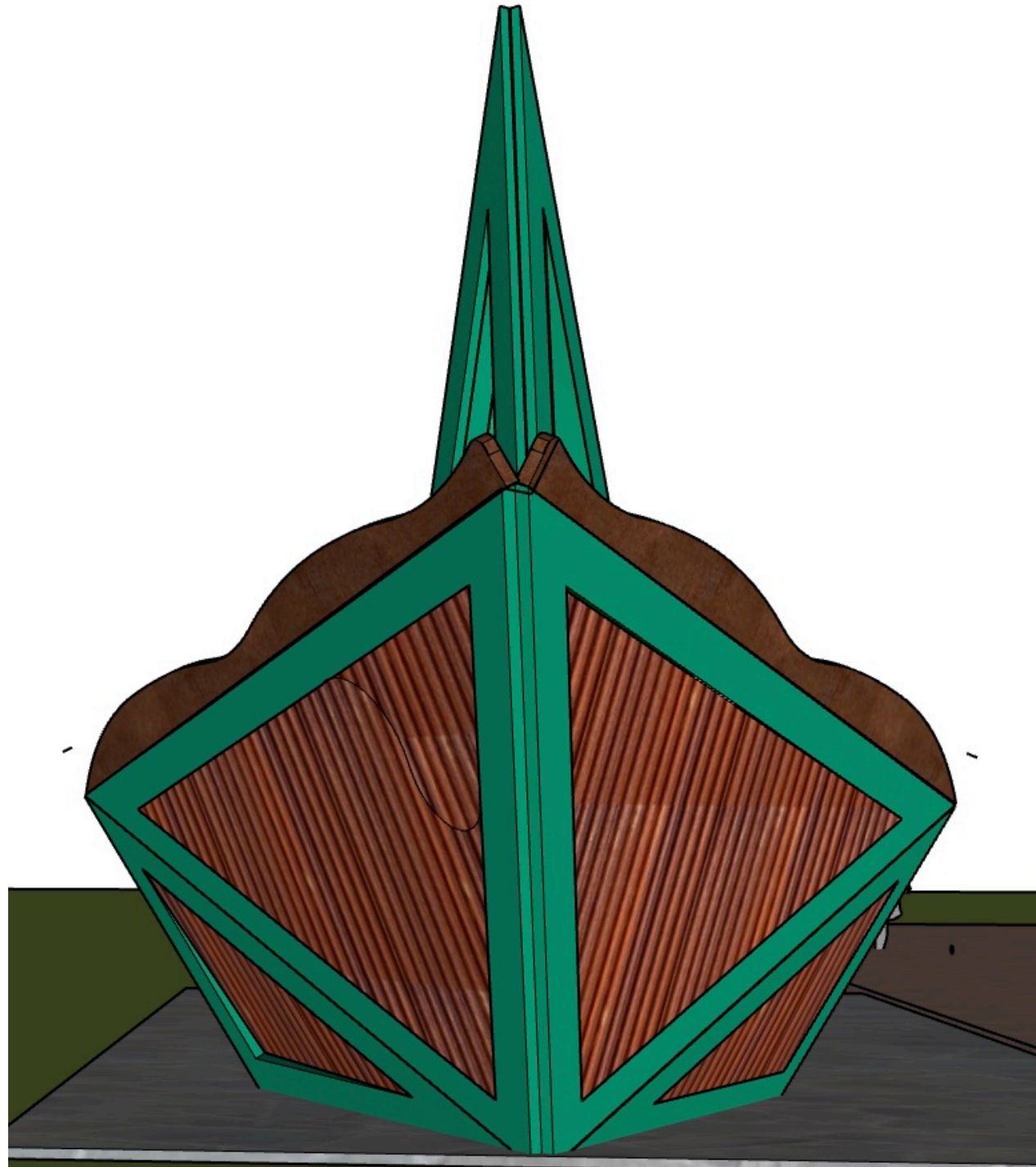


PRELIM PROPOSAL :
DRAWING #3



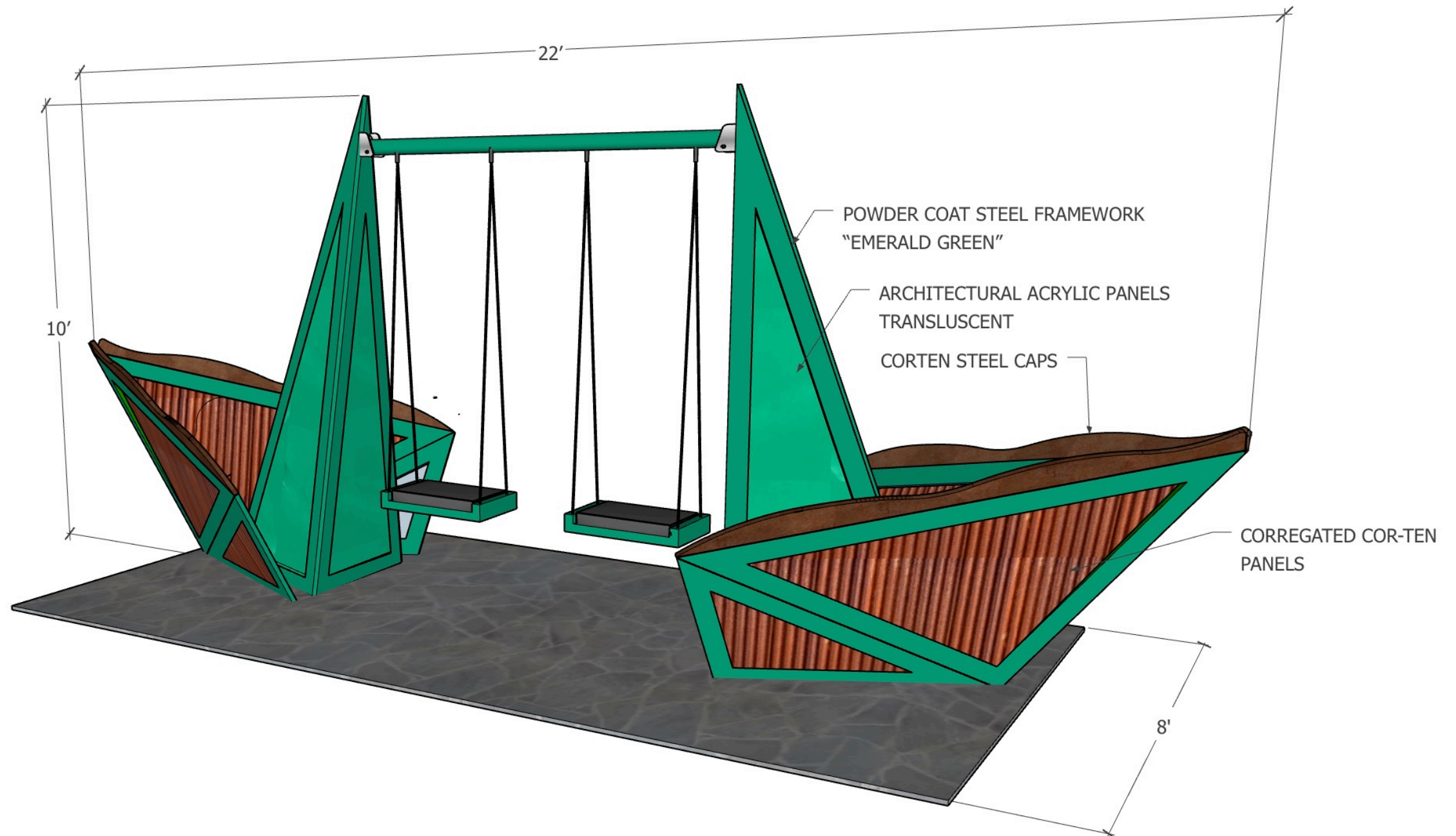
PRELIM PROPOSAL : Bow and Stern

DRAWING #4



PRELIM PROPOSAL : construction approx. dimensions

DRAWING #5

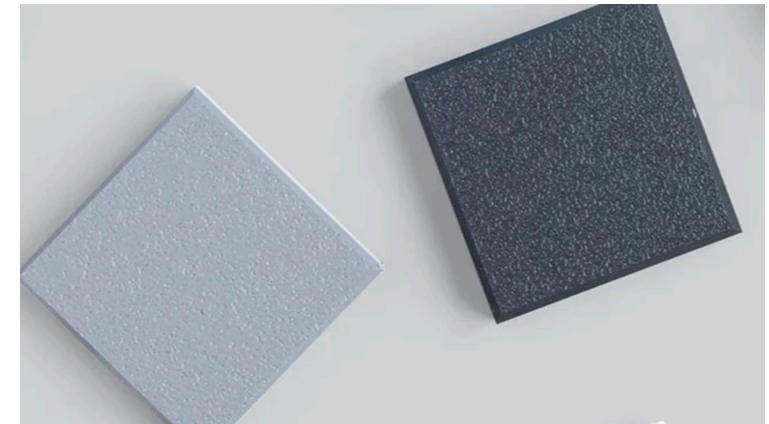


PRELIM PROPOSAL : Swing element details

DRAWING #6

Stainless cable and mounting hardware with “LOLL” HDPE composite seats

(Loll, Duluth, Minnesota, transforms post-consumer plastic into an HDPE fabrication material for exterior applications)



PRELIM PROPOSAL :
DRAWING #7

Landscape: opportunity for semicircular stamped concrete footing / gathering space (per discussion and insight from City of Green Bay's Landscape Architect for specifics on design/materials/seating options) and integrating with existing hardscape/sidewalks.

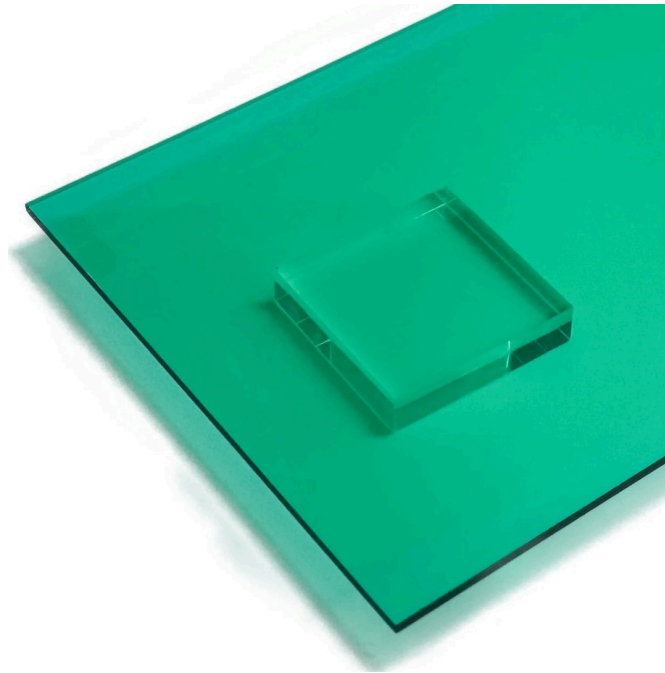


PRELIM PROPOSAL : material samples
DRAWING #8

Powder coated steel



Translucent Acrylic



Corrugated Cor-Ten



PRELIM PROPOSAL : Concrete Footing Pad per Engineer's specification
DRAWING #9

TYPICAL ANCHORING SYSTEM: 1" DIAM STAINLESS THREADED ROD and RED HEAD ADHESIVE



PRELIM PROPOSAL : Preliminary Budget

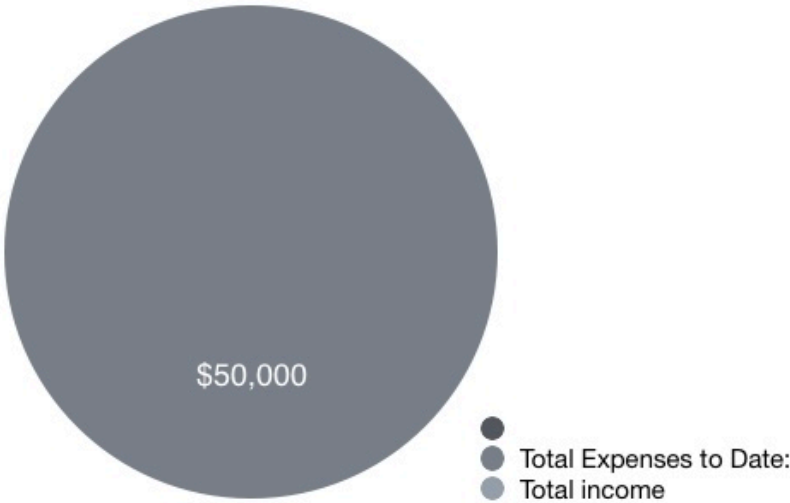
PRELIM BUDGET: Green Bay

COMMISSION INCOME	
Project Budget: 50,000	
Total income	\$0

OTHER EXPENSES:	

COMMISSION EXPENSES	
COMMISSION EXPENSES	
1. DESIGN FEE: 15 %	\$500
2. FABRICATION: studio labor @150 hours	\$19,500
3. FABRICATION: metal-steel, Cor-Ten. Corrugated	\$3,000
4. FABRICATION: exterior acrylic	\$1,000
5. FABRICATION: Swings- LOLL HDPE and Stainless cable	\$1,500
6. FABRICATION: studio consumables	\$500
7. FABRICATION: exterior powder coat	\$1,000
8. FABRICATION: stainless hardware	\$400
9. FABRICATION: concrete anchor system	\$300
10. ENGINEER: concrete approval fees	\$2,000
11. SITE INSTALL: transport trucking and crating	\$2,500
12. SITE INSTALL: concrete footing/landscape	\$8,000
13. SITE INSTALL: additional funds for stamped concrete	\$2,000
14. SITE INSTALL: rigging labor assistance	\$2,000
15. SITE INSTALL: lodging / Per Diem	\$300
16. STUDIO: Mueller Liability Insurance	\$500
17. OTHER: contingencies 10%	\$5,000
Total Expenses to Date:	\$50,000

Income/Expenses



2024 CALENDAR

PRELIMINARY TIMELINE:
2024-2025:

JANUARY

Su	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

Su	1	2	3			
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

Su	1	2	3	4	5	6
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APRIL

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28	29	30				

MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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21	22	23	24	25	26	27
28	29	30	31			

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MONTH	TASKS
July :	RFP Proposal Complete
August:	Design modifications / Interviews
September	Site Visit
October:	procure materials
November:	fabrication
December:	fabrication

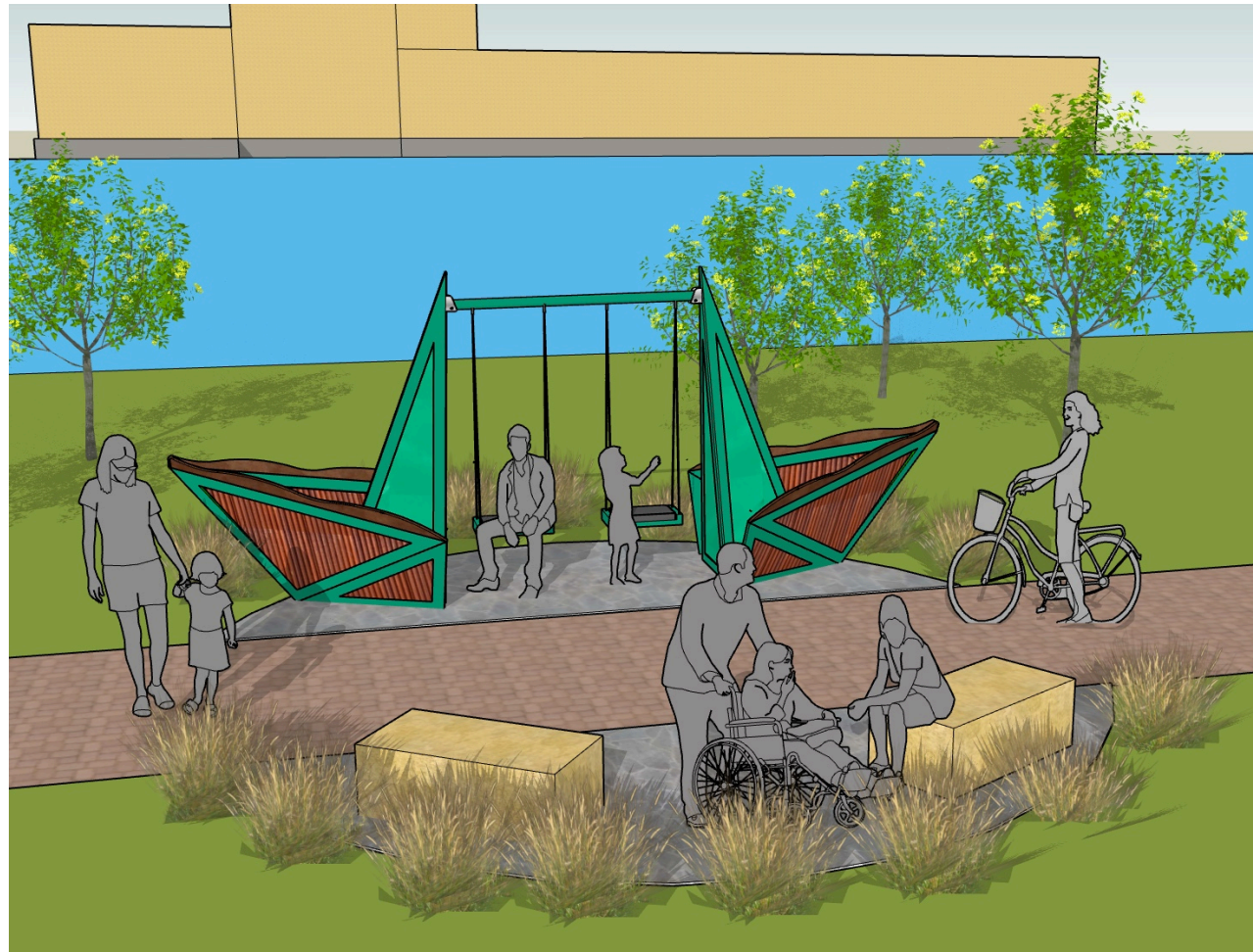
January:	fabrication
February :	fabrication
March:	plan site work
April:	schedule site work and install

CONCLUSION:



- celebrate the spirit of Green Bay's attributes
- engage the public and community stakeholders
- propose a contemporary, progressive design solution
- account for public safety, low maintenance materials

THANK YOU for considering this proposal



COPYRIGHT:

The drawings, designs, ideas and specification represented herein are and shall remain the exclusive copyright property of Greg L Mueller, Artist

No part thereof shall be used, copied, or disclosed in connection with any work or or project other than the specified project for which they have been prepared, without the written consent of Greg L Mueller, Artist

MUELLER **STUDIO LLC**
Lutsen, Minnesota
glmuelstudio@gmail.com

www.greglmuel.com



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

Phone 920.448.3047
Fax 920.448.3050

7/19/24

AWARD RECOMMENDATION

Dear Green Bay Public Arts Commission (GBPC),

The evaluation committee's recommendation for RFP #2024 Large Scale Public Art – COGB, be awarded to Greg Mueller, the artist with one of the highest overall scores. This award is based on the Committee's conclusion that the selected artist is the most advantageous to the City, price and other factors considered. The artist presented a detailed approach and documented relevant experience in their proposal submission specifying relevant experience and a thorough understanding of the scope and complexity of the project required to complete the project within budget and on time. The price proposed by Greg Mueller is: \$50,000 which is within the Department's budget for this project.

The purpose of this request for proposal (RFP) was to seek an artist(s) to assist with diversifying the City's public art collection by either commissioning new work(s) and/or purchasing an existing artwork(s) from artist(s) in all stages of their career. The City is seeking artwork that celebrates the importance of community and inspires the public to learn more about their neighbors and build community networks.

Upon your approval, this recommended award ought to be brought before the next Green Bay Public Arts Commission meeting scheduled for July 24, 2024 @ 8:30 AM and a Notice of Intent to Award will be sent to all respondents.

A summary of the evaluation is attached. If you have any questions, or require additional information, please feel free to contact me at 920-448-3049.

Sincerely,

Troy Van Handel
Buyer

CITY OF GREEN BAY BID TAB SUMMARY

RFP #2024-11 LARGE SCALE PUBLIC ART - COGB (PHASE II)

ISSUED: 6/17/2023 DUE: 7/9/2024

NUMBER OF BIDS RECEIVED: 10

CC: 05200, 96104, 96207

Scoring Criteria & Points		Highest Score				→→				→→				→→				→→				→→				→→				→→				Lowest Score							
Total Weighted Value		Greg Mueller				Terri Warpinski				Boleslaw Kochanowski				Katie Batten				Katie Batten				Graham Carraway				Boleslaw Kochanowski				Pepa Gaka				Graham Carraway				Kat Lam			
	Categories	Proposal 1				Proposal 1				Proposal 1				Proposal 1				Proposal 1				Proposal 1				Proposal 1				Proposal 2				Proposal 1							
		EV1	EV2	EV3	AVG	EV1	EV2	EV3	AVG	EV1	EV2	EV3	AVG	EV1	EV2	EV3	AVG	EV1	EV2	EV3	AVG	EV1	EV2	EV3	AVG	EV1	EV2	EV3	AVG	EV1	EV2	EV3	AVG	EV1	EV2	EV3	AVG				
40	Project Proposal	30	35	40	35	20	35	40	32	25	30	40	32	30	35	38	34	20	35	40	32	25	32	37	31	15	29	40	28	25	30	37	31	25	32	30	29	20	30	35	28
25	Public Safety	20	22	25	22	25	25	25	25	20	22	25	22	20	20	20	25	22	25	20	25	23	25	22	23	23	22	25	25	24	25	20	20	25	23	15	20	25	20		
15	Feasibility	15	14	15	15	15	15	15	15	10	15	15	13	10	13	15	13	10	13	15	13	10	12	15	12	10	14	15	13	5	12	15	11	10	12	10	11	10	12	15	12
10	Maintenance	10	9	10	10	10	10	10	10	10	9	10	10	8	10	10	10	8	10	9	10	10	5	10	10	8	10	8	8	8	10	9	0	7	10	6	5	8	10	8	
10	Price	10	10	10	10	10	10	10	10	10	10	10	10	10	10	9	10	10	10	9	10	10	10	9	10	10	10	8	9	10	9	10	9	10	10	8	9	10	9		
100	Total	85	90	100		80	95	100		75	86	100		75	87	98		70	87	100		75	83	97		70	83	98		68	84	97		70	80	85		58	79	95	
		91.67				91.67				87.00				86.67				85.67				85.00				83.67				83.00				78.33				77.33			

Recommendation: Award to Greg Mueller as one of the highest scoring artists that provided the best overall solution to the City of Green Bay for \$50,000.



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # U.I

To approve the reports by the Police Department on the June and July 2024 Traffic Enforcement Unit Traffic Safety Plans.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 06 TRAFFIC SAFETY PLAN June 2024
2. 07 TRAFFIC SAFETY PLAN July 2024



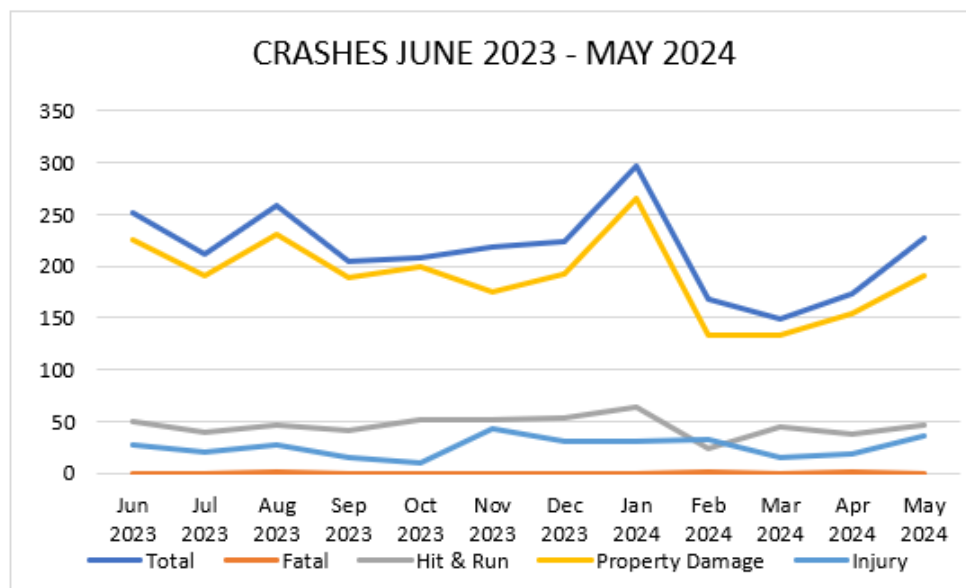
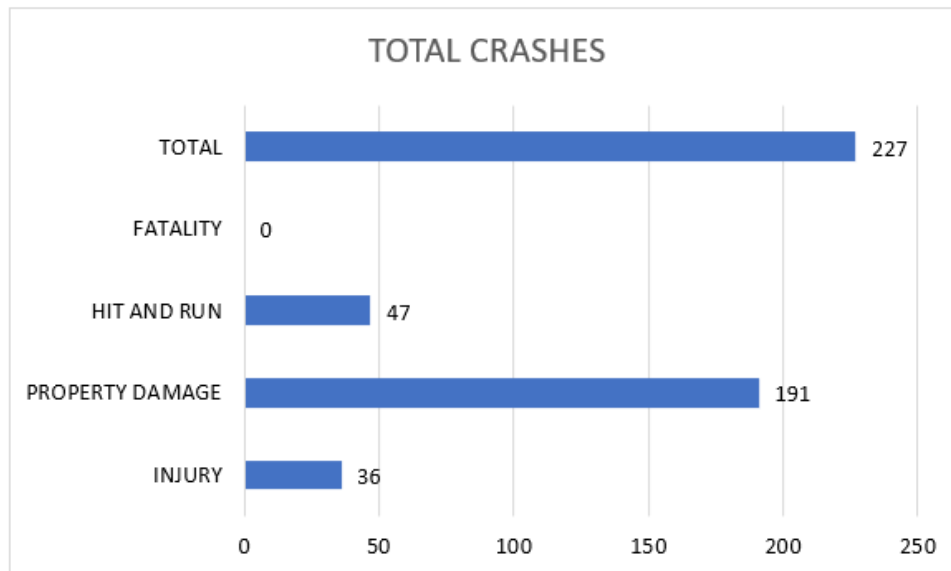
Green Bay Police Department

JUNE 2024

Traffic Safety Plan

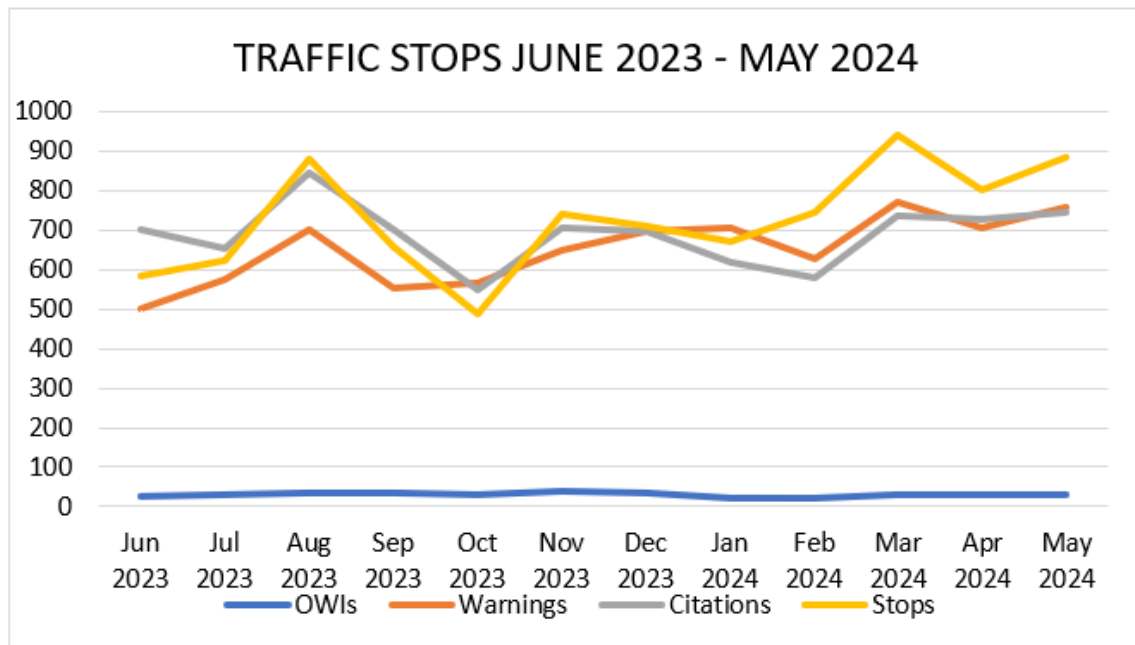
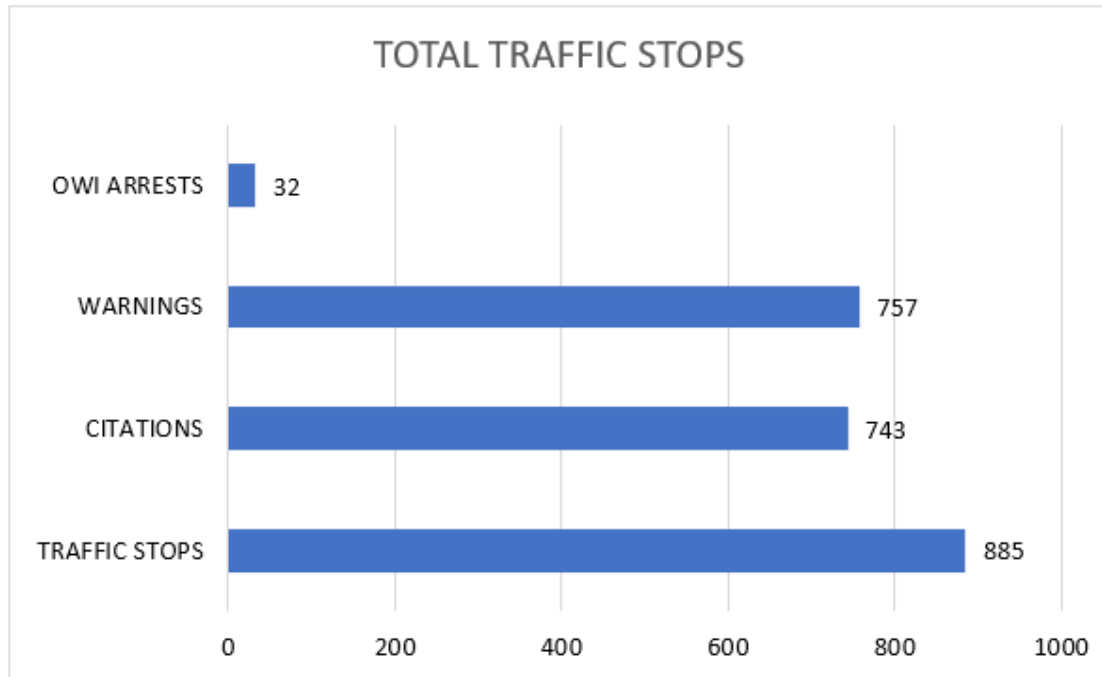
Traffic complaints are the #1 complaint made to the Green Bay Police Department and City Alderpersons. The police department is committed to safe travels for motorists, pedestrians and bicyclists. With a goal of reducing traffic crashes, property damage, injury and death on Green Bay's roadways, the police department will use a data driven approach for traffic enforcement. Data analytics from crash data, citizens complaints and speed boards (when in use) 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 the Traffic, Bicycle and Pedestrian Commission meeting.

MAY 2024 CRASH DATA



GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

MAY 2024 TRAFFIC STOPS



UPCOMING TRAFFIC TASK FORCE DEPLOYMENTS

- * BROWN COUNTY OWI TASK FORCE— JUNE 8, 21, 22 ,28
- * BROWN COUNTY SPEED / RECKLESS DRIVING ENFORCEMENT— JUNE 4, 11, 18, 28
- * LOCAL ALCOHOL ENFORCEMENT—JUNE 1, 7, 14, 29
- * PEDESTRIAN BICYCLE SAFETY ENFORCEMENT—JUNE 5, 27
- * CLICK IT OR TICKET SEATBELT ENFORCEMENT—JUNE 12, 26

GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

TRAFFIC COMPLAINTS

Below are the most recent traffic complaints received by the Green Bay Police Department. To make a traffic complaint, call the Traffic Enforcement Unit Complaint at (920) 448-3212. Residents can also submit an online complaint through the City's Request for Service page. Please leave detailed information including specific times/days of the week, street and block number/intersection, and contact information if you would like follow-up from an officer.

District	Area	Complaint
A	CHANTEL ST / 7TH ST	Stop sign violations
A	HAVEN RD	Speeding
A	1100-1200 BLK HICKORY HILL DR	Speeding
A	FERNDAL DR	Speeding
B	200 BLK 13TH AV	Speeding
B	14TH AV / LIBERTY ST	Speeding
C	S MONROE AV / CASS ST	Speeding
C	1000 BLK SUYDAM ST	Speeding
D	ELIZABETH ST / MORROW ST	Speeding
D	1400 BLK HARVEY ST	Speeding
D	2700 BLK ENGLEWOOD RD	Loud music from vehicles
D	E MASON ST / I-43	Speeding
D	APPIAN WAY	Reckless driving
D	HILLSIDE LN / WILDWOOD DR	Speeding
D	DECKNER AV / ALPINE DR	Stop sign violations
D	MORROW ST / FOREST ST	Stop sign violations
D	2700 BLK SUSSEX RD	Motorized bikes speeding and stop sign violations

NATIONAL SAFETY MONTH FROM THE NATIONAL SAFETY COUNCIL—"ROADWAY SAFETY"

The National Safety Council (NSC) has named June as National Safety Month since 1996 with the goal of keeping ourselves and others safe in the workplace, home and while in the community. Each week a different safety topic is highlighted. "Roadway Safety" is the weekly safety topic for June 9-15, 2024. NSC shares information that week on preventing distracted driving, sharing the roads safely, and providing information on seat belt injuries. According to the NSC, at least eight people are killed every day in distracted driving-related crashes. For more resources on National Safety Month, visit nsc.org/workplace/national-safety-month.

GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

ENFORCEMENT PRIORITY AREAS

Priority areas are determined using a predictive analysis tool through the Wisconsin DOT. The tool uses crash data from the previous three years to determine areas that have a high likelihood of vehicle crashes in the next 30 days.

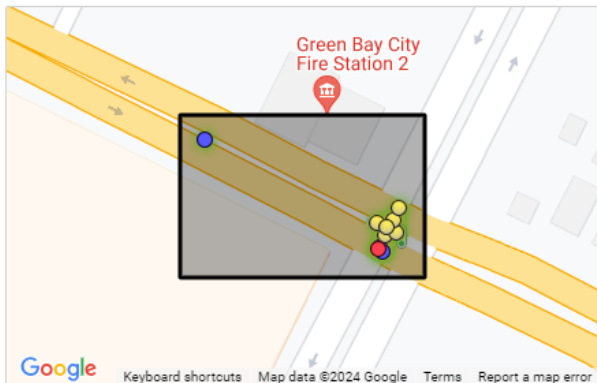


Analysis Area #2: GREEN BAY (C)

Total Crashes: 17

Contributing Factors:

- Bike (13)
- Motorcycle (12)
- Pedestrian (12)
- Work Zone (12)
- Occp Protection (5)
- Teen Driver (4)
- Speed (2)
- Distracted (1)
- Impaired (1)
- 65+ Driver (1)

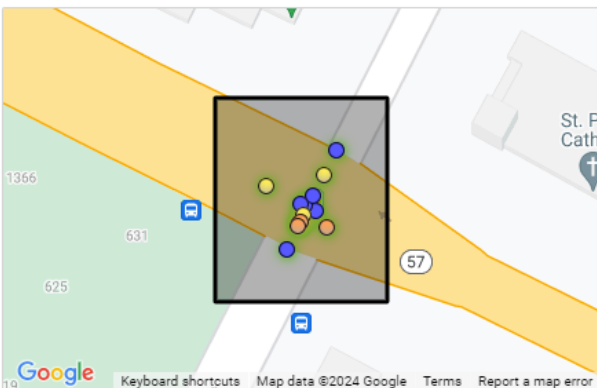


Analysis Area #3: GREEN BAY (C)

Total Crashes: 11

Contributing Factors:

- Bike (10)
- Motorcycle (10)
- Pedestrian (10)
- Work Zone (10)
- 65+ Driver (4)
- Teen Driver (2)
- Occp Protection (1)

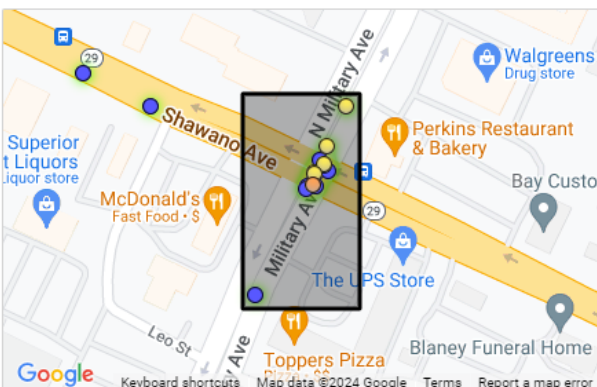


Analysis Area #4: GREEN BAY (C)

Total Crashes: 13

Contributing Factors:

- Bike (9)
- Motorcycle (9)
- Pedestrian (9)
- Work Zone (9)
- Teen Driver (4)
- Occp Protection (2)
- Distracted (1)
- Impaired (1)
- 65+ Driver (1)



Analysis Area #5: GREEN BAY (C)

Total Crashes: 14

Contributing Factors:

- Bike (12)
- Aggressive (1)
- Motorcycle (12)
- Pedestrian (12)
- Work Zone (12)
- 65+ Driver (2)
- Impaired (1)
- Occp Protection (1)
- Speed (1)
- Teen Driver (1)



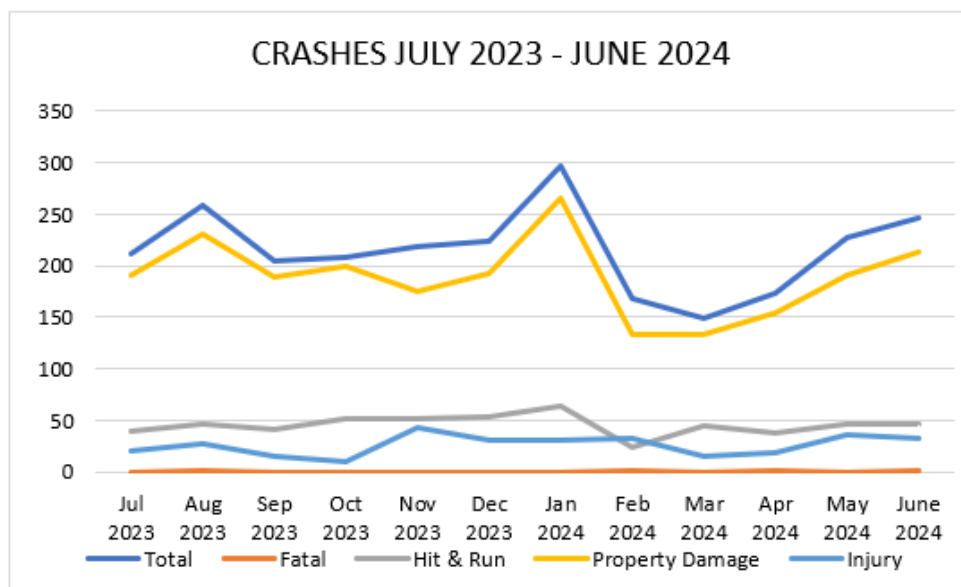
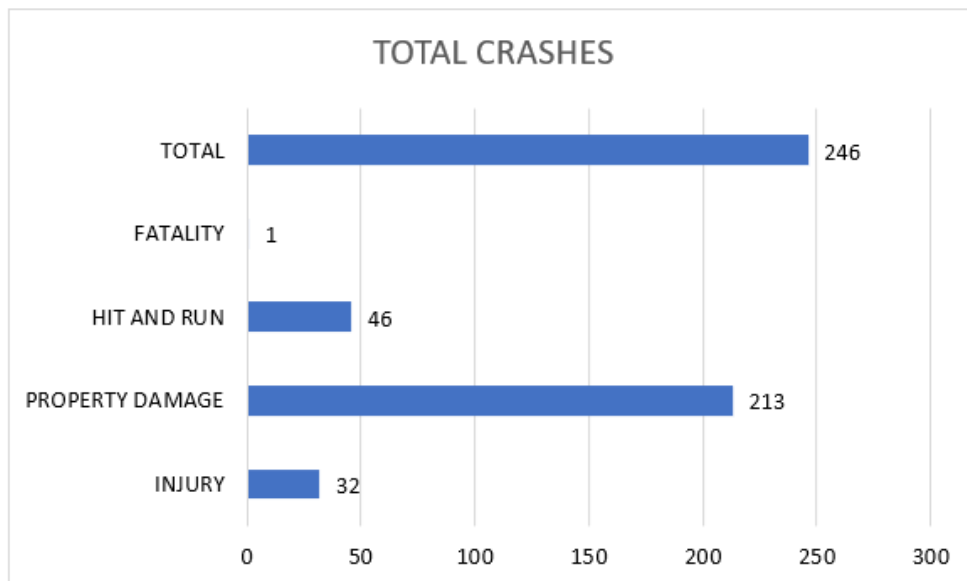
Green Bay Police Department

JULY 2024

Traffic Safety Plan

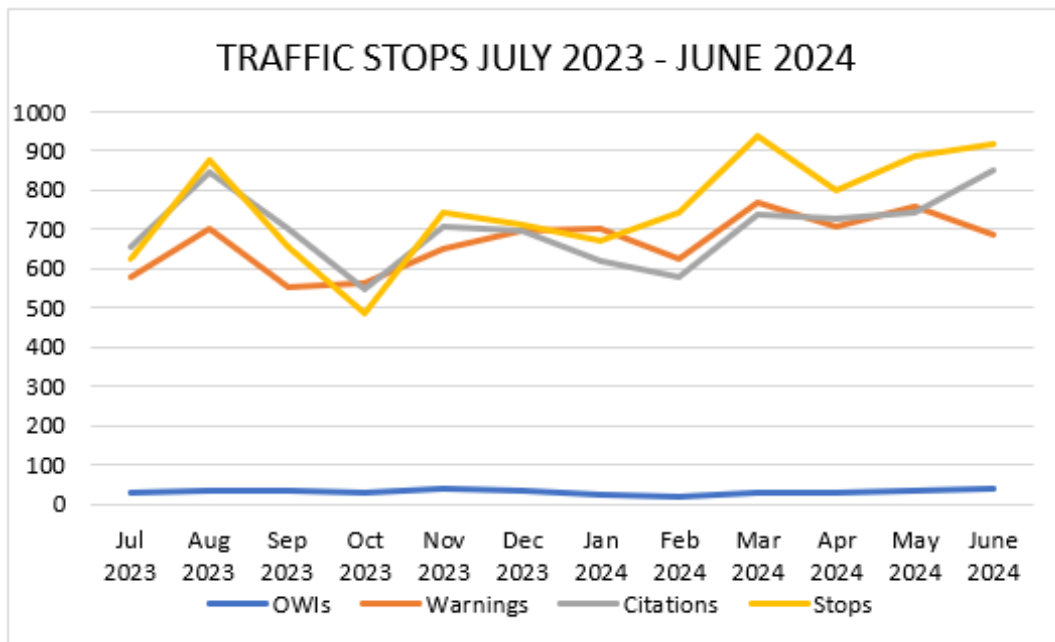
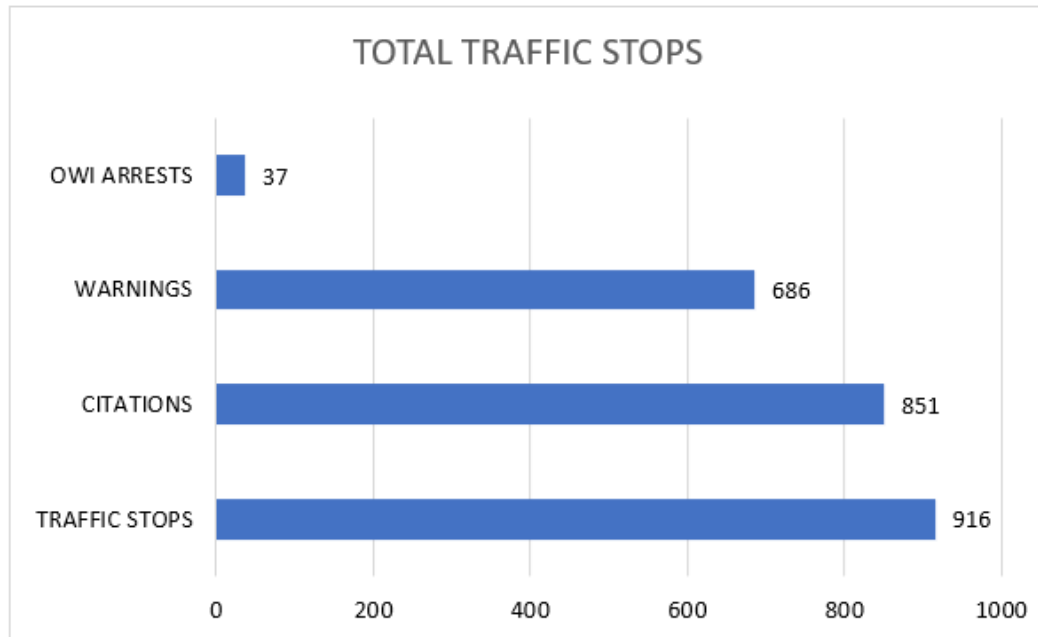
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JUNE 2024 CRASH DATA



GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

JUNE 2024 TRAFFIC STOPS



UPCOMING TRAFFIC TASK FORCE DEPLOYMENTS

- * BROWN COUNTY OWI TASK FORCE— JULY 5, 6, 19, 20
- * DOWNTOWN SPEED / RECKLESS DRIVING ENFORCEMENT— JULY 5, 6, 12, 13, 19, 20, 26, 27
- * BROWN COUNTY SPEED / RECKLESS DRIVING ENFORCEMENT—JULY 3, 9, 23, 31
- * LOCAL ALCOHOL ENFORCEMENT—JULY 12, 13, 26, 27
- * PEDESTRIAN BICYCLE SAFETY ENFORCEMENT—JULY 10, 24, 31
- * CLICK IT OR TICKET SEATBELT ENFORCEMENT—JULY 11, 25

GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

TRAFFIC COMPLAINTS

Below are the most recent traffic complaints received by the Green Bay Police Department. To make a traffic complaint, call the Traffic Enforcement Unit Complaint at (920) 448-3212. Residents can also submit an online complaint through the City's Request for Service page. Please leave detailed information including specific times/days of the week, street and block number/intersection, and contact information if you would like follow-up from an officer.

District	Area	Complaint
A	1600 BLK BOND ST	Speeding and trucks off route
A	PACKERLAND DR / CORMIER RD	Loud exhaust
A	1200 WESTERN AV	Speeding
A	HAZELWOOD LN	Speeding
A/B	LOMBARDI AV	Speeding and loud exhaust—evening/night hours
B	800 BLK 9TH ST	Speeding
B	LIBERTY ST / S NORWOOD AV	Traffic violations
D	ELIZABETH ST	Speeding
D	HARTUNG ST / E MASON ST	No left turn sign violations
D	MORROW ST / FOREST ST	Stop sign violations
D	1600 BLK LILAC LN	Speeding
D	ELLIS ST	Speeding

CELEBRATE SAFELY ON JULY 4TH—Remember, Buzzed Driving is Drunk Driving

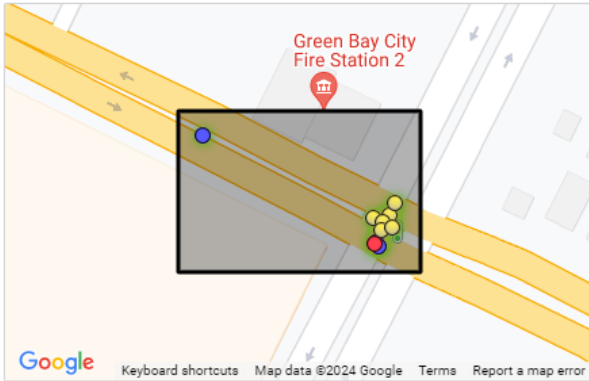
As you plan celebrations for Independence Day, also plan ahead for a sober ride home! There are many options available including ride share or designating a sober driver. Even if you have only had one drink, have someone who has not been drinking drive. A sober driver is someone who does not drink at all, NOT the person who has had the least to drink. If you are hosting a Fourth of July party, make sure to have non-alcoholic beverages available and make sure your guests don't drive impaired.

The Green Bay Police Department will be participating in OWI Task Force deployments and Downtown Traffic deployments over the holiday weekend. Drive sober, drive safe.

GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

ENFORCEMENT PRIORITY AREAS

Priority areas are determined using a predictive analysis tool through the Wisconsin DOT. The tool uses crash data from the previous three years to determine areas that have a high likelihood of vehicle crashes in the next 30 days.



Analysis Area #2: GREEN BAY (C)

Roadway: WEBSTER AVE N

Total Crashes: 11

Contributing Factors:

- Bike (10)
- Motorcycle (10)
- Pedestrian (10)
- Work Zone (10)
- 65+ Driver (4)
- Teen Driver (2)
- Occp Protection (1)



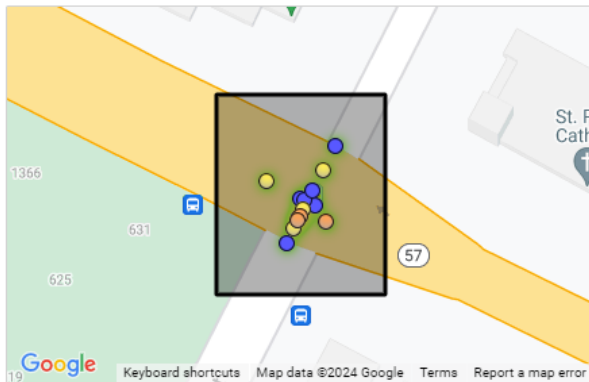
Analysis Area #3: GREEN BAY (C)

Roadway: E MASON ST

Total Crashes: 16

Contributing Factors:

- Bike (13)
- Motorcycle (12)
- Pedestrian (12)
- Work Zone (12)
- Occp Protection (4)
- Teen Driver (4)
- Speed (2)
- Distracted (1)
- Impaired (1)
- 65+ Driver (1)



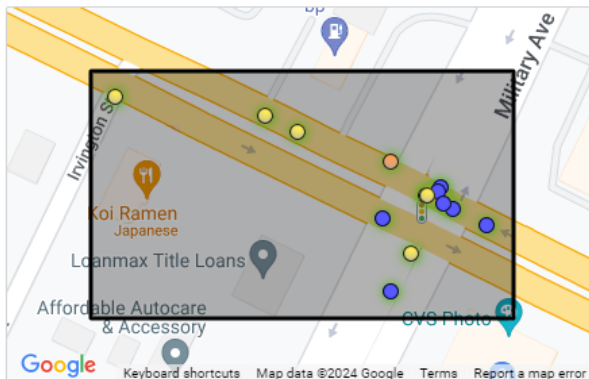
Analysis Area #4: GREEN BAY (C)

Roadway: BAIRD ST N

Total Crashes: 14

Contributing Factors:

- Bike (10)
- Motorcycle (10)
- Pedestrian (10)
- Work Zone (10)
- Teen Driver (4)
- Occp Protection (2)
- 65+ Driver (2)
- Distracted (1)
- Impaired (1)



Analysis Area #5: GREEN BAY (C)

Roadway: 032

Total Crashes: 14

Contributing Factors:

- Bike (11)
- Motorcycle (11)
- Pedestrian (11)
- Work Zone (11)
- Teen Driver (3)
- 65+ Driver (3)
- Impaired (1)
- Occp Protection (1)



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # U.2

To hold the request by Ald. Stevens to amend the existing policy to allow traffic calming measures on collector streets within the City.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # U.3

To hold the request by Ald. Stevens to amend the existing policy to include traffic calming measures with all new and reconstructed streets.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Sustainability Commission
of the City of Green Bay

MEETING DATE

July 30, 2024

AGENDA ITEM # V.I

Receive and place on file the amended 2024-25 Sustainability Commission Work Plan held over from the March 20,2024 meeting.

BACKGROUND

The amended 2024-25 Work Plan is intended to focus on the work of the Sustainability Commission (Commission) and to provide transparency to the Common Council, Mayor, city staff, and citizens of Green Bay. While there are many sustainability issues that need addressing, the Commission will focus on four categories and have identified specific goals and actions that, as a city, can tangibly address. This document is not a final product, but rather an overview of what the Commission intends to take on. This document also outlines how the Commission may consider new issues that are brought to our attention throughout the year, and general principles on how the Commission will act on the goals. The commission members will update the work plan at the beginning of every year. The duration of this document will coincide with the appointed alderperson's two-year term.

RECOMMENDATION

To receive and place on file the amended 2024-2025 Sustainability Commission Work Plan.

FISCAL IMPACT

ATTACHMENTS

- I. 2024_03_22 GB Sustainability Commission Plan 2024-25_Final version

City of Green Bay Sustainability Commission 2024-25 Work Plan

Purpose of this Document: This work plan is intended to focus on the work of the Sustainability Commission and to provide transparency to the Common Council, Mayor, city staff, and citizens of Green Bay. While there are many sustainability issues that need addressing, we have limited our focus to these four categories and identified specific goals and actions that we as a city can tangibly address. This document is not a final product, but rather an overview of what we intend to take on. This document also outlines how we may consider new issues that are brought to our attention throughout the year, and general principles on how we will act on all of our goals. We will update our work plan at the beginning of every year. The duration of this document will coincide with the appointed alderperson's two-year terms.

Process: Once developed, all actions and proposals outlined in this work plan will go from the Sustainability Commission to the necessary committee or staff before going to the Common Council. We know that every action we propose must be rooted in data and make effective use of limited financial and staff resources, while addressing environmental impacts, and improving the quality of life in Green Bay. Sustainability, after all, considers the long-term economic, social, and environmental costs of the impact of our actions as a community. Those unsure of the proven data that back our proposals are welcome to ask questions when presented to them. This work plan is not a data-driven policy proposal but an internal tool to drive and provide transparency to our work.

Clean Energy:

- **Goals**
 - 100% clean energy and carbon neutrality for the City of Green Bay by the year 2050 (Resolution 5/4/2021).
- **Research, Data, or Evidence**
 - *Clean Energy Green Bay Plan* - adopted December 2023
- **Actions**
 - Assist staff in researching a tracking and reporting method or tool to assess progress on CEGB implementation.
 - Organize a business and industry working group to share best practices that result in reducing energy consumption and greenhouse gas emissions.
 - Support Clean Energy Connector employee in education and outreach for community.
 - Provide support for city operational projects and upgrades.
- **Target Dates**
 - Research possible carbon emissions tracking and reporting tools the City could use by the end of 2024.
 - Launch business working group by 2025.
 - Other actions are ongoing.
- **Partners**
 - Internal City employee energy team (in-progress)
 - WPS
 - Wisconsin Local Government Climate Coalition
 - Green Bay Metro Transit
 - Green Bay Water Utility
 - Green Bay Neighborhoods
 - Focus on Energy
- **Funding Sources**
 - Grants
- **Point People:** Seth Hoffmeister, Christa Kananen, Jenny Brinker

City of Green Bay Sustainability Commission 2024-25 Work Plan

Climate Resilience:

- **Goal:** Strengthen the community's resilience and adaptive capacity to climate-related hazards.
- **Research, Data, or Evidence**
 - Summary document of local climate changes, projections and impacts (UW Sea Grant) (pending April 2024)
 - Flood vulnerability analysis (UW Sea Grant)
 - Heat Vulnerability analysis (UW Sea Grant) (pending March 2024)
 - "Perfect storm" coastal flooding scenario (UW Sea Grant) (pending May 2024)
 - Flood Resilience Community Assessment Summary (East River Collaborative, 2022)
 - City of Green Bay Green Stormwater Infrastructure Plan (2023)
 - City of Green Bay Comprehensive Plan (in development)
- **Actions**
 - Identify social, economic and environmental risks due to projected impacts.
 - Integrate Commission's sustainability goals into comprehensive plan.
 - Identify opportunities to increase resilience through greening the city (e.g., native plantings, GSI, trees)
- **Target Dates**
 - Ongoing
- **Partners**
 - UW Sea Grant
 - East River Collaborative
 - NEW Water
 - The Nature Conservancy
- **Funding Sources**
 - Wisconsin Coastal Management Program
 - Fund for Lake Michigan
 - NOAA
 - National Fish and Wildlife Foundation
- **Point Person:** Julia Noordyk

Healthy Habitat for All:

- **Goal:** To create and preserve connected, productive, and safe habitat corridors in Green Bay's land, air and water by 2030.
- **Research, Data, or Evidence**
 - Maps of pollinator habitat
 - Other municipality experience with Integrated Pest Management
- **Actions**
 - Assist and recognize pollinator habitat plantings by GBCC and other groups.
 - Explore using native plants first as city policy.
 - Establish pesticide use policy for City operations.
- **Target Dates**
 - Use GBCC maps from 2023 to identify areas to plant in 2024-25. Plant/advertise plantings beginning May 2024. Advertise PC Survey beginning Jan 2024.
 - Explore native plant policy beginning in April 2024 for May 2025 implementation.
 - Pass pesticide use policy by April 2024.
- **Partners**

City of Green Bay Sustainability Commission 2024-25 Work Plan

- Wild Ones
- NEW Master Gardeners
- Green Bay Conservation Corps.
- DNR
- U.S. Fish and Wildlife Service
- Green Bay Conservation Partners
- Neighborhood Associations
- **Funding Sources**
 - Green Bay Conservation Corps
 - Grants
 - Neighborhood donations
- **Point People:** Ned Dorff, Kaurie Mihm

Waste Reduction:

- **Goal:** Reduce amount of organic waste entering our landfill system
- **Research, Data, or Evidence**
 - USDA Composting & Food Reduction Program
 - US EPA Food waste program
 - ReFED
 - Wisconsin municipal programs
- **Actions**
 - Establish a program to provide home composting bins throughout the community.
 - Establish pilot collection program.
 - Identify end location and use for organic material.
 - Educate the public on food waste reduction.
 - Reduce contamination.
- **Target Dates**
 - Compost bin sales in 2025.
- **Partners**
 - Public Works
 - Parks Dept.
 - UWGB
 - NWTC
 - Organics Facility/Farm
 - Compost Collector
- **Funding Sources**
 - USDA Composting & Food Reduction Cooperative Agreements
 - US EPA Grant Programs
- **Point People:** Mark Walter

Marketing and Public Outreach:

- **Goal:** Increase visibility of and build support for the City's sustainability goals and achievements.
- **Research, Data, or Evidence**
- **Actions**
 - Identify important City initiatives and promotional opportunities.
 - Participate in and table at three community events annually.
 - Help create content for a website hub of sustainability information.

City of Green Bay Sustainability Commission 2024-25 Work Plan

- Participate in at least one service project with an area sustainability partner.
 - Explore options for sustainability related notifications through email.
- **Target Dates: Ongoing**
- **Partners**
 - Green Bay Conservation Corps
 - Bid Districts
 - Neighborhood Associations
- **Funding Sources**
 - Advise staff to incorporate digital marketing budget within grant proposals.
 - Under investigation: Add City budget item for promoting City of Green Bay sustainability.
- **Point People:** Kaurie Mihm, Julia Noordyk, Vacancy

Criteria for Taking on New Issues:

The Sustainability Commission will use these goals to guide our work, however we rely on input from community members to drive our work. Any ideas from council members, city staff, or citizens will be considered with the following questions in mind:

- How does this fit in with the current goals?
- Can taking this on help further the mission and make an impact on sustainability in Green Bay?
- Who will be leading this effort? Commission members? Citizen? City staff? What is the capacity to take this on?
- What research is required to move forward on this?
- If the Sustainability Commission is unable to take on new issues, can it be revisited in the future?
- Is the Sustainability Commission the most appropriate board to address this? Is there a committee, commission, or department better suited to address it?

General Goals and Principles for Each Issue Area:

- Community Involvement: Our work will be more effective when the public is informed and involved in developing and implementing work identified in the work plan. We will strive to create pathways for involvement in all facets of our work, including but not limited to creating work groups, holding listening sessions, speaking to organizations, distributing surveys, and seeking the input of our fellow neighbors.
- Public Outreach and Awareness: We will strive to amplify our work to the community. Specifically, we will increase our social media and web presence, and update the Sustainability Commission webpage to include relevant information to ongoing work.
- Racial Justice, and Equity: Often those most impacted by pollution are the most marginalized in our society. We see the intersections between race, class, and environmental impacts and will center that in our work. We will strive to involve community members most impacted by environmental injustice to be a part of the solutions.
- Data and Research Driven: There are volumes of peer-reviewed data and research on the issue areas. The Sustainability Commission knows it is important to present reasons why our solutions will help and will include detailed reasons why before any votes by the Common Council. This commission has members with expertise in a variety of issue areas, and access to networks of experts outside of our skill sets.

City of Green Bay Sustainability Commission 2024-25 Work Plan

- Fiscal Responsibility: Sustainability projects done right can save the city and community money in the long-term. Every policy proposal and action brought forth will demonstrate that. Even with long-term cost savings, we recognize up-front costs of implementing sustainability proposals can be a constraint. As such, the Sustainability Commission will identify grant funding opportunities, volunteer experts, and present the Common Council with the most fiscally responsible options with any possible policies.



Report to the
Sustainability Commission
of the City of Green Bay

MEETING DATE

July 30, 2024

AGENDA ITEM # V.2

Discussion and possible action to recommend the City purchasing one or more outdoor air quality monitors (Vice Chair Ned Dorff).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

The air quality monitoring units cost about \$300 each and the data ties into EPA databases.

ATTACHMENTS

- I. EPA Air Sensor Loan Program

Air Sensor Loan Programs

<https://www.epa.gov/air-sensor-toolbox/air-sensor-loan-programs>

EPA has established air sensor loan programs independently and through collaborations with libraries, tribes, museums, and others to enable the public to learn about air quality in their communities. These programs bring air sensor technology to the public for supplemental monitoring and educational purposes.

Each loan program listed here was developed independently. Therefore, the goals, structure, eligibility, and equipment available from each program are different. The programs were funded and started at different points in time so some programs may be more mature than others. The summaries below briefly describe each program, provide information about their current loan status, and provide a point of contact for additional information.

In addition, known air sensor loan programs available through other government and nonprofit organizations are listed as a courtesy to help the public connect to these resources. If you have an air sensor loan program that you would like added to this list, please use the "Contact Us" link at the bottom of the page.

The following resources may also be useful for starting and supporting sensor loan programs:

- **[Best Practices Guide for Starting an Air Sensor Loan Program](#)**: This guide, formatted as presentation slides, summarizes lessons learned from the pilot air sensor loan programs and tips for starting a loan program.
- **[EPA Tools and Resources Webinar](#)**: This webinar discusses some of the successes, resources created, and lessons learned from pilot air sensor loan programs (recording is approximately 45 minutes). Webinar slides are also available.
- **[Educational Resources](#)**: A webpage featuring complementary educational resources including lesson plans, a resource guide, frequently asked questions, and background material about air quality and air sensors.

Disclaimer: Mention of trade names or commercial products does not constitute US EPA endorsement or recommendation for use. As a reminder, air sensors are not appropriate for regulatory monitoring applications.

Note: Some programs offer sensors that measure different sizes of particulate matter. Research has shown that, many air sensors do not reliably measure particles with diameters generally less than 10 micrometers (PM₁₀), despite claiming to do so. This is largely because particles with diameters larger than 2.5 micrometers are not measured. These sensors are denoted with a ‘*’ below.

Information on this page was last updated on March 1, 2024. Please see contacts listed for each loan program to get more recent updates.

EPA Region 5

Air Sensor Loan Program for the Midwest and Upper Midwest States

Description: EPA's Region 5 Office, in Chicago, Illinois, has portable particulate matter (PM) sensors available for loan to the public. The loan program empowers the public to gain knowledge to drive positive change and improve public health by collecting outdoor and indoor air quality data.

Equipment available for loan:

- **AirBeam3*** – portable sensor that measures fine particulate matter (PM_{2.5}), temperature, and relative humidity; for outdoor and indoor use; battery powered; requires Bluetooth connection to a cell phone and AirCasting app.
- **Dylos DC1700** – portable sensor that measures PM; for outdoor and indoor use; battery or plug-in powered.
- **Speck 2.0** – stationary sensor that measures PM and relative humidity; for indoor use; plug-in powered.
- **PurpleAir PA-II-SD*** – stationary sensor that measures PM_{2.5}; for outdoor and indoor use; plug-in powered; data available locally on the microSD card or connected to WiFi for private or public data streaming.

Eligibility: Individuals, community groups, schools, and other interested organizations in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.

Training: Materials regarding sensor operations and care, data collection, and safety will be provided. EPA Region 5 staff are available to provide assistance and ideas to help get you started.

Additional information: Cost of shipping to users is covered. Users are responsible for the cost of return shipping or delivery to the EPA Region 5 Office in Chicago, Illinois after the loan is complete. Sensors can be borrowed for up to one month.



Report to the
Equal Rights Commission
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # W.I

To hold until the next Equal Rights Commission meeting the next steps regarding the 2023 Housing Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ERC Housing Report - I-16-23



GREEN BAY EQUAL RIGHTS COMMISSION

Life, Liberty, and the Pursuit of Happiness:
Recommendations to Promote
Equal Housing Opportunity in Green Bay

EQUAL RIGHTS COMMISSION

The following members are appointed by Mayor Eric Genrich and confirmed by the Common Council:

Chair Tara Yang

Vice Chair Jon Shelton

Cristina Ortiz

Michael Vinson

Marcus Grignon

Elizabeth Kostichka

Said Hassan

Stephanie Guzman

Aldersperson Jim Hutchison

More information about the Equal Rights Commission can be found online at the City of Green Bay website: <https://greenbaywi.gov/1234/Equal-Rights-Commission>

Life, Liberty, and the Pursuit of Happiness:
Recommendations to Promote Equal Housing Opportunity in Green Bay
EXECUTIVE SUMMARY

In 2021, the city's first Equal Rights Commission was charged, in part, "to prepare and provide timely reports to the mayor and council on efforts to promote equal rights, equal opportunities, positive community relations, and to eliminate discrimination and inequities in City government and the City." Over the course of the ERC's first meetings, it became apparent that housing represented a significant challenge to equality in Green Bay. A series of public hearings hosted by the ERC in 2022 showed that the city's most vulnerable residents—racial minorities, immigrants, victims of intimate partner violence, and LGBTQ youth, for example—have faced particular struggles in accessing quality, affordable housing. Based on these hearings, the ERC crafted this report, which highlights our findings and offers a series of recommendations to ensure that all of Green Bay's citizens have fair and equal access to housing, one key pillar of the American promise of economic security.

Access to a good place to live is a promise deeply woven in the American creed of "life, liberty, and the pursuit of happiness." From the Homestead Act (1862) during the time of Abraham Lincoln to the Franklin D. Roosevelt's administration's economic bill of rights (1944), with housing as a foundational piece, American leaders across the political spectrum have increasingly seen the necessity of good housing. Civil rights activists like Martin Luther King, Jr. organized, at great risk, to eliminate the grossly unequal access to housing African Americans and other minorities experienced. Finally, religious traditions—including the Catholic church, Judaism, and Islam—all point to the necessity of the right to housing.

Unfortunately, access to housing in Green Bay is embedded in a crisis of national proportions. Those of limited means, virtually everywhere in the country, struggle to find a stable, affordable place to live. There are cities where the crisis is worse than in Green Bay, but the struggle for housing has grown more drastic here in recent years. This struggle, the Commission found, has become particularly acute for specific groups of people as the lack of affordable housing stock has given landlords an excessive amount of power in the rental marketplace.

- Single women, particularly victims of intimate partner violence, struggle to secure safe, high-quality affordable housing as they transition from temporary shelter facilities.
- LGBTQ youth, some of whom are estranged from parental support, struggle to find quality affordable housing and/or fear available rental spaces will be safe for them.
- For African American families in Green Bay, the struggle to find housing is particularly acute, as disproportionate, unwarranted surveillance by landlords combined with disproportionate, unwarranted surveillance by the police seriously limits many Black families' rights to safe, affordable, high-quality housing in Green Bay.
- Immigrants and refugees, particularly large families, struggle to find good housing because they face language barriers or overwhelming economic barriers from landlords.

The ERC recommends immediate, intermediate, and long-term recommendations to build on the efforts toward more affordable housing already being undertaken by Mayor Eric Genrich's administration and the city council.

- In the immediate term, we recommend the city expand programs, including making more support available in multiple languages, to ensure renters in the city know their rights, and we recommend the city expand advocacy for renters by investing in more resources for housing investigation and to rectify potential discrimination.
- In the intermediate term, the ERC calls on the city to develop a program to ensure the public knows which landlords deal fairly with tenants and which do not. We also recommend the city of Green Bay outlay funding to pay for reasonable repairs to rental units when landlords refuse to pay for them, and that the city redouble its ongoing efforts at zoning reform to increase affordable housing stock.
- Finally, in the long-term, the commission calls on the city to prioritize public investment in producing and subsidizing affordable housing. We urge the city to pass an ordinance that would require developers to produce a substantial percentage of affordable housing in any new development, expand efforts to subsidize affordable home ownership, develop a robust community land trust, and create and manage a dramatically greater number of affordable rental units.

The full findings of the Equal Rights Commission can be found in the report that follows. We thank the Genrich administration and the community organizations who spoke at our public hearings for the insights that went into constructing this report.

*Life, Liberty, and the Pursuit of Happiness:
Recommendations to Promote Equal Housing Opportunity in Green Bay*

Green Bay Equal Rights Commission
Tara Yang, Chair
Jon Shelton, Vice Chair

I. Introduction: Housing in Green Bay

A recent ranking by *US News and World Report* [places Green Bay as one of the top ten cities to live in the United States for 2022-23](#).¹ The report cites the city's affordability, safety, and overall quality of life. The recommendations below start from that premise: we are proud of our city and its national reputation as an excellent place to live.

A key component of the *US News and World Report* rankings is based on net in-migration. Clearly, the city has a history of welcoming others, including new neighbors from other parts of the state and the region, and immigrants, especially Hmong, Somali, and Hispanic/Latino/Latinx immigrants.

Green Bay is in the second fastest growing county in the state, and [recent census numbers show that both the city and the county are growing increasingly diverse](#).² Our growing diversity is something to celebrate, and the appointment of the city's first ever Equal Rights Commission is a testament to that fact. The composition of our commission truly represents the diversity here in the city.

A city is only as strong as the opportunities available for its most vulnerable members, however. To maintain (and improve) the city's reputation as an excellent place to live, we must ensure that every resident of our great city has access to the same excellent opportunities. The ERC was appointed with that goal in mind, and we were charged with the broad responsibility to make recommendations about how to make our city more equitable:

The Commission shall meet not less than four (4) times annually for monitoring the employment, contracting, and program activities of the City, and **prepare and provide timely reports to the mayor and council on efforts to promote equal rights, equal opportunities, positive community relations, and to eliminate discrimination and inequities in City government and the City.**

The ERC understands this charge as a grave responsibility, and as we began meeting over the course of our inaugural year, and as individual members, we talked to policymakers and citizens in Green Bay, one major challenge stood out: the challenge many residents, particularly those of limited economic means, face in securing high-quality, affordable housing.

¹ Devon Thorsby, "U.S. News Ranks the Best Places to Live in the U.S., 2022-23," *US News and World Report*, May 17, 2022. <https://realestate.usnews.com/real-estate/articles/us-news-ranks-the-best-places-to-live-in-the-us>

² "Brown County's Ethnic, Racial Population Grows More Diverse," *NBC26*, Aug. 13, 2021. <https://www.nbc26.com/news/local-news/brown-countys-population-grows-more-diverse>

Of course, this problem is not restricted to Green Bay, and in fact, structural shortage of housing represents a problem that originated at least as early as the Great Recession in 2008.³ It cannot be solved, either in our city, or anywhere else, overnight. It is a problem of significant proportions, and there are many areas, both nationally and abroad, where scarcity of housing is even more serious than in Green Bay.⁴ Indeed, as the *US and News and World Report* ranking points out, the median home price is lower here than the national average. In spite of this, however, there simply are not enough affordable housing units in the city to support the needs of our residents, much less the increased residents our employers would like to see in order to continue growing.

Several studies of housing in the city over the past several years have made clear the scale of the problem:

An [analysis completed by the City of Green Bay, published in April 2019](#),⁵ for instance, has shown that:

- “The supply of one-bedroom units appears to have fallen since 2000, limiting housing options for the most disadvantaged residents. Between 64% and 74% of the City’s housing stock was built before 1980, which also poses a risk for low-income families with children living in these homes. The decrease in one-bedroom units and presence of lead-based paint in older homes are impediments to fair housing choice, as they disproportionately affect non-white and disabled residents for whom such units may be the best, or only, viable housing option.” (23)
- “Very few new single-family or multi-family units have been built since 2010. Interviews suggest a lack of adequate supply of *decent* units in both the single-family market and the multi-family rental market. The lack of supply of acceptable single-family and multi-family units is considered an indirect impediment to fair housing choices, as it makes illegal discrimination easier to hide.” (24)
- “It is widely understood that the 13 housing discrimination complaints filed with [the Metropolitan Milwaukee Fair Housing Council] over the past year underestimate the incidence of discrimination in the City. People in search of housing are generally more concerned about avoiding homelessness. People already in housing are concerned about retaliation by landlords if they were to file a complaint. While we cannot get an accurate measure of discrimination, we know that it is occurring and is an impediment to fair housing choice for various protected classes in the City, especially for minorities and those with disabilities.” (51)

³ Madison Huff, “Housing in the US Has Not Been Able to Keep Up with Buyer Demand over the Past Decade,” *Business Insider*, Sep. 27, 2020. <https://www.businessinsider.com/us-underbuilding-housing-over-the-past-decade-2020-9>

⁴ Deirdra Funcheon, “How Miami Became the Center of America’s Rental Housing Crisis,” *The Washington Post*, Sep. 16, 2022. <https://www.washingtonpost.com/business/2022/09/16/miami-center-america-rental-crisis/>. “Not Chump Change: Home Prices in Canada Strain Affluent Budgets,” *New York Times*, Oct. 8, 2022. <https://www.nytimes.com/2022/10/08/world/canada/canada-real-estate-market.html>

⁵ City of Green Bay, *Analysis of Impediments to Fair Housing Choice*, April 30, 2019.

An [analysis published by the city in October 2020](#) showed that:

- “There is a significant gap at the very bottom of the rental market, an undersupply of 3,715 units for those at 30% or less median income.” (23)
- “While the household income of the top 5% of US households has more than doubled in the past 50 years, middle income households have seen only about a 10% increase in that period. Meanwhile, inflation-adjusted housing costs have risen roughly 50% for rental housing and 70% for home ownership in that period. The result of these trends is that housing is requiring a bigger portion of household incomes. Thirty percent of income has long been viewed as the standard threshold for ‘affordable,’ as defined by the federal government. Twenty percent of owners and 43% of renters in the City currently pay more than 30% of their income for housing.” (69)

An [analysis by the Corporation for Supportive Housing, published in 2021](#), made evident:

- In 2019, 2,039 people in Green Bay experienced homelessness, an increase of almost 15% from the previous year. (5)
- “Black and Native Green Bay residents are experiencing homelessness at a rate 11 times and 4.7 more than their representation in the general population.” (6)
- “Between April 2020 and December 2020, then number of clients experiencing homelessness served each month in Brown County grew by 106%.” (7)

Further, as a series of public hearings we held over the course of 2022 have made clear, the lack of good housing, combined with the lack of economic security for the lowest-earning Green Bay residents, has made access to housing even more difficult for several key groups of Green Bay residents, as it has given landlords the power to price available rental units above the range of affordability (defined as rent that is more than 30% of monthly income) while often failing to provide basic maintenance and safe living conditions. These groups include the following:

- Residents with limited economic means
- Women, especially victims of intimate partner violence
- LGBTQ youth
- African Americans
- Immigrant working families, particularly refugees who have settled here

It is important to point out that recent state legislation—since 2010, in particular—has drastically tilted the balance of legal power in Wisconsin toward landlords. As a recent investigative report from the *Milwaukee Journal-Sentinel* has shown, many of the legislators who voted for these changes personally profited from them since they were landlords in addition to serving in the state legislature. Some of these changes include restricting local governments from preventing landlords from excessive background searches of prospective tenants or from allowing local

governments to increase housing inspections in areas more likely to be marked by landlord exploitation of tenants with limited means.⁶

II. Why does housing matter?

Access to quality, affordable housing is a right for everyone in Green Bay. If one cannot access safe and secure shelter, how can they access the American promise of “life, liberty, and the pursuit of happiness”? Unsafe shelter can sharply limit one’s pursuit of happiness, one’s freedom, and even one’s life. Further, spending more than 30% of one’s income often leads to families foregoing food, medical care, and safe childcare to avoid homelessness. To put it simply, access to quality affordable housing determines whether residents in Green Bay truly enjoy the freedoms promised by American democracy.

There is a significant body of historical evidence—from some of our nation’s most profoundly important political thinkers to international religious leaders—to help illustrate the importance of this need, and the necessity of government action to facilitate safe and affordable housing.

During the Civil War, Congress passed the Homestead Act (and President Abraham Lincoln signed it into law), making 160-acre plots of land available to Americans for a very low price to broaden access to land and homes for working class families. Though white families accessed most of this land, thousands of African American families, particularly after the war, were able to gain access to land and homes through the Homestead Act.⁷

In the 1930s and ‘40s, the United States stood as the globe’s most important bulwark against the rise of totalitarian fascism and Stalinism. The upheaval of the Great Depression allowed fascists—most notably the Nazis in Germany—to exploit the economic insecurity of the time to eliminate democracy. In the United States, only a series of social democratic reforms led by the Franklin D. Roosevelt administration allowed the US to maintain democracy and prepare to defeat fascism in World War II.

In January 1944, FDR summed up the need for a broad investment in economic opportunity to defeat Nazi Germany and prevent future totalitarian states: “We have come to a clear realization of the fact that true individual freedom cannot exist without economic security and independence,” FDR pointed out. “People who are hungry and out of a job are the stuff of which dictatorships are made.”

Building on the promise of American democracy, FDR concluded that “In our day these economic truths have become accepted as self-evident. We have accepted, so to speak, a second Bill of Rights under which a new basis of security and prosperity can be established for all — regardless of station, race, or creed.”

⁶ Cary Spivak and Mary Spicuzza, “Some Wisconsin Lawmakers Double as Landlords—and Have Passed Laws That Undermine Renters’ Rights,” *Milwaukee Journal Sentinel*, Jun. 14, 2019 (Updated Jan. 22, 2020). <https://www.jsonline.com/story/news/investigations/2019/06/14/wisconsin-lawmaker-landlords-change-rental-laws-not-favor-tenants-renters-rights/1210327001/>

⁷ Harry Holzer and Norton Garfinckle, *A Just and Generous Nation: Abraham Lincoln and the Fight for American Opportunity* (New York: Basic Books, 2015), 41-50, 88.

Among the rights FDR outlined included the following, and it is illuminating that housing was recognized as one of these cornerstone rights:

- The right to a useful and remunerative job in the industries or shops or farms or mines of the nation;
- The right to earn enough to provide adequate food and clothing and recreation;
- The right of every farmer to raise and sell his products at a return which will give him and his family a decent living;
- The right of every businessman, large and small, to trade in an atmosphere of freedom from unfair competition and domination by monopolies at home or abroad;
- **The right of every family to a decent home;**
- The right to adequate medical care and the opportunity to achieve and enjoy good health;
- The right to adequate protection from the economic fears of old age, sickness, accident, and unemployment;
- The right to a good education.

As Roosevelt concluded, “All of these rights spell security. And after this war is won we must be prepared to move forward, in the implementation of these rights, to new goals of human happiness and well-being.”

The promise of FDR’s Second Bill of Rights structured American politics during and after World War II. In 1949, for example, Congress passed the Federal Housing Act of 1949, which began by asserting the following:

“The Congress declares that the general welfare and security of the Nation and the health and living standards of its people require housing production and related community development sufficient to remedy the serious housing shortage, the elimination of substandard and other inadequate housing through the clearance of slums and blighted areas, and **the realization as soon as feasible of the goal of a decent home and a suitable living environment for every American family, thus contributing to the development and redevelopment of communities and to the advancement of the growth, wealth, and security of the Nation.**”

Indeed, Congress understood, much as is the case in Green Bay today, that the growth, overall prosperity, and safety of Americans was tied to the necessity of widely available, high quality, affordable housing.

The Federal Housing Act helped to provide many new housing units. Other policies such as the mortgages secured and subsidized by the Federal Housing Administration and other government agencies enabled millions of Americans to purchase new homes. Some Americans, particularly African Americans, were excluded from that promise, a legacy that still structures inequality in housing today. Up until the 1940s, white homeowners could enforce restrictive covenants (in which African Americans could not purchase homes in all-white neighborhoods), and FHA loans disproportionately helped white potential homeowners since Blacks could not get access to loans outside of white neighborhoods. Real estate agents were allowed to discriminate against Black home buyers, and landlords could legally discriminate against Black renters.

In Green Bay, African American Packers players in the 1950s and 60s struggled to buy homes or even find rental housing in the city as a result of discrimination, and many could only access housing with the assistance of Coach Vince Lombardi.⁸

Because of rampant discrimination, housing became a major goal of the civil rights movement, both in Wisconsin and elsewhere. In 1966, for instance, Martin Luther King, Jr. led a movement to end housing discrimination in Chicago, facing intense resistance from whites in the city. As King explained that August, “I’ve been in many demonstrations all across the South, but I can say that I have never seen, even in Mississippi and Alabama, mobs as hostile and as hate-filled as I’m seeing in Chicago.”⁹

In Milwaukee, Catholic priest Father James Groppi led 200 days of marches to ensure Black Milwaukeeans had equal access to housing in a city one historian has called the “Selma of the North.”¹⁰ In 1966-67, prominent civil rights activists A. Philip Randolph and Bayard Rustin advocated a “Freedom Budget” that would have guaranteed every American a quality home, in part by putting unemployed Americans to work, by 1975.¹¹

King’s murder in 1968 in Memphis provided advocates in Congress with the leverage to secure passage of the Fair Housing Act, which allowed victims of discrimination to seek redress through the Department of Housing and Urban Development. In Wisconsin, numerous cities passed their own fair housing ordinances, including Green Bay in October.¹² These ordinances helped to stop overt discrimination, but as we noted above, substantial inequality in the housing market has grown since this time.

Though there are other arenas in which we could find thinkers making the case for the right to housing, including both Jewish and Islamic teachings, which each assert that all people have the right to housing as a broad moral claim to live in dignity,¹³ the Commission would also like to point out the long-standing position of the Catholic church on the right to high-quality, affordable housing.

Pope Leo XIII’s Encyclical from 1891, for instance, pointed out that “Justice, therefore, demands that the interests of the working classes should be carefully watched over by the administration, so that they who contribute so largely to the advantage of the community may themselves share

⁸ Richard Ryman, “Black Players on Green Bay Packers’ 1960s Championship Teams Lauded, But Faced Discrimination,” *Green Bay Press Gazette*, Aug. 2, 2018.

<https://www.greenbaypressgazette.com/story/news/2018/08/02/black-packers-players-1960-s-faced-discrimination-green-bay-lombardi-housing-racism/774591002/>

⁹ Cheryl Corley, “50 Years Ago, Martin Luther King Jr. Fought for Open Housing in Chicago,” *National Public Radio*, Aug. 29, 2016. <https://www.npr.org/2016/08/29/491848087/50-years-ago-martin-luther-king-jr-fought-for-open-housing-in-chicago>

¹⁰ Patrick Jones, *The Selma of the North: Civil Rights Insurgency in Milwaukee* (Cambridge, MA: Harvard University Press, 2009).

¹¹ A Philip Randolph and Bayard Rustin, “A Freedom Budget for all Americans,” 1965.

<https://www.theatlantic.com/magazine/archive/2018/02/a-freedom-budget-for-all-americans-annotated/557024/>

¹² Greg Lutz, Jon Shelton, and Joseph Taylor, “Civil Rights in Titledown: Green Bay’s Open Housing Ordinance of 1968,” *Voyageur: Northeast Wisconsin’s Historical Review*, Winter/Spring 2019, 22-29.

¹³ “Housing Security,” *Jews United for Justice*, <https://jufj.org/our-work/issue-campaigns/housing-dc/>.

in the benefits which they create—that being housed, clothed, and bodily fit, they may find their life less hard and more endurable.”¹⁴

The Second Vatican Council’s *Gaudium et Spes: Pastoral Constitution on the Church in the Modern World* (1965), pointed out that “...there is a growing awareness of the sublime dignity of human persons, who stand above all things and whose rights and duties are universal and inviolable. They ought, therefore, to have ready access to all that is necessary for living a genuinely human life: for example, food, clothing, housing, the right freely to choose their state of life and set up a family, the right to education, work, to their good name, to respect, to proper knowledge, the right to act according to the dictates of conscience and to safeguard their privacy, and rightful freedom, including freedom of religion.”¹⁵

More recently, Pope John Paul II’s *Sollicitudo Rei Socialis* (“On Social Concern”) (1987) pointed out that “The lack of housing, an extremely serious problem in itself, should be seen as a sign and summing-up of a whole series of shortcomings, economic, social, cultural or simply human in nature.” Finally, Pope Francis’s “*Laudato Si*” (2015), forcefully asserted that “Lack of housing is a grave problem in many parts of the world, both in rural areas and in large cities, since state budgets usually cover only a small portion of the demand. Not only the poor, but many other members of society as well, find it difficult to own a home. Having a home has much to do with a sense of personal dignity and the growth of families.”¹⁶

The moral argument for the right to housing, stemming from both American political thought and moral authorities such as the Catholic church, is clear. Fulfilling the American promise of opportunity is the most important rationale for committing, in the short-term, to more resources for renters and potential renters to navigate a difficult market, and in the long-term, to prioritizing investment in more affordable housing.

But focusing on equal housing opportunity also makes good economic sense. As the [City of Green Bay’s Housing Market Study from October 2020](#) points out, “If there is not lower cost housing available for workers, they are less likely to stay in Green Bay, or come to the city. Having the housing workers at these employers are looking for is essential to the vitality of Green Bay’s economy” (15).¹⁷ In other words, if we want to retain our place as one of the ten best cities in which to live, we *must* ensure everyone’s right to high quality affordable housing is upheld, in spite of the headwinds we face from both national trends and restrictive state legislation.

¹⁴ *Rerum Novarum: Encyclical of Pope Leo XIII on Capital and Labor* (1891) <https://www.cctwincities.org/wp-content/uploads/2015/11/Rerum-Novarum.pdf>

¹⁵ Second Vatican Council, *Gaudium et Spes: Pastoral Constitution on the Church in the Modern World* (1965) <https://www.cctwincities.org/wp-content/uploads/2015/10/Gaudium-et-Spes-Pastoral-Constitution-on-the-Church-in-the-Modern-World.pdf>

¹⁶ Pope John Paul II, *Sollicitudo Rei Socialis* (1987) https://www.vatican.va/content/john-paul-ii/en/encyclicals/documents/hf_jp-ii_enc_30121987_sollicitudo-rei-socialis.html. Encyclical Letter, *Laudato Si* of the Holy Father Francis on Care for Our Common Home (2015). https://www.vatican.va/content/francesco/en/encyclicals/documents/papa-francesco_20150524_enciclica-laudato-si.html

¹⁷ Green Bay, WI, *Housing Market Study: October 6, 2020 FINAL*.

Following in the line of these thinkers—both secular and religious—as well as our city’s own history, we call on the Mayor’s Office and the City Council to prioritize equal opportunity to housing as a fundamental task over the next decade in Green Bay, to treat access to high-quality, affordable housing as a right everyone should enjoy and to enact policy accordingly. In Sections IV, V and VI we offer immediate, intermediate, and long-term suggestions for action, respectively.

III. Findings of the Equal Rights Commission

After studying the findings of several reports on the growing shortage of housing the city, the Equal Rights Commission held a series of public hearings in 2022. We sought to study the question of housing particularly from an equity lens: to determine how particular groups in the city might struggle to access their right to high-quality, affordable housing. The commission heard powerful testimony from organizations that work with vulnerable renters and prospective renters.

Over the course of these hearings, we discovered the following barriers that vulnerable groups faced in accessing their right to housing:

Green Bay residents, across the spectrum of identity, struggle to secure and maintain high-quality affordable housing. It is clear, given the broader dynamics of income inequality in the US, in-migration to Brown County, the excessive power provided them by recent state legislation, and the shortage of new sources of affordable housing, landlords hold an inordinate amount of power in the rental market. We heard from numerous representatives of different non-profit groups in Green Bay about the ways their clients struggled to find housing, and in many cases, to get landlords to take care of maintenance issues. Of course, this does not mean there are not many good landlords in Green Bay, only that some landlords are able to take advantage of their relative power in the market.

For instance, it has become increasingly common, as we heard from representatives from COMSA (Community Services Agency, Inc.) for large rental companies, some based outside Green Bay, to purchase apartment complexes and either dramatically increase the rent or terminate existing lease agreements, pricing many Somali families either out of the market (seeking substandard housing elsewhere) or leaving the community entirely.

As Beth Hudak, Director of Outreach for House of Hope put it, in spite of an overall successful rate of placing families experiencing homelessness in the Green Bay area, they quite simply “need more places to put people.”

Further, there appears to be widespread discrimination against renters who, because of poverty or exigent circumstances such as intimate partner violence, require Section 8 vouchers to pay their rent. Wisconsin fair housing law prevents discrimination based on source of income, including a “voucher having monetary value.”¹⁸ But as Erika Villacrez, the Housing Director of NEW CAP, pointed out, though many landlords technically accept Section 8 Vouchers, they only do so

¹⁸ Department of Workforce Development, “Wisconsin’s Fair Housing Law and Complaint Process.” <https://dwd.wisconsin.gov/er/civilrights/housing/complaintprocess.htm>

if the prospective tenant can pay three times or more of the monthly rent upfront, effectively locking renters of limited means out of accessing a substantial portion of housing (in most cases, if a renter had access to that much savings, they would be ineligible for Section 8).

Single mothers, particularly victims of intimate partner violence, struggle to secure safe, high-quality affordable housing as they transition from temporary shelter facilities. This issue is particularly distressing since families recovering from such violence need even more stability than the average family. Unfortunately, a rental market heavily weighted toward landlords allows some to ask for outrageous fees and deposits up front while consistently leveraging the threat of eviction to prevent women from advocating for their own safety.

As Amanda Amon-Brellenthin, Rapid Rehousing Program Manager at the Golden House explained, landlords often ask for three times the rent up-front before renting to the organization's clients, and when victims of domestic violence move in, landlords often threaten eviction if the police are ever called to their apartment. This leaves women in a highly vulnerable position if their former partner attempts to threaten, intimidate, or assault them, since they fear eviction and their children not having a place to live.

This also extends to issues with landlords performing needed maintenance. Amon-Brellenthin told us about landlords who does not respond to entreaties from either the tenant or from their advocate in Golden House. In one case, a landlord did not respond to over 30 polite emails and texts to get basic maintenance issues taken care of. The tenant (and Golden House) feared eviction if they reported the landlord to the city. This is on top of the fact that victims of domestic violence are often not able to talk to landlords during their abuse and are even more vulnerable. To have landlords treat vulnerable people in this way is particularly distressing.

LGBTQ youth struggle to find quality affordable housing. [LGBTQ Americans are twice as likely as other Americans to experience homelessness](#), and this struggle often begins in youth. [Young LGBTQ people \(between the age of 18-25\) are also twice as likely to experience homelessness](#).¹⁹ This struggle is particularly acute, as we heard from House of Hope, for LGBTQ youth under the age of eighteen, who may have been cut off by their family for being gay or transgender. Youth in this situation can access shelter (such as House of Hope), but because of Wisconsin law which bars anyone under the age of eighteen from entering into contracts, youth who are estranged from their families are unable to find permanent housing.

Once LGBTQ youth reach 18 years of age, however, they may still struggle to find housing since they may have been forced to leave their family home and have limited means to secure their own place to stay. As we learned from Nicole Kurth of the Pride Center at UWGB, without year-round housing at UWGB, many students would be homeless since their parents do not accept their sexual orientation or gender identity.

¹⁹ UCLA School of Law Williams Institute, "Homelessness Among LGBT Adults in the US," May 2020. <https://williamsinstitute.law.ucla.edu/publications/lgbt-homelessness-us/>; Matthew Morton, Amy Dworsky, and Sonali Patel, "LGBTQ Young Adults Experience Homelessness at More than Twice the Rate of Peers," <https://www.chapinhall.org/research/lgbtq-young-adults-experience-homelessness-at-more-than-twice-the-rate-of-peers/>

A major challenge for trans youth at temporary shelters, as we also heard from Kurth, is that shelters often will not let them stay if their gender identity does not conform with the preconceived notions of those running the shelter.

For LGBTQ youth who graduate, finding safe housing can still be a struggle. Young LGBTQ folks often feel vulnerable living in a space where they may be targeted for their orientation or gender identity, and this adds a challenge to the already significant challenge other renters face in terms of affordability.

African Americans continue to struggle to find safe, affordable housing. Virtually every organization we spoke to referred to the disproportionate number of minority families with whom they work (very much in line with city wide reports we referenced in the first section above).

For African American families, the struggle is particularly acute. As Chair Yang and Vice-Chair Shelton learned from a conversation with the staff of We All Rise: African American Resource Center, Black renters “live by a different set of rules.” Fear of eviction is constant, as Black renters are targeted by landlords for ordinary activities such as hosting barbecues and playing music. A call from a neighbor to the police, even if it does not lead to a citation, often leads to a landlord considering eviction or biases a future landlord from renting since the incident, and identifying information, can still end up in the public record on Green Bay Crime Reports. Indeed, disproportionate, unwarranted surveillance by landlords combined with disproportionate, unwarranted surveillance by the police seriously limits many African American families’ rights to safe, affordable, high-quality housing in Green Bay.

African American residents of Green Bay are disproportionate victims of problematic policies, too. For example, it has become increasingly common for African American teenagers, whose name ends up on a lease when they are a minor, to end up with an eviction on their record if a parent gets evicted once the teenager becomes an adult. This eviction can go on their record even if they no longer live at the residence, and it still seriously limits the number of landlords willing to rent to them in the future.

In addition, as We All Rise staff reported, landlords continue to ask renters, many of whom are African American, to show up for court-mandated mediation even after they have paid up their rent, in order to avoid eviction. Even though the renter is not actually evicted, they still end up with a record that future landlords can use to discriminate against that renter.

Immigrant and refugee families, particularly those with large numbers of children, struggle to find safe, affordable housing.

As we heard from NEW CAP, many of the city’s Hispanic/Latino/Latinx immigrants live in a few specific areas in the city (Green Bay’s *Impediments to Housing* study in 2019 pointed out that one census tract is comprised of about 40% Hispanic residents), and both income level and language barriers appear to close off options to housing elsewhere for many of these immigrants in Green Bay.

Indeed, we heard in our hearings how language barriers limited both the Hispanic/Latino/Latinx and Somali families' abilities from advocating for themselves in the marketplace as well as they could. For immigrant and refugee communities in particular, the lack of affordable housing for larger families is a significant challenge to accessing safe, high-quality options. As we heard from Said Hassan, Executive Director (and also ERC commissioner) and Adan Hurre, Program Director, from COMSA, immigrant families struggle to find and retain good housing, both because of overall rent increases, especially after COVID, and because of landlords' unwillingness to accept Section 8 vouchers. For families who are fortunate enough to find housing, they often do so at the expense of other important necessities. As Hurre pointed out, immigrant families are likely to forego food before missing rent payments.

Indeed, Somali immigrants desire to stay in Green Bay but often leave, in particular to the Twin Cities, as their families increase in size and they cannot find three-, four-, or five-bedroom rentals. Of course, this is a major missed opportunity for employers in Green Bay. As Hurre put it, Green Bay is a "great place" to live but it can be difficult to retain Somali families because they do not have space in our city.

As Maria Plascencia, Board Member for CASA ALBA Melanie pointed out, CASA ALBA Melanie struggles to find permanent housing for refugees from Nicaragua, Honduras, Congo, and Afghanistan. She pointed out the discrimination they often meet from landlords, particularly as a result of language barriers, and their inability to get things fixed when they are able to secure housing. They also fear eviction if they complain, even if they ask politely for maintenance. She also confirmed, as we have heard from other constituency groups, that landlords often ask for three times the first month's rent from immigrant and refugee families.

Lack of housing for large families is not restricted to immigrants and refugees, however: Both Beth Hudak from House of Hope and Jen Schmo from Freedom House also spoke to the necessity of more 3-5 bedroom rentals that are affordable.

It seems clear that, in addition to the broader shortage of housing impacting the entire city, some groups in particular are struggling with the increased power this has given landlords in the rental marketplace.

IV. Immediate Recommendations

As we have shown, securing safe and affordable housing is a right that is necessary to the fulfillment of the American promise of life, liberty, and the pursuit of happiness. It is fundamental in the trajectory of our city and of our residents' quality of life, and it is necessary for our employers to have the workforce that they need to thrive. In the next three sections we offer a series of recommendations: a set of immediate recommendations that the city can implement with very little planning and limited resources, intermediate recommendations that would require more resources and a longer time horizon, and a set of long-term recommendations we believe city administrators and city council representatives should keep in mind as they build for the future.

It is important to note that we are not starting from scratch. The city administration, particularly under Mayor Eric Genrich, has taken important steps already to improve residents' access to affordable housing. We note these steps below when relevant.

If housing is a right, the most obvious thing for the city to do is to educate the public that housing for everyone is a priority, to educate landlords about their responsibilities, and to educate tenants about their rights.

We have heard from numerous people about the necessity of educating landlords about their responsibilities. We believe this is important, and members of the ERC would be more than happy to attend the trainings for landlords the city already holds. We would also like to see the city administration include findings from this report in their training sessions. Nevertheless, given the significant power landlords have in the market and the increased legal protections landlords have won through state legislation in the past decade, we believe that a more important avenue is to put greater effort into ensuring that tenants understand their rights, and for the city to work closely with non-profit advocates to advance this knowledge. As we heard from one representative in our hearings, "It feels like there are no tenant rights...the majority of people we work with, they don't know their rights. If they don't know their rights, it is easy for landlords to take advantage of them."

As we learned in one of the hearings, the city has a part-time housing investigator, but it seems that much of the public, including many of the groups who directly work on housing, do not know about it. The state also has a Fair Housing Council, and [there is a satellite office in Appleton](#). This is a valuable resource for tenants, but although the resource is listed on the city website, it seems very likely that many tenants do not know about it. As the Corporation for Sustainable Housing Blueprint (2021) explains, according to Wisconsin fair housing law, landlords cannot refuse to rent or refuse to renew a lease because someone uses a Section 8 voucher. (42). The city's equal rights ordinance (which charged our commission) also provides specific protections from non-discrimination to a number of protected classes.

We should begin by helping all of Green Bay's citizens understand their above rights as tenants. The city routinely holds trainings for landlords, and the city, in partnership with GBPD and Legal Action of Wisconsin, recently began holding trainings for tenants. The city should continue this work, expanding the number of training sessions and working directly with service providers to ensure tenants know about it. The city should also meet tenants where they are. Neighborworks has published a [helpful resource guide for renters and landlords in Brown County](#). The city should work with service providers to ensure this guide is kept up to date and disseminated to tenants, particularly those from marginal communities. And, importantly, this guide should be translated into Spanish, Somali, Hmong, and other languages to fit the needs of in-migrants to our region.

The city should also consider deepening existing support for tenant advocacy. Currently, the city contracts with six housing inspectors and one residential housing investigator. They also contract with the Fair Housing Council, which is based out of Milwaukee. But there is more the city can do to help shift the balance of power away from landlords. For starters, the city should

ask the Fair Housing Council to do a fair-housing audit of the city to determine systematically to what extent discrimination restricts opportunities for equal housing in the city.

The city should also consider hiring a full-time housing investigator (right now that position is part-time) and/or working with a local organization that is able to work directly with local populations who might be wary of having to call an office in Milwaukee to make a complaint about discriminatory actions. These positions can be funded through federal block grant dollars.

If we are serious about upholding all of our citizens' rights to affordable, safe housing, we should commit more support to it, and more accessible, local support. As we learned in our hearings, many of the folks who struggle the most to secure housing are our city's most vulnerable, the most likely to be unaware of their rights, experience language barriers, and suffer from the stigma of domestic violence. Many of the representatives we spoke to supported the notion of increased tenant advocacy and the Commission reiterates the necessity of ensuring much of the advocacy is inclusive of different languages spoken in our Green Bay community.

V. Intermediate Recommendations:

The following recommendations are intermediate recommendations. They would require action by the city council or some other community group but would not require a significant amount of expenses.

As we've documented, one of the most significant factors leading to unequal access to housing in our city is the lack of housing and the increased leverage that gives to landlords.

First, as we noted above, we support landlord training and education programs around how to work with minorities and low-income renters. Based on what we learned during our hearings, there is a need to emphasize both appropriate and inappropriate behavior displayed by landlords within Green Bay. **We believe the city should develop a certification program to publicly praise landlords that deal fairly with tenants and prospective tenants and to communicate to the public about which ones do not.** We believe city administration is the appropriate institution to complete this work. If the city is unwilling or unable to do it, however, we recommend a citizen's committee create their own list so we can steer renters toward fair landlords and away from unfair ones. We also believe that such a certification program could be tailored toward the needs of distinct underserved groups, such as a certification for immigrant and refugee-friendly or LGBTQ-safe landlords.

Relatedly, we think the city could outlay a specific amount of funding to pay for necessary repairs to rental units when landlords refuse to make sure necessary repairs occur. The city already does this when a property is declared a "public nuisance" and the city landlords gets billed. But we should extend this possibility to renters who struggle to get landlords to make reasonable repairs. A program of this kind would entail a method for tenants to document the landlord's refusal to take appropriate action. The city could then make those repairs, and then bill the landlord.

Finally, we wish to endorse a specific recommendation from the City of Green Bay’s housing study from 2019, for significant zoning reform, to increase the city’s affordable housing stock. As the report pointed out: “The City should amend the Comprehensive Plan and its Future Land Use Map to add policies that increase the supply of affordable housing for families in all areas and neighborhoods in the City. The City should incentivize the development of a mix of housing types and price points in areas without concentrations of low income and minority households. This could include the identification of High Opportunity Zones (areas with employment opportunities, high performing schools, green space, access to transit, etc.). where new affordable units are specifically encouraged and Low Opportunity Zones where new affordable units are specifically *discouraged*.” (58). The commission has learned that the city administration is actively working to support this reform. Though this reform will not be sufficient to ensure everyone in Green Bay has access to safe, affordable housing, it is a budget-neutral reform that the city council could enact very soon.

VI. Long-term recommendations

Many recent reports on the shortage of housing in Green Bay (and elsewhere) have called for incentives for landlords and developers to improve existing housing stock and build new housing stock. The city of Green Bay, including the Redevelopment Authority and other entities, has done good work to incentivize these initiatives, effectively subsidizing private capital. In spite of these efforts, however, it is clear that focusing first and foremost on the profits of investors and developers, with affordable housing stock as an ancillary investment, is unlikely to ensure our city’s residents right to safe, affordable housing.

As the Green Bay housing study from 2020, pointed out, “There is a significant gap at the very bottom of the rental market, an undersupply of 3,715 units for those at 30% or less median income” (23). The scale of this problem is so significant that incremental measures that largely focus on higher-end housing will not solve it. Simply put, we cannot use magical thinking in the hope that incentivizing developers whose primary interest is profit will ensure everyone has equal opportunity to safe, affordable housing. **If we truly see housing as a human right, and a necessity if the city is going to have an engaged citizenry and a workforce that is supported and committed to working right here in Green Bay, we must prioritize the production of affordable housing in the public investments our city makes moving forward.** To do anything else would be averse to the American promise of life, liberty, and the pursuit of happiness.

There are numerous ways to invest in housing that foregrounds the need for affordable housing.

First, when developers create more housing, we believe they should be required to create a minimum number of affordable units. We strongly urge the city to pass an affordable housing ordinance modeled on [Bloomington, Minnesota’s Opportunity Housing Ordinance](#). Though there is plenty of room for variation with a potential Green Bay ordinance, we see Bloomington’s requirements as a thoughtful starting point: “*New residential construction, regardless of type of dwelling unit.* For newly constructed, converted, or infill multi-family or townhome residential developments with 20 or more newly created units, at least 9% of the newly created units must be affordable to households at or below 60% of AMI [Area Median

Income]. For newly constructed or infill single-family detached residential developments with 20 or more newly created units, at least 9% of the newly created units must be affordable to low-income family households up to 115% AML.” City administration is already in the early stages of proposing a version of this ordinance in Green Bay. We endorse this effort and urge the city to consider a version with an even higher threshold of affordable housing than Bloomington’s ordinance.

There also needs to be an accountability measure in any ordinance passed in Green Bay that ensures that landlords do not discriminate against those who are renting affordable housing units.

Second, according to the Green Bay 2020 housing study, there were 45 parcels owned by the city that are considered “vacant residential properties.” (p. 59). **The city should continue to prioritize the use of that land to build as much new affordable housing as possible, and acquire, including the possibility of creating additional temporary housing for people experiencing homelessness.** (It might be necessary to enact zoning reform, as we outlined in the above section).

We believe the city should explore the creation of a community land trust for part of these parcels, or for other parcels the city acquires. This idea, which allows more residents on the lower end of the income spectrum to purchase housing, effectively subsidizes housing because the city owns the land on which the house is built while the resident owns the house and benefits from any improvements they make when they sell it. In exchange, the owner agrees to sell the house at a restricted price so that it remains affordable.²⁰ The city, in partnership with Neighborworks and Habitat for Humanity, are exploring this possibility already. We strongly endorse this possibility.

We strongly believe the city should continue and expand efforts to proudly and directly subsidize homeownership for low-income buyers. The City works with developers to subsidize often needed gap funding for the construction of larger housing developments through Tax Increment District Affordable Housing Funds, ARPA and HOME funding. The City also encourages affordable single-family homeownership by partnering with non-profits such as NeighborWorks GB and Habitat for Humanity in land donations and providing HOME funding subsidies which in turn allows for the construction of new affordable housing. In late 2022, the City of Green Bay launched the Great Being Home Program, which provides \$10,000 in down payment assistance to a limited number of first-time home buyers. This program is an excellent addition to the existing programs being offered to open up more housing in the city on an affordable basis. There are limits, however: one being workers only qualify for the assistance if they work for the City of Green Bay, or for a Green Bay headquartered non-profit or business with less than 25 employees. For employees of larger companies, they are reliant on the company to offer half of the funding. Although there is additional down payment assistance funding available directly through NeighborWorks GB, the City should continue to seek out other funding sources to provide the greatest opportunity to lower income homebuyers who need additional support in the purchase of a house. Continuing to fund this program with a special emphasis on affordability is essential.

²⁰ “Community Land Trusts,” *Grounded Solutions Network*. <https://groundedsolutions.org/strengthening-neighborhoods/community-land-trusts>

Finally, the city should directly create and manage affordable rental units, using creative sources of funding, including private contributions from large employers. The Green Bay Housing Authority already administers public housing; we call for substantial new investments by the city in public housing—that the authority could manage—moving forward.

To put it simply, we often provide significant tax expenditures to developers and investors to build more housing; we should be able to spend more directly on housing for those who lack access. Given all that we’ve relayed in this report, we should treat the lack of safe, affordable housing as the emergency that it is.

We understand that city resources are limited, but we do recommend using additional resources, in the long term, to invest in creating high-quality, affordable housing for everyone in our city, whether that is through increased property tax revenue or tax increment financing.

Immediately, however, we believe city administration and city council should explore every potential funding stream and direct these sources toward ensuring the right of all of our residents to housing. We suggest immediately using any remaining ARPA fund dollars as a down payment on some of these programs. We also endorse a proposal offered by the Green Bay housing study from 2020, for an affordable housing trust fund that would represent “a general purpose funding vehicle that can serve various affordability initiatives anywhere in the City. This can be used for matching funds, land purchase, new construction, renovation, and down payment assistance. Funds could come from the TIF Affordable Housing One-Year Extension, general obligation bonds, sale of surplus land, general fund budgeting, and private contributions.” (83) We might add that “private contributions” could include large employers who are concerned with retaining workers in our city.

One potential source of funds to help jump start such a trust fund could be the Wisconsin Housing and Economic Development Authority. As the 2021 Greater Green Bay Blueprint points out, one area ripe for exploration is to examine how WHEDA “is currently administering Housing Trust Funds (HTF), and if there are any potential changes that could be made to bring more HTF resources to the Greater Green Bay Region.” (39)

Conclusion

To reiterate the basic premise of our report, access to high-quality affordable housing is a right all Americans should enjoy. If Green Bay is going to continue to be an excellent (and even better and more inclusive) place to live, we must ensure that every resident of our community enjoys this right. We understand the dramatic changes that will be necessary to get to this place, but Green Bay is a community poised to do it. We look forward to working with the Mayor’s Office and the Common Council to secure these rights.



Report to the
Equal Rights Commission
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # W.2

To hold until the next Equal Rights Commission meeting the next steps of the Visibility Initiative.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ERC Visibility Initiative - Final - 12-05-23



DRAFT GREEN BAY EQUAL RIGHTS COMMISSION VISIBILITY STRATEGY INITIATIVE

Revised November 30, 2023

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Executive Summary

The Visibility Initiative Strategy is a comprehensive plan developed by the Equal Rights Commission (ERC) to educate the community about the commission's purpose and initiatives.

Section 1: Purpose, Mission, and Vision - The purpose of the Visibility Initiative is to inform Green Bay residents about the existence of the Equal Rights Commission and Civil Rights Ordinance, encourage feedback and participation, and empower individuals.

Section 2: Goals - The ERC's overarching goals include raising awareness of the commission, advancing equity and social justice, ensuring accessibility to resources, building partnerships, and promoting individual rights through conversations, community events, and partnerships to promote inclusivity and equity.

Section 3: Engagement Guidelines and Messaging - The ERC commits to engaging respectfully, using proper pronouns, avoiding stereotypes, being mindful of language, and asking questions respectfully. They also acknowledge privilege, avoid defensive reactions, educate themselves, and apologize and learn from mistakes.

Section 4: Infrastructure, Audience of Focus, Outreach Methods and Strategies - The infrastructure is focused on planning, promotion, presence, and participation. The audience of focus includes local community members, organizations, and institutions. The various methods and strategies include social media, traditional and non-traditional media, informative materials, forums, and collaborations with local organizations.

Section 5: Outreach Phase Plan and Timeline - There are four outreach phases including internal updates, creation of evaluation and educational documents, ERC introduction to the public, and external engagement. The phases will be executed from September 2023 through September 2024.

Section 6: Evaluation Method - Evaluation involves surveys and questionnaires, focus groups and interviews, and participatory evaluation and feedback loops. The ERC emphasizes SMART criteria for data collection and plans to publish a formal report at the end of the initiative.

The Visibility Initiative Strategy outlines a thorough and well-structured plan to engage the community, promote awareness of the ERC, and advance equity and inclusivity in Green Bay, Wisconsin.

Introduction

The Visibility Initiative Strategy was developed to enable an equitable and comprehensive approach to educate the community about the purpose and initiatives of the Equal Rights Commission. It aims to encourage individual and community engagement through educational materials and vocally at community events.

The Strategic Outreach Plan includes the following:

1. The Commission's mission and vision
2. Goals and Objectives
3. Engagement Guidelines and Messaging
4. Infrastructure, Audience of Focus, Outreach Methods and Strategies
5. Outreach Phase Plan and Timeline
6. Evaluation Method

Section 1: Purpose, Mission, and Vision

City of Green Bay Municipal Code Chapter Sec. 12-2 Civil Rights Purpose

Each sector of society engaged in the life of the City has a role in promoting equal rights, equity, and a social fabric free of discrimination. City government is uniquely positioned to assume a primary leadership role in these efforts. To achieve this leadership objective, each department, agency, and unit of City government shall be accountable for promoting social and economic equity for all residents of the City, and structuring its work so that the outcomes are directed toward social and economic equity for all residents.

Visibility Initiative Purpose

The purpose of the Visibility Initiative is three-fold. The first is to inform Green Bay residents about the existence and responsibilities of the Equal Rights Commission (ERC). The second is to encourage individuals to provide feedback and participate in future public hearings, city programs, and processes. And the third goal is to empower and educate individuals about their rights.

Mission Statement

To grow public awareness of the existence of the Equal Rights Commission by facilitating conversations, being present at community events, and engaging with partners to foster a sense of inclusivity and equity.

Vision Statement

Our vision is to actively engage the people of Green Bay, empowering them to voice their concerns and share valuable input in regards to discrimination. By providing a platform and acknowledging the lived experiences in the community, we aspire to create a city that truly embraces diversity.

Section 2: Goals

The overall goal of the Commission is to reach out to Green Bay residents, particularly individuals from the communities noted and protected under the Equal Rights Ordinance. Specifically, the Commission's goals are:

Goal 1

We aim to raise awareness and promote understanding of the Equal Rights Commission's presence.

Goal 2

Advance diversity, equity, and social justice of the protected groups of people under the Equal Rights Ordinance.

Goal 3

Through effective education, share adequate information about the Equal Rights Commission and verify it is accessible to a wide range of Green Bay residents.

Accessibility considerations include, but are not limited to:

- Technology and/or internet
- Understanding of the political system and political environment which includes the roles and responsibilities of elected officials and disenfranchisement
- Help individuals who are not eligible to vote understand the role and purpose of the ERC and other rights or City services these individuals are afforded. This includes individuals not eligible to vote who may be undocumented, formerly incarcerated, and under 18 years old
- Incarcerated individuals
- Isolated/afraid to engage
- Transportation
- Limited technological or written literacy
- Mobile device accessible
- Cultural and/or Language
- Religion (including holidays & norms of engagement)
- Education level
- Disability

Goal 4

Continue to maintain and develop partnerships with the following groups of individuals:

- Geographically
 - o Villages/Towns
 - o Downtown Green Bay, West side, East side
- Race/Ethnicity
- Residents both documented and undocumented
- Immigrant, Refugee, Native-born
- Non-Profit
- Economic
 - o Small business, big business
 - o Business owner, employers, employee, labor unions
- Religious based organizations
- LGBTQ+, self-identified gender
- Disability
- Age: Youth, adults, seniors (65+)
- Native English Speakers and Limited English Proficiency
- Educational Institutions
- Local Industries, industrial, agriculture
- Homeowners/renters

Goal 5

Build trust, encourage participation, and build awareness of individual rights and the resources available to them through the Civil Rights Ordinance.

Section 3: Engagement Guidelines and Messaging

The ERC's goal is to present itself in the most respectful and cohesive way possible to maximize community impact. The Commission shall (1) engage in a comprehensive and equitable community outreach strategy, ensuring to its best that the public is informed about the existence of the Equal Rights Commission and Civil Rights Ordinance; (2) establish rapport with local organizations and community members; (3) conduct themselves with integrity and fairness, fostering an inclusive and safe environment for community members to participate in the commission's activities.

The following are guidelines that the ERC will follow when engaging with community members and organizations:

1. **Listen and Learn:** Approach the conversation with an open mind and a willingness to listen and learn. Understand that everyone's experiences are unique, and take the opportunity to gain insight into their perspective.
2. **Respect Pronouns and Identity:** Use the correct pronouns and terminology that individuals use to describe their own identities. Avoid assumptions and respect their self-identified labels.

3. **Avoid Stereotypes:** Refrain from making assumptions based on stereotypes or preconceived notions. Treat each individual as an individual, not a representation of their entire group.
4. **Be Mindful of Language:** Use inclusive and respectful language. Avoid using offensive terms or slurs, and choose words that show your respect for their identities and experiences.
5. **Ask Respectful Questions:** If you have questions about their experiences, ask in a respectful and considerate manner. Be open to their comfort level in sharing information.
6. **Acknowledge Privilege:** Recognize your own privilege and be aware of the potential impact it may have on the conversation. Show empathy and avoid centering the conversation on your experiences.
7. **Avoid Defensive Reactions:** If someone shares their experiences of marginalization, avoid becoming defensive. Instead, express empathy and validate their feelings and experiences.
8. **Educate Yourself:** Take the initiative to educate yourself about their experiences, challenges, and history. Do your research to show that you're committed to understanding their perspective.
9. **Build Genuine Relationships:** Focus on building authentic connections based on shared interests and respect. Don't approach the conversation solely because of their marginalized identity.
10. **Apologize and Learn:** If you make a mistake or unintentionally offend someone, apologize sincerely and use it as an opportunity to learn and grow. Mistakes happen, but taking responsibility and showing a commitment to improvement is key.

All verbiage and messaging will align with the principals written in the City of Green Bay Policies and Code of Ordinances which include, but not limited to:

- Personnel Policy Chapter 24: Social Media
- Chapter 2 Administration and specifically Sec. 2-322 Responsibility of Public Office. Full Article IX Ordinance:
https://library.municode.com/wi/green_bay/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTIXET

- Chapter 12 - Civil Rights Ordinance. Full Civil Rights Ordinance: https://library.municode.com/wi/green_bay/codes/code_of_ordinances?nodeId=COOR_CH12CIRI

Section 4: Infrastructure, Audience of Focus, Outreach Methods and Strategies

Infrastructure

The ERC has created a high level infrastructure for outreach and engagement activities that will allow the commission to maximize its outreach efforts and target efforts towards the protected groups of population and residents of Green Bay. City staff, along with Commissioners, will build the ground level foundation to support the coordination of outreach activities efficiently and effectively.

The ERC has identified four main segments of coordinating engagement with the community summarized in the chart below with the four “P’s”: plan, promote, presence, and participation.

Plan	Create a detailed list of information that includes the event or campaign name, contact information, location, time, purpose of the event, funding/sponsors, and other important information specific to the event.
Promote	Announce and publicize the event/engagement on proper channels (dependent on event/engagement circumstances).
Presence	Determine whether the event/engagement is in-person or virtual and appoint commissioners to attend.
Participation	Disperse evaluation surveys and collect responses from attendees and/or event/engagement participants.

Audiences of Focus

- Local community members, including marginalized/underrepresented groups.
- Local organizations, advocacy groups, and community leaders.
- Educational institutions, including schools and universities.
- Media outlets, both traditional and digital platforms.

Outreach Methods and Strategies

The outreach methods and strategies below display a detailed list of possible actions the ERC can utilize for the Visibility Initiative. The column labeled “Outreach Method” describes the medium in communication. The column labeled “Strategy” describes the action that will be taken on the medium.

Outreach Method	Strategy
Social Media	Establish a social media presence to share updates, educational content, and engage with the community.
Media Outlets (Traditional/Non-Traditional)	Participate in local traditional and non-traditional media to share ERC's mission (podcasts, email, newsletters, magazines, radio, etc.).
	Produce informative brochures, pamphlets, and flyers about the ERC services and ordinance.
	Engage with local news outlets to share press releases, organize interviews, and publish articles.
Website/ Webpage	Create an informative and user-friendly ERC website/webpage, featuring resources, FAQs, and contact information.
Forum(s)	Collaborate with local organizations and community leaders to host town hall meetings, workshops, and seminars.
	Organize and/or collaborate in the development of public forums and listening sessions to provide platforms for community members to voice their concerns and share experiences.
	Facilitate workshops and training sessions on topics related to equal rights and advocacy.
	Offer online webinars and live Q&A sessions to make information accessible to a broader audience.
	Host "open house" event for the Equal Rights Commission.
Education/ Schools	Develop partnerships with local schools and universities to conduct educational presentations and workshops.

	Engage with schools, universities, and educational institutions to integrate equal rights education into curricula and activities.
Other Local Government	Collaborate with other local government departments and agencies to amplify outreach efforts.
Community Events	Participate in local events, fairs, and festivals to reach a wider audience and to invite Common Council members to events.
	Encourage community feedback through surveys, online forms, and public comment periods.
	Stay updated on emerging events and technologies to adapt outreach methods accordingly.
	Collect and analyze feedback from the community through surveys and feedback mechanisms.
Local Organizations	Build partnerships with community organizations, nonprofits, and advocacy groups to leverage their networks and resources.
	Seek input from community stakeholders and partners to improve outreach efforts.
	Partner with local organizations to host a series of proclamations.

Section 5: Phase Plans

The ERC Outreach Phase Plan is a systematic guide that optimizes the outreach process, leading to better engagement, more effective communication, and higher chances of achieving the overall initiative goals. The phase plans are organized in a chart that includes the stage of the phase, objective, method, task/s, and support.

Phase Plans

Phase 1: Internal Updates

Internal updates refers to the adjustments that are needed within the ERC before engaging with the public to verify that information about the ERC is detailed, cohesive, and accessible.

Stage	Objective	Method	Task	Support
A	Update ERC webpage	City Website	- Update Commissioner Bio's	City Staff and Commissioners
			- Update current initiatives	City Staff
			- Add social media link/info	City Staff
			- Add discrimination complaint processes	City Staff
			- Add other helpful tools/resource links	City Staff
B	Create email signatures for commissioners		- Update Commissioner email signatures	Commissioners
			- Add city logo in email signatures	Commissioners
C	Print business cards for commissioners		- Design business cards and print	City Staff

Phase 2: Creation of Evaluation and Educational Documents

Evaluating community engagement and impact is crucial to understand the effectiveness of the Visibility Initiative. Evaluations will be on-going and will include tracking changes in key metrics such as participation rates, attendance at events, and etc. All surveys and questionnaires will be developed with the SMART criteria. SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. A formal report with results and impact will be published at the end of the initiative. Here are the top three ways the ERC will evaluate community engagement and community impact:

1. Surveys and Questionnaires: The ERC will craft well-structured questions to assess the community's level of satisfaction, involvement, and perception of impact. We will also translate surveys that are culturally appropriate. We will make these accessible digitally and in traditional print-form.

2. Focus Groups and Interviews: The ERC plans to engage a diverse range of participants to gain comprehensive insights and in-depth exploration of community members' experiences, needs, and feedback. We will collect narratives and personal stories to humanize the data.

3. Participatory Evaluation and Feedback Loops: The ERC will establish feedback loops that enable community members to voice their in-put and help shape and direct ERC related activities.

Stage	Objective	Method	Task	Support
A	Create an evergreen digital feedback form for ERC	Online Survey Platform	Determine the best survey platform	City Staff
			Create S.M.A.R.T. survey questions	Commissioners
			Upload questions into online platform and add link to webpage	City Staff
			Develop tracking/monitoring system	City Staff
B	Create evaluations for community speaking engagements	Printed Surveys	Create S.M.A.R.T. survey questions	Commissioners
			Translate surveys into multiple languages	City Staff
			Print Surveys	City Staff
			Determine how to collect and analyze surveys	Commissioners and City Staff
C	Develop campaign to evaluate the community's perspective and knowledge of the Equal Rights Ordinance	Social Media (Facebook) and Printed Surveys	Determine the best survey platform(s) and how to best distribute the surveys	Commissioners and City Staff
			Create S.M.A.R.T. survey questions	Commissioners
			Determine partners	Commissioners
			Translate surveys into multiple languages	City Staff

Green Bay Equal Rights Commission
Visibility Initiative Strategy

			Upload survey online	City Staff
			Print and distribute	Commissioners
			Translate, print, and distribute to partners	City Staff and Commissioners
D	Create an evergreen document with general information about the Equal Rights Ordinance and the ERC	Printed and available on ERC web page as a pdf	Determine the top highlights of the Equal Rights Ordinance and Equal Rights Commission	Commissioners
			Design the one page document	City Staff
			Translate the document	City Staff
			Share document with community partners	Commissioners
E	Create a bi-annual ERC Report to share updates with the public	Newsletter (email) and Printed	Develop newsletter template	City Staff
			Create content for newsletter	Commissioners and City Staff
			Determine distribution plan	Commissioners

Phase 3: Formal ERC Introduction to Public

Stage	Objective	Method	Task	Support
A	Announce the establishment of the ERC "anniversary"	Social Media (Facebook)	Take an ERC group photo	Commissioners
			Write a caption to highlight ERC and Commissioners	Commissioners and City Staff
			Post on Facebook	City Staff
			Add call to action: Invite public to share events, news, and information with ERC through the ERC contact information on the website	City Staff

Green Bay Equal Rights Commission
Visibility Initiative Strategy

B	Email partners and local organizations	Email	Write a short email highlighting the updated ERC webpage, current news/initiatives, and contact information	City Staff
			Send to partners	Commissioners
C	Pitch to news stations about our visibility initiative	News/Media Outlets	Write pitch/press release to news/media outlets	City Staff and Commissioners
			Speak with media	Commissioners

Phase 4: External Engagement

The purpose of the external engagement phase is to foster open and constructive communication, collaboration, and participation between the local municipality and its residents. The ERC has already connected and spoke with community organizers and leaders at over 20 organizations in 2022. However, the ERC's goal with the Visibility Initiative is to create deeper connections with the protected populations listed under the Green Bay Civil Rights Ordinance and vulnerable populations that have limited access to resources and information. Vulnerable populations include, but are not limited to the following: people experiencing homelessness, communities of color, marginalized communities, refugees and immigrants, women and children, people with disabilities and special needs, and employees in labor intensive environments.

The ERC has categorized the local organizations and nonprofits that serve, support, and engage with the populations listed above into nine categories based on their services. The list is not indicative of the total number of categories or organizations that the ERC will engage with, however, it will be used as a guide. Engagement events will be scheduled on a rolling basis starting September 2023 through September 2024.

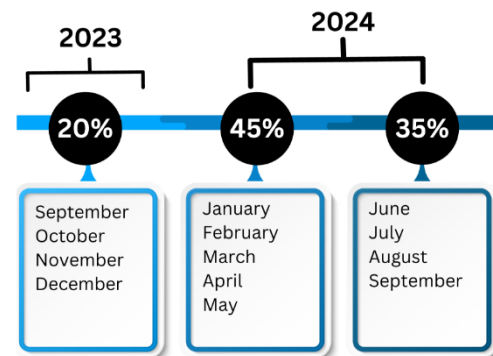
Housing	Workforce	Domestic Violence
Education	Disability	Children
LGBTQ+	Immigrant/Refugee	Seniors/Elders

Stage	Objective	Method	Task	Support
A	Identify local organizations	Online Search Engines	Search for organizations and local services that serve the audience of focus	Commissioners
		Email	Email professional networks and ask for	Commissioners

			contact information	
B	Initiative conversation	Email	Contact partners and organizations	Commissioners
C	Collaborate	Event	Create an engagement event/forum/campaign with the partner organization or partner on an existing event and use the four-P method listed in section four	Commissioners

Section 6: Timeline

The timeline of the external engagement phase is split into three sections for a more manageable execution through the twelve month initiative. The first section contains the last four months of the 2023 year. In these first months, the ERC will focus on phase plans 1, 2 and 3 while also starting to execute phase 4. The second section is split into the first five months of 2024 and the third section contains the four summer months of 2024. The ERC plans to reach out to 20% of the listed organizations above by the end of 2023. In 2024, the ERC will engage with another 40% of organizations bringing the total percentage of engagement to 60% by May of 2024. The last 40% of the engagement will happen in the last six months of 2024. The full initiative will close at the end of September 2024 and a full report will be provided to the Common Council.



Section 7: Conclusion

In conclusion, the Visibility Initiative Strategy represents a robust and proactive approach by the Equal Rights Commission to engage the Green Bay community, raise awareness about the commission's mission and the Civil Rights Ordinance, and promote equity and inclusivity. As we look ahead, it's important to note that this initiative will reach its culmination in September 2024.

At that time, a comprehensive and insightful report will be meticulously compiled, documenting the outcomes of the initiative. This report will not only include valuable

feedback from our community members, but will also present quantifiable metrics regarding our engagement efforts and events.

The report will serve as a testament to our commitment to transparency, accountability, and continuous improvement. It will provide the City Council with a thorough understanding of the impact of the Visibility Initiative, the challenges faced, and the opportunities for growth. Ultimately, this report will be instrumental in shaping the future direction of our efforts to foster a more inclusive and equitable Green Bay.

END OF VISIBILITY INITIATIVE STRATEGY.



Report to the
Equal Rights Commission
of the City of Green Bay

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # W.3

INFORMATION ONLY - Alex Galt, the City's Clean Energy Connector, presented information regarding the City of Green Bay's Public Electrification Campaign.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Outreach_Plan_v1.0



Clean Energy Outreach Plan, v1.0

Alex Galt

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1.0 INTRODUCTION

1.1 Energy Efficiency and Conservation Block Grant (EECBG)

The City of Green Bay applied for and was granted an EECBG formula grant in early 2024 using the Department of Energy's Blueprint 2c: Building Efficiency & Electrification Campaign. This grant aligned with one of the core recommendations of the City's Clean Energy Plan, hiring a Clean Energy Connector (CEC) to create an efficiency and electrification campaign and educate residents, nonprofits, and small businesses about clean energy. The following Outreach Plan constitutes two of Blueprint 2C's Key Activities: Develop a Communications Plan and Materials and Program Outreach.

1.2 PURPOSE

The City of Green Bay will play a leading role in educating residents about rebates and other financial incentives for projects and purchases related to building efficiency and electrification found in the Inflation Reduction Act (IRA) of 2022. This is in keeping with the City's Clean Energy Plan and the intent of preparing the community for wide deployment of the technology, especially to those who need it most. This outreach plan lays the groundwork for a building efficiency and electrification campaign that will effectively communicate, educate, and engage the public on these topics. The campaign will focus on residential sector buildings. Secondary targets will be nonprofits and small businesses.

1.3 SCOPE

The scope of this document is to:

- Define the communications goals, strategies, and objectives for the efficiency and electrification campaign.
- Identify the outreach and engagement methods and channels that will be used, as well as feedback options.
- Identify roles and responsibilities.
- Outline the narratives, content, and language that will be used.

Please note that it is not intended to be a comprehensive document. The outreach plan will become more detailed, iterate, adapt, and grow through feedback from stakeholders, evaluation of results, and experience.

2.0 GOALS, STRATEGIES, OBJECTIVES, & TARGET AUDIENCES

2.1 GOALS

The campaign will have two primary and two secondary goals.

Primary goals:

- Provide accurate and up-to-date information to members of the community to enable them to benefit from the full array of available incentives and programs, especially those created through the Inflation Reduction Act (IRA).
- Build community awareness and support of renewable energy and other clean energy technologies. By 2030, rooftop solar and other clean energy technologies will be more widely adopted in Green Bay.

Secondary goals:

- Communicate progress of the implementation the City's Clean Energy Green Bay Plan.
- Increase awareness of the benefits of reducing greenhouse gas emissions.

2.2 STRATEGIES

To achieve these goals, the plan anticipates using the following strategies:

- Organizing and/or participating in events hosted by the City of Green Bay and partner organizations.
- Engaging directly with residents, nonprofits, and businesses.
- Utilizing a variety of communication methods and channels to provide information to the community.
- Working directly with community organizations and businesses to provide information and support to them and/or their constituents.
 - Partnerships between government, nonprofit organizations, and local businesses create a perception of legitimacy.
 - Seek buy-in from organizations that are perceived as non-partisan, the fire department, for example.
- Reporting the successes of state and federal programs, like the Inflation Reduction Act, Focus on Energy, PACE financing and others, to promote the clean energy transition.
- Leveraging capacities that only the city has when possible.

2.3 OBJECTIVES

The above strategies will meet the following objectives:

- To define and understand multiple types of stakeholders and engage each of them effectively.
- To be a trusted local information resource for Green Bay residents and campaign partners.
- To work effectively with internal stakeholders.
- To leverage digital media, word of mouth marketing, and other cost-effective communication tools.
- To develop a database of individuals, families, and organizations interested in renewable energy and energy efficiency.
- To develop and maintain a database of relevant incentives and programs to serve as a resource for the community.
- To build “libraries” of written, visual, and experiential assets (methods and materials for engaging with the public either one-on-one or in group settings).

2.4 TARGET AUDIENCES

- Residents of Green Bay and the Oneida Nation, including organized community groups like neighborhood associations.
- Nonprofit organizations in Green Bay, particularly ones involved with affordable housing.
- Small Businesses in Green Bay, including retail, food service, real estate developers, professional services, and small manufacturing.

3.0 STAKEHOLDERS AND RESOURCES

The public outreach campaign will create a 'map' of stakeholders, stakeholder groups, and resources that a.) can provide support, amplification, and reinforcement to the campaign, b.) be served by the campaign, and c.) provide material and informational resources to the campaign. Stakeholders are individuals and groups who have a 'stake' in the success of the campaign, either directly or in alignment with their internal goals. When developing communications and outreach activities, all of these must be considered. Internal stakeholders will be involved by reviewing and offering input into the development and approval of communications and other outreach materials.

Internal	External
Leadership	General Public
- Mayor of Green Bay - Departmental Leadership	- Individuals - Organized community groups
City Employees and Departments	Local Business Community
- Resiliency Coordinator - Clean Energy Connector - Department of Public Works - Community and Economic Development - Information Technology and Services Dep't - Document Center - Publicity Committee (Public Relations Team)	- Commercial property owners - Manufacturers - Developers - Green Bay Area Chamber of Commerce - Trade associations - Utilities
Commissions and Committees	Other Governments
- Sustainability Commission - Equal Rights Commission	- Oneida Nation - Brown County - State of Wisconsin - United States
	Nonprofit Community (Not an all- inclusive list)
	- Wisconsin Conservation Voters, Slipstream, Focus on Energy - Housing developers, remodelers, landlord associations - Community nonprofits - Organizations concerned with workforce development (Manufacturing Alliance, Green Bay Public Schools, NWTC, etc.)
	Media

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	• Broadcast Television • Broadcast Radio • Print Media • Podcasters • YouTubers • Bloggers
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Table 1. Stakeholders



campaign.

3.1 CREATING A MAP

Interested members of the public will be encouraged to help ‘map’ the world of stakeholders that they feel have a role to play in the electrification campaign. In this context, ‘resources’ can be anything from the name of someone with a trailer that can be used for a float at the Green Bay Holiday Parade to an institution that has a library of material related to the campaign. The adjacent QR code links to an online tool that will collect this information into a searchable database.

This metaphorical map of stakeholders and resources will be used over the course of the

3.2 RISK/SENSITIVITIES/IMPACT & MITIGATION

Communicating with stakeholders can sometimes carry an element of risk. Individual stakeholders or stakeholder groups may be especially sensitive to different aspects of the outreach plan and its messaging. If possible, these risks, sensitivities, and impacts will be mitigated. This knowledge will be collected and version 2 of this document will contain a Risk and Mitigation table in this section.

4.0 ROLES AND RESPONSIBILITIES

The following describes the roles and responsibilities for the execution of the outreach plan.

4.1 CLEAN ENERGY CONNECTOR (CEC)

The CEC is charged with general implementation of the outreach plan with oversight from the Resilience Coordinator and Green Bay DPW's Utility Manager. Responsibilities include but are not limited to:

- Developing implementation strategy for reaching stakeholders through appropriate communications channels.
- Developing, ensuring, and executing delivery of consistent and accurate information.
- Writing (or reviewing and editing, as appropriate) communications materials.
- Responding to inquiries from stakeholders appropriately.
- Creating and maintaining informational resources, including website and printed materials.
- Proactively and passively collecting information relevant to achievement of goals.
- Reporting as required.

4.2 RESILIENCY COORDINATOR

The City of Green Bay's Resiliency Coordinator will provide oversight and guidance to the CEC. They will also oversee the budget and other aspects of the EECBG grant.

4.3 PARTNER CONNECTORS

In addition to working with external allies like Wisconsin Conservation Voters and the Green Bay Sustainability Commission, over the course of the campaign, CEC will look for partner connectors to help facilitate engagement within specific stakeholder communities.

5.0 NECESSARY ELEMENTS

To be successful, the outreach plan will require the following elements:

5.1 Involved Leadership and Internal Stakeholders

Regular opportunities for CEC and Resiliency Coordinator to meet with leaders and other stakeholders to maintain an ongoing dialog about the electrification campaign, expectations, goals, and opportunities. Further, since the city is highly interconnected, CEC will need to maintain active relationships with key stakeholders.

5.2 Deliverer and Receiver Alignment

The unique characteristics and motivations of diverse stakeholder groups must be recognized and understood for effective communication.

5.3 Effective Feedback Mechanisms

Two-way dialog with stakeholders internally and externally.

5.4 Credibility, Consistency, and Frequency of Messaging

- To be credible, accuracy is paramount, and communicators must be accountable for mistakes.
- Messaging must be consistent and focused.
- Messaging must be highly visible and frequent.

5.5 Branding

Working with IT, the Document Center, and other internal stakeholders, CEC will develop specific branding standards, logos, etc. to create an identity for the public campaign. The goal of the branding will be to maintain aspects of the city's identity while being sufficiently distinct to:

- Feel new, exciting, and different
- Provide visual cohesion to the disparate elements of the public campaign making them recognizable as a whole.

These branding elements will be used in press releases, reports, websites, printed and digital newsletters, briefs, posters, documents, t-shirts, and other communications products.

6.0 NARRATIVES, CONTENT, & LANGUAGE

6.1 NARRATIVES

Narratives refer to the stories that the public campaign will be telling. These stories will be conveyed both linguistically and visually. The ‘content’ of the campaign (programs, incentives, initiatives, scenarios, etc.) will reference and support the following narratives:

Narrative 1: The clean energy transition is happening now. It’s normal. Your neighbors are doing it. The City of Green Bay is onboard.

Narrative 2: Clean energy will save you money, make the air cleaner, our community more resilient, our nation more secure, and help mitigate climate change for our children.

Narrative 3: Federal and state tax credits, incentives, rebates, and programs exist to help you make the transition. The City of Green Bay is here to help.

These narratives make use of several of Dr. Robert Cialdini’s principles of influence: reciprocity, authority, social proof, and commitment. Reciprocity is the idea that by giving something—whether a good or service—the giver is establishing a reciprocal bond that creates an opening for persuasion. Commitment is similar. When someone makes a small commitment, they become open to making larger commitments. Social proof, which is the core of Narrative 1, is reinforcing new ideas by showing that trusted individuals support them. Finally, the City of Green Bay is establishing itself as a source of trusted information and authority.

6.2 CONTENT

6.2.1 Quality Standards and Accessibility

High standards for written and visual content will be maintained. To help ensure quality, accuracy, and consistency, CEC will attempt to get at least two sets of eyes on material created or used by the campaign.

Accessibility is an important value and a valid concern for online communication. As a local government, the City of Green Bay has a responsibility under the Americans with Disabilities Act (ADA) to communicate effectively with people with communication disabilities. In the current context, this is chiefly a concern for online communication. The World Wide Web Consortium, the nonprofit that maintains internet standards, has released a set of web standards for accessibility that has been adopted by the ADA.

To ensure that information is available to as many people in the community as possible, all written materials will be translated into Spanish, Hmong, and Somali.

6.2.2 Scope

Building efficiency and electrification, broadly speaking, will be the dual focus of the campaign. Topics will include programs, incentives, and information on installing more efficient ~~and~~ electric appliances and equipment that can ~~help~~ lower energy bills and improve indoor air quality. Additionally, incentives for renewable energy and electric vehicles will be promoted. The outreach campaign will not be strictly limited to those topics. It is anticipated that members of the public will be interested in other topics, including Green Bay's Clean Energy Plan and related policy initiatives. It is natural that some of these be conveyed through the communications channels that CEC will be developing. Additionally, 'pull' information resources, like webpages, will be developed to inform the public about these topics.

6.2.3 Content Types

Execution of the current outreach plan will involve the following content types and more:

- Factsheets on renewable energy programs and incentives. These will be stored in a database so that this information can be used in multiple ways.
- Informative pieces on renewable energy, energy efficiency, common scenarios, City of Green Bay policies and initiatives, and more.
- Blog posts tied to events, Clean Energy Ambassadors, and other "hooks."
- Photos that illustrate the clean energy transition in Green Bay.
- Illustrated visuals as needed.
- Hands on experiences at public events.

6.3 LANGUAGE

The issues of renewable energy, energy efficiency, electrification, and climate change are viewed by some as political. While the reasons for that are outside the scope of the current document, it must be noted that even lightbulbs can be turned into a political hot button. It is an objective of this outreach plan that it be seen as 'apolitical' and that these kinds of discussions be avoided. To minimize this risk, the campaign will:

- Ensure that all statements and claims are fact checked and sources cited.
- Use the language of science, avoid language that can be viewed as 'politically charged.'
- Continue to research best practices in public outreach on clean energy topics and, to a lesser extent, climate change.

6.4 PATHWAYS AND SCENARIOS

Multiple theories within behavioral and social science support the idea that people are more likely to change their behavior or follow through with a process when they can clearly visualize the 'pathway' towards the completion of that behavior. The Rocky Mountain Energy Star campaign, which led to explosive growth in Energy Star certified home building in Utah, made extensive use of the Social Cognition Model (SCM). SCM posits that people need to feel they have control over their behavior, motivation, and social environment. This sense of control is learned by observing social norms and developing new skills. From the standpoint of a public outreach campaign, this would mean presenting a series of steps that can be followed that reinforce the belief that the new behavior is worth the cost (Keller, S., et al, 2020). This approach has also been studied by Todd Rogers of the Harvard Kennedy School who researched the impact of having voters establish "voting plans" on voting behavior. This was found to be two times more effective than typical campaign techniques, especially when followed by a series of 'nudges' (Nickerson, D.W. and Rogers, T., 2010). While the electrification campaign that is the concern of this document, is not related to electoral politics, it is a safe assumption that similar principles apply. Finally, in its white paper on the role of municipalities in clean energy campaigns, the ACEEE recommends presenting actionable information in a series of a la carte, incremental, and feasible steps (Mackres, A., et al, 2012). Obviously, the first step cannot be a \$30,000 solar PV system.

For the reasons outlined above, the campaign will present a series of 'pathways' in the form of common scenarios. These might include:

- What are some easy ways to get started with energy efficiency?
- Considering a remodel? Here are some things that should be on your radar.
- My furnace is due for an upgrade, what exactly is a heat pump?
- How can I electrify my business?
- I'd like my next car to be an EV, what should I do?
- I love the idea of rooftop solar, but it seems out of reach...
- Let's talk about the "building envelope."

These scenarios will present clear, relatable information in a series of steps. The presentation will include visual elements that can serve as a series of prompts in a one-on-one interaction. A visual presentation will also be engaging online content.

7.0 COMMUNICATION METHODS, CHANNELS, and RELATIONSHIPS

This outreach plan proposes five communications methods. These are: online communication, distribution of printed materials, personal interaction, use of traditional news media, and community partnerships and initiatives.

Most of these methods function as both “push” and “pull” forms of communication. For example, information may be pushed to constituents via online communication or constituents may pull information from online platforms. Both approaches are important and must be considered in the plan.

7.0.1 Guiding Principles

Every attempt will be made to engage with individuals and organizations through the most appropriate method and channel. Too much emphasis on a particular method or channel will exclude important stakeholders. To the greatest extent possible, materials will be communicated in English, Spanish, and Hmong. Further, CEC will follow Web Content Accessibility Guidelines (WCAG-AA) as required by the ADA while maintaining consistency with City branding standards.

7.0.2 Paid Communication

Some communication channels listed below involve paid advertising that may be costly. However, some of these advertising channels can be approached as free PSAs through relationships or in partnership with local nonprofits. CEC will work towards developing these opportunities to extend the reach of the campaign.

7.1 ONLINE COMMUNICATION

7.1.1 Website

A website will be developed that will be the primary instrument for carrying out the outreach plan’s online communication strategy. It will have three primary functions:

- 1.) to serve as an information resource about renewable energy, energy efficiency, the city’s Clean Energy Plan, and relevant initiatives and policies.
- 2.) to connect individuals and organizations with incentives and programs that are relevant to them.
- 3.) to collect information about individuals and organizations interested in or involved with renewable energy projects.

Necessary elements:

- **Blog.** The website will need a blog to serve as the starting point for the POSSE model. POSSE stands for “Post On (your) Site, Syndicate Everywhere.” Online communication will begin as a blog post with a persistent and controllable permalink. This will then be reposted to any social media and other online channels as appropriate. These posts may be reused as email newsletters. This approach ensures consistency of messaging across multiple channels, a permanent link, and a pathway to bringing users back to the website.
- **URL.** A standalone, easy to remember URL will be easier to promote.
- **Database.** Information about programs and incentives will be stored in a searchable and filterable database. Printed materials can also be made with this database information using pre-formatted templates.
- **Data collection.** A form will be created that will allow users to enter their information. Entering this information will be required for any one-on-one assistance. **However, it will not be required to access the information.** The act of “opting in” will enter the user into a prize drawing. Prizes will be low-cost things that only the city is capable of offering. Collecting this information will be beneficial for grant reporting, understanding the interests of users, and for creating relationships that can be used for reinforcing Narrative 1 (the clean energy transition is happening, your neighbors are doing it).

The following flow diagram illustrates how the website will function.

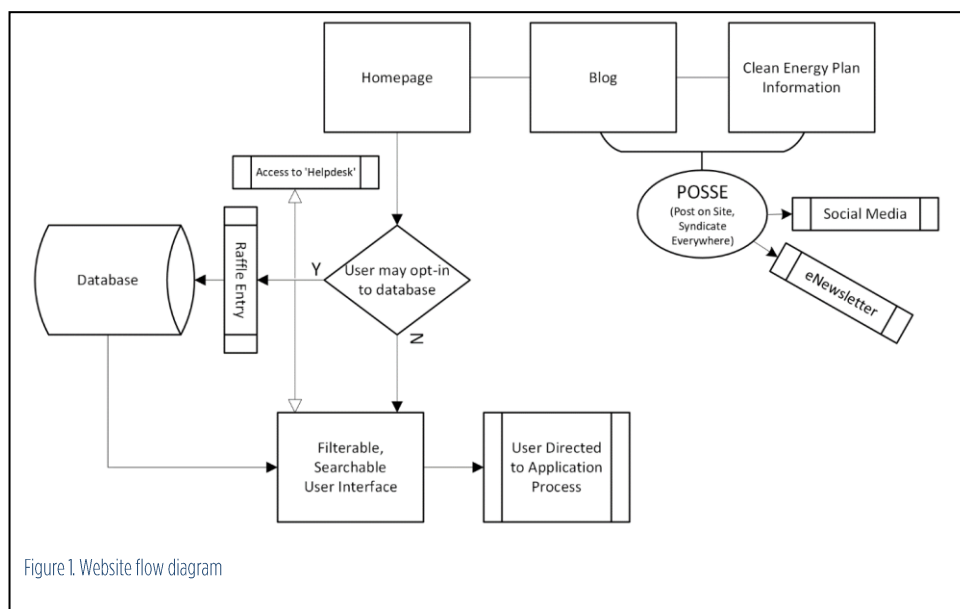


Figure 1. Website flow diagram

7.1.2 Email newsletter

Email newsletters will be sent as appropriate, typically with announcements, case studies, and other non-periodic types of information. Email newsletter subscription will be made available via the website and at in-person events.

7.1.3 Social Media Posts

Social media posts will originate as blog posts. They will be 'self-contained' to a point, but will link back to the blog, driving traffic to the website. Effective social media marketing requires frequency. This aspect of the outreach plan requires further discussion by internal stakeholders.

7.1.4 Social Media Advertising

Social media advertising can be a channel for targeting specific demographics with topical information. However, it is less powerful in 2024 than it has been in the past. In order to be effective, social media advertising spending needs to be carefully considered.

7.1.5 YouTube and Video Content

Where opportunities exist to create simple video content, these might be pushed out via YouTube, Instagram, Facebook, and other channels. The City of Green Bay has a presence on Facebook, 1,000 subscribers on YouTube and 2,800 on Instagram. The City's Department of Public Works also has a substantial following.

7.2 PRINTED MATERIAL

The following forms of printed materials may be used based on available time and budget:

7.2.1 Brochures and/or rack cards

An informational brochure will be designed and produced for distribution at events, through 'information centers,' and through partner organizations.

7.2.2 Posters

At the outset of the public campaign, a collection of posters will be designed and hung throughout the city announcing the campaign. It is a truism that for a message to connect with the audience, it must be seen three times. Posters in shop windows and in other public places will reinforce the message. Well-designed posters stay up for a long time.

7.2.3 Green Bay Metro Bus Ads

Green Bay city bus ads circulate throughout the city creating a mobile advertising platform that will be seen by thousands of Green Bay residents. Ads inside of the bus

are free to city departments. However, there is no “inside” pricing for ads on the exterior of the bus and these must be reserved months in advance.

7.2.4 Advertising Billboards

Billboards are highly visible but cost prohibitive. However, if an opportunity arises, they are an impactful form of visual communication.

7.2.5 Postcard Mailings

Postcard mailings are a highly targeted form of printed material.

7.2.6 Newspaper Inserts

The main advantage of newspaper inserts is that they can convey a lot of information. If well designed, they can be pulled out and serve as a resource for months or even years. Inserts may be cost prohibitive.

7.2.7 Informational Briefs

These would take two forms:

1. **Scenario Briefs.** “I am a homeowner who would like to install rooftop solar.” “I am a small business owner interested in installing EV chargers.” These briefs would respond to common scenarios with topical information and available incentives.
2. **Program/Incentive Brief.** Using the database, a one-page factsheet will be generated automatically for each program or incentive. These would be downloadable as PDFs or easily shared digitally.

7.3 PERSONAL INTERACTION

The following channels of personal interaction are proposed:

7.3.1 Speaking engagements at community events, meetings, and other occasions

CEC will develop a “talk” and PowerPoint presentation that will convey information about the clean energy transition, the city’s clean energy goals, the IRA, other incentives, and anything else of relevance to external stakeholders. CEC will be available for community events, meetings, and any other gatherings of people.

7.3.2 Presence at community events, meetings, and other venues

CEC will develop materials and displays for presenting information from behind a table at farmers markets and other community events. Ideally, one of these displays will have moving parts that run on solar energy in order to grab attention.

7.3.3 Planning and hosting events

Events will be planned and hosted by CEC and other stakeholders to focus attention on the campaign and other city initiatives. These will be centered on particular dates, events, and themes; examples might include Green Bay Neighborhood Association monthly meetings, Pop-Up City Hall, Farmers Markets, Arbor Day, the First Day of Winter, etc.

7.3.4 Parade Floats

The City's Holiday Parade may be an opportunity to distribute information and energy efficient products.

7.3.5 Canvassing

Partnerships with organizations like Wisconsin Conservation Voters can help facilitate canvassing opportunities.

7.3.6 “Helpdesk” Services

The CEC will be available to members of the public to help provide general information about programs and incentives. CEC will respond to emails and phone calls promptly and in an appropriate fashion. These services will be logged for grant reporting purposes.

7.3.7 Contacting Business Owners and Nonprofits directly

CEC can approach business owners and nonprofits in person to provide information. “Business districts” can be mapped and divided into efficient routes for delivering information in person. Submitting newsletter articles to BIDs, Chamber of Commerce, Neighborhood Associations.

7.4 TRADITIONAL MEDIA

Traditional media includes newspapers, magazines, broadcast outlets (radio and tv), and podcasts (which are now roughly 20 years old).

7.4.1 Earned media

CEC will seek to recognize and create opportunities for the news media to discuss the City's Clean Energy Plan, the IRA and its tax provisions, successful renewable energy and energy efficiency projects, and other relevant things that reinforce the message.

7.4.2 Op-Eds and guest columns

CEC will seek to place bylined op-eds and guest columns in local newspapers and magazines. These can be written by CEC and other internal stakeholders. Local

publications include the Green Bay Press-Gazette, the Green Bay Press Times, and The Business News.

7.4.3 Clean Energy Ambassadors

“Clean Energy Ambassadors” will be identified. These will be community members who have benefited from tax provisions and other incentives and successfully completed projects. CEC will seek to push their stories through traditional media and other communication methods.

7.4.4 Television Ads

Local television stations may be willing to broadcast 15 second ad spots for free. If, for some reason, the City is not able to do this, then this may be achieved through partnership with local nonprofit organizations.

7.5 COMMUNITY PARTNERSHIPS & INITIATIVES

CEC will seek to form partnerships with internal departments and external community groups, nonprofits, businesses, and other organizations with the intent of finding ways of amplifying the campaign’s message across other groups’ communications channels and activities.

7.5.1 Internal Partnerships

The City of Green Bay and the Oneida Nation are very large organizations with many departments, divisions, and programs. Most, if not all, communicate directly with the public. CEC will look for opportunities to work with other departments to share information with the public. Examples include utility bill messaging, messaging within the Mayor’s State of the City event, Mayor’s monthly newsletter, and working with city parks.

7.5.2 External Partnerships

CEC will reach out to nonprofit housing organizations, trade associations, businesses, organized neighborhood groups, cultural organizations, etc. looking for opportunities to help organizations achieve their own clean energy goals and to collaborate. For example, NeighborWorks (a nonprofit organization that works in affordable housing) has already agreed to help distribute information.

7.5.3 Community Initiatives

There are some excellent models for community initiatives. Los Angeles and Atlanta, for example, have created their own versions of the Department of Energy’s Better Buildings Challenge. This is a challenge to their local business and nonprofit communities to set energy usage goals for their facilities and to implement systems for tracking energy consumption. These programs create opportunities for public recognition and a framework for organizations to achieve measured energy goals. This

form of public recognition would help to reinforce Narrative 1 (“The Clean Energy Transition is happening. Your neighbors are doing it.”) and provide an opportunity for the business and nonprofit community to show civic leadership. Other initiatives could be targeted at residents and other stakeholders.

7.6 RELATIONSHIPS BETWEEN COMMUNICATION METHODS AND CHANNELS

Communication methods and channels are interrelated. For example, personal interactions and community partnerships will create synergies that can be pushed to traditional media, then posted on the campaign’s blog and social media channels. Feedback will be generated that will be useful for evaluating the effectiveness of the campaign. New information will be learned that will inform the campaign, leading to iteration and improvement. The following diagram is intended to show the relationships between methods.

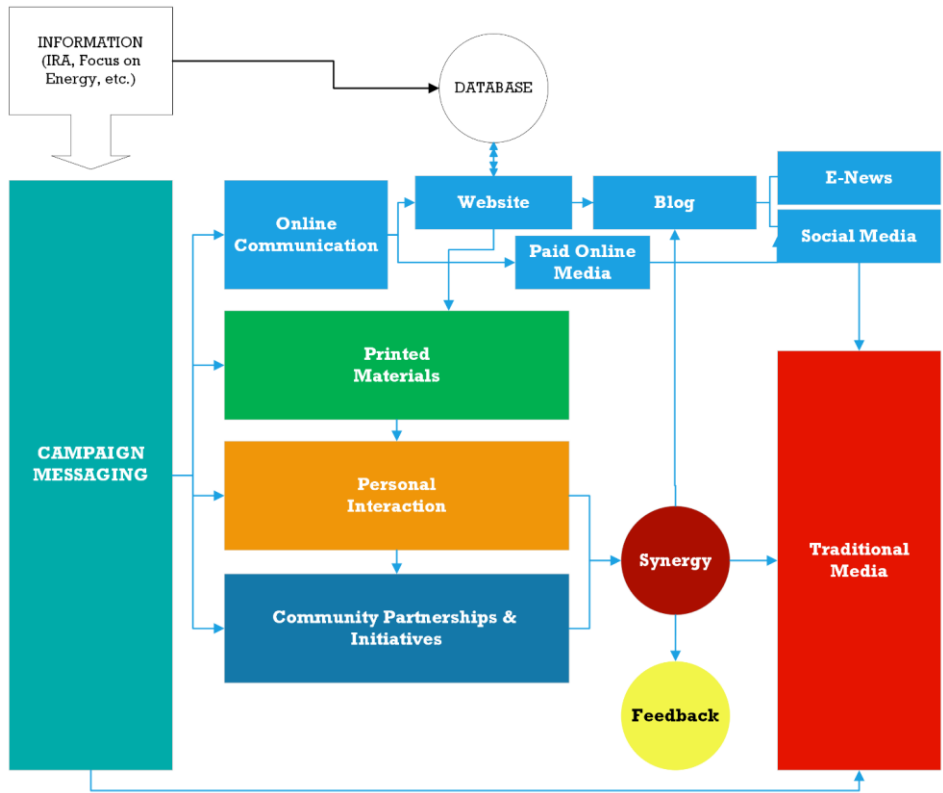


Figure 2. Relationships between communication methods and channels

7.7 TIMELINE

The following timeline runs through the end of 2024 and is intended to provide a sketch of how the above communications methods and channels will be deployed through December 2024. The holiday season merits special consideration because it both provides novel opportunities for outreach and also can be an obstacle.

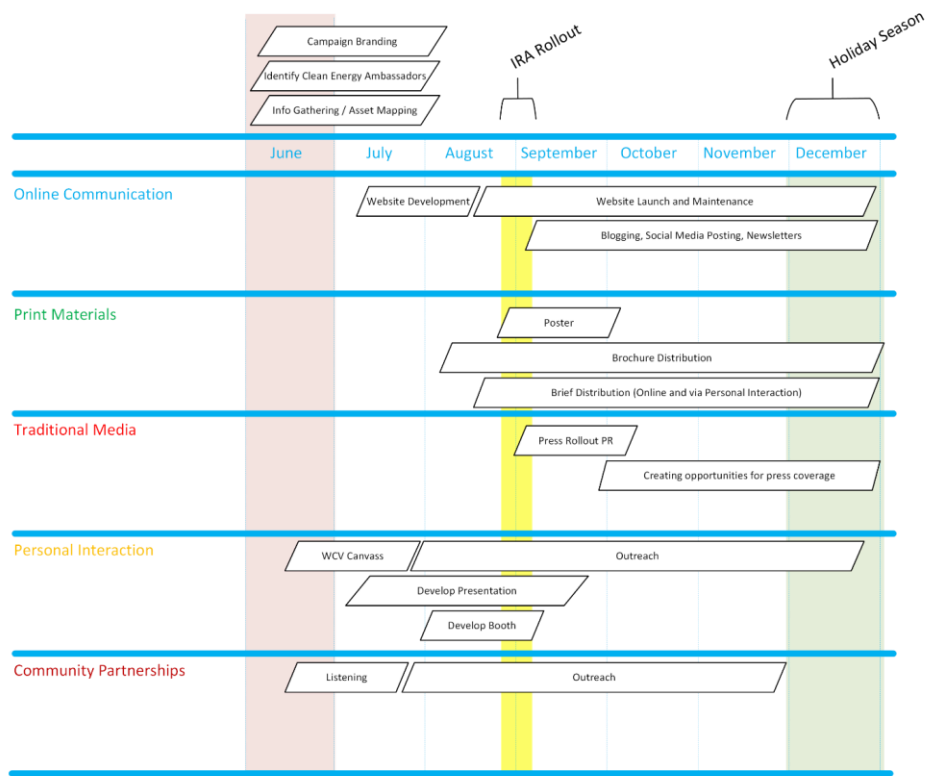


Figure 3. Electrification Campaign timeline through December 2024

8.0 EVALUATION & ITERATION

To be successful, an outreach plan must have a system in place to assess its impacts, review performance measures, and evaluate how it might be improved. To that end, the following information will be tracked:

1. The number of impressions for each outreach activity, method, and channel.
2. Phone calls and email inquiries from community members. Both quantitative and qualitative information will be recorded.
3. The number and types of successful projects that can be traced to outreach efforts. And, if possible, the reduction in carbon emissions and other measures with which these can be credited.
4. Any and all feedback, whether solicited or volunteered.

These will be reviewed on a regular basis with an eye toward iterative improvement.

WORKS CITED

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Mackres, A., Alschuler, E., Stitely, A., and Brandt, E., (2012). "The role of local municipalities and community based organizations as energy efficiency implementation partners: case studies and a review of trends," *ACEE and EESP*. Available at <https://static1.squarespace.com/static/59e749467131a5e036c15d82/t/5aa0410a9140b7948f0ea7d6/1520451851620/Local-EE-Implementation.pdf>.

Nickerson, D.W. and Rogers, T., (2010). "Do you have a voting plan?: Implementation intentions, voter turnout, and organic plan making," *Journal of Psychological Science*, Vol. 21, No. 2, 2010. <https://doi.org/10.1177/095679760935932>

Detail Summary of Projects Issued

6/1/2024 to 6/30/2024

Proj #	Address	Owner	Applicant	Fees Paid	Estimated \$	Status
116521	1128 LAKE LARGO DR..21-8441 [1-101 - Residential - New - Single Family House]	LARGO RIDGE DEVELOPMENT LLC		\$1,078.66	\$300,000.00	Pending
116364	1703 GROSS AV..1-2379 [2-434 - Residential - Alteration - 1 -2 Family House] FINISH BASEMENT - BASMENT NOT APPROVED FOR A SLEEPING AREA	SCHUTT PROPERTIES LLC		\$235.75	\$5,000.00	Pending
116469	3003 OPEN GATE TR..6H-2689 [2-434 - Residential - Alteration - 1 -2 Family House]	MICHELLE LYNN & KENDALL SONTAG		\$50.00	\$6,000.00	Closed
116490	1803 EAST SHORE DR..21-1109 [2-434 - Residential - Alteration - 1 -2 Family House]	JOYCE J FRUHMANN		\$75.00	\$9,500.00	Pending
116496	1525 ROCKDALE ST..6-1049 [2-434 - Residential - Alteration - 1 -2 Family House] BATHROOM REMODEL & NEW LAUNDRY ROOM	JON L & BETH A MUELLER		\$175.00	\$30,000.00	Pending
116505	1157 GRIGNON ST..17-186 [2-434 - Residential - Alteration - 1 -2 Family House]	LARS K & DANIELLE L LARSON LIVING TRUST		\$205.00	\$20,000.00	Pending
116507	1609 FRANZ AV..21-1949 [2-434 - Residential - Alteration - 1 -2 Family House]	TROY L & ROXANNE M MITCHELL		\$205.00	\$20,000.00	Pending
116508	131 PURPLE SAGE DR..21-8159 [2-434 - Residential - Alteration - 1 -2 Family House]	JEFFREY P & SHANNON L ZORR		\$339.58	\$75,000.00	Pending
116587	1741 DECKNER AV..21-1207 [2-434 - Residential - Alteration - 1 -2 Family House]	AURORA HEALTH CARE INC		\$50.00	\$23,857.00	Pending
116645	519 N BROADWAY..5-896 [2-434 - Residential - Alteration - 1 -2 Family House] REPAIR EVES,OSB, SIDING . REMOVE FLOOR PATIO & REPLACE DOOR W/ WINDOW. NEW FRONT DOOR	519 LLC		\$80.00	\$6,700.00	Pending
116681	1491 SERVAIS ST..6-303-K [2-434 - Residential - Alteration - 1 -2 Family House] REMODELING MAIN FLOOR AND BASEMENT. NEW KITCHEN. ADD SHOWER IN BASEMENT. ADD BEDROOMS IN BASEMENT.	KINGS OF THE NORTH LLC		\$373.46	\$65,000.00	Pending
116691	2596-2598 PARKWOOD DR..6H-2710 [2-434 - Residential - Alteration - 1 -2 Family House] UPDATING DUPLEX W/ NEW BATHROOMS/KITCHENS - INTERIOR UPDATING	CMW LLC		\$510.00	\$24,000.00	Pending
116692	1745 S NORWOOD AV..1-1139 [2-434 - Residential - Alteration - 1 -2 Family House] REPOUR DRIVEWAY GARAGE AND REPLACE UPSTAIR DOOR WITH A WINDOW	HC3 PROPERTIES LLC		\$105.00	\$5,000.00	Pending
116729	1320 CREEKSIDE LN..21-5573 [2-434 - Residential - Alteration - 1 -2 Family House]	CHAO XIONG, ETAL		\$50.00	\$8,708.92	Pending
116738	517 SCOTT DR..6-2525 [2-434 - Residential - Alteration - 1 -2 Family House] BATHROOM REMODELS	BENJAMIN ZIEMENDORF		\$225.00	\$52,000.00	Pending

116745	900 SHEA AV..18-122 [2-434 - Residential - Alteration - 1 -2 Family House]	KATIE & MICHAEL MOSS	\$150.00	\$9,000.00	Closed
116755	2660 APPIAN WAY..21-3342 [2-434 - Residential - Addition - Single Family House] NEW BEDROOM	RYAN W & SHAD STEWART	\$280.00	\$85,000.00	Pending
116756	831 ROY AV..18-1403 [2-434 - Residential - Alteration - 1 -2 Family House] ROOF SHEATHING REPAIRS ON 3 SEASONS ROOM	ELIZABETH J SCHROEDER	\$50.00	\$500.00	Pending
116810	414 S JACKSON ST..14-497 [2-434 - Residential - Alteration - 1 -2 Family House]	TORRES PROPERTIES LLC	\$1,152.88	\$18,861.00	Pending
116840	714 N LOCUST ST..6-1597 [2-434 - Residential - Alteration - 1 -2 Family House] FIRE DAMAGE REPAIRS - REPAIR AND REMODEL ALL FLOORS. PARTIALLY FINIHED BASEMENT. REPAIR DAMAGED ROOF.	CHELSIE L WENDRICKS	\$536.50	\$148,266.28	Pending
116858	1854 ST AGNES DR..6-3049 [2-434 - Residential - Alteration - 1 -2 Family House] FINISH BASEMENT	LEAH & DONALD GOLDSBURY	\$282.14	\$30,000.00	Pending
116908	1560 CAREFUL DR..6-1027-32 [2-434 - Residential - Alteration - 1 -2 Family House] REPAIR ROOF DAMAGE ON EAST SIDE OF HOUSE. EXPAND BATHROOM - NEW SHOWER AND ALUNDRY	JACOB J & ALYSSA J FIDLER	\$205.00	\$45,000.00	Pending
117036	718 10th AV..2-446 [2-434 - Residential - Alteration - 1 -2 Family House] UPDATING OUTLETS, INSULATION, AND DRYWALL ON MAIN FLOOR	CHARLES H & SHERI L DELARUELLE	\$100.00	\$7,000.00	Pending
116547	205 DEER SHED TRAIL..21-8545 [3-103 - Residential - New - 2 Family House (Duplex)] SEE PROJECT #116805 FOR PAYMENT DETAILS	K PARTY LLC	\$0.00	\$1,066,000.00	Pending
116805	207 DEER SHED TRAIL..21-8544 [3-103 - Residential - New - 2 Family House (Duplex)] OTHER SIDE IS PROJECT #116547	K PARTY LLC	\$1,969.44	\$1,066,000.00	Pending
116555	1327 S BROADWAY..1-936-A [4-438 - Residential - Alteration - Garage or carport or Shed] CONCRETE REPAIRS TO DRIVEWAY AND GARAGE FLOOR	APOLONIO & TANIA AGUIRRE	\$50.00	\$2,550.00	Pending
116766	840 8th ST..1-554 [4-438 - Residential - Alteration - Garage or carport or Shed] Andrew Geiwitz <a.geiwitz@gmail.com>	ALESHA & ANDREW GEIWITZ	\$150.00	\$40,000.00	Pending
116020	1102 S JACKSON ST..16-193 [5-1 - Certificate of Occupancy- (Residential)]	CHARLES & CHEENOUNG DUPEE	\$180.00	\$20,000.00	Pending
116295	380 BADER ST..21-1179-4 [7-1 - Deck, Porch, Patio, Ramp (Residential)]	CELINA VERAMENDOZA, ETAL	\$50.00	\$1,000.00	Pending
116354	1748 GROSS AV..1-2365 [7-1 - Deck, Porch, Patio, Ramp (Residential)] DECK/PATIO	PAULA NEYRINCK	\$50.00	\$1,000.00	Closed
116509	629 ABRAMS ST..21-2634 [7-1 - Deck, Porch, Patio, Ramp (Residential)]	AGUSTINA & ABEL BALBUENA GARCIA	\$50.00	\$2,500.00	Pending
116579	1333 HANNAH ST..3-1324 [7-1 - Deck, Porch, Patio, Ramp (Residential)] PATIO	ANA DELMY CURIEL	\$50.00	\$2,000.00	Pending
116618	832 15th AV..2-14 [7-1 - Deck, Porch, Patio, Ramp (Residential)] 14x14 DECK	JENNIFER J PISCHKE	\$100.00	\$11,000.00	Closed
116725	1444 S ONEIDA ST..1-393-A	CYNTHIA J DEGROOT	\$75.00	\$600.00	Pending

[7-1 - Deck, Porch, Patio, Ramp (Residential)] WOODEN WHEELCHAIR RAMP

116734	1151 EMILIE ST..17-151	JOHN L & DONNA L KING JOINT REVOCABLE TRUST	\$100.00	\$8,900.00	Closed
[7-1 - Deck, Porch, Patio, Ramp (Residential)]					
116814	527 S ASHLAND AV..2-279	CG1 LLC	\$75.00	\$2,700.00	Pending
[7-1 - Deck, Porch, Patio, Ramp (Residential)] STABILIZE AND REPAIR FRONT PORCH					
116823	2852 OGDAN WOODS DR..6H-4128	RACHELLE BETH SCHROEDER	\$50.00	\$1,700.00	Pending
[7-1 - Deck, Porch, Patio, Ramp (Residential)] PATIO					
116845	1039 ELMORE ST..5-308	BONNIE R SCRAY	\$100.00	\$1,273.34	Pending
[7-1 - Deck, Porch, Patio, Ramp (Residential)]					
116940	1749 S ONEIDA ST..1-2266	CHANCE PROPERTIES LLC	\$50.00	\$1,900.00	Pending
[7-1 - Deck, Porch, Patio, Ramp (Residential)] DETACHED PERGOLA					
116444	1634 LOUISE ST..21-1334-17	BRIDGET GERLIKOVSKY	\$100.00	\$52,725.00	Pending
[9-645 - Raze - Building or Structure (Residential)] 24x38					
116772	410 N ASHLAND AV..5-1043	SAMUEL EVERETT CHRISTIAN DUNLOP	\$50.00	\$85,000.00	Pending
[9-649 - Demolition - Interior (Residential)]					
115884	2804 FINGER RD..21-148-2	DANIEL J VANDERLOOP	\$50.00	\$20,000.00	Pending
[11-1 - Driveway Replacement and/or Expansion (Residential)]					
115940	112 N IRWIN AV..14-219-B	SHANE M THEISEN	\$50.00	\$2,000.00	Closed
[11-1 - Foundation Repair (Residential)]					
116192	1722 AMY ST..21-2542-K-25	LUZ MARIA MACIEL VELAZQUEZ	\$100.00	\$6,000.00	Pending
[11-1 - Garage/Carport/Shed (residential)]					
116218	584 AURORA DR..21-4873	LINDA A & JOHN J STONE	\$75.00	\$8,708.00	Pending
[11-1 - Garage/Carport/Shed (residential)]					
116294	3530 NICOLET DR..22-44-9	JON & GIOVANNA ODONAHUE	\$225.00	\$320,000.00	Pending
[11-1 - Swimming Pool (Residential)] 40'x16' FIBERGLASS POOL WITH SURROUNDING 1875 SQ FT CONCRETE PAVERS. 14'x16' OPEN AIR, GAZEBO WITH 8'x16' CLOSED STORAGE AREA					
116297	336 NORTHERN AV..5-353	BRIAN R & KAREN A BASINSKI	\$50.00	\$3,882.62	Pending
[11-1 - Fence (Residential)] FENCE					
116335	1130 S BAIRD ST..17-585-A	RODNEY W DEQUAINE	\$50.00	\$5,600.00	Pending
[11-1 - Driveway Replacement and/or Expansion (Residential)]					
116363	2731 EAST SHORE DR..21-1168	BRADLEY A & SUSAN M VANPAY REVOCABLE TRUST	\$100.00	\$3,000.00	Pending
[11-1 - Driveway Replacement and/or Expansion (Residential)]					
116384	978 ELMORE ST..5-1292	TYLER ANTEPENKO	\$50.00	\$21,760.00	Closed
[11-1 - Foundation Repair (Residential)] ALSO CHECKING BACK PLASTER FOR CRACKS					
116386	909 CHERRY ST..9-116	GINA M GREATENS	\$50.00	\$5,000.00	Pending
[11-1 - Driveway Replacement and/or Expansion (Residential)]					
116387	1547 HAROLD ST..19-668	MVKAYLA DEBAUCHE	\$50.00	\$3,000.00	Pending
[11-1 - Foundation Repair (Residential)]					

116389	561 SUNRISE CIR..21-2913 [11-1 - Fence (Residential)]	KYLE J & CAITLYN Q TIELENS	\$50.00	\$1,700.00	Pending
116406	1786 FIESTA LN..21-820-M-19 [11-1 - Driveway Replacement and/or Expansion (Residential)]	NOE VERA, ETAL	\$50.00	\$2,500.00	Pending
116417	3478 FAGERVILLE WY..22-1976 [11-1 - Garage/Carport/Shed (residential)]	SARAH J & MARCUS R WEDEWARD OR RUH, ETAL	\$50.00	\$6,500.00	Pending
116436	323 MICHELLE CT..21-6359 [11-1 - Swimming Pool (Residential)]	DANIEL L & SAMANTHA A LAVIOLETTE	\$200.00	\$7,500.00	Pending
116441	927 GALLAGHER ST..18-760 [11-1 - Fence (Residential)] FENCE	STEELE & CASSIE SCHRIVER	\$50.00	\$2,000.00	Pending
116443	2057 HILLVIEW DR..21-1896 [11-1 - Driveway Replacement and/or Expansion (Residential)]	APOLONIO & ANA FRANCISCA SANCHEZ GONZALEZ	\$50.00	\$8,000.00	Pending
116449	2488 ROBINSON AV..21-3264 [11-1 - Fence (Residential)]	RAMIRO SIERRA	\$50.00	\$1,500.00	Pending
116492	905 REGENT LN..21-3026 [11-1 - Fence (Residential)] 50 FT LONG, 6 FT HIGH	ALEJANDRO GUEVARA TERRERO	\$50.00	\$5,000.00	Pending
116493	3045 COLLEEN DR..21-1111-D-222 [11-1 - Fence (Residential)]	ALYSSA R & ALEXANDER D DOHERTY	\$50.00	\$4,108.00	Pending
116500	905 CHANCELLOR LN..21-3005 [11-1 - Fence (Residential)]	JEFFREY S & JULIE K SARVER REVOCABLE TRUST OF 2021	\$50.00	\$3,100.00	Closed
116503	2580 RADINZ RD..21-5164 [11-1 - Garage/Carport/Shed (residential)]	ADAM D & JAMIE K FRIZZO	\$50.00	\$5,900.00	Pending
116514	1147 HIGHVIEW LN..6-659 [11-1 - Foundation Repair (Residential)] INSTALL DRAIN TILE & WINDOW DRAIN	TAYLOR J KRUMREI	\$50.00	\$4,300.00	Pending
116516	1753 FIESTA LN..21-1110-M-107 [11-1 - Driveway Replacement and/or Expansion (Residential)] SLAB WIDTH TO CHANGE NEXT TO GARAGE TO 9 FT WIDE ALONG GARAGE TO MAINTAIN SETBACK	XIONG MOUA, ETAL	\$50.00	\$5,400.00	Pending
116518	1220 MEACHAM ST..1-1656 [11-1 - Garage/Carport/Shed (residential)] DETACHED GARAGE	JAMES M TREPTOW	\$100.00	\$30,000.00	Pending
116526	498 WINDROSE CT..21-7168 [11-1 - Garage/Carport/Shed (residential)]	HANNA & ANTHONY BOURASSA	\$50.00	\$8,000.00	Pending
116545	1667 DEBRA LN..21-1111-P-20 [11-1 - Fence (Residential)]	SILVIA & SAMUEL RUIZ MONRROY	\$50.00	\$3,500.00	Pending
116549	3373 PAULA ST..22-2179 [11-1 - Driveway Replacement and/or Expansion (Residential)]	BRYAN T & KRISTIN N K NUTTER	\$50.00	\$5,000.00	Pending
116552	2041 OAKWOOD DR..6H-3632 [11-1 - Fence (Residential)] PRIVACY FENCE	JENEE F & SOUNTHAVY SANAVONGSAY	\$50.00	\$4,000.00	Pending

116553	1135 13th AV..1-702 [11-1 - Fence (Residential)] 6 FOOT WOOD PRIVACY FENCE	VICTOR LARA CONTRERAS	\$50.00	\$6,000.00	Pending
116554	2479 SUNRISE CT..21-3753 [11-1 - Fence (Residential)]	ANNA M CATALANO	\$50.00	\$4,756.40	Pending
116584	1357 EMILIE ST..17-560 [11-1 - Foundation Repair (Residential)]	THOMAS A BURNS, ETAL	\$50.00	\$8,958.00	Pending
116601	1759 FIESTA LN..21-1110-M-106 [11-1 - Fence (Residential)]	YOUA V & TOU FU YANG	\$50.00	\$11,336.00	Pending
116607	1929 HILLSIDE LN..21-2827-H-18 [11-1 - Fence (Residential)]	NICHOLAS J & KATELYN L DOLEZAL	\$50.00	\$1,200.00	Pending
116610	1255 THORNDALE ST..1-2185 [11-1 - Garage/Carport/Shed (residential)] 22x36 DETACEHD GARAGE WITH UPPER PATIO/DECK	TRIPLE S REAL ESTATE PROPERTIES LLC	\$250.00	\$119,400.00	Pending
116617	1749-1751 S ONEIDA ST..1-2266 [11-1 - Foundation Repair (Residential)] FOUNDATION REPAIR, DRIVEWAY, PATIOS, WALKWAYS.	CHANCE PROPERTIES LLC	\$50.00	\$26,306.00	Pending
116622	810 S ASHLAND AV..2-348 [11-1 - Fence (Residential)] REPLACE CHAIN LINK WITH 6 FOOT WOOD PRIVACY FENCE	ALEXA L & DYLAN P DOWRICK	\$50.00	\$8,800.00	Pending
116624	1934 E TELEMAR CIR..6H-4017 [11-1 - Fence (Residential)] 5 FOOT WOOD PRIVACY FENCE	CANDOCE I ZIEGELBAUER	\$50.00	\$26,000.00	Pending
116625	719 10th AV..2-410 [11-1 - Garage/Carport/Shed (residential)] SHED	JENNIFER J NISSEN	\$50.00	\$1,000.00	Pending
116628	1514 GATEWOOD ST..1-2337 [11-1 - Garage/Carport/Shed (residential)]	INA & EVAN & BOBBY & ADAM & XEE LO	\$50.00	\$3,000.00	Pending
116629	479 S HURON RD..21-41-2-1 [11-1 - Fence (Residential)]	DAVID T RIOLO, ETAL	\$50.00	\$7,200.00	Pending
116632	115 O'BRIEN ST..3-1101 [11-1 - Fence (Residential)] 6 FOOT PRIVACY FENCE	JEFFREY S & VICKY L MYERS	\$50.00	\$6,405.00	Closed
116640	1800 S RIDGE RD..6-308 [11-1 - Driveway Replacement and/or Expansion (Residential)]	DANIEL W WILHELM	\$50.00	\$5,560.00	Pending
116641	115 S IRWIN AV..14-246 [11-1 - Garage/Carport/Shed (residential)]	TOMMY A & ANDREA ALICE HERRERA	\$50.00	\$2,000.00	Pending
116642	1022 RAYMOND ST..2-69-C-5 [11-1 - Driveway Replacement and/or Expansion (Residential)] REPLACE/ EXPAND DRIVEWAY AND PATIO	LYNN M DELCHAMBRE	\$50.00	\$9,000.00	Pending
116647	1829 TWELFTH AV..1-2736 [11-1 - Fence (Residential)] 6 FOOT WOOD PRIVACY FENCE	TRINITY LUKASIK	\$50.00	\$3,500.00	Pending
116656	1052 DOUSMAN ST..5-1160 [11-1 - Fence (Residential)] 6 FOOT WOOD PRIVACY FENCE	CHLOE S MEEUWSEN	\$50.00	\$2,500.00	Pending
116659	614 KELLOGG ST..5-1045	DEREK S & CELESTINE M JEFFREYS	\$50.00	\$5,000.00	Pending

[11-1 - Driveway Replacement and/or Expansion (Residential)]

116660	619 ST. JUDE ST..6-2141	JESSE A & LISA JO AYOTTE	\$150.00	\$7,000.00	Pending
[11-1 - Swimming Pool (Residential)] 24'x 53" ABOVE GROUND POOL WITH DECKS AND STAIRS					
116661	1209 ST. AGNES DR..6-1034	TAVIA L SEBERO	\$50.00	\$9,424.00	Pending
[11-1 - Fence (Residential)] FENCE					
116662	3276 SITKA ST..21-7110	KERRIE & JEFFREY CHAPPELL	\$50.00	\$14,703.00	Pending
[11-1 - Fence (Residential)]					
116668	2905 TIMBERLINE CT..6H-3946	PAUL F & JANE M JADIN TRUST OF 2022	\$50.00	\$17,000.00	Pending
[11-1 - Garage/Carport/Shed (residential)] 12X16 SHED					
116687	623 EASTVIEW DR..21-819-38	LEONARD & SHARON THYRION	\$50.00	\$23,957.00	Closed
[11-1 - Foundation Repair (Residential)]					
116697	1594 LOUISE ST..8-626	KAREN M LEBAL	\$50.00	\$70,000.00	Pending
[11-1 - Driveway Replacement and/or Expansion (Residential)]					
116700	426 N ASHLAND AV..5-1039	DAVID & RUBY VASQUEZ	\$50.00	\$21,773.00	Pending
[11-1 - Foundation Repair (Residential)] CHECK OUTSIDE BACK PLASTER FOR CRACKS					
116710	846 9th ST..1-178	JANET M HINKFUSS	\$50.00	\$2,792.28	Pending
[11-1 - Fence (Residential)] FENCE					
116714	1129 S CLAY ST..17-196	DAVID M SCHWEINER, ETAL	\$50.00	\$2,575.00	Pending
[11-1 - Fence (Residential)] 57 FT OF 6FT WOODEN					
116715	1004 LA COUNT RD..6H-1142-1	TODD W & BRANDI A WERY	\$50.00	\$6,000.00	Pending
[11-1 - Garage/Carport/Shed (residential)] 10x12 SHED					
116721	1759 FIESTA LN..21-1110-M-106	YOUA V & TOU FU YANG	\$50.00	\$9,960.00	Pending
[11-1 - Driveway Replacement and/or Expansion (Residential)]					
116724	2644 HILLY HAVEN RD..21-4497	DOUGLAS S EXWORTHY	\$50.00	\$6,500.00	Pending
[11-1 - Fence (Residential)]					
116732	1165 9th ST..1-413	LINDSLEY, CHASE	\$50.00	\$22,937.00	Pending
[11-1 - Foundation Repair (Residential)] REPLACE INTERIOR DRAIN TILE & INSTALL 8 STEEL BEAMS					
116735	1008 HOLZER ST..18-817-B	KRISTOPHER J & KIMBERLY HEALY	\$150.00	\$43,000.00	Pending
[11-1 - Garage/Carport/Shed (residential)] REMOVE AND REBUILD GARAGE AND REPLACE OLD DECK					
116736	913 LINCOLN ST..18-128	TAMARISK EHLERT	\$50.00	\$5,689.00	Pending
[11-1 - Fence (Residential)] 6' CHAIN LINK FENCE					
116753	805 N MAPLE AV..5-12	LINDA L VANNESSKAR	\$50.00	\$2,000.00	Pending
[11-1 - Fence (Residential)]					
116757	842 NICOLET AV..2-742	GAUDENCIO XOLOT COAZOZON	\$50.00	\$2,500.00	Pending
[11-1 - Fence (Residential)] 6 FOOT WOOD PRIVACY FENCE					
116762	2518 HE-NIS-RA LN..6H-1223-3	DAVID V GUBA	\$50.00	\$500.00	Pending
[11-1 - Garage/Carport/Shed (residential)] SHED REPLACEMENT					
Increasing size from 8X10 to 10X10					

116764	1113 SHADOW LN..1-2308 [11-1 - Swimming Pool (Residential)]	JAMBER INVESTMENTS LLC	\$175.00	\$91,489.00	Pending
116769	1261 LAWE ST..14-1190 [11-1 - Driveway Replacement and/or Expansion (Residential)]	BETHANY BRODHAGEN	\$50.00	\$9,974.00	Pending
116774	1009 COLONIAL AV..2-1323 [11-1 - Fence (Residential)] 6 FOOT VINYL PRIVACY FENCE	DONNA M FLAIG IRREVOCABLE TRUST	\$50.00	\$8,900.00	Pending
116788	1149 11th AV..1-220 [11-1 - Driveway Replacement and/or Expansion (Residential)] DRIVEWAY REPLACEMENT	SHAWN T & SHAWNA M VANITEN	\$50.00	\$7,000.00	Pending
116806	1342 WESTERN AV..3-814-B [11-1 - Z - Misc Project Not Listed (Residential)]	SEE LOR	\$50.00	\$1,600.00	Pending
116816	905 N BUCHANAN ST..18-920 [11-1 - Driveway Replacement and/or Expansion (Residential)] REPLACING DRIVEWAY AND WALKWAY. REPAIR CONCRETE STEP	KATHLEEN G STEWARD	\$50.00	\$7,210.00	Pending
116818	1132 DIVISION ST..5-1642 [11-1 - Driveway Replacement and/or Expansion (Residential)]	ROBERT A & CATHY T PHILLIPS	\$50.00	\$5,000.00	Pending
116825	1611 CARROLL AV..1-2113 [11-1 - Driveway Replacement and/or Expansion (Residential)] Replace broken driveway and pieces of sidewalk touching the apron. Also, widen the driveway to the width of the garage.	SETH REED	\$50.00	\$6,500.00	Pending
116828	1177 DIVISION ST..5-869 [11-1 - Foundation Repair (Residential)] FOUNDATION WATER CONTROL AND INSTALL BEAMS ALONG SOUTH WALL	BETH A SHEBESTA	\$50.00	\$12,745.00	Pending
116829	3047 SANDIA DR..6H-2746 [11-1 - Fence (Residential)] 6' WOOD PRIVACY FENCE	CORRINE H MCWEY	\$50.00	\$7,671.39	Pending
116833	1058 ROSCOE ST..1-20-L [11-1 - Driveway Replacement and/or Expansion (Residential)] DRIVEWAY EXPANSION/REPLACEMENT AND WALKWAYS	AMY M PATTERSON	\$50.00	\$3,500.00	Pending
116835	1379 LIBERTY ST..6-1348 [11-1 - Garage/Carport/Shed (residential)] 9x12 SHED	NINA E SMITH-NELL	\$50.00	\$5,000.00	Pending
116837	1216 LOCH DR..6-637 [11-1 - Driveway Replacement and/or Expansion (Residential)] DRIVEWAY EXPANSION	MARY L KELLNER	\$50.00	\$2,000.00	Pending
116857	1017 SPENCE ST..2-1231 [11-1 - Swimming Pool (Residential)] SEASONAL ABOVE GROUND POOL	LINDSEY A COMPTON	\$75.00	\$0.00	Pending
116859	627 VROMAN ST..5-234 [11-1 - Fence (Residential)] 6' WOOD PRIVACY FENCE	SMOKEPALACE LLC	\$50.00	\$6,000.00	Pending
116905	1710 S RIDGE RD..6-306-A [11-1 - Driveway Replacement and/or Expansion (Residential)] CASE#135345	WILLIAM J & MARSHA M MARTIN REVOCABLE LIVING TRUST	\$50.00	\$1,250.00	Pending
116912	ST BERNARD DR..21-1327-5 [11-1 - Fence (Residential)] 6 foot tall vinyl fence, appx 200 feet in length along NE and E property line	JASMINE B VANDENENG	\$50.00	\$8,500.00	Pending
116919	112 N IRWIN AV..14-219-B [11-1 - Foundation Repair (Residential)]	SHANE M THEISEN	\$155.00	\$5,000.00	Pending
116932	3047 SANDIA DR..6H-2746	CORRINE H MCWEY	\$50.00	\$4,592.40	Pending

[11-1 - Garage/Carport/Shed (residential)] Install of 120 sq. ft. shed on parcel in rear yard

116936	3394 HAVEN PL..6H-853-1	SCOTT J & SHARON TREML REVOCABLE TRUST	\$75.00	\$13,162.00	Pending
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[11-1 - Garage/Carport/Shed (residential)] CUP 24-15

116944	1906 TREELAND DR..6H-4339	TROY M & AMY R MOORE	\$50.00	\$5,098.00	Pending
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[11-1 - Fence (Residential)] FENCE

116984	337 N ASHLAND AV..5-1055	GUILLERMO GUZMAN	\$50.00	\$2,500.00	Pending
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[11-1 - Driveway Replacement and/or Expansion (Residential)] DRIVEWAY EXPANSION

117009	890 CAMM PL..3-34	MAYRA B AGUILAR	\$50.00	\$23,744.00	Pending
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[11-1 - Foundation Repair (Residential)] REPLACING DRAIN TILE, ENCAPSULATE WALLS

116689	1215 BROSIG ST..21-4005-1	BROSIG APARTMENTS LLC	\$190.00	\$20,000.00	Pending
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[30-434 - Commercial - Alteration - Multi-Family of 3 or more units]

113145	601 N MILITARY AV..6-73	DIVI LLC	\$865.28	\$65,000.00	Pending
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[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] INTERIOR REMODEL - RESTAURANT

Permit extension approved until- 9/30/2024, see email in drag file and project notes for request.

113258	3265 NICOLET DR..22-65	BROWN COUNTY	\$2,605.76	\$219,200.00	Pending
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[31-329 - Commercial - New - Structures Other Than Buildings (parks, outdoor stadiums, marinas, outdoor swimming pools, outdoor theaters, boardwalks, wharves, docks).] \$10,000 SWB
EC APPROVED 8/29/23
DNR memo 8/29/23

114884	1342 S BROADWAY..1-914	KIMBERLEY A GLOVER	\$860.44	\$47,000.00	Pending
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[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]

114972	2550 LARSEN RD..6H-1739-3	MASHL INVESTMENTS LLC	\$1,735.80	\$240,600.00	Pending
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[31-437 - Commercial - Addition - Non-Residence, Non-housekeeping] SW REVIEW FEE REQ \$500
EC APPROVED 2/20/24

115609	1555 W MASON ST..6-462	MILITARY AVE PARTNERS LLC	\$2,726.95	\$1,100,000.00	Pending
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[31-327 - Commercial - New - Stores, Customer Services (restaraunts, beauty shops, malls, taverns, auto showrooms, laundromats, warehouses, markets, kennels)] \$25000.00 SWB
EC APPROVED 4/16/24

115896	1840 BOND ST..6-60-1	BAY CITY BAPTIST CHURCH INC	\$2,310.00	\$500,000.00	Pending
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[31-329 - Commercial - New - Structures Other Than Buildings (parks, outdoor stadiums, marinas, outdoor swimming pools, outdoor theaters, boardwalks, wharves, docks).] \$10,000 swb Secured 6/3/24

116269	966 SHAWANO AV..3-1092	GREEN BAY AREA PUBLIC SCHOOL DISTRICT WEST HIGH	\$1,697.58	\$499,100.00	Pending
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[31-329 - Commercial - New - Structures Other Than Buildings (parks, outdoor stadiums, marinas, outdoor swimming pools, outdoor theaters, boardwalks, wharves, docks).]

116270	966 SHAWANO AV..3-1092	GREEN BAY AREA PUBLIC SCHOOL DISTRICT WEST HIGH	\$290.00	\$111,870.00	Pending
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[31-329 - Commercial - New - Structures Other Than Buildings (parks, outdoor stadiums, marinas, outdoor swimming pools, outdoor theaters, boardwalks, wharves, docks).]

116271	966 SHAWANO AV..3-1092	GREEN BAY AREA PUBLIC SCHOOL DISTRICT WEST HIGH	\$360.00	\$94,385.00	Pending
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[31-329 - Commercial - New - Structures Other Than Buildings (parks, outdoor stadiums, marinas, outdoor swimming pools, outdoor theaters, boardwalks, wharves, docks).]

116272	966 SHAWANO AV..3-1092	GREEN BAY AREA PUBLIC SCHOOL DISTRICT WEST HIGH	\$290.00	\$71,100.00	Pending
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[31-329 - Commercial - New - Structures Other Than Buildings (parks, outdoor stadiums, marinas, outdoor swimming pools, outdoor theaters, boardwalks, wharves, docks).]

116539	622 ELIZA ST..16-110	GREEN BAY AREA PUBLIC SCHOOL DISTRICT	\$931.47	\$820,000.00	Pending
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[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] Kitchen remodel and reconfiguration.

116626	1609 WESTERN AV..6-119-A	E & P PROPERTIES	\$9,900.85	\$2,500,000.00	Pending
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[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]

116630	1400 LOMBARDI AV..6-310-1	LOMBARDI CENTER LLC	\$447.48	\$65,000.00	Pending
[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]					
116746	966 SHAWANO AV..3-1092	GREEN BAY AREA PUBLIC SCHOOL DISTRICT WEST HIGH	\$9,367.80	\$5,100,000.00	Pending
[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]					
115753	1931 COFRIN DR..21-1183-9	JOSE J MORALES GONZALEZ	\$397.50	\$180,000.00	Pending
[34-1 - Cell Tower - New (Commercial)] EC APPROVED 5/20/24					
116137	825 ONTARIO RD..21-173-1	FORSUM LLC	\$130.15	\$19,500.00	Pending
[34-1 - Parking Lot - New & Reconstruction (Commerical)] NO SW PERMIT FEE					
116620	1301 STATE ST..1-1372	CONSTRUCTION RESOURCES MANAGEMENT INC	\$170.00	\$750,000.00	Pending
[34-1 - Z - Misc Project Not Listed (Commercial)]					
116674	2222 DECKNER AV..21-1178	GREEN BAY AREA PUBLIC SCHOOL DISTRICT PREBLE	\$109.38	\$134,469.00	Pending
[34-1 - Roofing (Commercial)]					
116678	1520 SOUTH POINT RD..6H-1187	GREEN BAY AREA PUBLIC SCHOOL DISTRICT LOMBARDI	\$611.04	\$653,376.00	Pending
[34-1 - Roofing (Commercial)]					
116695	211 N MAPLE AV..4-110	SAINT PATRICKS CONGREGATION	\$70.00	\$60,500.00	Pending
[34-1 - Parking Lot - New & Reconstruction (Commerical)]					
116699	966 SHAWANO AV..3-1092	GREEN BAY AREA PUBLIC SCHOOL DISTRICT WEST HIGH	\$150.40	\$309,946.00	Pending
[34-1 - Roofing (Commercial)]					
116748	604 S GREENWOOD AV..2-397	WISCONSIN STREET APARTMENTS LLC	\$70.00	\$19,350.00	Closed
[34-1 - Roofing (Commercial)]					
116770	1710 MORROW ST..21-1203	AMERICOLD REAL ESTATE LP	\$240.00	\$72,000.00	Pending
[34-649 - Raze- Building or Structure (Commercial)] EC APPROVED 6/6/24					
116779	2028 AUGUST ST..21-1361-3	RANKIN GB HOLDINGS LLC	\$70.00	\$11,300.00	Closed
[34-1 - Roofing (Commercial)]					
116780	2012 VINE ST..21-1361-3	RANKIN GB HOLDINGS LLC	\$70.00	\$11,300.00	Pending
[34-1 - Roofing (Commercial)]					
116784	441 S QUINCY ST..14-508	COVER RENTALS LLC	\$70.00	\$25,000.00	Pending
[34-1 - Parking Lot - New & Reconstruction (Commerical)]					
116803	2088 IMPERIAL LN..21-3355	ARKAD PROPERTIES LLC	\$70.00	\$12,000.00	Pending
[34-1 - Siding (Commercial)]					
116808	3551 FINGER RD..21-16-1-4	FONFEREK HOLDINGS LLC	\$140.00	\$500.00	Pending
[34-1 - Temporary Office/Trailer/Event (Commercial)] 7/1/24-7/14/24					
116838	622 ELIZA ST..16-110	GREEN BAY AREA PUBLIC SCHOOL DISTRICT	\$70.00	\$150,000.00	Pending
[34-649 - Demolition - Interior (Commercial)]					
116885	826 VANDERBRAAK ST..20-282	VANDERBRAAK LLC	\$70.00	\$34,000.00	Pending
[34-1 - Parking Lot - New & Reconstruction (Commerical)]					

116929	1675 E MASON ST..21-1292-1 [34-1 - Parking Lot - New & Reconstruction (Commerical)]	FRANK J & TERRI HANOLD	\$70.00	\$150,000.00	Pending
116003	930 LANGLADE AV..1-340 [40-53 - Electrical Service - Change (Residential)]	MIRANDA & RILEY LAMINE	\$50.00	\$3,000.00	Pending
116049	1127 WILSON AV..18-190 [40-55 - Electrical Service - Repair (Residential)]	HUMMEL PROPERTIES LLC	\$50.00	\$380.00	Closed
116564	1520 SOUTH POINT RD..6H-1187 [40-61 - Solar Panels - Electric]	GREEN BAY AREA PUBLIC SCHOOL DISTRICT LOMBARDI	\$570.00	\$237,000.00	Pending
116580	1601 DANCING DUNES DR..6H-1187 [40-61 - Solar Panels - Electric]	GREEN BAY AREA PUBLIC SCHOOL DISTRICT LOMBARDI	\$470.00	\$160,000.00	Pending
116588	2772 OAKWOOD DR..6H-1228-1 [40-55 - Electrical Service - Repair (Residential)] DOWN DUE TO STORM	CODY J & OLIVIA M FERRO	\$50.00	\$1,500.00	Pending
116590	841 15th AV..2-23 [40-55 - Electrical Service - Repair (Residential)] REBUILD ELECTRIC SERVICE PIPE ON SIDE OF HOUSE THAT TREE FELL ON AND TORE OFF HOUSE	MICHAEL J KADRLIK	\$50.00	\$600.00	Pending
116599	807 RAYMOND ST..2-1387 [40-55 - Electrical Service - Repair (Residential)] Tree fell on customer's home and broke off mast, need to repair and ensure grounding and bonding is up to code as well.	AMANDA WILTZIUS	\$50.00	\$1,000.00	Closed
116611	1188 RALEIGH ST..1-2472 [40-55 - Electrical Service - Repair (Residential)]	ALYSSA K BROWN	\$50.00	\$1,180.00	Pending
116612	1705 BIRCHWOOD DR..6-1660-21 [40-55 - Electrical Service - Repair (Residential)]	ELLEN J CARNS	\$50.00	\$1,500.00	Pending
116644	1104 BIEMERET ST..1-1396-F [40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]	GLENN C PARMA	\$100.00	\$14,000.00	Closed
116648	2511 VAN BEEK RD..21-3932 [40-53 - Electrical Service - Change (Residential)]	ROGER H & GLEN A WIEDEMEIER	\$50.00	\$2,200.00	Closed
116650	837 ERNST DR..6-158 [40-53 - Electrical Service - Change (Residential)]	MATTHEW R MILLER	\$50.00	\$2,400.00	Closed
116651	1537 7th ST..6-517-A [40-55 - Electrical Service - Repair (Residential)]	SHERMAN J TERRY	\$50.00	\$323.00	Pending
116667	1189 LIBERTY ST..1-2461 [40-55 - Electrical Service - Repair (Residential)] Mast and possible meter replacement - damaged in storm	CARLA & ANDREW LERMA	\$50.00	\$1,200.00	Closed
116670	814 GROSS AV..2-1176 [40-55 - Electrical Service - Repair (Residential)]	SHARON A VALENTINE	\$50.00	\$900.00	Pending
116671	1619 RANCLAND DR..6-930 [40-55 - Electrical Service - Repair (Residential)]	AXEL ANTONIO MONDRAGON RODRIGUEZ	\$50.00	\$1,000.00	Pending
116673	1135 REDWOOD DR..1-1871 [40-55 - Electrical Service - Repair (Residential)] Bent mast and will need a new one also new feeders	MICHAEL & JUDEEN SITES	\$50.00	\$1,200.00	Closed
116677	997 SHAWANO AV..3-1003-A	RUESCH MANAGEMENT SYSTEMS LLC	\$50.00	\$1,600.00	Pending

[40-55 - Electrical Service - Repair (Residential)] Replaced damaged service riser and service entrance conductors. Relocated meter socket to exterior. Installed grounding to water meter. Installed two ground rods and intersystem bonding terminals.

116680	840 9th ST..1-565	REBECCA SCHERER	\$50.00	\$2,000.00	Closed
[40-55 - Electrical Service - Repair (Residential)]					
116690	1058 REED ST..5-1147	GREEN BAY CITY OF PARK DEPT	\$70.00	\$10,000.00	Closed
[40-50 - Electrical Service - Temporary (Commercial)]					
116698	1359 LAWE ST..17-465	GLORIA & RANDALL PAYNE	\$50.00	\$6,450.00	Pending
[40-53 - Electrical Service - Change (Residential)]					
116705	1606 DELORES ST..1-2324	MARTIN WELTER	\$50.00	\$3,000.00	Pending
[40-53 - Electrical Service - Change (Residential)]					
116727	1726-1730 BIEMERET ST..6-1199	MARK C WEGNER	\$50.00	\$5,200.00	Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]					
116765	3585 GLEN ABBEY DR..22-1946	CHUNG KUANG CHEN	\$100.00	\$10,000.00	Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]					
116768	1143 S NORWOOD AV..1-540	THOMAS J MEVES	\$50.00	\$23,620.00	Pending
[40-55 - Electrical Service - Repair (Residential)]					
116771	1757 CARRIAGE CT..6-2201	JERRY E & ANDRA L MADDEN	\$50.00	\$3,962.00	Pending
[40-53 - Electrical Service - Change (Residential)]					
116778	135 OAK ST..3-277	PACKERLAND HOME BUYERS LLC	\$50.00	\$3,275.00	Pending
[40-53 - Electrical Service - Change (Residential)]					
116783	1318 SWAMP RD..6H-1168-3-3	ABEL SALDANA	\$100.00	\$1,500.00	Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]					
116786	1410 PACKERLAND DR..6H-1123-2	MISSION HILL LTD PARTNERSHIP	\$70.00	\$1,000.00	Closed
[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)] NO AMP/ SERVICE CHANGE					
116792	134 S JACKSON ST..14-447	TJV INVESTMENTS II LLC	\$50.00	\$1,000.00	Closed
[40-55 - Electrical Service - Repair (Residential)]					
116813	2011 LAKESIDE PL..21-950	CHERYL A ZIMMERMAN REVOCABLE TRUST	\$50.00	\$1,500.00	Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)] 100 AMP PANEL					
116824	1424 10th AV..1-1759	DENNIS S PRYES	\$125.00	\$19,330.19	Pending
[40-61 - Solar Panels - Electric]					
116831	140 REGAN ST..6-1897	WILLIAM H & LORI A HINZ	\$50.00	\$1,500.00	Closed
[40-55 - Electrical Service - Repair (Residential)] Branch fell and pulled service mast down- had to repair. WPS did an Emergency D/R.					
116832	1183 HARVEY ST..7-67	WP & AYP TRUST	\$140.00	\$10,094.00	Pending
[40-54 - Electrical Service - Repair (Commercial)]					
116842	518 BLUEBIRD LN..6-1786	THOMAS R BOGART	\$100.00	\$11,510.42	Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]					
116843	3488 PEPPERGRASS DR..21-8168	JANEAU E & JEFFREY J ALLMAN REVOCABLE LIVING TRUST	\$100.00	\$11,699.70	Pending

[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

116891 2707 FINGER RD..21-66-4 ANN L WALL \$70.00 \$2,500.00 Pending

[40-52 - Electrical Service - Change (Commercial)]

116892 2450 UNIVERSITY AV..21-1254-2 EHLINGER LARRY M & CAROL S REVOCABLE TRUST \$70.00 \$2,000.00 Pending

[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)] ADDING 5 RECEIPTALS

116894 501 EASTMAN AV..20-123 PROCTER & GAMBLE PAPER PRODUCTS CO \$70.00 \$2,000.00 Closed

[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)]

116895 501 EASTMAN AV..20-123 PROCTER & GAMBLE PAPER PRODUCTS CO \$70.00 \$2,000.00 Closed

[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)]

116909 1501 SHANNON ST..6-1178 VANESSA MAGANA \$50.00 \$975.00 Pending

[40-53 - Electrical Service - Change (Residential)] 200 AMP

116915 1428 SHANNON ST..6-1153 COLYN D BRUSS \$50.00 \$3,951.00 Pending

[40-53 - Electrical Service - Change (Residential)]

116931 2750 HUMBOLDT RD..21-332-4 BAIRD VIEW HOMES LLC \$70.00 \$750.00 Closed

[40-52 - Electrical Service - Change (Commercial)]

116933 557 ERIE RD..21-16-1-11 ANN T & DAVID F PAGEL \$100.00 \$11,000.00 Pending

[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

116959 324 IRENE ST..21-2681 RAYMOND S & JANE M NEWMAN \$50.00 \$2,000.00 Pending

[40-53 - Electrical Service - Change (Residential)]

116965 1142 S MILITARY AV..6-511 BESTER DEVELOPMENT CO LLP \$70.00 \$10,000.00 Closed

[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)] CHANGE OHD SERVICE TO 600A

116995 1201 THRUSH ST..18-1026 STEVEN L SCHLEY \$50.00 \$1,845.00 Pending

[40-55 - Electrical Service - Repair (Residential)]

117004 1333 EMILIE ST..17-564 RICHARD J & ANDREA K STORZER \$50.00 \$3,276.00 Pending

[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

117014 818 S MAPLE AV..2-247 STEVENS EQUITY GROUP LLC \$50.00 \$1,000.00 Closed

[40-55 - Electrical Service - Repair (Residential)]

117020 1228 LARK ST..18-1072 DAVICA LLC \$50.00 \$700.00 Closed

[40-55 - Electrical Service - Repair (Residential)]

117027 1342 EMILIE ST..17-575 BRIAN C DELVEAUX \$50.00 \$1,000.00 Pending

[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

117031 440 BRETCOE DR..21-1143 MARGARET S ZIMMERMAN \$50.00 \$1,000.00 Pending

[40-55 - Electrical Service - Repair (Residential)]

117034 1134 ST. AGNES DR..6-1418 KAILYN E LUCAS \$50.00 \$2,700.00 Pending

[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

117063 3276 SITKA ST..21-7110 KERRIE & JEFFREY CHAPPELL \$50.00 \$2,950.00 Pending

[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)] * ROUTE (4) NEW CIRCUITS FROM PANEL TO NEW LOWER SUITE.
 * INSTALL (6) GFCI PROTECTED RECEPTACLES FOR COUNTERTOP AREAS.
 * INSTALL (1) RECEPTACLE DEDICATED CIRCUIT FOR MICROWAVE OVEN.
 * INSTALL (1) RECEPTACLE DEDICATED FOR REFRIGERATOR.
 * INSTALL (1) SWITCH FOR RECESSED LIGHT ABOVE KITCHEN SINK.
 * INSTALL RECESSED WAFER LIGHT FIXTURE OVER SINK AREA.
 * INSTALL (2) 3-WAY SWITCHES TO CONTROL ALL (3) SECTIONS OF UNDER COUNTER LIGHTING.
 * INSTALL WET RATED RECESSED LIGHT FOR EXTENDED SHOWER AREA, WORKS ON EXISTING SWITCH.
 * RELOCATE ENTRY SWITCH AT DOOR WITH FRAME BEING REMOVED.
 * ELECTRICAL PERMIT INCLUDED.

117068	1375 SHAWANO AV..6-248-4	FRED & LORETTA JANUSEK	\$50.00	\$2,000.00	Closed
[40-53 - Electrical Service - Change (Residential)] REPLACE OVERHEAD 100 AMP DUE TO STORM					
117085	1750 BIEMERET ST..6-1185	MARY P GRAVES	\$50.00	\$900.00	Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]					
117086	830 OREGON ST..4-8	KENNETH MCCOY	\$50.00	\$500.00	Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)] CASE#134785					
117087	1761 CARRIAGE CT..6-2200	JENNA & ALEX KAKER	\$50.00	\$900.00	Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]					
116566	1108 CLAYTON PL..21-3217	STEVEN KUE	\$50.00	\$2,864.00	Pending
[50-45 - Heating Unit Only (Residential)]					
116572	3092 CRUSADE LN..6H-3424	KAREN M KLARKOWSKI	\$50.00	\$7,000.00	Closed
[50-43 - Heating and Air Conditioning Units (Residential)]					
116633	1585-1587 DECKNER AV..21-1978-1	WILLIAM T CORNELIUS	\$50.00	\$19,000.00	Closed
[50-43 - Heating and Air Conditioning Units (Residential)]					
116652	1340 DANCING DUNES DR..6H-2852	MELISSA L MEDEIROS	\$50.00	\$4,550.00	Closed
[50-41 - AC Unit Only (Residential)]					
116653	520 WESLEY AV..21-94-2	LEONA A BRZEZINSKI	\$50.00	\$4,350.00	Closed
[50-41 - AC Unit Only (Residential)]					
116654	3134 EAST BREEZE LN..21-5335	KIM K & MARK C HOLMES	\$50.00	\$17,650.00	Closed
[50-43 - Heating and Air Conditioning Units (Residential)]					
116655	129 N RIDGE RD..3-1044-A-2	PRESTON C WAALA	\$50.00	\$8,600.00	Pending
[50-43 - Heating and Air Conditioning Units (Residential)]					
116657	3172 WINDLAND DR..21-7115	JAMIE L & BRANDON A SHIMEK	\$50.00	\$12,089.00	Closed
[50-43 - Heating and Air Conditioning Units (Residential)]					
116658	1138 ROCKDALE ST..1-1391-1	MITCHELL L & RAQUEL GARD	\$50.00	\$6,122.00	Closed
[50-41 - AC Unit Only (Residential)]					
116669	1256 LAWE ST..17-339	EMILY & LAURA LYNN RAVET AMBROSE	\$50.00	\$10,250.00	Pending
[50-45 - Heating Unit Only (Residential)]					
116682	2167 9th ST..6H-1567	HURRISH RENTALS LLC	\$50.00	\$4,000.00	Closed
[50-41 - AC Unit Only (Residential)]					
116685	1199 THORNDALE ST..1-2169	JEREMY D & ANGELA M ROSE	\$50.00	\$12,885.00	Pending
[50-43 - Heating and Air Conditioning Units (Residential)]					

116696	139 GARDEN GATE CT..6H-1069-9 [50-49 - Repair/Alter Existing HVAC System (Residential)]	JENNIFER R & CHRISTOPHER A GIZZI	\$50.00	\$10,000.00	Pending
116701	2982 WEST POINT RD..6H-2906 [50-43 - Heating and Air Conditioning Units (Residential)]	JENNIFER A CHARLES	\$50.00	\$14,800.00	Pending
116708	1679 MAIN ST..21-2551-1 [50-49 - Repair/Alter Existing HVAC System (Residential)]	SERGIO TEREZ	\$70.00	\$1,500.00	Pending
116723	1341 DIVISION ST..5-660-B [50-49 - Repair/Alter Existing HVAC System (Residential)]	JULEY MARY JO REVOCABLE TRUST	\$50.00	\$1,500.00	Pending
116730	1335 MAIN ST..8-302 [50-44 - Heating Unit Only (Commercial)]	SANEHA REAL ESTATE INC	\$70.00	\$14,986.00	Closed
116731	2584 INDIAN HILL DR..6H-1069-1 [50-41 - AC Unit Only (Residential)]	COLIN TUCKER	\$50.00	\$7,249.00	Closed
116742	831 KELLOGG ST..5-1447 [50-45 - Heating Unit Only (Residential)]	LORETTA LOPEZ	\$50.00	\$3,000.00	Pending
116743	804 N LOCUST ST..6-727 [50-41 - AC Unit Only (Residential)]	MATTHEW J & LYDIA M KAYE	\$50.00	\$5,200.00	Pending
116751	1225 LIVINGSTON ST..21-6244 [50-45 - Heating Unit Only (Residential)]	LORI A & CLIFF A TAYLOR	\$50.00	\$6,000.00	Pending
116767	129 APPLE TREE CT..21-2987 [50-41 - AC Unit Only (Residential)]	SHANNON KELLY & MARTIN BRANNING	\$50.00	\$5,386.00	Pending
116785	101 CHERRY ST..12-217 [50-42 - Heating and Air Conditioning Units (Commercial)]	WI-RFL 211 LLC	\$140.00	\$9,413.00	Closed
116794	3132 CRUSADE LN..6H-3919 [50-43 - Heating and Air Conditioning Units (Residential)]	MICHAEL L & LYNN M BOUGHTON	\$50.00	\$10,000.00	Pending
116795	1001 RED FOX DR..6H-4368 [50-43 - Heating and Air Conditioning Units (Residential)]	BOECK JOINT REVOCABLE TRUST	\$50.00	\$21,800.00	Closed
116796	1456 KURTZ AV..17-1100 [50-43 - Heating and Air Conditioning Units (Residential)]	PETER E ERICKSEN	\$50.00	\$12,510.00	Closed
116797	1515 OAK RIDGE DR..6-2348-1 [50-41 - AC Unit Only (Residential)]	ROBERTA MARY & DON EDWARD RUDNESS	\$50.00	\$12,593.00	Closed
116798	526 ANTELOPE TR..6H-3999 [50-45 - Heating Unit Only (Residential)]	ALAN M & BARBARA M PATZ	\$50.00	\$9,748.00	Closed
116799	1171 RALEIGH ST..1-2488 [50-41 - AC Unit Only (Residential)]	NEW NEIGHBORHOOD RENTALS LLC	\$50.00	\$7,511.00	Closed
116800	2630 APPIAN WAY..21-79-6 [50-41 - AC Unit Only (Residential)]	ADAM J RIEBE	\$50.00	\$6,343.00	Closed
116802	2084 SANDALWOOD CT..6H-2514	DAVID W & RENEE M PEOT	\$50.00	\$350.00	Closed

[50-45 - Heating Unit Only (Residential)] MATT & EVAN ADVISED RESIDENT NEEDING A PERMIT FOR THIS PORTION OF THE PROJECT

116817	800 DOTY ST..14-697	JB HOME PROJECTS LLC	\$210.00	\$9,150.00	Closed
[50-44 - Heating Unit Only (Commercial)]					
116826	1247 LANGLADE AV..1-1962	ROBERT M & LINDA L ANDERSON	\$50.00	\$7,561.00	Pending
[50-41 - AC Unit Only (Residential)]					
116827	1843 OAKDALE AV..21-1853	LARDINOIS ROBERT & MARIAN LIVING TRUST	\$50.00	\$7,000.00	Pending
[50-41 - AC Unit Only (Residential)]					
116830	1176 EMILIE ST..17-165	JENNIFER MANN	\$50.00	\$11,391.80	Pending
[50-43 - Heating and Air Conditioning Units (Residential)]					
116844	736 ST. GEORGE ST..8-226	BARBARA F JURKOWSKI	\$50.00	\$7,658.00	Pending
[50-45 - Heating Unit Only (Residential)]					
116846	912 S JACKSON ST..16-160	BRENDA LEIGH & SCOTT M CONRADT	\$50.00	\$5,331.00	Pending
[50-45 - Heating Unit Only (Residential)]					
116847	2545 DELWOOD DR..21-519	MEE HER, ETAL	\$50.00	\$11,766.00	Pending
[50-43 - Heating and Air Conditioning Units (Residential)]					
116848	1110 CAMERON ST..6-2574	NORBERT C MROCZYNSKI REVOCABLE TRUST	\$50.00	\$4,250.00	Pending
[50-45 - Heating Unit Only (Residential)]					
116849	1728 CHATEAU DR..6-1552	URSULA GALONSKI	\$50.00	\$11,159.00	Pending
[50-41 - AC Unit Only (Residential)]					
116850	518 N PLATTEN ST..5-1325-C	EUGENE G BOHLMAN	\$50.00	\$4,450.00	Pending
[50-41 - AC Unit Only (Residential)]					
116851	709 ANTELOPE TR..6H-3889	MATTHEW R & MELISSA M WOLCANSKI	\$50.00	\$5,000.00	Pending
[50-41 - AC Unit Only (Residential)]					
116852	1131 ROCKDALE ST..1-2422	BARBARA NOGGLE	\$50.00	\$12,604.00	Pending
[50-43 - Heating and Air Conditioning Units (Residential)]					
116853	1676 BIRCHWOOD DR..6-1918	YARITZIA DAVILA-MEDINA	\$50.00	\$12,050.00	Pending
[50-41 - AC Unit Only (Residential)]					
116854	1003 WILSON AV..18-296	PATRICK G & KAREN L BELANGER	\$50.00	\$8,400.00	Pending
[50-43 - Heating and Air Conditioning Units (Residential)]					
116855	3350 SONATA DR..21-6097	CLAUDIA L WHEELER	\$50.00	\$6,600.00	Pending
[50-41 - AC Unit Only (Residential)]					
116856	1245 MARIAN LN..1-2086	ROBERT C PLOG	\$50.00	\$5,150.00	Pending
[50-41 - AC Unit Only (Residential)]					
116861	3067 NICOLET DR..22-1616	ERICH G METZLER, ETAL	\$50.00	\$10,250.00	Pending
[50-45 - Heating Unit Only (Residential)]					
116862	118 S WASHINGTON ST..12-341	MICHAEL P & KATHRYN L TUBBS	\$140.00	\$14,047.00	Pending

[50-42 - Heating and Air Conditioning Units (Commercial)]

116863	1856 SMITH ST..21-2167-5-1	SANDRA GEORGE	\$50.00	\$19,950.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116864	409 N MAPLE AV..5-1006	ANTONIO & KAYLA PEREZ	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116865	509 S MAPLE AV..2-267	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116869	522 N MAPLE AV..5-973	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)] 522 & 524

116870	712 BOND ST..5-1101	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116875	1016 PINE ST..9-109	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116876	1412 UNIVERSITY AV..8-164	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116877	1428 DOUSMAN ST..6-86-A	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116878	323 N ASHLAND AV..5-613	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-42 - Heating and Air Conditioning Units (Commercial)]

116880	415 N MAPLE AV..5-1007	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116881	510 N CHESTNUT AV..5-918	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116884	836 CORA ST..3-409	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116887	1014 PINE ST..9-109	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116888	1410 UNIVERSITY AV..8-163	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$4,400.00	Pending
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[50-41 - AC Unit Only (Residential)]

116889	1416 UNIVERSITY AV..8-165	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116897	1035 REED ST..3-1112	FREDERICA J KRAUTKRAMER	\$50.00	\$8,800.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116898	620 LAURA ST..21-2520	CAROL A & WILLIAM J THIELKE	\$50.00	\$1,500.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116901	605 S NORWOOD AV..2-394	SANDRA & JOSE RIVERA	\$50.00	\$6,215.00	Closed
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[50-45 - Heating Unit Only (Residential)]

116902	1845 OAKDALE AV..21-1853	LARDINOIS ROBERT & MARIAN LIVING TRUST	\$50.00	\$7,000.00	Pending
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[50-41 - AC Unit Only (Residential)]

116911	1343 REGAL AV..6-2975	BRUCE MCCLELLAN	\$50.00	\$14,847.00	Pending
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[50-41 - AC Unit Only (Residential)]

116913	904 ROYAL BLVD..18-1248	REBECCA M & AARON R BENZINGER	\$50.00	\$7,249.00	Pending
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[50-41 - AC Unit Only (Residential)]

116917	2557 ST. STEVEN CT..6H-2231	MELISSA S & SAMUEL J BARTELS	\$50.00	\$13,900.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116925	3127 SQUIRE CT..6H-3929	KIM BOYCE LAMBER	\$50.00	\$23,043.20	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116926	1350 THOMAS ST..18-1027	NICOLE A & JEFFERY J JOACHIM, ETAL	\$50.00	\$5,046.00	Pending
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[50-45 - Heating Unit Only (Residential)]

116939	1015 CHALLENGER CT..21-146-2	EURO PHARMA INC	\$140.00	\$20,000.00	Pending
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[50-42 - Heating and Air Conditioning Units (Commercial)] PROJ IS FOR 1015 CHALLENGER, WILL MOVE PROJ ONCE ADDRESS IS CREATED

116942	905 HOLSCHUH LN..21-6270-44	ERIC & NATALIE CHIGI	\$50.00	\$7,880.00	Closed
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[50-41 - AC Unit Only (Residential)]

116943	1645 CHICAGO ST..21-1443-15	OLIVIA PONCE	\$50.00	\$7,880.00	Pending
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[50-41 - AC Unit Only (Residential)]

116953	3537 GOLF DR..21-3741	WILLIAM RAMON GARAY	\$50.00	\$4,350.00	Closed
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[50-41 - AC Unit Only (Residential)]

116954	311 NORTHERN AV..5-332	ALICIA A O'DONNELL	\$50.00	\$5,050.00	Closed
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[50-41 - AC Unit Only (Residential)]

116958	508 KELLOGG ST..5-945	DANIEL R & JENNIFER K LOPEZ	\$50.00	\$5,000.00	Closed
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[50-41 - AC Unit Only (Residential)]

116960	1300 OREGON ST..5-666-C	WILLIAM N & KATELIN M VANBEEK	\$50.00	\$5,000.00	Pending
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[50-45 - Heating Unit Only (Residential)]

116962	1247 REED ST..3-1065-A	BRENDA M & SCOT D PODRAZA	\$50.00	\$4,000.00	Pending
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[50-41 - AC Unit Only (Residential)]

116963	3121-3123 FINGER RD..21-5466	MUSIAL PROPERTIES LLC	\$50.00	\$5,105.00	Pending
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[50-41 - AC Unit Only (Residential)]

116964	2200 WHITE OAK TERR..6H-2114	RONALD D & SALLY A HACKEL	\$50.00	\$10,000.00	Pending
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[50-41 - AC Unit Only (Residential)]

116966	908 VICTORY BLVD..1-1781	ILSA N ZELAYA RUIZ	\$50.00	\$6,500.00	Pending
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[50-41 - AC Unit Only (Residential)]

116967	822 10th AV..2-463	ANN M BUCHBERGER	\$50.00	\$5,816.00	Closed
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[50-41 - AC Unit Only (Residential)]

116968	906 12th AV..2-802	BONNIE N REITER	\$50.00	\$11,709.00	Closed
[50-43 - Heating and Air Conditioning Units (Residential)]					
116969	811 LAKE LARGO DR..21-6518	FAWN N & JEFFREY S WRIGHT	\$50.00	\$8,534.00	Pending
[50-43 - Heating and Air Conditioning Units (Residential)]					
116974	2734 HE-NIS-RA LN..6H-2147	JANICE E & JOSEPH M MONDAY	\$50.00	\$4,975.00	Pending
[50-41 - AC Unit Only (Residential)]					
116977	497 DELWICHE RD..21-4096	ATSUKO Y & MICHAEL R GEROU	\$50.00	\$5,872.00	Closed
[50-41 - AC Unit Only (Residential)]					
116986	839 CHRISTIANA ST..3-149-A	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
[50-42 - Heating and Air Conditioning Units (Commercial)]					
116990	2115 MAIN ST..21-453	GREEN BAY PETROLEUM & INVESTMENTS LLC	\$70.00	\$2,407.00	Pending
[50-4 - Repair/Alter Existing HVAC System (Commercial)]					
117001	801 NEVILLE AV..18-385	ZETA M MARTINEZ	\$50.00	\$4,200.00	Pending
[50-41 - AC Unit Only (Residential)]					
117005	550 LORRAINE LN..21-4343	SAMUEL L & NICOLE L LUCHTERHAND	\$50.00	\$7,870.00	Pending
[50-41 - AC Unit Only (Residential)]					
117010	571 N DANZ AV..21-2220-4	CRISTOPHER JUAREZ SANCHEZ	\$50.00	\$6,800.00	Pending
[50-41 - AC Unit Only (Residential)]					
117013	810 TOMMARK ST..2-58-E	DEBORAH K BAXTER	\$50.00	\$9,300.00	Pending
[50-49 - Repair/Alter Existing HVAC System (Residential)]					
117019	2681 TERESA DR..21-6939	HARVEY J & SARA L EBBEN	\$50.00	\$22,886.00	Pending
[50-43 - Heating and Air Conditioning Units (Residential)]					
117021	524 N MAPLE AV..5-973	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
[50-43 - Heating and Air Conditioning Units (Residential)]					
117023	325 N ASHLAND AV..5-613	GREEN BAY HOUSING AUTHORITY PROPERTIES LLC	\$50.00	\$8,000.00	Pending
[50-43 - Heating and Air Conditioning Units (Residential)]					
117032	516 MECH ST..21-1417	DAVID J & DANIEL C WOOD, ETAL	\$50.00	\$4,300.00	Pending
[50-41 - AC Unit Only (Residential)]					
117033	1816 10th AV..1-1230	DANIEL DUBEN	\$50.00	\$4,300.00	Closed
[50-45 - Heating Unit Only (Residential)]					
117035	2152 CRESTWOOD SPRINGS DR..6H-3140	RALINDA R & JEFFERY J LAMBERIES	\$50.00	\$4,000.00	Pending
[50-41 - AC Unit Only (Residential)]					
117037	2013 FERN LN..21-2475-D-11	RICHARD B & SANDRA J NOTZ	\$50.00	\$6,149.00	Closed
[50-41 - AC Unit Only (Residential)]					
117038	1177 CHERRY ST..14-101	JOSHUA R & JENNA L ROSENBERG	\$50.00	\$5,715.00	Pending

[50-41 - AC Unit Only (Residential)]

117039	620 S JACKSON ST..14-546	BARBARA E HUEBNER	\$50.00	\$5,996.00	Pending
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[50-41 - AC Unit Only (Residential)]

117043	3085 SUNDOWN CT..6H-2597	JON A & DIANE L STILP	\$50.00	\$5,750.00	Pending
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[50-41 - AC Unit Only (Residential)]

117044	831 5th ST..2-934-A	JOSHUA HUHTALA	\$50.00	\$4,400.00	Pending
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[50-41 - AC Unit Only (Residential)]

117045	1114 HARVEY ST..7-699	JOSE M OLMOS, ETAL	\$50.00	\$6,400.00	Pending
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[50-41 - AC Unit Only (Residential)]

117046	609 S JACKSON ST..14-612	KATELYN M POPP	\$50.00	\$4,900.00	Pending
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[50-41 - AC Unit Only (Residential)]

117048	1701 KING ARTHUR DR..6H-1913	BRIAN L DANZINGER	\$50.00	\$5,815.00	Pending
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[50-41 - AC Unit Only (Residential)]

117049	1915 BEECH TREE DR..6H-3619	DANIEL L & LISA M FRANCOIS	\$50.00	\$4,800.00	Pending
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[50-45 - Heating Unit Only (Residential)]

117050	131 BLITHE ST..6-1904	CYNTHIA HAMLIN	\$50.00	\$6,122.00	Pending
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[50-41 - AC Unit Only (Residential)]

117051	1127 9th ST..1-382	LYNN M SCHMIDT	\$50.00	\$9,950.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

117053	111 CLEVELAND ST..3-246	NENG VANG, ETAL	\$50.00	\$10,950.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

117097	545 FAIR WINDS LN..21-7162	TIMOTHY R HARVEY	\$50.00	\$10,300.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

117098	1465 RUSSELL ST..6-207-A	STRASSBURGER ROBERT E REVOCABLE TRUST	\$50.00	\$9,750.00	Pending
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[50-43 - Heating and Air Conditioning Units (Residential)]

116591	150 MANDRAKE DR..21-8131	JEROD R & JOSIE WEBSTER	\$100.00	\$5,000.00	Pending
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[60-37 - Lawn Sprinklers (Residential)]

116621	874 KELLOGG ST..5-1411	WENDY M & CHAD GLEASON	\$30.00	\$4,000.00	Closed
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[60-29 - Water Service - Connection/Repair (Residential)]

116684	621 SCHOOL PL..3-612	TODD M & JESSICA BECKER	\$80.00	\$3,000.00	Closed
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[60-33 - Storm Sewers - Connection/Repair (Residential)] NO WORK IN THE RIGHT OF WAY

116686	420 S MILITARY AV..6-1776	WOON S & CINDY M CHAN	\$70.00	\$1,500.00	Closed
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[60-20 - Misc Plumbing (treament systems, grease traps, backflow valve)(Commercial)] county wanted plumbing checked for code compliancy, plumber came in and updated drains on sinks, based on usage of shop grease trap not required at this time

116694	1203-1235 S MILITARY AV..6-199-5	TMC PROPERTIES LLC	\$70.00	\$2,050.00	Closed
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[60-26 - Water Heater (Commercial)] 1233 S MILITARY AVE

116703	825 MITCHELL ST..6-396	KRISTIE F & ERIC R LEOPOLD	\$30.00	\$11,000.00	Pending
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[60-31 - Sanitary Sewers - Connection/Repair (Residential)]

116704	982 DOUSMAN ST..5-1190 [60-29 - Water Service - Connection/Repair (Residential)]	MICHAEL J WINN, ETAL	\$30.00	\$4,850.00	Pending
116707	1200 ELM ST..8-357 [60-29 - Water Service - Connection/Repair (Residential)]	ARNOLD H BRIDENHAGEN	\$30.00	\$3,850.00	Pending
116712	1500 GATEWOOD ST..1-2432 [60-25 - Repair/Alter Existing Plumbing System (Residential)]	DEBRA L & DWAIN A VALIQUETTE	\$50.00	\$800.00	Pending
116713	3130 WINDLAND DR..21-5364 [60-25 - Repair/Alter Existing Plumbing System (Residential)]	WILLIAM J & DEBORAH A BISICK	\$50.00	\$800.00	Pending
116717	615 12th AV..2-656 [60-29 - Water Service - Connection/Repair (Residential)]	BEN CULBERTSON	\$30.00	\$3,800.00	Closed
116719	1221 E WALNUT ST..14-207 [60-29 - Water Service - Connection/Repair (Residential)]	CG1 LLC	\$30.00	\$4,000.00	Pending
116720	836 CHRISTIANA ST..3-131 [60-29 - Water Service - Connection/Repair (Residential)]	PICKARD PROPERTIES LLC	\$30.00	\$3,500.00	Closed
116722	1498 NELSON ST..6-294-3 [60-29 - Water Service - Connection/Repair (Residential)]	MARTIN & ALMA JAUREGUI	\$30.00	\$2,500.00	Closed
116749	1609 WESTERN AV..6-119-A [60-32 - Storm Sewers - Connection/Repair (Commercial)]	E & P PROPERTIES	\$30.00	\$40,000.00	Pending
116760	206 BERWYN AV..21-2090-20 [60-25 - Repair/Alter Existing Plumbing System (Residential)]	ANNE E HAYES REVOCABALE TRUST MIXING VALVE AND TRAPS	\$50.00	\$12,448.00	Pending
116773	716 12th AV..2-521 [60-29 - Water Service - Connection/Repair (Residential)]	JEFFERY J EBBEN REPLACE GALV. WATER SERVICE WITH POLY FROM CURB BOX TO METER	\$30.00	\$4,000.00	Closed
116777	114 N CHESTNUT AV..4-214 [60-28 - Water Service - Connection/Repair (Commercial)]	RDS INVESTMENTS LLC	\$30.00	\$3,850.00	Pending
116790	JANICE AV..6-1752 [60-33 - Storm Sewers - Connection/Repair (Residential)]	ROBERT PETERS CONSTRUCTION INC	\$30.00	\$53,966.75	Pending
116900	2148 UNIVERSITY AV..21-2220 [60-24 - Repair/Alter Existing Plumbing System (Commercial)]	& CRA FAMILY LLC	\$70.00	\$2,000.00	Pending
116904	414 N MAPLE AV..5-985 [60-22 - New Plumbing System (Commercial)]	VICENTE G HERNANDEZ work in 412-114-114 1/2 new sinks toilets and showers	\$72.00	\$1,000.00	Pending
116922	810 S CHESTNUT AV..2-161-E-1 [60-25 - Repair/Alter Existing Plumbing System (Residential)]	MARTIN VANANROOY	\$50.00	\$7,606.00	Closed
116923	405 CRICKET CT..21-4446 [60-25 - Repair/Alter Existing Plumbing System (Residential)]	STEPHEN & KATHY HOOD	\$50.00	\$9,430.00	Closed
116930	145 S TAYLOR ST..6-1889 [60-25 - Repair/Alter Existing Plumbing System (Residential)]	ROBERT J & WANDA L NEUMAN	\$50.00	\$806.00	Pending
116961	747 S CLAY ST..14-1163-A	ROBERT J FIECK	\$30.00	\$2,000.00	Closed

[60-27 - Water Heater (Residential)]

116970	1360 THRUSH ST..18-1474	DAVID G LAMBRECHT	\$30.00	\$4,850.00	Pending
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[60-29 - Water Service - Connection/Repair (Residential)]

116971	309 14th AV..3-756	JAMES J & MARY S MCMAHON	\$30.00	\$1,000.00	Closed
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[60-29 - Water Service - Connection/Repair (Residential)]

116972	1108 CLAYTON PL..21-3217	STEVEN KUE	\$30.00	\$3,000.00	Closed
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[60-27 - Water Heater (Residential)]

116980	523 14th AV..2-622	DOUGLAS R ADAMS	\$30.00	\$1,000.00	Closed
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[60-29 - Water Service - Connection/Repair (Residential)]

116985	110 SWISS HILL DR..21-82-34	CAROLYN & MICHAEL PIETREK	\$0.00	\$4,800.00	Withdrawn
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[60-33 - Storm Sewers - Connection/Repair (Residential)]

117024	1013 WINFORD AV..18-253	PATRICK D GUTHERIDGE	\$50.00	\$1,000.00	Pending
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[60-29 - Water Service - Connection/Repair (Residential)]

117075	942 DOUSMAN ST..5-448	STACIE A CARMODY	\$30.00	\$1,000.00	Pending
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[60-29 - Water Service - Connection/Repair (Residential)]

116594	AIRPORT DR..6H-1272	BROWN COUNTY AIRPORT	\$215.35	\$50,000.00	Pending
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[70-1 - Signs - Permanent] 23 x 10.9 foot sign totaling 17 feet overall. Sign on Airport Drive is replacing the removal of a structure on University Avenue.

116688	1524 ATKINSON DR..6-18-3	NORTHEAST ASPHALT INC	\$116.25	\$11,000.00	Pending
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[70-1 - Signs - Permanent] New monument sign 6 x 8.75 feet Walbec

116744	331 S MONROE AV ..14-419	BTA GB LLC	\$97.25	\$2,200.00	Pending
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[70-1 - Signs - Permanent] Install new 14.5 sq ft (14.5 X 1') individual letter wall sign (Bay Title Closing Office) on west facade of building.

116752	825 ONTARIO RD..21-173-1	FORSUM LLC	\$114.00	\$15,237.51	Pending
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[70-1 - Signs - Permanent] Install new 6X8' (48 sq ft) monument sign at the southeast corner of Voyager Dr and Ontario Rd

116791	1152 S MILITARY AV ..6-511	BESTER DEVELOPMENT CO LLP	\$215.63	\$8,000.00	Pending
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[70-1 - Signs - Permanent] Pole and Wall Signs

116819	1609 WESTERN AV..6-119-A	E & P PROPERTIES	\$385.53	\$59,000.00	Pending
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[70-1 - Signs - Permanent] (1) Wall Sign on N Facade (Along Western, (W) setback along distribution facility wall 18.7 x 3.6 = 67.3 sf

(1) Wall Sign on N Facade (Along Western, (E) setback along office/former Seaway part of bldg 7.7 x 16.2 = 124.124.7 sf

(1) Wall Sign on S Facade 4' x 10.75' = 43.0 sf

MONUMENT SIGNAGE:

2 signs in different areas, one in the office (former eastern parcel) and one in the distribution (former western parcel)

Both signs 6' x 3' =18 sf each.

***FINAL PLACEMENT OF SIGN MUST BE OUTSIDE OF THE FRONT SETBACK (10 FEET FOR INDUSTRIAL ZONING (WEST MON SIGN) AND MUST BE LOCATED OUTSIDE OF ANY VISION TRIANGLE FOR DRIVEWAY ENTRANCE

Signage for street numbering and the directional channel letters exempt.

116820	520 DOUSMAN ST..5-603	GREEN BAY AREA PUBLIC SCHOOL DISTRICT FT HOWARD	\$108.00	\$26,750.00	Pending
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[70-1 - Signs - Permanent] 6 x 6 ft (36 sf) monument sign with electronic messaging

116821	1306 S RIDGE RD..6-202	GREEN BAY AREA PUBLIC SCHOOL DISTRICT JACKSON	\$108.90	\$35,000.00	Pending
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[70-1 - Signs - Permanent] 6.3 x 6 foot monument sign with EMC

116836	105 S BUCHANAN ST..3-215	GREEN BAY AREA PUBLIC SCHOOL DISTRICT LINCOLN	\$108.90	\$24,570.00	Pending
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[70-1 - Signs - Permanent] 6 x 6.3 monument sign with EMC, two faces, facing east and west

116839	2590 ROBINSON AV..21-129-2	GREEN BAY AREA PUBLIC SCHOOL DISTRICT	\$108.90	\$24,650.00	Pending
[70-1 - Signs - Permanent] 6.3 x 6.0 monument sign with EMC at Wilder School					
116841	1265 LOMBARDI AV..1-1841-A	GREEN BAY CITY OF LAMBEAU FIELD	\$781.87	\$630,000.00	Pending
[70-1 - Signs - Permanent] MULTIPLE GATE SIGN UPDATES					
FLEET FARM GATE: 36.5 X 4.0 GATE SIGNAGE					
ONEIDA GATE: 25.7 X 8.5 GATE SIGNAGE					
INVISALIGN GATE: ADDING OF 'GATE' TO BOTH WEST AND EAST TOWER UNDER INVISALIGN 15.2 X 3 (2)					
BELLIN HEALTH GATE: ADDING OF 'GATE' TO BOTH WEST AND EAST ENTRANCE BESIDE BELLIN HEALTH 1.5 X 3.3 (2)					
ASSOCIATED BANK GATE: 50.7 X 3.85 (SIZING MADE FOR THIS ALIGNMENT, THE LOGO IS LARGER ON THE LEFT SIDE, TOTAL SPACE EQULS 195 SF GATE SIGNAGE					
KWIK TRIP GATE: 36.5 X 4.3 GATE SIGNAGE					
Overall sign sizes meet PUD					
116868	1601 DANCING DUNES DR..6H-1187	GREEN BAY AREA PUBLIC SCHOOL DISTRICT LOMBARDI	\$101.39	\$22,000.00	Pending
[70-1 - Signs - Permanent] Addition of EMC signage on the north side of the sign at King School. Overall cost of replace remains less than half of the overall cost of the signage and landscaping of the sign.					
Totals: 379 projects			\$67,070.26	\$21,349,497.20	

Summary of Projects Issued

6/1/2024 to 6/30/2024

Class of Work	Proj	Site	Plan	Bldg	Elec	HVAC	Plbg	EC	Fees Paid	Estimated Cost
1 Residential - New - Single Family House	1	1	2	1	1	1	1	1	\$1,078.66	\$300,000.00
2 Residential - Addition - Single Family House	1	1	1	1	1	1	1	0	\$280.00	\$85,000.00
2 Residential - Alteration - 1 -2 Family House	21	1	14	21	14	7	13	0	\$5,155.31	\$609,393.20
3 Residential - New - 2 Family House (Duplex)	2	2	4	2	2	2	2	2	\$1,969.44	\$2,132,000.00
4 Residential - Alteration - Garage or carport or Shed	2	1	1	2	1	0	0	0	\$200.00	\$42,550.00
5 Certificate of Occupancy- (Residential)	1	1	1	1	1	0	0	0	\$180.00	\$20,000.00
7 Deck, Porch, Patio, Ramp (Residential)	11	3	5	11	0	0	0	0	\$750.00	\$34,573.34
9 Demolition - Interior (Residential)	1	0	0	1	0	0	0	0	\$50.00	\$85,000.00
9 Raze - Building or Structure (Residential)	1	1	1	1	0	0	0	0	\$100.00	\$52,725.00
11 Driveway Replacement and/or Expansion (Residential)	22	0	0	22	0	0	0	0	\$1,150.00	\$198,954.00
11 Fence (Residential)	32	0	0	32	0	0	0	0	\$1,600.00	\$188,840.69
11 Foundation Repair (Residential)	12	0	1	12	1	0	0	0	\$705.00	\$176,480.00
11 Garage/Carport/Shed (residential)	17	6	4	17	2	1	1	0	\$1,300.00	\$279,762.40
11 Swimming Pool (Residential)	5	5	4	5	4	3	0	0	\$825.00	\$425,989.00
11 Z - Misc Project Not Listed (Residential)	1	0	0	1	0	0	0	0	\$50.00	\$1,600.00
30 Commercial - Alteration - Multi-Family of 3 or more units	1	0	0	1	1	0	1	0	\$190.00	\$20,000.00
31 Commercial - Addition - Non-Residence, Non-housekeeping	1	1	1	1	1	1	1	1	\$1,735.80	\$240,600.00
31 Commercial - Alteration - Non-Residence, Non-Housekeeping	6	1	10	6	6	6	5	0	\$22,373.32	\$8,597,000.00
31 Commercial - New - Stores, Customer Services (restaraunts, beauty shops, malls, taverns, auto showrooms, laundromats, warehouses, markets, kennels)	1	1	4	1	1	1	1	1	\$2,726.95	\$1,100,000.00
31 Commercial - New - Structures Other Than Buildings (parks, outdoor stadiums, marinas, outdoor swimming pools, outdoor theaters, boardwalks, wharves, docks).	6	2	8	6	6	2	4	2	\$7,553.34	\$1,495,655.00
34 Cell Tower - New (Commercial)	1	1	1	1	1	0	0	1	\$397.50	\$180,000.00
34 Demolition - Interior (Commercial)	1	0	0	1	0	0	0	0	\$70.00	\$150,000.00
34 Parking Lot - New & Reconstruction (Commerical)	5	1	0	5	0	0	0	0	\$410.15	\$289,000.00
34 Raze- Building or Structure (Commercial)	1	0	0	1	0	0	1	1	\$240.00	\$72,000.00
34 Roofing (Commercial)	6	0	0	6	0	0	0	0	\$1,080.82	\$1,139,741.00
34 Siding (Commercial)	1	0	0	1	0	0	0	0	\$70.00	\$12,000.00
34 Temporary Office/Trailer/Event (Commercial)	1	0	0	1	1	1	1	0	\$140.00	\$500.00
34 Z - Misc Project Not Listed (Commercial)	1	0	1	1	0	0	0	0	\$170.00	\$750,000.00
40 Electrical Service - Change (Commercial)	2	0	0	0	2	0	0	0	\$140.00	\$3,250.00
40 Electrical Service - Repair (Commercial)	1	0	0	0	1	0	0	0	\$140.00	\$10,094.00
40 Electrical Service - Change (Residential)	11	0	0	0	11	0	0	0	\$550.00	\$33,213.00
40 Electrical Service - Repair (Residential)	20	0	0	0	20	0	0	0	\$1,000.00	\$45,048.00
40 Electrical Service - Temporary (Commercial)	1	0	0	0	1	0	0	0	\$70.00	\$10,000.00
40 Electrical Wiring (Misc., Alteration, Repair) (Commercial)	5	0	0	0	5	0	0	0	\$350.00	\$17,000.00

40 Electrical Wiring (Misc., Alteration, Repair) (Residential)	15	0	0	0	15	6	0	0	\$1,050.00	\$78,636.12
40 Solar Panels - Electric	3	0	3	2	3	0	0	0	\$1,165.00	\$416,330.19
50 AC Unit Only (Residential)	48	0	0	0	0	48	0	0	\$2,400.00	\$306,615.00
50 Heating and Air Conditioning Units (Commercial)	5	0	0	0	0	5	0	0	\$520.00	\$59,460.00
50 Heating and Air Conditioning Units (Residential)	40	0	0	0	0	40	0	0	\$2,000.00	\$443,768.00
50 Heating Unit Only (Commercial)	2	0	0	0	0	2	0	0	\$280.00	\$24,136.00
50 Heating Unit Only (Residential)	15	0	0	0	0	15	0	0	\$750.00	\$85,062.00
50 Repair/Alter Existing HVAC System (Commercial)	1	0	0	0	0	1	0	0	\$70.00	\$2,407.00
50 Repair/Alter Existing HVAC System (Residential)	4	0	0	0	0	4	0	0	\$220.00	\$22,300.00
60 Lawn Sprinklers (Residential)	1	0	0	0	0	0	1	0	\$100.00	\$5,000.00
60 Misc Plumbing (treament systems, grease traps, backflow valve)(Commercial)	1	0	0	0	0	0	1	0	\$70.00	\$1,500.00
60 New Plumbing System (Commercial)	1	0	0	0	0	0	1	0	\$72.00	\$1,000.00
60 Repair/Alter Existing Plumbing System (Commercial)	1	0	0	0	0	0	1	0	\$70.00	\$2,000.00
60 Repair/Alter Existing Plumbing System (Residential)	6	0	0	0	0	0	6	0	\$300.00	\$31,890.00
60 Sanitary Sewers - Connection/Repair (Residential)	1	0	0	0	0	0	1	0	\$30.00	\$11,000.00
60 Storm Sewers - Connection/Repair (Commercial)	1	0	0	0	0	0	1	0	\$30.00	\$40,000.00
60 Storm Sewers - Connection/Repair (Residential)	3	0	0	0	0	0	3	0	\$110.00	\$61,766.75
60 Water Heater (Commercial)	1	0	0	0	0	0	1	0	\$70.00	\$2,050.00
60 Water Heater (Residential)	2	0	0	0	0	0	2	0	\$60.00	\$5,000.00
60 Water Service - Connection/Repair (Commercial)	1	0	0	0	0	0	1	0	\$30.00	\$3,850.00
60 Water Service - Connection/Repair (Residential)	13	0	0	0	0	0	13	0	\$410.00	\$39,350.00
70 Signs - Permanent	12	12	0	12	1	0	0	0	\$2,461.97	\$908,407.51
Totals:	379	41	66	176	103	147	64	9	\$67,070.26	\$21,349,497.20



MUNICIPAL COURT MONTHLY FINANCIAL REPORT

County Name Brown		County Code Number 05		Report for Month/Year June, 2024	
Municipal Name Green Bay Municipal Court		Municipal Code Number 231		Telephone Number 920-448-3131	
I. MUNICIPAL COURT OFFICIAL	Total Amount Collected	Share to be retained by Municipality	Share to be sent to County	Share to be sent to State	
1. Forfeitures for Municipal Ordinance Violations (Except for Municipal Ordinances in Conformity with Ch 348, Stats.)	\$ 42,872.27	\$ 42,872.27			
Adjustment (if applicable)	\$.00	\$.00			
2. Municipal Court Costs (Chapter 814, Subchapter II, s. 814.65, Stats.)	\$ 20,552.91	\$ 17,967.51		\$ 2,585.40	
Adjustment (if applicable)	\$ -10.00	\$ -10.00		\$.00	
3. Penalty Surcharges (s. 757.05, Stats.)	\$ 10,787.15			\$ 10,787.15	
Adjustment (if applicable)	\$.00			\$.00	
4. County Jail Surcharges (s. 302.46(1)(a), Stats.)	\$ 5,113.25		\$ 5,113.25		
Adjustment (if applicable)	\$.00		\$.00		
5. Driver Improvement Surcharges (s. 346.655, Stats.)	\$ 4,865.60		\$ 1,945.85	\$ 2,919.75	
Adjustment (if applicable)	\$.00		\$.00	\$.00	
6. Crime Lab and Drug Enforcement Surcharges (s. 165.755(4), Stats.)	\$ 6,705.99			\$ 6,705.99	
Adjustment (if applicable)	\$.00			\$.00	
7. Domestic Abuse Surcharges (s. 973.055(2)(b), Stats.)	\$.00			\$.00	
Adjustment (if applicable)	\$.00			\$.00	
8. Truck Weight Restrictions (Municipal Ordinances in Conformity with Ch. 348, Stats., s. 66.12(3)(c))	\$.00	\$.00		\$.00	
Adjustment (if applicable)	\$.00	\$.00		\$.00	
9. Ignition Interlock Device Surcharge (s. 343.301(5), Stats.)	\$ 150.00		\$ 150.00		
Adjustment (if applicable)	\$.00		\$.00		
10. GPS Tracking Surcharge (for violations of ordinances conforming to s. 813.12 or s.813.125, Stats.)	\$.00			\$.00	
Adjustment (if applicable)	\$.00			\$.00	
11. Safe Ride Program (s. 85.55, Stats.)	\$ 504.40			\$ 504.40	
Adjustment (if applicable)	\$.00			\$.00	
12. Totals	\$ 91,541.57	\$ 60,829.78	\$ 7,209.10	Pay This Amount \$ 23,502.69	

Continue onto the next page.



MUNICIPAL COURT MONTHLY FINANCIAL REPORT

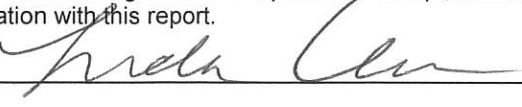
II. CERTIFICATION OF MUNICIPAL COURT OFFICIAL

I hereby certify that this report reflects all actions requiring forfeitures, court costs and surcharges collected during the month designated.

Name: NEEL BASTEN Signature:  Date: 7/1/24

III. TREASURER'S CERTIFICATION

I hereby certify that the above amount due the state has been received. After so certifying, a copy of this report will be returned to the signer of this report as a receipt, and the stated amount will be remitted to the Department of Administration with this report.

Treasurer:  Date: 7/8/24

In the event the Department of Administration has questions about this report and payment, who should we contact?

Name:	Telephone Number	Email Address
<u>Neil Basten</u>	<u>920-448-3131</u>	<u>neilba@greenbaywi.gov</u>

FINAL PAYMENTS RESOLUTION
July 30, 2024

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. **PARKS 12-23 FINGER ROAD BALLFIELD CONCESSION UTILITIES
DORNER, INC.**

TOTAL AMOUNT EARNED:	\$ 235,267.43
LESS AMOUNT RETAINED:	<u>\$ 0.00</u>
	\$ 235,267.43
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 227,277.26</u>
AMOUNT DUE THIS PAYMENT:	\$ 7,990.17

ACCOUNT NUMBER
410600-53001-94361: \$7,990.17
PO #2400009

2. **PARKS 13-23 GIANT SLIDE STAIR REPAIR
BESON & HOULE, LLC**

TOTAL AMOUNT EARNED:	\$ 276,125.00
LESS AMOUNT RETAINED:	<u>\$ 0.00</u>
	\$ 276,125.00
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 103,341.00</u>
AMOUNT DUE THIS PAYMENT:	\$ 172,784.00

ACCOUNT NUMBER
214R811-55101: \$172,784.00
PO #2400016

3. **TRANSIT 1-22 BUS LIFT REPLACEMENT
A.J. HEINEN, INC.**

TOTAL AMOUNT EARNED:	\$ 973,327.45
LESS AMOUNT RETAINED:	<u>\$ 0.00</u>
	\$ 973,327.45
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 861,696.08</u>
AMOUNT DUE THIS PAYMENT:	\$ 111,631.37

ACCOUNT NUMBER
PO #2200146: \$111,631.37

Adopted _____, 2024

Approved _____, 2024

Mayor

ATTEST:

City Clerk

sap

**RESOLUTION ADOPTING
CITY OF GREEN BAY 2025 FEE SCHEDULE**

July 30, 2024

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

That the City of Green Bay 2025 Fee Schedule, attached hereto as Exhibit A, is hereby adopted.

Adopted _____

Approved _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

law

Attachment – Exhibit A, City of Green 2025 Bay Fee Schedule

Exhibit A

CITY OF GREEN BAY

FEE SCHEDULE

Code Section	Description	2024 Fee	<u>2025 Fee</u>
Chapter 2—Administration			
2-217	Municipal vehicle registration fee	\$20.00	<u>\$25.00</u>
	Exemption from the municipal vehicle registration fee for vehicles registered by the State of Wisconsin under Wis. Stats. § 341.26	\$5.00	
Chapter 4—Alcohol Beverages			
4-6	License fees		
	Class "A" (beer)	\$425.00	
	Class "B" (beer)	\$75.00	
	Special event or picnic license	\$10.00	
	"Class A" (liquor)	\$425.00	
	"Class B" (liquor)	\$475.00	
	Operator's license (two-year license)	\$50.00	
	Initial issuance of a reserve "Class B" (liquor) license	\$10,000.00	
	"Class C" (wine)	\$100.00	
	Provisional retail license	\$15.00	
	Publication fee	\$25.00	
	Background check fee	\$25.00	
	<u>Limited Expansion of License Premise</u>		<u>\$10.00</u>
	<u>Producer permittee for off the production premises</u>		<u>\$25.00</u>
Chapter 6—Animals			
6-1	Animal establishment license fee	\$100.00	
	For each male breeding dog	\$300.00	
	For each female breeding dog	\$250.00	
6-2	Dog and cat license tax		
	For a neutered male dog or cat	\$15.00	
	For a spayed female dog or cat	\$15.00	
	For an unneutered male dog or cat	\$30.00	
	For an unspayed female dog or cat	\$30.00	
	Late fee	\$5.00	
	<u>Exotic animal</u>		
6-3	Duplicate collar tag fee	\$1.00	
	License fee to keep hens	\$5.00	<u>\$25.00</u>
	Late fee	\$5.00	
<u>6-4</u>	<u>Exotic animal permit</u>		<u>\$25.00</u>
	<u>Excess animal permit</u>		<u>\$25.00</u>
6-11	Beekeeping annual permit fee	\$25.00	
Chapter 8—Buildings and construction			
8-47	One- and two-family residential construction plan approval		
	Principal-use building plan	\$50.00	
	Accessory-use building plan	\$25.00	
	HVAC plan – Energy (heat loss) calculations	\$0.00	
	Plumbing plan – Fixture list	\$0.00	
	Multi-family residential construction plan approval		
	Principal-use building plan	\$100.00	

8-47	Accessory-use building plan	\$100.00	
	Sign structural plan	\$50.00	
	HVAC plan – Mechanical systems plan	\$100.00	
	Plumbing system plan	\$100.00	
	Commercial, educational, institutional, industrial plan approval		
	Principal-use building plan	\$100.00	
	Accessory-use building plan	\$100.00	
	Sign structural plan	\$50.00	
	HVAC plan – Mechanical systems plan	\$100.00	
	Plumbing system plan	\$100.00	
	One- and two-family residential construction permits		
	Principal or accessory building permits		
	New construction (per sq. foot)	\$0.095	<u>\$0.10</u>
	Windows/doors	\$50.00	
	Move building	\$50.00	
	Raze/demolish building	\$50.00	
	Accessory structure building permits		
	Curb cut, culvert, driveway	\$50.00	
	Landscape structures	\$50.00	
	Fencing	\$50.00	
	Hot tub, swimming pool	\$50.00	
	Pond	\$50.00	
	Satellite receiver	\$50.00	
	Tower structure	\$50.00	
	Subdivision or neighborhood identification signage		
	Base fee	\$40.00	
	Additional fee per square foot	\$0.50	
	Multi-family residential construction permits		
	Principal or accessory building permits		
	General construction; new building (per sq. ft)	\$0.135	<u>\$0.14</u>
	Roofing replacement	\$70.00	
	Built-up or membrane (per sq. ft.)	\$0.01	
	Siding	\$70.00	
	Brick veneer (per sq. ft.)	\$0.01	
	Move building	\$70.00	
	Base fee	\$70.00	
	Foundation area fee (per sq. ft.)	\$0.135	<u>\$0.14</u>
	Raze/demolish building	\$70.00	
	Accessory structures		
	Curb cut, culvert, driveway	\$70.00	
	Landscape structures	\$70.00	
	Fencing	\$70.00	
	Hot tub, swimming pool	\$70.00	
	Pond	\$70.00	
	Satellite receiver	\$70.00	
	Tower structure	\$70.00	
	Subdivision or neighborhood identification signage		
	Base fee	\$40.00	
	Additional fee per square foot	\$0.50	
	Commercial, educational, institutional, industrial use building permits		
	Principal or accessory building permits		

8-47		General construction building group 1: New building, etc. (per sq. ft)	\$0.065	<u>\$0.07</u>
		General construction building group 2: New building, etc. (per sq. ft)	\$0.135	<u>\$0.14</u>
		Roofing replacement: building group 1 & 2	\$70.00	
		Built-up or membrane (per sq. ft.)	\$0.01	
		Siding	\$70.00	
		Brick veneer (per sq. ft.)	\$0.01	
		Move building: building group 1 & 2		
		Base fee	\$70.00	
		Foundation area fee (per sq. ft.)	\$0.135	<u>\$0.14</u>
		Raze/demolish building	\$70.00	
		Accessory structures		
		Curb cut, culvert, driveway	\$70.00	
		Landscape structures	\$70.00	
		Fencing	\$70.00	
		Hot tub, swimming pool	\$70.00	
		Pond	\$70.00	
		Satellite receiver	\$70.00	
		Tower structure	\$70.00	
		Subdivision or neighborhood identification signage		
		Base fee	\$40.00	
		Additional fee per square foot	\$0.50	
		Temporary or mobile sign	\$40.00	
8-360		One- and two-family residential plumbing permit fees		
		General plumbing (per fixture)	\$7.00	
		Water service connection permit	\$30.00	
		Sanitary sewer connection	\$30.00	
		Storm sewer connection (each)	\$30.00	
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50	
		Lawn sprinkler system-reduced pressure valve	\$50.00	
		Water heater replacement	\$30.00	
		Palmer valve	\$50.00	
		Back water valve	\$30.00	
		Multi-family residential plumbing permit fees		
		General plumbing (per fixture)	\$8.00	
		Water service connection permit	\$30.00	
		Sanitary sewer connection	\$30.00	
		Storm sewer connection (each)	\$30.00	
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50	
		Lawn sprinkler system-reduced pressure valve	\$70.00	
		Water heater replacement	\$70.00	
		Commercial, educational, institutional, industrial use plumbing permits		
		General plumbing (per fixture)	\$8.00	
		Water service connection permit	\$30.00	
		Sanitary sewer connection	\$30.00	
		Storm sewer connection (each)	\$30.00	
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50	

8-360	Lawn sprinkler system-reduced pressure valve	\$70.00	
	Water heater replacement	\$70.00	
	Sewer cap	\$70.00	
8-369	Private well operation permit fee	\$100.00	
8-449	Re-inspections of electrical wiring	\$75.00	
8-451	One- and two-family residential electrical permits		
	General electrical system (per sq. foot)	\$0.045	<u>\$0.05</u>
	Electrical service	\$50.00	
	Air conditioning addition	\$50.00	
	Multi-family residential electrical permits		
	General electrical system (per sq. foot)	\$0.085	<u>\$0.09</u>
	Electrical service – initial	\$70.00	
	Electrical service – each additional	\$30.00	
	Air conditioning addition	\$70.00	
	Commercial, educational, institutional, industrial electrical permits		
	General electric – building group 1 (per sq. foot)	\$0.045	<u>\$0.05</u>
	General electric – building group 2 (per sq. foot)	\$0.085	<u>\$0.09</u>
	Project cost \$0-\$10,000	\$70.00	
	Project cost \$10,001-\$50,000	\$140.00	
	Project cost \$50,001-\$100,000	\$210.00	
	Project cost \$100,001-\$200,000	\$300.00	
	Project cost \$200,001-\$300,000	\$400.00	
	Project cost greater than \$300,000	\$500.00	
	Additional fee per \$100,000 above \$300,000	\$100.00	
	Internally or externally illuminated sign	\$70.00	
8-629	Roominghouse/shelter facility permit fee	\$30.00	
	Additional fee per dwelling unit or rooming unit	\$10.00	
8-671	Penalty fee for renewal mobile home park license applications postmarked after June 30	\$25.00	
8-478	One- and two-family residential mechanical (HVAC) permits		
	General HVAC system (per sq. foot)	\$0.045	<u>\$0.05</u>
	Heating unit replacement	\$50.00	
	Air conditioning addition (per unit)	\$50.00	
	Multi-family residential mechanical (HVAC) permits		
	General HVAC system (per sq. foot)	\$0.085	<u>\$0.09</u>
	Heating unit replacement	\$70.00	
	Air conditioning addition/replacement (per unit)	\$70.00	
	Commercial, educational, institutional, industrial use mechanical (HVAC) permits		
	General HVAC: ductless unit-heater systems only (per sq. foot)	\$0.045	<u>\$0.05</u>
	General HVAC: ducted or hydronic (per sq. foot)	\$0.085	<u>\$0.09</u>
	Heating unit replacement	\$70.00	
	Air conditioning addition/replacement (per unit)	\$70.00	
Chapter 10—Businesses			
10-19	License for the sale of each of the following or the conduct of the business or activity		
	Ambulances		
	Per vehicle for first vehicle licensed by any person	\$50.00	
	Per additional vehicle	\$25.00	
	Auto salvage	\$100.00	

10-19	Billiard and pool tables, gamerooms, per table or gameroom	\$5.00	
	Canvasser, solicitor, peddler and transient merchants, and direct seller's investigation fee	\$5.00	Removed
	Cigarettes	\$100.00	
	Change of agent		\$10.00
	Junk and secondhand dealers		
	For maintaining a building, warehouse, or yard	\$50.00	
	For each hand-drawn vehicle used for junk dealing	\$1.00	
	For each vehicle other than hand drawn	\$3.00	
	Secondhand article dealer permit	\$27.50	
	Secondhand jewelry dealer permit	\$30.00	
	Secondhand article dealer: mall/flea market permit	\$165.00	
	Parades	\$0.00	
	Pawn brokers	\$210.00	
	Residential building contractors		
	Initial	\$25.00	
	Renewal	\$10.00	
	Temporary permit	\$0.00	
	Taxicab business licenses		
	For an organization which is exempt from federal income tax under IRC § 501(c)(3)	\$0.00	
	For a nonprofit corporation under Wis. Stats. Ch. 181	\$0.00	
	For any other person		
	For each taxicab with a capacity of seven or fewer passengers, not including the driver	\$25.00	
	For each taxicab with a capacity of eight to 15 passengers, not including the driver	\$50.00	
	Taxicab operator's licenses		
	For an operator employed by an organization which is exempt from federal income tax under IRC § 501(c)(3)	\$0.00	
	For an operator employed by a nonprofit corporation under Wis. Stats. Ch. 181	\$0.00	
	For any other person	\$50.00	
10-90	Auto salvage storage permit fee	\$100.00	
10-92	Newspaper vending machine permit fee	\$50.00	
10-93	Parklet permit fee	\$200.00	
10-95	Massage establishment license fee	\$75.00	
10-140	Temporary facility license fee	\$25.00	
10-142	Facility license fee		
	If the premises is not also licensed under Ch. 4, GBMC	\$75.00	
	If the premises is also licensed under Ch. 4, GBMC	\$25.00	
10-143	Facility operator's license fee	\$10.00	
10-203	Sexually-oriented adult entertainment establishment license fee	\$750.00	
10-205	Sexually-oriented adult entertainment establishment license renewal fee	\$250.00	
10-210	Sexually-oriented adult entertainment establishment employee registration fee	\$30.00	
10-238	Escort service application fee	\$500.00	
	Escort service license fee	\$500.00	
10-240	Escort service license renewal fee	\$500.00	
10-243	Escort registration fee	\$25.00	

10-274	Direct sales permit fee			
	Temporary (30-day)		\$100.00	
	Annual		\$350.00	
	Request for additional locations beyond three		\$50.00	
	Request for change of location		\$10.00	
	Solicitor's permit fee			
	Temporary (30-day)		\$25.00	
	Annual		\$100.00	
10-342	Junk dealer annual fee		\$50.00	
10-344	Junk dealer daily reporting failure fee		\$10.00	
10-374	Junk collector annual fee		\$3.00	
10-428	Special event fee – Simple event			
10-428	Small non-profit park event fee			
	Resident application fee		\$25.00	
	Late application fee		\$25.00	
	First time event additional fee		\$50.00	
	Event location change fee		\$0.00	
	Event cancellation fee		\$10.00	
	Small non-profit block party			
	Resident application fee		\$50.00	
	Late application fee		\$25.00	
	First time event additional fee		\$50.00	
	Event location change fee		\$0.00	
	Event cancellation fee		\$10.00	
	Special event fee – Small events			
	Athletic Event			
	Resident application fee		\$100.00	
	Non-resident application fee		\$150.00	
	Late application fee		\$50.00	
	First time event additional fee		\$175.00	
	Event location change fee		\$25.00	
	Event cancellation fee		\$25.00	
	All other small events			
	Resident application fee		\$50.00	
	Non-resident application fee		\$75.00	
	Late application fee		\$25.00	
	First time event additional fee		\$88.00	
	Event location change fee		\$13.00	
	Event cancellation fee		\$13.00	
	Special event fee – Medium events			
	Athletic Event			
	Resident application fee		\$200.00	
	Non-resident application fee		\$300.00	
	Late application fee		\$100.00	
	First time event additional fee		\$350.00	
	Event location change fee		\$50.00	
	Event cancellation fee		\$50.00	
	All other medium events			
	Resident application fee		\$175.00	
	Non-resident application fee		\$263.00	
	Late application fee		\$88.00	
	First time event additional fee		\$306.00	

10-428		Event location change fee	\$44.00	
		Event cancellation fee	\$44.00	
	Special event fee – Large events			
	Athletic Event			
		Resident application fee	\$300.00	
		Non-resident application fee	\$450.00	
		Late application fee	\$150.00	
		First time event additional fee	\$525.00	
		Event location change fee	\$75.00	
		Event cancellation fee	\$75.00	
	All other large events			
		Resident application fee	\$275.00	
		Non-resident application fee	\$413.00	
		Late application fee	\$138.00	
		First time event additional fee	\$481.00	
		Event location change fee	\$69.00	
		Event cancellation fee	\$69.00	
	Special event fee - Small budget film/ photography			
		Resident application fee	\$25.00	
		Non-resident application fee	\$38.00	
		Late application fee	\$13.00	
		Event location change fee	\$6.00	
		Event cancellation fee	\$6.00	
	Special event fee - Special hazard event			
		Resident application fee	\$500.00	
		Non-resident application fee	\$750.00	
		Late application fee	\$250.00	
		First time event additional fee	\$875.00	
		Event location change fee	\$125.00	
		Event cancellation fee	\$125.00	
10-458	Public vehicle business license fee		\$25.00	
	Public vehicle business motor vehicle inspection fee		\$25.00	
10-459	Public vehicle business operator's license fee		\$50.00	
10-493	Commercial quadricycle business license fee		\$25.00	
	Commercial quadricycle inspection fee		\$25.00	
10-494	Commercial quadricycle operator's license fee		\$50.00	
10-514	Underground sprinkler license fee		\$25.00	
10-544	Lobbyist registration fee		\$20.00	
10-574	Mobile food establishment license to operate fee			
		If the license is not in connection with an existing City-based business that sells food-based products	\$50.00	
		If the license is in connection with an existing City-based business that sells food-based products	\$50.00	
10-574	Mobile food establishment license to operate renewal fee			
		If the license is not in connection with an existing City-based business that sells food-based products	\$50.00	
		If the license is in connection with an existing City-based business that sells food-based products	\$50.00	
10-599	Tree and brush trimmer license fee		\$25.00	
10-634	Weights and measures fees			
		Annual processing fee	\$30.00	
		Product look-up (PLU) or scanner system	\$100.00	

10-634	Electronic cash register (ECR) interfaced with other devices (per register)	\$30.00	
	Scales (1-50 lbs.) (per device)	\$35.00	
	Scales (>50 lbs. up to 1,000 lbs.) (per device)	\$30.00	
	Sensitive scale (prescription, jewelry, precious metal) (per device)	\$60.00	
	Vehicle scales (per device)	\$100.00	
	Livestock scales (per device)	\$100.00	
	Auto recycling machine (per device)	\$100.00	
	Vehicle tank meters, petroleum products (per device)	\$35.00	
	Vehicle tank meters, lubricant products (per device)	\$35.00	
	LMDs (per device or grade listed on dispenser)	\$30.00	
	LMDs high output device (per device)	\$35.00	
	LMDs marina fuel dispenser (per device)	\$30.00	
	Coin operated timer (per device)	\$5.00	
	Taxi cab meter (per device)	\$25.00	
	Miscellaneous device (per hour)	\$50.00	
	Re-inspection after follow-up compliance inspection (per inspection)	\$75.00	
10-740	Alarm business permit fee	\$50.00	
10-741	Alarm user permit fee		
	For an alarm user who is residential obtaining a hold-up alarm or other burglar alarm system	\$25.00	
	For an alarm user who is not residential obtaining a hold-up alarm system or burglar alarm system, a fire alarm system, or both	\$40.00	
10-742	False alarm on hold-up alarms		
	Premises holding a permit		
	Second false hold-up alarm	\$100.00	
	Third false hold-up alarm	\$200.00	
	Fourth and subsequent false hold-up alarms	\$350.00	
	Premises without a permit		
	First false hold-up alarm	\$100.00	
	Second false hold-up alarm	\$200.00	
	Third and subsequent false hold-up alarms	\$350.00	
	False alarm on alarm systems other than hold-up alarms		
	Premises holding a permit		
	Second false alarm	\$50.00	
	Third false alarm	\$75.00	
	Fourth false alarm	\$125.00	
	Fifth and subsequent false alarms	\$250.00	
	Premises without a permit		
	First false alarm	\$50.00	
	Second false alarm	\$75.00	
	Third false alarm	\$125.00	
	Fourth and subsequent false alarms	\$250.00	
Chapter 16—Environment			
16-40	Erosion control permit		
	One- and two-family residential	\$50.00	<u>\$100.00</u>
	Multi-family residential	\$100.00	<u>\$150.00</u>

16-40	Commercial, educational, institutional, industrial uses	\$100.00	<u>\$150.00</u>
	Underground utilities	\$100.00	
	Other construction sites commencing a land disturbing activity	\$100.00	
	Reinspection fee		<u>\$75.00</u>
16-81	Fee in lieu of providing storm water management (per Equivalent Runoff Unit (ERU))	\$4,200.00	
16-82	Storm water management plan permit fee	\$500.00	
	Private storm water management practice inspection fee		<u>\$100.00</u>
Chapter 18—Fire Prevention and Control			
18-66	Re-inspections for compliance with Ch. 18, Art. II, GBMC	\$75.00	
18-93	Permit fee for the purchase and use within the City of those classes of fireworks or pyrotechnics authorized by said statute	\$200.00	
18-93	Permit fee for the sale of fireworks within the City of those classes of fireworks authorized by statute	\$600.00	
Chapter 24—Nuisances			
24-84	Unmanaged vegetative growth removal		
24-84	Administrative charge (per parcel)	\$81.00	<u>\$82.00</u>
	Labor cost (per hour)	\$82.00	<u>\$86.00</u>
	Equipment cost (per hour)	\$82.00	
	Minimum total charge (1/2 hour)	\$163.00	<u>\$166.00</u>
Chapter 28—Parks and Recreation			
28-3	Protection of parks and greenways		
	Encroachment fee	\$75.00	
28-7	Metro Boat Launch		
	Daily launch fee	\$6.00	
	Season launch pass	\$60.00	
	Seniors season launch pass	\$50.00	
	Commercial season launch pass	\$75.00	
Chapter 32—Solid Waste			
32-2	Yard waste collection		
	Hourly rate	\$213.00	<u>\$219.00</u>
	Minimum fee (1/3 hour plus administrative fee)	\$91.00	<u>\$93.00</u>
	Administrative fee	\$20.00	
	Bulk waste collection		
	0-3 cubic yards	\$100.00	
	3-10 cubic yards	\$200.00	<u>\$205.00</u>
	10+ cubic yards	\$300.00	<u>\$305.00</u>
	Appliance collection		
	Refrigerators/Freezers (each)	\$50.00	<u>\$51.00</u>
	Appliances with freon (each)	\$50.00	<u>\$51.00</u>
	All other appliances	\$35.00	
	Electronics collection (each)	\$65.00	
	Tipper carts		
	Garbage – 96 gallon (plus sales tax)	\$100.00	
	Recycling – 96 gallon (plus sales tax)	\$100.00	
	Improper cart storage (per violation)	\$39.00	
	Early/Late setout (per violation)	\$65.00	
	Recycling in garbage cart (per violation)	\$65.00	
	Garbage in recycling cart (per violation)	\$65.00	
32-3			
	Per vehicle for first vehicle licensed by any person	\$25.00	

32-3	Per additional vehicle	\$5.00	
Chapter 34—Streets, Sidewalks, and Other Public Places			
34-5	Excavation permit fee	\$50.00	
	First 100 square feet of excavation	\$37.80	
	Each additional 100 square feet of excavation	\$7.60	
	Permanent repair of excavated pavement		
	Asphalt streets – Administrative fee (all streets)	\$45.00	
	Asphalt streets – Concrete base (sq yard)	\$79.00	<u>\$80.00</u>
	Asphalt streets – Gravel base (sq yard)	\$142.00	<u>\$145.00</u>
	Concrete streets – Administrative fee	\$45.00	
	Concrete streets (sq yard)	**	
	**Actual Cost from Annual Pavement Repair Contract		
34-8	Sidewalk builder's license fee	\$25.00	
34-14	Sidewalk snow and ice management fees		
	Base fee (per instance)	\$66.00	<u>\$69.00</u>
	Snow/Ice removal fee (per linear foot)	\$0.28	
34-64	Leicht park dock fee – Cruise ship dockage		
	Per day	\$1,500.00	
	Per day/evening	\$2,000.00	
Chapter 36—Subdivisions			
36-34	Review fees		
	Preliminary city/extraterritorial subdivision plat	\$150.00	
	Additional fee per lot/outlot	\$35.00	
	Preliminary city/extraterritorial certified survey map ("CSM")	\$250.00	
	Final city/extraterritorial subdivision plat	\$150.00	
	City/extraterritorial subdivision/CSM variance	\$150.00	
	Preliminary condominium plat	\$250.00	
	Additional fee per lot/outlot	\$35.00	
	Final condominium plat	\$150.00	
36-558	Parkland development fee	\$350.00	
36-580	Street tree fee (per tree, calculated at 1 tree per 50 linear feet of right-of-way frontage)	\$100.00	
Chapter 42— Utilities			
42-203	Equivalent runoff unit (ERU) credit application fee	\$0.00	<u>\$50.00</u>
Chapter 44—Zoning			
44-82	Zoning amendment fee	\$375.00	
44-83	Conditional use permit fee	\$375.00	
44-112	Homebased occupation fee – Initial	\$25.00	
	Renewal – Annual	\$10.00	
44-1552	Work done without Certificate of Appropriateness (per day)	\$50.00	
44-1580	Short Term Rental Permit – Initial	\$500.00	
	Short Term Rental Permit – Annual Renewal	\$250.00	
44-1890	One- and two-family residential site plan approval		
	Principal use building & site development, area smaller than \$1,000 square feet	\$25.00	
	Principal use building & site development, area \$1,000 square feet or larger	\$50.00	
	Accessory use building, area larger than 150 square feet only	\$25.00	
	Fencing – new construction	\$0.00	
	Landscaping: land-disturbing activity or new structure	\$25.00	
	Tower structure – new construction	\$25.00	

44-1890	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron		\$25.00	
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)		\$25.00	
	New or reconstructed subdivision or neighborhood identification signage		\$25.00	
	Floodplain land use approval		\$50.00	
	Shoreland/wetland land use approval		\$50.00	
	Erosion control		\$50.00	Removed
	Board of Appeals application and hearing fee		\$125.00	
	Multi-family residential site plan approval			
	Principal use building & site development			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	Accessory use building			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	Fencing – new construction		\$50.00	
	Landscaping: land-disturbing activity or new structure		\$50.00	
	Tower structure – new construction		\$50.00	
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	New or reconstructed subdivision or neighborhood identification signage		\$25.00	
	Floodplain land use approval		\$50.00	
	Shoreland/wetland land use approval		\$50.00	
	Erosion control		\$50.00	Removed
	Board of Appeals application and hearing fee		\$250.00	
	Commercial, educational, institutional, industrial use site plan approval			
	Principal use building & site development			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	Accessory use building			
		Base Fee	\$50.00	
		Additional fee per 1,000 sq. feet	\$5.00	
	Fencing – new construction		\$50.00	
	Landscaping: land-disturbing activity or new structure		\$50.00	
	Tower structure – new construction		\$50.00	
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron		\$50.00	
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)		\$50.00	
	New or reconstructed subdivision or neighborhood identification signage		\$25.00	
	Floodplain land use approval		\$50.00	

44-1890	Shoreland/wetland land use approval	\$50.00	
	Erosion control	\$50.00	Removed
	Board of Appeals application and hearing fee	\$250.00	
Other services			
	One- and two-family residential		
	Certificate of occupancy	\$30.00	
	Floodplain certificate	\$50.00	
	Property compliance letter	\$30.00	
	Reinspection fee	\$75.00	
	Uniform dwelling code seal	\$30.00	
	Zoning certificate (initial letter)	\$50.00	
	Zoning certificate (reprinted)	\$0.00	
	Multi-family residential		
	Certificate of occupancy	\$30.00	
	Floodplain certificate	\$50.00	
	Property compliance letter	\$30.00	
	Reinspection fee	\$75.00	
	Zoning certificate (initial letter)	\$50.00	
	Zoning certificate (reprinted)	\$0.00	
	Commercial, educational, institutional, industrial uses		
	Certificate of occupancy	\$50.00	
	Business license compliance letter	\$50.00	
	Floodplain certificate	\$50.00	
	Property compliance letter	\$30.00	
	Reinspection fee	\$75.00	
	Zoning certificate (initial letter)	\$50.00	
	Zoning certificate (reprinted)	\$10.00	
Miscellaneous			
	Other miscellaneous fees may also be established by policy approved by the Council from time to time		
	Planned Unit Development and PUD Amendment fee	\$425.00	
	Postponement of Development Fees	\$100.00	
	Development District Map Amendment	\$200.00	
	Official Map Amendment	\$200.00	
	Discontinuance of a Public Utility Easement	\$200.00	
	Declare City Property "City Surplus"	\$200.00	
	Street Name Change	\$200.00	
	Vacate Street/Alley/Pedestrian Way	\$300.00	
	Comprehensive Plan Amendment	\$275.00	
	Sign – Permanent (plus \$.50 per square foot)	\$40.00	
	Sign – Temporary	\$40.00	
	Board of Appeals Initiation – All Other	\$250.00	
	Land Use Permit	\$50.00	
	Temporary Use Permit	\$25.00	
	Annexation	\$150.00	
	Cell Tower – Buildings and Colocations	\$500.00	
	Cell Tower – New Towers	\$1,000.00	
	Tax Incremental Financing fee		
	Projects less than \$5 million dollars		\$500.00
	Projects more than \$5 million dollars but less than \$10 million dollars		\$1,000.00
	Projects more than \$10 million dollars		\$2,500.00

RESOLUTION ADOPTING
CITY OF GREEN BAY 2025 FEE SCHEDULE

July 30, 2024

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

That the City of Green Bay 2025 Fee Schedule, attached hereto as Exhibit A, is hereby adopted.

Adopted _____

Approved _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

law

Attachment – Exhibit A, City of Green 2025 Bay Fee Schedule

Exhibit A

CITY OF GREEN BAY

FEE SCHEDULE

Code Section	Description	2025 Fee
Chapter 2—Administration		
2-217	Municipal vehicle registration fee	\$25.00
	Exemption from the municipal vehicle registration fee for vehicles registered by the State of Wisconsin under Wis. Stats. § 341.26	\$5.00
Chapter 4—Alcohol Beverages		
4-6	License fees	
	Class "A" (beer)	\$425.00
	Class "B" (beer)	\$75.00
	Special event or picnic license	\$10.00
	"Class A" (liquor)	\$425.00
	"Class B" (liquor)	\$475.00
	Operator's license (two-year license)	\$50.00
	Initial issuance of a reserve "Class B" (liquor) license	\$10,000.00
	"Class C" (wine)	\$100.00
	Provisional retail license	\$15.00
	Publication fee	\$25.00
	Background check fee	\$25.00
	Limited Expansion of License Premise	\$10.00
	Producer permittee for off the production premises	\$25.00
Chapter 6—Animals		
6-1	Animal establishment license fee	\$100.00
	For each male breeding dog	\$300.00
	For each female breeding dog	\$250.00
6-2	Dog and cat license tax	
	For a neutered male dog or cat	\$15.00
	For a spayed female dog or cat	\$15.00
	For an unneutered male dog or cat	\$30.00
	For an unspayed female dog or cat	\$30.00
	Late fee	\$5.00
	Exotic animal	
	Duplicate collar tag fee	\$1.00
6-3	License fee to keep hens	\$25.00
	Late fee	\$5.00
6-4	Exotic animal permit	\$25.00
	Excess animal permit	\$25.00
6-11	Beekeeping annual permit fee	\$25.00
Chapter 8—Buildings and construction		
8-47	One- and two-family residential construction plan approval	
	Principal-use building plan	\$50.00
	Accessory-use building plan	\$25.00
	HVAC plan – Energy (heat loss) calculations	\$0.00
	Plumbing plan – Fixture list	\$0.00
	Multi-family residential construction plan approval	
	Principal-use building plan	\$100.00
	Accessory-use building plan	\$100.00
	Sign structural plan	\$50.00

8-47	HVAC plan – Mechanical systems plan		\$100.00
	Plumbing system plan		\$100.00
	Commercial, educational, institutional, industrial plan approval		
	Principal-use building plan		\$100.00
	Accessory-use building plan		\$100.00
	Sign structural plan		\$50.00
	HVAC plan – Mechanical systems plan		\$100.00
	Plumbing system plan		\$100.00
	One- and two-family residential construction permits		
	Principal or accessory building permits		
	New construction (per sq. foot)		\$0.01
	Windows/doors		\$50.00
	Move building		\$50.00
	Raze/demolish building		\$50.00
	Accessory structure building permits		
	Curb cut, culvert, driveway		\$50.00
	Landscape structures		\$50.00
	Fencing		\$50.00
	Hot tub, swimming pool		\$50.00
	Pond		\$50.00
	Satellite receiver		\$50.00
	Tower structure		\$50.00
	Subdivision or neighborhood identification signage		
	Base fee		\$40.00
	Additional fee per square foot		\$0.50
	Multi-family residential construction permits		
	Principal or accessory building permits		
	General construction; new building (per sq. ft)		\$0.14
	Roofing replacement		\$70.00
	Built-up or membrane (per sq. ft.)		\$0.01
	Siding		\$70.00
	Brick veneer (per sq. ft.)		\$0.01
	Move building		\$70.00
	Base fee		\$70.00
	Foundation area fee (per sq. ft.)		\$0.14
	Raze/demolish building		\$70.00
	Accessory structures		
	Curb cut, culvert, driveway		\$70.00
	Landscape structures		\$70.00
	Fencing		\$70.00
	Hot tub, swimming pool		\$70.00
	Pond		\$70.00
	Satellite receiver		\$70.00
	Tower structure		\$70.00
	Subdivision or neighborhood identification signage		
	Base fee		\$40.00
	Additional fee per square foot		\$0.50
	Commercial, educational, institutional, industrial use building permits		
	Principal or accessory building permits		
	General construction building group 1: New building, etc. (per sq. ft)		\$0.07

8-47		General construction building group 2: New building, etc. (per sq. ft)	\$0.14
		Roofing replacement: building group 1 & 2	\$70.00
		Built-up or membrane (per sq. ft.)	\$0.01
		Siding	\$70.00
		Brick veneer (per sq. ft.)	\$0.01
		Move building: building group 1 & 2	
		Base fee	\$70.00
		Foundation area fee (per sq. ft.)	\$0.14
		Raze/demolish building	\$70.00
		Accessory structures	
		Curb cut, culvert, driveway	\$70.00
		Landscape structures	\$70.00
		Fencing	\$70.00
		Hot tub, swimming pool	\$70.00
		Pond	\$70.00
		Satellite receiver	\$70.00
		Tower structure	\$70.00
		Subdivision or neighborhood identification signage	
		Base fee	\$40.00
		Additional fee per square foot	\$0.50
		Temporary or mobile sign	\$40.00
8-360		One- and two-family residential plumbing permit fees	
		General plumbing (per fixture)	\$7.00
		Water service connection permit	\$30.00
		Sanitary sewer connection	\$30.00
		Storm sewer connection (each)	\$30.00
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50
		Lawn sprinkler system-reduced pressure valve	\$50.00
		Water heater replacement	\$30.00
		Palmer valve	\$50.00
		Back water valve	\$30.00
		Multi-family residential plumbing permit fees	
		General plumbing (per fixture)	\$8.00
		Water service connection permit	\$30.00
		Sanitary sewer connection	\$30.00
		Storm sewer connection (each)	\$30.00
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50
		Lawn sprinkler system-reduced pressure valve	\$70.00
		Water heater replacement	\$70.00
		Commercial, educational, institutional, industrial use plumbing permits	
		General plumbing (per fixture)	\$8.00
		Water service connection permit	\$30.00
		Sanitary sewer connection	\$30.00
		Storm sewer connection (each)	\$30.00
		Fire suppression system (per head) (\$70.00 minimum, increased per head, up to \$200.00)	\$2.50
		Lawn sprinkler system-reduced pressure valve	\$70.00
		Water heater replacement	\$70.00

8-360	Sewer cap	\$70.00
8-369	Private well operation permit fee	\$100.00
8-449	Re-inspections of electrical wiring	\$75.00
8-451	One- and two-family residential electrical permits	
	General electrical system (per sq. foot)	\$0.05
	Electrical service	\$50.00
	Air conditioning addition	\$50.00
	Multi-family residential electrical permits	
	General electrical system (per sq. foot)	\$0.09
	Electrical service – initial	\$70.00
	Electrical service – each additional	\$30.00
	Air conditioning addition	\$70.00
	Commercial, educational, institutional, industrial electrical permits	
	General electric – building group 1 (per sq. foot)	\$0.05
	General electric – building group 2 (per sq. foot)	\$0.09
	Project cost \$0-\$10,000	\$70.00
	Project cost \$10,001-\$50,000	\$140.00
	Project cost \$50,001-\$100,000	\$210.00
	Project cost \$100,001-\$200,000	\$300.00
	Project cost \$200,001-\$300,000	\$400.00
	Project cost greater than \$300,000	\$500.00
	Additional fee per \$100,000 above \$300,000	\$100.00
	Internally or externally illuminated sign	\$70.00
8-629	Roominghouse/shelter facility permit fee	\$30.00
	Additional fee per dwelling unit or rooming unit	\$10.00
8-671	Penalty fee for renewal mobile home park license applications postmarked after June 30	\$25.00
8-478	One- and two-family residential mechanical (HVAC) permits	
	General HVAC system (per sq. foot)	\$0.05
	Heating unit replacement	\$50.00
	Air conditioning addition (per unit)	\$50.00
	Multi-family residential mechanical (HVAC) permits	
	General HVAC system (per sq. foot)	\$0.09
	Heating unit replacement	\$70.00
	Air conditioning addition/replacement (per unit)	\$70.00
	Commercial, educational, institutional, industrial use mechanical (HVAC) permits	
	General HVAC: ductless unit-heater systems only (per sq. foot)	\$0.05
	General HVAC: ducted or hydronic (per sq. foot)	\$0.09
	Heating unit replacement	\$70.00
	Air conditioning addition/replacement (per unit)	\$70.00
Chapter 10—Businesses		
10-19	License for the sale of each of the following or the conduct of the business or activity	
	Ambulances	
	Per vehicle for first vehicle licensed by any person	\$50.00
	Per additional vehicle	\$25.00
	Auto salvage	\$100.00
	Billiard and pool tables, gamerooms, per table or gameroom	\$5.00
	Cigarettes	\$100.00
	Change of agent	\$10.00

10-19	Junk and secondhand dealers		
		For maintaining a building, warehouse, or yard	\$50.00
		For each hand-drawn vehicle used for junk dealing	\$1.00
		For each vehicle other than hand drawn	\$3.00
		Secondhand article dealer permit	\$27.50
		Secondhand jewelry dealer permit	\$30.00
		Secondhand article dealer: mall/flea market permit	\$165.00
	Parades		\$0.00
	Pawn brokers		\$210.00
	Residential building contractors		
		Initial	\$25.00
		Renewal	\$10.00
		Temporary permit	\$0.00
	Taxicab business licenses		
		For an organization which is exempt from federal income tax under IRC § 501(c)(3)	\$0.00
		For a nonprofit corporation under Wis. Stats. Ch. 181	\$0.00
		For any other person	
		For each taxicab with a capacity of seven or fewer passengers, not including the driver	\$25.00
		For each taxicab with a capacity of eight to 15 passengers, not including the driver	\$50.00
	Taxicab operator's licenses		
		For an operator employed by an organization which is exempt from federal income tax under IRC § 501(c)(3)	\$0.00
		For an operator employed by a nonprofit corporation under Wis. Stats. Ch. 181	\$0.00
		For any other person	\$50.00
10-90	Auto salvage storage permit fee		\$100.00
10-92	Newspaper vending machine permit fee		\$50.00
10-93	Parklet permit fee		\$200.00
10-95	Massage establishment license fee		\$75.00
10-140	Temporary facility license fee		\$25.00
10-142	Facility license fee		
		If the premises is not also licensed under Ch. 4, GBMC	\$75.00
		If the premises is also licensed under Ch. 4, GBMC	\$25.00
10-143	Facility operator's license fee		\$10.00
10-203	Sexually-oriented adult entertainment establishment license fee		\$750.00
10-205	Sexually-oriented adult entertainment establishment license renewal fee		\$250.00
10-210	Sexually-oriented adult entertainment establishment employee registration fee		\$30.00
10-238	Escort service application fee		\$500.00
	Escort service license fee		\$500.00
10-240	Escort service license renewal fee		\$500.00
10-243	Escort registration fee		\$25.00
10-274	Direct sales permit fee		
		Temporary (30-day)	\$100.00
		Annual	\$350.00
		Request for additional locations beyond three	\$50.00
		Request for change of location	\$10.00
	Solicitor's permit fee		

10-274	Temporary (30-day)	\$25.00
	Annual	\$100.00
10-342	Junk dealer annual fee	\$50.00
10-344	Junk dealer daily reporting failure fee	\$10.00
10-374	Junk collector annual fee	\$3.00
10-428	Special event fee – Simple event	
	Small non-profit park event fee	
	Resident application fee	\$25.00
	Late application fee	\$25.00
	First time event additional fee	\$50.00
	Event location change fee	\$0.00
	Event cancellation fee	\$10.00
	Small non-profit block party	
	Resident application fee	\$50.00
	Late application fee	\$25.00
	First time event additional fee	\$50.00
	Event location change fee	\$0.00
	Event cancellation fee	\$10.00
	Special event fee – Small events	
	Athletic Event	
	Resident application fee	\$100.00
	Non-resident application fee	\$150.00
	Late application fee	\$50.00
	First time event additional fee	\$175.00
	Event location change fee	\$25.00
	Event cancellation fee	\$25.00
	All other small events	
	Resident application fee	\$50.00
	Non-resident application fee	\$75.00
	Late application fee	\$25.00
	First time event additional fee	\$88.00
	Event location change fee	\$13.00
	Event cancellation fee	\$13.00
	Special event fee – Medium events	
	Athletic Event	
	Resident application fee	\$200.00
	Non-resident application fee	\$300.00
	Late application fee	\$100.00
	First time event additional fee	\$350.00
	Event location change fee	\$50.00
	Event cancellation fee	\$50.00
	All other medium events	
	Resident application fee	\$175.00
	Non-resident application fee	\$263.00
	Late application fee	\$88.00
	First time event additional fee	\$306.00
	Event location change fee	\$44.00
	Event cancellation fee	\$44.00
	Special event fee – Large events	
	Athletic Event	
	Resident application fee	\$300.00
	Non-resident application fee	\$450.00

10-428		Late application fee	\$150.00
		First time event additional fee	\$525.00
		Event location change fee	\$75.00
		Event cancellation fee	\$75.00
		All other large events	
		Resident application fee	\$275.00
		Non-resident application fee	\$413.00
		Late application fee	\$138.00
		First time event additional fee	\$481.00
		Event location change fee	\$69.00
		Event cancellation fee	\$69.00
		Special event fee - Small budget film/ photography	
		Resident application fee	\$25.00
		Non-resident application fee	\$38.00
		Late application fee	\$13.00
		Event location change fee	\$6.00
		Event cancellation fee	\$6.00
		Special event fee - Special hazard event	
		Resident application fee	\$500.00
		Non-resident application fee	\$750.00
		Late application fee	\$250.00
		First time event additional fee	\$875.00
		Event location change fee	\$125.00
		Event cancellation fee	\$125.00
10-458		Public vehicle business license fee	\$25.00
		Public vehicle business motor vehicle inspection fee	\$25.00
10-459		Public vehicle business operator's license fee	\$50.00
10-493		Commercial quadricycle business license fee	\$25.00
		Commercial quadricycle inspection fee	\$25.00
10-494		Commercial quadricycle operator's license fee	\$50.00
10-514		Underground sprinkler license fee	\$25.00
10-544		Lobbyist registration fee	\$20.00
10-574		Mobile food establishment license to operate fee	
		If the license is not in connection with an existing City-based business that sells food-based products	\$50.00
		If the license is in connection with an existing City-based business that sells food-based products	\$50.00
10-574		Mobile food establishment license to operate renewal fee	
		If the license is not in connection with an existing City-based business that sells food-based products	\$50.00
		If the license is in connection with an existing City-based business that sells food-based products	\$50.00
10-599		Tree and brush trimmer license fee	\$25.00
10-634		Weights and measures fees	
		Annual processing fee	\$30.00
		Product look-up (PLU) or scanner system	\$100.00
		Electronic cash register (ECR) interfaced with other devices (per register)	\$30.00
		Scales (1-50 lbs.) (per device)	\$35.00
		Scales (>50 lbs. up to 1,000 lbs.) (per device)	\$30.00
		Sensitive scale (prescription, jewelry, precious metal) (per device)	\$60.00

10-634	Vehicle scales (per device)	\$100.00
	Livestock scales (per device)	\$100.00
	Auto recycling machine (per device)	\$100.00
	Vehicle tank meters, petroleum products (per device)	\$35.00
	Vehicle tank meters, lubricant products (per device)	\$35.00
	LMDs (per device or grade listed on dispenser)	\$30.00
	LMDs high output device (per device)	\$35.00
	LMDs marina fuel dispenser (per device)	\$30.00
	Coin operated timer (per device)	\$5.00
	Taxi cab meter (per device)	\$25.00
	Miscellaneous device (per hour)	\$50.00
	Re-inspection after follow-up compliance inspection (per inspection)	\$75.00
10-740	Alarm business permit fee	\$50.00
10-741	Alarm user permit fee	
	For an alarm user who is residential obtaining a hold-up alarm or other burglar alarm system	\$25.00
	For an alarm user who is not residential obtaining a hold-up alarm system or burglar alarm system, a fire alarm system, or both	\$40.00
10-742	False alarm on hold-up alarms	
	Premises holding a permit	
	Second false hold-up alarm	\$100.00
	Third false hold-up alarm	\$200.00
	Fourth and subsequent false hold-up alarms	\$350.00
	Premises without a permit	
	First false hold-up alarm	\$100.00
	Second false hold-up alarm	\$200.00
	Third and subsequent false hold-up alarms	\$350.00
	False alarm on alarm systems other than hold-up alarms	
	Premises holding a permit	
	Second false alarm	\$50.00
	Third false alarm	\$75.00
	Fourth false alarm	\$125.00
	Fifth and subsequent false alarms	\$250.00
	Premises without a permit	
	First false alarm	\$50.00
	Second false alarm	\$75.00
	Third false alarm	\$125.00
	Fourth and subsequent false alarms	\$250.00
Chapter 16—Environment		
16-40	Erosion control permit	
	One- and two-family residential	\$100.00
	Multi-family residential	\$150.00
	Commercial, educational, institutional, industrial uses	\$150.00
	Underground utilities	\$100.00
	Other construction sites commencing a land disturbing activity	\$100.00
	Reinspection fee	\$75.00
16-81	Fee in lieu of providing storm water management (per Equivalent Runoff Unit (ERU))	\$4,200.00

16-82	Storm water management plan permit fee	\$500.00
	Private storm water management practice inspection fee	\$100.00
Chapter 18—Fire Prevention and Control		
18-66	Re-inspections for compliance with Ch. 18, Art. II, GBMC	\$75.00
18-93	Permit fee for the purchase and use within the City of those classes of fireworks or pyrotechnics authorized by said statute	\$200.00
18-93	Permit fee for the sale of fireworks within the City of those classes of fireworks authorized by statute	\$600.00
Chapter 24—Nuisances		
24-84	Unmanaged vegetative growth removal	
24-84	Administrative charge (per parcel)	\$82.00
	Labor cost (per hour)	\$86.00
	Equipment cost (per hour)	\$82.00
	Minimum total charge (1/2 hour)	\$166.00
Chapter 28—Parks and Recreation		
28-3	Protection of parks and greenways	
	Encroachment fee	\$75.00
28-7	Metro Boat Launch	
	Daily launch fee	\$6.00
	Season launch pass	\$60.00
	Seniors season launch pass	\$50.00
	Commercial season launch pass	\$75.00
Chapter 32—Solid Waste		
32-2	Yard waste collection	
	Hourly rate	\$219.00
	Minimum fee (1/3 hour plus administrative fee)	\$93.00
	Administrative fee	\$20.00
	Bulk waste collection	
	0-3 cubic yards	\$100.00
	3-10 cubic yards	\$205.00
	10+ cubic yards	\$305.00
	Appliance collection	
	Refrigerators/Freezers (each)	\$51.00
	Appliances with freon (each)	\$51.00
	All other appliances	\$35.00
	Electronics collection (each)	\$65.00
	Tipper carts	
	Garbage – 96 gallon (plus sales tax)	\$100.00
	Recycling – 96 gallon (plus sales tax)	\$100.00
	Improper cart storage (per violation)	\$39.00
	Early/Late setout (per violation)	\$65.00
	Recycling in garbage cart (per violation)	\$65.00
	Garbage in recycling cart (per violation)	\$65.00
32-3		
	Per vehicle for first vehicle licensed by any person	\$25.00
	Per additional vehicle	\$5.00
Chapter 34—Streets, Sidewalks, and Other Public Places		
34-5	Excavation permit fee	\$50.00
	First 100 square feet of excavation	\$37.80
	Each additional 100 square feet of excavation	\$7.60
	Permanent repair of excavated pavement	
	Asphalt streets – Administrative fee (all streets)	\$45.00

34-5	Asphalt streets – Concrete base (sq yard)	\$80.00
	Asphalt streets – Gravel base (sq yard)	\$145.00
	Concrete streets – Administrative fee	\$45.00
	Concrete streets (sq yard)	**
	**Actual Cost from Annual Pavement Repair Contract	
34-8	Sidewalk builder's license fee	\$25.00
34-14	Sidewalk snow and ice management fees	
	Base fee (per instance)	\$69.00
	Snow/Ice removal fee (per linear foot)	\$0.28
34-64	Leicht park dock fee – Cruise ship dockage	
	Per day	\$1,500.00
	Per day/evening	\$2,000.00
Chapter 36—Subdivisions		
36-34	Review fees	
	Preliminary city/extraterritorial subdivision plat	\$150.00
	Additional fee per lot/outlot	\$35.00
	Preliminary city/extraterritorial certified survey map ("CSM")	\$250.00
	Final city/extraterritorial subdivision plat	\$150.00
	City/extraterritorial subdivision/CSM variance	\$150.00
	Preliminary condominium plat	\$250.00
	Additional fee per lot/outlot	\$35.00
	Final condominium plat	\$150.00
36-558	Parkland development fee	\$350.00
36-580	Street tree fee (per tree, calculated at 1 tree per 50 linear feet of right-of-way frontage)	\$100.00
Chapter 42— Utilities		
42-203	Equivalent runoff unit (ERU) credit application fee	\$50.00
Chapter 44—Zoning		
44-82	Zoning amendment fee	\$375.00
44-83	Conditional use permit fee	\$375.00
44-112	Homebased occupation fee – Initial	\$25.00
	Renewal – Annual	\$10.00
44-1552	Work done without Certificate of Appropriateness (per day)	\$50.00
44-1580	Short Term Rental Permit – Initial	\$500.00
	Short Term Rental Permit – Annual Renewal	\$250.00
44-1890	One- and two-family residential site plan approval	
	Principal use building & site development, area smaller than \$1,000 square feet	\$25.00
	Principal use building & site development, area \$1,000 square feet or larger	\$50.00
	Accessory use building, area larger than 150 square feet only	\$25.00
	Fencing – new construction	\$0.00
	Landscaping: land-disturbing activity or new structure	\$25.00
	Tower structure – new construction	\$25.00
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron	\$25.00
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)	\$25.00
	New or reconstructed subdivision or neighborhood identification signage	\$25.00
	Floodplain land use approval	\$50.00

44-1890	Shoreland/wetland land use approval	\$50.00
	Board of Appeals application and hearing fee	\$125.00
	Multi-family residential site plan approval	
	Principal use building & site development	
	Base Fee	\$50.00
	Additional fee per 1,000 sq. feet	\$5.00
	Accessory use building	
	Base Fee	\$50.00
	Additional fee per 1,000 sq. feet	\$5.00
	Fencing – new construction	\$50.00
	Landscaping: land-disturbing activity or new structure	\$50.00
	Tower structure – new construction	\$50.00
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron	
	Base Fee	\$50.00
	Additional fee per 1,000 sq. feet	\$5.00
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)	
	Base Fee	\$50.00
	Additional fee per 1,000 sq. feet	\$5.00
	New or reconstructed subdivision or neighborhood identification signage	\$25.00
	Floodplain land use approval	\$50.00
	Shoreland/wetland land use approval	\$50.00
	Board of Appeals application and hearing fee	\$250.00
	Commercial, educational, institutional, industrial use site plan approval	
	Principal use building & site development	
	Base Fee	\$50.00
	Additional fee per 1,000 sq. feet	\$5.00
	Accessory use building	
	Base Fee	\$50.00
	Additional fee per 1,000 sq. feet	\$5.00
	Fencing – new construction	\$50.00
	Landscaping: land-disturbing activity or new structure	\$50.00
	Tower structure – new construction	\$50.00
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron	\$50.00
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)	\$50.00
	New or reconstructed subdivision or neighborhood identification signage	\$25.00
	Floodplain land use approval	\$50.00
	Shoreland/wetland land use approval	\$50.00
	Board of Appeals application and hearing fee	\$250.00
Other services		
	One- and two-family residential	
	Certificate of occupancy	\$30.00
	Floodplain certificate	\$50.00
	Property compliance letter	\$30.00
	Reinspection fee	\$75.00
	Uniform dwelling code seal	\$30.00

	Zoning certificate (initial letter)	\$50.00
	Zoning certificate (reprinted)	\$0.00
	Multi-family residential	
	Certificate of occupancy	\$30.00
	Floodplain certificate	\$50.00
	Property compliance letter	\$30.00
	Reinspection fee	\$75.00
	Zoning certificate (initial letter)	\$50.00
	Zoning certificate (reprinted)	\$0.00
	Commercial, educational, institutional, industrial uses	
	Certificate of occupancy	\$50.00
	Business license compliance letter	\$50.00
	Floodplain certificate	\$50.00
	Property compliance letter	\$30.00
	Reinspection fee	\$75.00
	Zoning certificate (initial letter)	\$50.00
	Zoning certificate (reprinted)	\$10.00
Miscellaneous		
	Other miscellaneous fees may also be established by policy approved by the Council from time to time	
	Planned Unit Development and PUD Amendment fee	\$425.00
	Postponement of Development Fees	\$100.00
	Development District Map Amendment	\$200.00
	Official Map Amendment	\$200.00
	Discontinuance of a Public Utility Easement	\$200.00
	Declare City Property "City Surplus"	\$200.00
	Street Name Change	\$200.00
	Vacate Street/Alley/Pedestrian Way	\$300.00
	Comprehensive Plan Amendment	\$275.00
	Sign – Permanent (plus \$.50 per square foot)	\$40.00
	Sign – Temporary	\$40.00
	Board of Appeals Initiation – All Other	\$250.00
	Land Use Permit	\$50.00
	Temporary Use Permit	\$25.00
	Annexation	\$150.00
	Cell Tower – Buildings and Colocations	\$500.00
	Cell Tower – New Towers	\$1,000.00
	Tax Incremental Financing fee	
	Projects less than \$5 million dollars	\$500.00
	Projects more than \$5 million dollars but less than \$10 million dollars	\$1,000.00
	Projects more than \$10 million dollars	\$2,500.00

RESOLUTION DESIGNATING PUBLIC DEPOSITORIES AND AUTHORIZING WITHDRAWAL OF CITY MONEYS

Green Bay, Wisconsin
July 23, 2024

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

That each of the following banks:

Associated Bank	JP Morgan Chase
Bank First	Local Government Investment Pool (LGIP)
BNY Mellon Pershing LLC (Ehlers)	Nicolet National
Community First Credit Union	US Bank
First Business Bank	

(the "Bank"), is qualified as a public depository under Chapter 34, Wisconsin Statutes, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that specifically described account(s) may be opened and maintained in the name of this Municipality with the Bank subject to the rules and regulations of the Bank from time to time in effect; that the person(s) and the number thereof designated by title opposite the specific designation of account(s) shall be authorized, for and on behalf of this Municipality, to sign order checks as provided in Section 66.042, Wis Stat., for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Bank any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality; that the endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Bank for the transfer of funds or money between accounts maintained by the Municipality at the Bank.

FURTHER RESOLVED, that the Bank be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all order checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title opposite the designation of the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Bank, and the Bank shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

FURTHER RESOLVED, that the Bank be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Bank, by which, in the Bank's opinion, another person or entity claims an interest in any of these accounts and Bank may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Bank's satisfaction.

FURTHER RESOLVED, that any one of the persons holding the offices of this Municipality which may be designated are hereby authorized (1) to receive for and on behalf of this Municipality, securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to give receipt therefor, and the Bank is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Bank is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3)

pursuant to Section 34.07, Wis. Stats., to accept such security and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

FURTHER RESOLVED, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Bank in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality which may be designated regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Bank, for refusing to honor any signatures not provided to the Bank, for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Bank against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Bank resulting from or arising out of any such payment or other action.

FURTHER RESOLVED, that the Clerk of this Municipality be and hereby is authorized and directed to certify to the Bank the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signature(s) on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Cashier of Bank to the contrary in writing; and the Bank may conclusively presume that such resolutions and signature cards are in effect and that the persons who may be identified from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

Adopted: _____, 2024

Approved: _____, 2024

Mayor

ATTEST:

City Clerk

**RESOLUTION AUTHORIZING
BUDGET AMENDMENT**

July 30, 2024

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

Pursuant to the recommendation of the Finance Committee at its meeting of July 23, 2024, the following 2024 amendment of funds is hereby authorized:

	<u>ACCOUNT</u>		<u>AMOUNT</u>
Increase:	101300 50501	Police-Overtime	\$97,862.47
Increase:	101300 46223	Police Overtime Reimbursement	\$97,862.47

***This budget amendment is for 2024 unbudgeted overtime for staffing at the FBI and Internet Crimes Against Children Task Forces and unbudgeted special events such as HS Lunch Neighborhood Security-GB Schools, Cellcom Marathon, Bellin Run, NWTC Car Show, Chase Bank Security, Juneteenth Parade, East High Graduation, GB Packers Concert, igNight Market, Friday's on the Fox and Farmers Markets.*

Increase:	101400 50501	Fire-Overtime	\$22,853.98
Increase:	101400 46223	Fire Overtime Reimbursement	\$22,853.98

***This budget amendment is for 2024 unbudgeted overtime for staffing at events such as the Bellin Run, Cellcom Marathon, Brown County Fire Investigation Task Force and GB Packers Concert.*

Increase:	101400 50501	Fire-Overtime	\$12,375.00
Increase:	101400 43611	Fire-State Overtime Reimbursement	\$12,375.00

***This budget amendment is for 2024 unbudgeted state reimbursements of costs incurred for employees to attend USAR (Urban Search & Rescue) trainings.*

Adopted _____

Approved _____

Mayor

Clerk

**RESOLUTION AUTHORIZING CONDITIONAL USE
PERMIT AT 1308 EAST WALNUT STREET
(ZP 24-19)**

July 30, 2024

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

That, pursuant to Zoning Petition 24-19 and the recommendation of the Plan Commission on July 22, 2024, the City of Green Bay does authorize a Conditional Use Permit (CUP) for a two-family residence at the following described property located 1308 East Walnut Street, submitted by David Erickson of Neighborworks Green Bay, applicant; City of Green Bay Redevelopment Authority, property owner:

The North 150 feet of Lot Seven Hundred Ninety-Two (792) and the North 95 feet of Lot Seven Hundred Ninety-Three (793), Plat of Navarino, in the City of Green Bay, ESFR, Brown County, Wisconsin except for lands described in Document 2746273, Brown County Records described as follows: Parcel "C", Part of Lots 792 and 793 of the Plat of Navarino, City of Green Bay, Brown County, Wisconsin, more fully described as follows: Commencing at Brown County certified land corner #40U/V-23/24; thence S29°51'32"W, 597.07 feet on the line between said point and Brown County certified land corner #40V/W-22/23; thence S63°46'50"E, 6705.88 feet to the intersection of the Easterly right of way line of Irwin Street and the Southerly right of way line of East Walnut Street; thence S26°22'16"W, 85.03 feet along said Easterly right of way line of Irwin Street to the point of beginning; thence S63°44'07"E, 106.26 feet to the East line of Lot 792 of the Plat of Navarino; thence S26°23'34", 65.05 feet along said line; thence N63°43'28"W, 53.12 feet; thence N26°22'55"E, 55.04 feet along said Westerly line of said Lot 792; thence N63°44'07"W, 53.13 feet to said Easterly right of way of Irwin Street; thence N26°22'16"E, 10.00 feet along said line to the point of beginning.

Tax Parcel No. 14-244

Said conditional-use permit shall be granted subject to:

1. A site plan and applicable permit applications are submitted to the Department of Community and Economic Development for review and approval.
2. Compliance with the regulations of the Green Bay Municipal Code is not covered under the Conditional Use Permit, including standard site plan review and approval.

Adopted _____

Approved _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

JL

Attachment – Map



- Proposed CUP Parcel
- 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
(CUP) Request
Two-Family Residential Use in (OR)
Office-Residential District
1308 E Walnut St.**

**RESOLUTION AUTHORIZING CONDITIONAL USE
PERMIT AT 814 S. ASHLAND AVENUE
(ZP 24-22)**

July 30, 2024

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

That, pursuant to Zoning Petition 24-22 and the recommendation of the Plan Commission on July 22, 2024, the City of Green Bay does authorize a Conditional Use Permit (CUP) to allow for two-family dwelling, semi-detached in a Low-Density Residential (R1) district on the following described property located at 814 S. Asland Avenue:

Lot Eight (8) Block Eight (8) according to the recorded Plat of CLA Tank's Fifth Addition to Fort Howard, in the City of Green Bay, West side of Fox River, Brown County, Wisconsin.

Tax Parcel No. 2-347

Said CUP shall be granted subject to the following conditions:

1. Install off-street parking for a two-family residential use that is in compliance with the Green Bay Municipal Code.
2. Compliance with all other regulations of the Green Bay Municipal Code.

Adopted _____

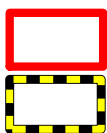
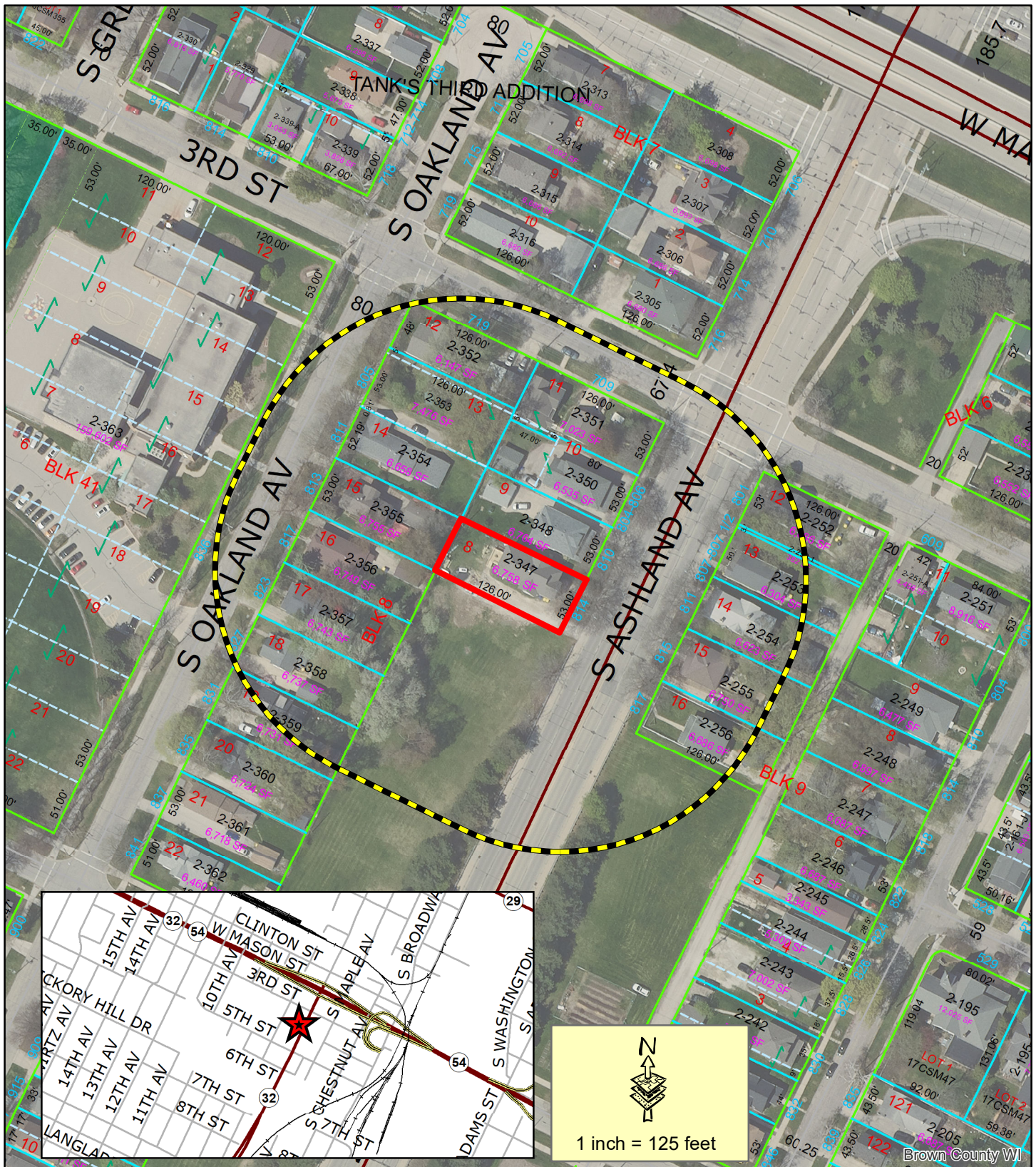
Approved _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

dm:

Attachment – Map



Subject Area

200' Property Owner Notice

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Zoning Petition ZP 24-22 Conditional Use Permit at 814 S. Ashland Ave



**RESOLUTION REGARDING VACATION
OF PUBLIC RIGHT-OF-WAY
AT TILKENS AND TOMMARK STREETS (SV 24-01)**

September 17, 2024

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, a request has been filed with the Common Council requesting vacation of an approximate 5' x 58.68' strip of unimproved right-of-way located at the intersection of Tilkens and Tommark Streets, between 703 S. Ridge Road (Parcel 2-57) and 1272 Tilkens Street (Parcel 2-1417), and south of 1277 W. Mason Street (Parcel 2-56) 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 entire vacated area deeded to 1272 Tilkens Street (Parcel 2-1417) having been part of Lot 26 of C.L.A Tank Subdivision of Private Claims 2-9 with the following condition:

1. Utilities located within the vacated right-of-way shall be protected with an easement(s).

NOW, THEREFORE, BE IT RESOLVED that it appears to be in the public interest that an approximate 5' x 58.68' strip of unimproved right-of-way located at the intersection of Tilkens and Tommark Streets, between 703 S. Ridge Road (Parcel 2-57) and 1272 Tilkens Street (Parcel 2-1417), and south of 1277 W. Mason Street (Parcel 2-56) 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 September 17, 2024 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 _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

Attachments (legal description and exhibit)

DESCRIPTION OF RIGHT-OF-WAY AT TILKENS AND TOMMARK STREETS TO BE
VACATED

LEGAL DESCRIPTION TO BE ADDED

The subject right-of-way is an approximate 5' x 58.68' strip of unimproved right-of-way located at the intersection of Tilkens and Tommark Streets, between 703 S. Ridge Road (Parcel 2-57) and 1272 Tilkens Street (Parcel 2-1417), and south of 1277 W. Mason Street (Parcel 2-56) and is part of the Franklin Subdivision Plat.



Proposed Street Vacation

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 DM.

Street Vacation **(SV 24-01)** **West of 1272 Tilkens** **Street**



**RESOLUTION REGARDING VACATION
OF PUBLIC RIGHT-OF-WAY AT THE
SOUTHWEST CORNER OF NORTHLAND
AVENUE AND NORTH ADAMS STREET
(SV 24-02)**

September 17, 2024

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, a request has been filed with the Common Council requesting vacation of an approximate 36.41' x 52.97' / 1,929 square foot area of right-of-way at the southwest corner of Northland Avenue and North Adams Street as depicted on the attached map; and legally described as follows:

Part of Northland Avenue and Adams Street, both Public Right of Ways, being located in part of Private Claim 2, East side of the Fox River, City of Green Bay, Brown County, Wisconsin containing 1929 Square Feet (0.0443 Acres) of land described as follows:

Commencing at the Northwest corner of Baylake City Center Condominium Second Addendum, Document No. 3060108, being the intersection of the east right of way line of Washington Street and the south right of way line of Northland Avenue; thence S63°34'50"E along the north line of said Condominium and the south right of way line of Northland Avenue, 279.12 feet to the Point Of Beginning of the parcel being described; thence S26°25'10"W, along a right of way line, 36.41 feet; thence S63°34'50"E, along a right of way line, 52.97 feet to the west right of way line of Adams Street; thence N26°25'10"E, 36.41 feet; thence N63°34'50"W, 52.97 feet to the Point of Beginning of the parcel being described. Described parcel is subject to easement and restriction of record.

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.

NOW, THEREFORE, BE IT RESOLVED that it is in the public interest that an approximate 36.41' x 52.97' / 1,929 square foot area of right-of-way at the southwest corner of Northland Avenue and North Adams 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 August 27, 2024 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 _____

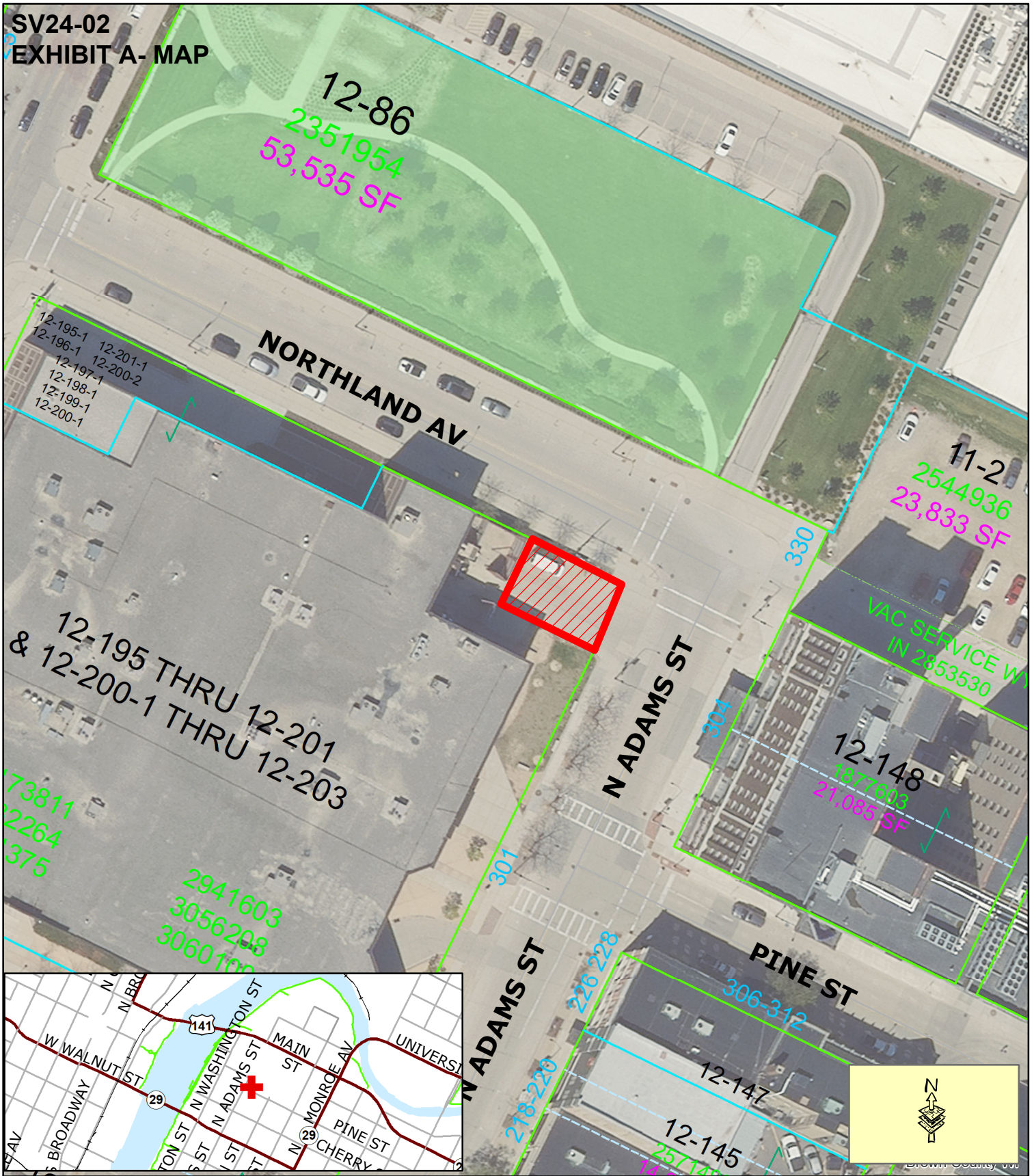
Approved _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

Attachments – Map
 Legal Description

SV24-02
EXHIBIT A- MAP



 Proposed Street Vacation

Zoning Petition (SV 24-02)
Proposed Street Vacation

Southwest Corner of North
Adams St & Northland Ave

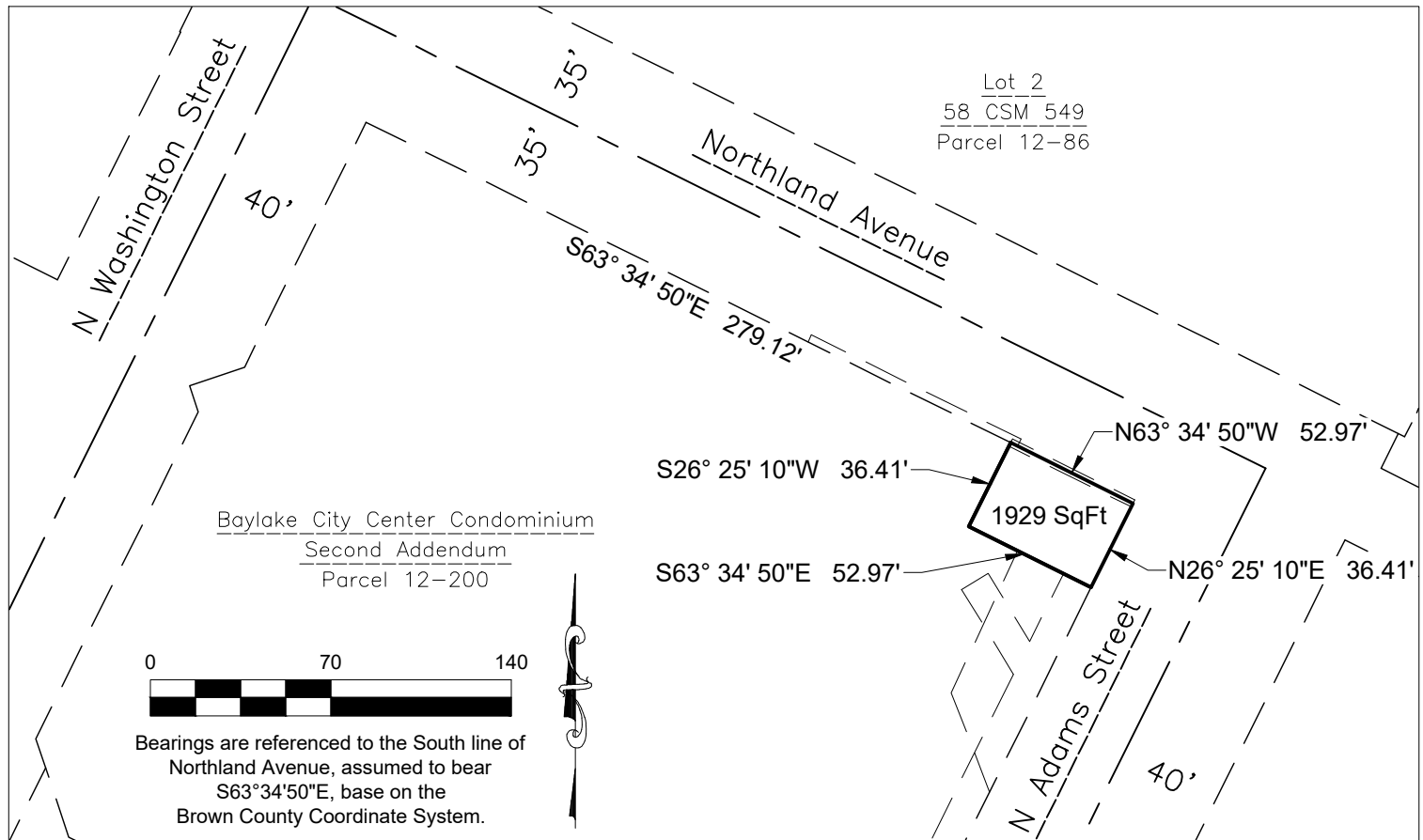
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Map prepared by DB



Parcel Description

Part of Northland Avenue and Adams Street, both Public Right of Ways, being located in part of Private Claim 2, East side of the Fox River, City of Green Bay, Brown County, Wisconsin containing 1929 Square Feet (0.0443 Acres) of land described as follows:

Commencing at the Northwest corner of Baylake City Center Condominium Second Addendum, Document No. 3060108, being the intersection of the east right of way line of Washington Street and the south right of way line of Northland Avenue; thence $S63^{\circ}34'50''E$ along the north line of said Condominium and the south right of way line of Northland Avenue, 279.12 feet to the Point Of Beginning of the parcel being described; thence $S26^{\circ}25'10''W$, along a right of way line, 36.41 feet; thence $S63^{\circ}34'50''E$, along a right of way line, 52.97 feet to the west right of way line of Adams Street; thence $N26^{\circ}25'10''E$, 36.41 feet; thence $N63^{\circ}34'50''W$, 52.97 feet to the Point of Beginning of the parcel being described. Described parcel is subject to easement and restriction of record.



**DAVEL ENGINEERING &
ENVIRONMENTAL, INC.**

Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

File: 8405exhibit.dwg
Date: 07/18/2024
Drafted By: scott
Sheet: Parcel Desc.

**RESOLUTION AUTHORIZING CONDITIONAL USE
PERMIT AT 1225 OREGON STREET
(ZP 24-20)**

July 30, 2024

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

That, pursuant to Zoning Petition 24-20 and the recommendation of the Plan Commission on July 22, 2024, the City of Green Bay does authorize a Conditional Use Permit (CUP) to allow for a six foot (6') by twenty-two foot (22') covered front porch to extend six (6) feet into the front yard setback in a Low-Density Residential (R1) district on the following described property located at 1225 Oregon Street:

That part of Lot Fifty-four (54), Plat of Dousman and Elmore's Second Addition to Fort Howard, now part of the City of Green Bay, West side of the Fox River, Brown County, Wisconsin, described as follows: Commencing at the Northwestern corner of said Lot 54 and running thence South 26°02'10" West along the West line of said Lot 54 a distance of 320.12 feet; thence South 64°03'45" East along the South line of Oregon Street 34.5 feet to a starting point; thence continuing South 64°03'45" East, 59.5 feet; thence South 26°02'10" West, 130.00 feet; thence North 64°07'30" West, 59.5 feet; thence North 26°02'10" East, 130.07 feet to the starting point, Excepting therefrom those parts thereof used for road purposes.

Tax Parcel No. 5-675-4

Said CUP shall be granted subject to the following conditions:

1. All materials and architectural details shall be consistent with the home, as determined by the Zoning Administrator at the time of Site Plan Review.
2. Site plan approval by the Department of Community and Economic Development.
3. Compliance with all other regulations of the Green Bay Municipal Code

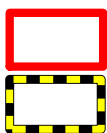
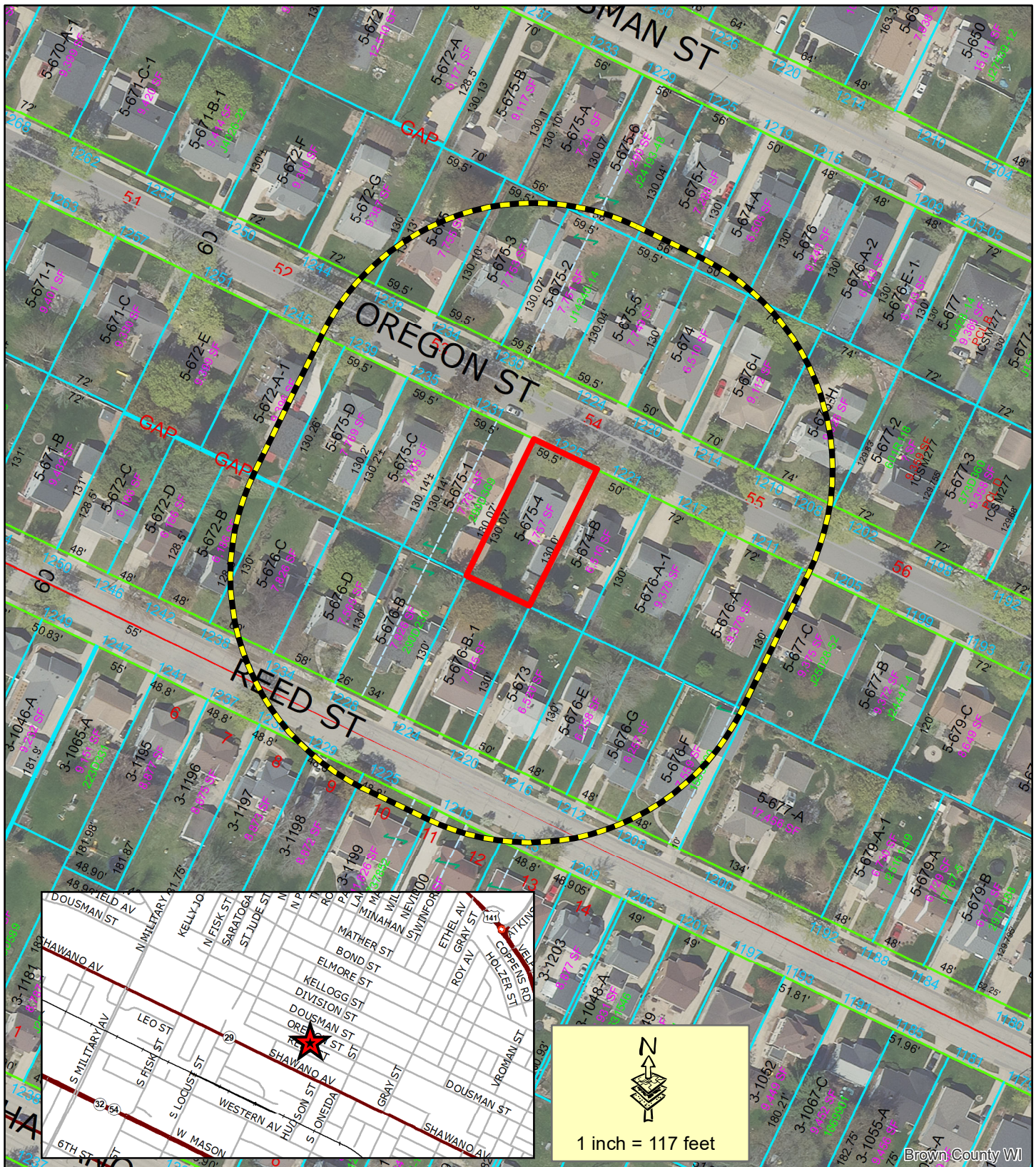
Adopted _____

Approved _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

dm:
Attachment – Map



Subject Area

200' Property Owner Notice

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

Zoning Petition **ZP 24-20** **Conditional Use Permit at** **1225 Oregon Street**



**RESOLUTION AUTHORIZING
2024 TAX INCREMENT DISTRICT (TID) BORROWING**

July 30, 2024

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

Pursuant to the recommendation of the Finance Committee at its meeting of July 23, 2024, the following 2024 TID borrowing of funds is hereby authorized:

	<u>AMOUNT</u>
2024 TID Borrowing – State Trust Fund Loan	Up to \$5,500,000

This borrowing request allows staff to award the contracts and move forward with the JBS Subdivision and Park – Phase 2 Infrastructure and Boulevard projects with the awarded contractor. This TID borrowing will be supplemented by grants and other funding sources for this project.

Adopted _____

Approved _____

Mayor

Clerk

**RESOLUTION AUTHORIZING
TRANSFER OF FUNDS**

July 30, 2024

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

Pursuant to the recommendation of the Finance Committee at its meeting of July 23, 2024, the following 2024 transfer of funds is hereby authorized:

	<u>ACCOUNT</u>	<u>AMOUNT</u>
From:	101099-59001 Contingency	up to \$9,400.00
To:	101600-5XXXX Salaries & Benefits	up to \$9,400.00

This budget amendment to cover the new AmeriCorps planning grant match for the remainder of 2024

Adopted _____

Approved _____

Mayor

Clerk

MISCELLANEOUS ORDINANCE NO. 02-24

**AN ORDINANCE ADOPTING AN AMENDMENT TO THE SMART GROWTH
2022 COMPREHENSIVE PLAN OF THE CITY OF GREEN BAY RELATED
TO PROPERTY LOCATED 2532, 2580 UNIVERSITY AVENUE AND PARCEL
21-1249-1-3 FROM COMMERCIAL AND LIGHT INDUSTRIAL TO
MEDIUM/HIGH DENSITY RESIDENTIAL
(CPA 23-04)**

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 23-04 is hereby adopted pursuant to Wis. Stats. § 66.1001(4)(c) on the following described properties. A copy of the comprehensive plan amendment is attached to this ordinance.

Parts of Government Lot 2 and the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$, Sec. 33, T24N-R21E, in the City of Green Bay, East side of Fox River, Brown County, Wisconsin, more fully described as:

Commencing at the East $\frac{1}{4}$ corner, Sec. 33, T24N-R21E; thence S89°07'08"W, 1341.03 feet along the South line of the Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ and Government Lot 2 of said Section 33 to the point of beginning; thence S89°07'08"W, 1292.37 feet along the South line of said Government Lot 2 to the center of said Section 33; thence S88°23'29"W, 35.86 feet along the South line of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of said Section 33; thence N0°20'34"E, 1087.53 feet along the Easterly right of way of Rothe Street to the Southwest corner of Jacket 14739 of Records, Image 09, Brown

County Records; thence N3°46'49"W, 250.02 feet along the East line of said Jacket and Image to the Southerly right of way of University Avenue; thence S3°6'49"E, 250.02 feet along the easterly right of way of vacated Liebmann Street; thence N85°31'42"E, 406.69 feet; thence S49°52'44"EE, 467.82 feet; thence S0°06'51"W, 840.67 feet to the South line Government Lot 2 of said Section 33 and the point of beginning.

And

Lot 1 of 33 CSM 272, being part of Government Lots 2 and 3 and being part of the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$, Section 33, in the City of Green Bay, Brown County, Wisconsin.

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

SECTION 3. This ordinance shall take effect upon its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

APPROVED:

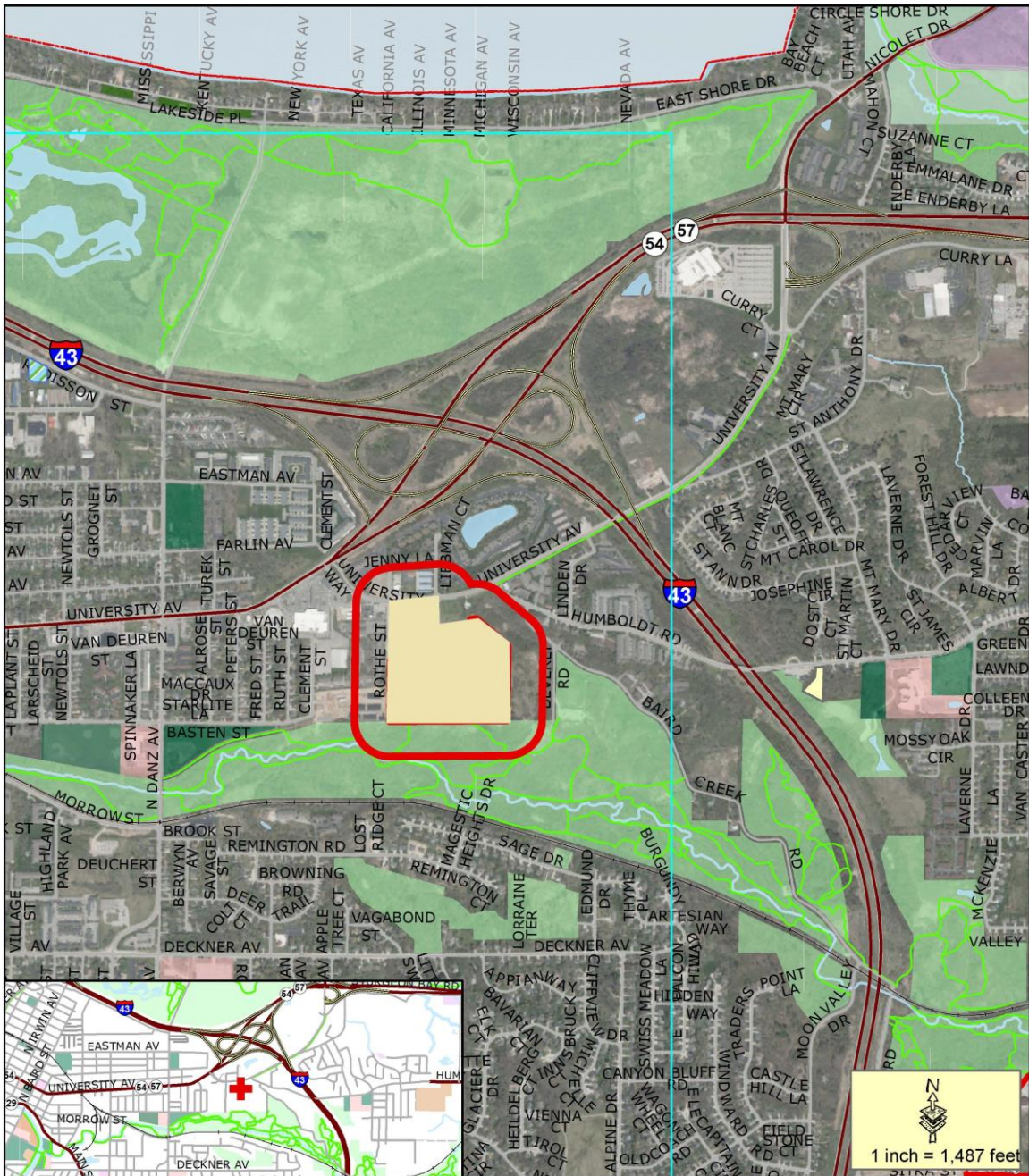
Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

jl:

Attachments – Location Map



- Proposed Comp Plan Amend Area
- 400' Property Owner Notice

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

Proposed Comprehensive Plan Amendment
2532 University Ave, 2540 University Avenue
and 2500 Block University Avenue (Parcel 21-1249-1-3)
Light Industrial and Commercial Land Uses
to Medium/High Density Land Use

ZONING ORDINANCE NO. 13-24

**AN ORDINANCE REZONING PROPERTY LOCATED AT
2532 UNIVERSITY AVENUE FROM GENERAL COMMERCIAL TO VARIED
DENSITY RESIDENTIAL
(ZP 24-18)**

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 tax parcel 21-1247-1 which is located at 2532 University Avenue from (C1) General Commercial District to Varied Density Residential (R3) District.:

2532 UNIVERSITY AVENUE (21-1247-1)

A PARCEL OF LAND LOCATED IN GOVERNMENT LOT 2 OF SECTION 33, TOWNSHIP 24 NORTH, RANGE 21 EAST, IN THE CITY OF GREEN BAY, BROWN COUNTY, WISCONSIN DESCRIBED AS FOLLOWS:
COMMENCING AT THE EAST $\frac{1}{4}$ OF SAID SECTION 33; THENCE S89°01'02"W, 2671.67 FEET; THENCE N0°14'24"E, 1338.71 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY OF UNIVERSITY AVENUE; THENCE N85°25'24"E, 311.19 FEET ALONG SAID RIGHT OF WAY TO THE POINT OF BEGINNING; THENCE CONTINUING N85°25'24"E ALONG SAID RIGHT OF WAY, 180.00 FEET; THENCE S3°53'07"E, 250.02 FEET; THENCE S85°25'24"W, 180.00 FEET; THENCE N3°53'07"W, 250.02 FEET TO THE POINT OF BEGINNING.

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

SECTION 3. This ordinance shall not take effect until a public hearing is held 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 _____, 2024.

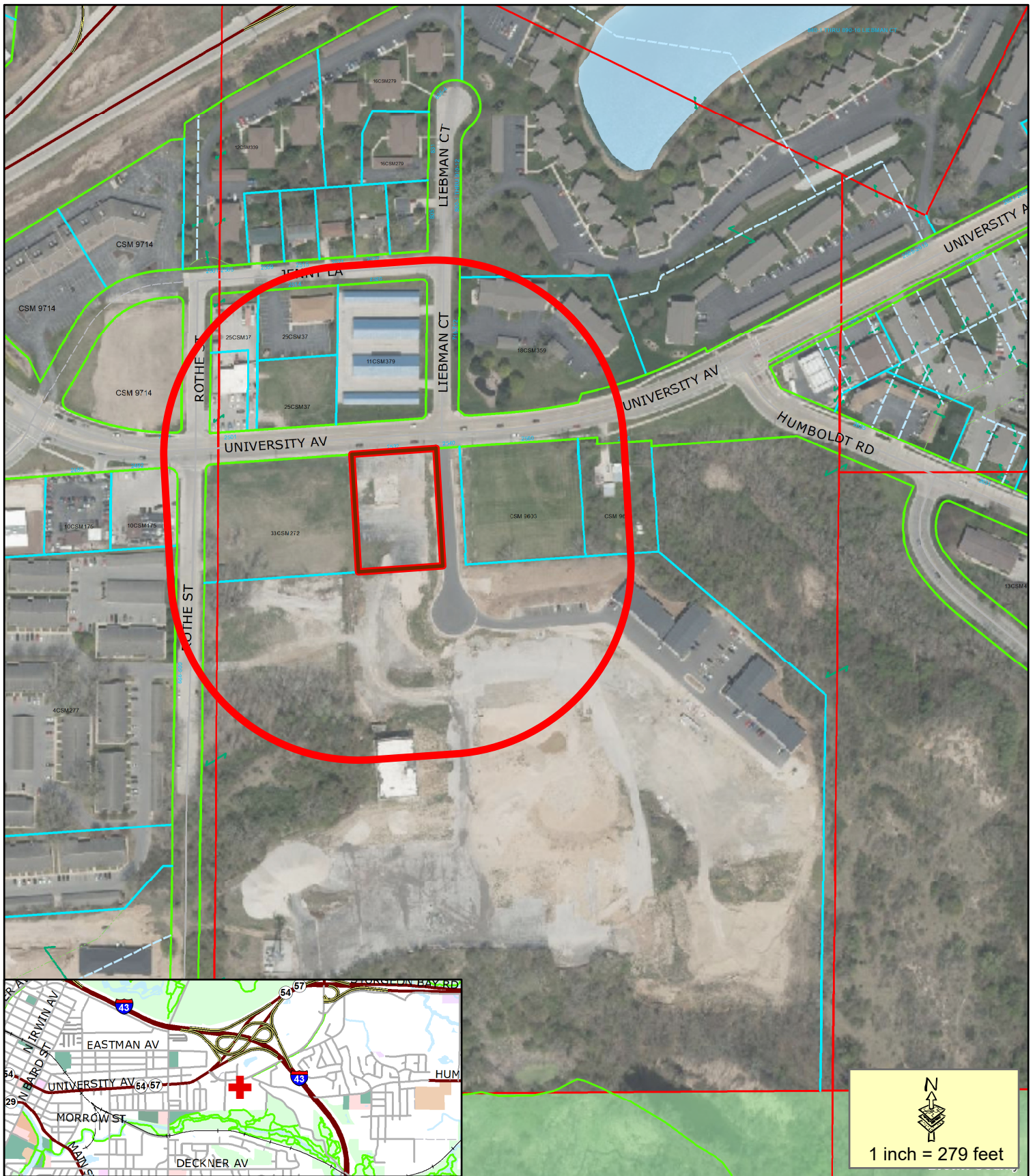
APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, City Clerk

jel
Attachment – Map



- Proposed Rezone Parcel
- 400' Property Owner Notice

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Map prepared by JL

**Proposed Rezone Parcel
2532 University Ave
General Commercial (C1) to
Varied Density Residential (R3) Zoning District**



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # AA.3

General Ordinance 13-24
An ordinance amending Section 26-6 Relating to Firearms.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Draft G.O. 13-24 Relating to Firearm Discharge Ordinance

GENERAL ORDINANCE NO. 13-24

**AN ORDINANCE
AMENDING CHAPTER 26-6,
GREEN BAY MUNICIPAL CODE,
RELATING TO FIREARMS**

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

SECTION 1. Chapter 26-6(a), Green Bay Municipal Code, is hereby amended to read:

Sec. 26-6. Weapons.

(a) *Firearms*

(1) *Discharge Prohibited.* No person shall discharge a firearm in the City.

(2) *Exceptions.* A firearm may be discharged under the following conditions:

- a. In the confines of a licensed shooting gallery or sportsmen club.
- b. By peace officers of the United States, Wisconsin, or any subdivision thereof while in the discharge of the proper exercise of their duties and within their proper jurisdiction.
- c. For the purpose of the elimination of animals, as authorized by the Department of Natural Resources and the Green Bay Police Department, ~~and such decision may be appealed to the Protection and Policy Committee.~~
- d. Within an entirely enclosed structure under such circumstances that the instrument can be fired in such a manner as to not endanger any persons or property and as to prevent the projectile from leaving the structure.
- e. Pursuant to action validly taken in self-defense.
- f. Migratory bird hunting in the West Bay Shore area north of the Ken Eurers Trail Between half-way slough and the extension of Military Avenue, specifically displayed in the shaded area of the following map. Any discharge of a firearm in this area shall be directed over or into the waters of Green Bay and the weapon and ammunition used shall comply with all regulations pertaining to the hunting of migratory birds.
- g. **With written authorization from the chief of police, for the honorary discharge of a firearm, using only blanks, as a gun salute for ceremonial purposes.**

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

07/30/2024



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # AA.4

General Ordinance 15-24

An ordinance amending Section 2-112 Relating to the City Attorney with amendments.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. REVISED 2024-07-25 Draft G.O. 15-24 Relating to the City Attorney

GENERAL ORDINANCE NO. 15-24

**AN ORDINANCE
AMENDING SECTION 2-112,
GREEN BAY MUNICIPAL CODE,
RELATING TO THE CITY ATTORNEY**

WHEREAS, a recent ethics opinion of the American Bar Association addressed the use of listservs and other resources when discussions by an attorney would result in a reasonable likelihood that the identity of the attorney's client and information related to the representation of the client would be revealed; and

WHEREAS, the City Attorney's use of resources such as listservs, conference calls, and discussion sessions at conferences – the participation in which would result in a high likelihood of disclosing the City Attorney's client and information related the representation of the client would be revealed – provide valuable resources to the City which increase the effectiveness of the City's legal representation and reduce legal expenses through the sharing of forms, information and expertise; and

WHEREAS, collaboration with other municipal attorneys provides both direct and indirect benefits to the City of Green Bay by fostering the municipal law community to allow for the flow of information and expertise between the municipalities to best serve the legal needs of the City; and

WHEREAS, the informed consent provided herein is limited to the release of information which is not confidential in nature and the City Attorney is generally prohibited from discussing specific confidential details of City business including, but not limited to, confidential development proposals, closed session proceedings, disciplinary proceedings and disputes with other municipalities whose legal counsel may be a member of the listserv or otherwise participate in the communication; and

WHEREAS, under circumstances where consultation and collaboration is beneficial to the City, but may involve a limited release of confidential information, the City Attorney may consult and obtain informed consent for the limited release of information from the Mayor or Council President.

NOW, THEREFORE, BE IT RESOLVED, the Common Council of the city of Green Bay does ordain as follows:

SECTION 1. Section 2-112, Green Bay Municipal Code, is hereby amended to read:

Sec. 2-112 City Attorney.

- (a) In addition to the statutory and common law duties and authority vested in the City Attorney, and without limitation thereon by the specific enumerations set forth below, the City Attorney and those persons designated by the City Attorney are authorized to:

- (1) Investigate complaints alleging violations of this Code and, if the results of such investigation warrant, refer the findings to the appropriate officer, official, committee, board, or commission.
 - (2) File answers and counterclaims in legal or equitable actions to which the City is a party.
 - (3) Initiate injunctive and abatement actions or proceedings.
 - (4) Initiate or respond to appeals in all courts and before administrative bodies.
 - (5) Enter an appearance before any court, administrative agency, or quasi-judicial body of competent jurisdiction in any matter in which the City is or may become involved.
 - (6) Accept, reject, or negotiate a tentative offer of settlement in any pending litigation after communicating such offer to the Mayor and Finance Committee Chairperson and receiving their approval, where such offer is received from the opposing party not less than six calendar days before the day of the scheduled formal hearing or trial upon the issue.
- (b) The City Attorney and those persons designated by the City Attorney are delegated the authority to bind the City and its boards, commissions, and agencies to the terms and conditions set forth in the following classes of legal matters generally known as:
- (1) Insurance waivers and releases.
 - (2) Assignment of subrogation claims.
 - (3) Insurance agreements pertaining to proof financial responsibility.
 - (4) Stipulations in administrative or judicial proceedings or actions wherein the City incurs no financial obligations except for the payment of statutory costs.
 - (5) Bankruptcy claims.
 - (6) Real estate tax transfer forms.
- (c) The City provides informed consent for the City Attorney and such assistants as may be appointed to release information, including information which may not be available to the public at the time of release, to the extent necessary for the purposes of consulting and collaborating with other municipal attorneys or other legal resources for the benefit of the City. This section shall not provide informed consent for the City Attorney to release confidential information regarding current or anticipated bargaining positions, specific details or strategies of pending or anticipated litigation, details of disciplinary proceedings, or disputes with other units of government. If the release of such confidential information would be beneficial to the City, the City Attorney may obtain informed consent from the Mayor and the President of the Common Council.**
- ~~(e)~~ **(d)** City Attorney emeritus. See Charter Ordinance 11.

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

07/30/2024



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # AA.5

General Ordinance 16-24

An ordinance amending Section 2-32 Relating to Remote Attendance at Meetings.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Draft G.O. 16-24 Relating to Remote Attendance at Meetings

GENERAL ORDINANCE NO. 16-24

AN ORDINANCE
AMENDING SECTION 2-32,
GREEN BAY MUNICIPAL CODE,
RELATING TO REMOTE ATTENDANCE AT MEETINGS

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

SECTION 1. Section 2-32, Green Bay Municipal Code, is hereby amended to read:

- (a) *Remote attendance permitted.* Any ~~City employee, member of a governmental body, or any other person~~ may appear at any meeting, as defined in Wis. Stats. § 19.82, by telephone, video conference, or other remote method of participation: **except that testimony given for any quasi-judicial hearing shall be done in person.**
- (b) *Remote attendance by members.* Any member of a City governmental body desiring to attend a meeting remotely shall be entitled to participate and vote to the fullest extent possible.
 - (1) *Exception.* No member shall participate or vote on any **quasi-judicial hearing, or any** matter that requires the visual assessment of physical evidence or exhibits that have not been previously reviewed by the member.
 - (2) *Quorum.* A member who appears remotely under this section shall count toward a quorum during said appearance.
 - (3) *Proper equipment.* Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation in the meeting.
- (c) *Notice.* The agenda for any meeting of a governmental body shall specifically and conspicuously provide information concerning all available methods of attendance.

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

07/30/2024



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

MEETING DATE

July 30, 2024

PREPARED BY

AGENDA ITEM # AA.6

General Ordinance 9-24
An ordinance relating to petitions and communications.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Draft G.O. 09-24 Relating to Petitions and Communications (clean version)
2. Draft G.O. 09-24 Relating to Petitions and Communications

GENERAL ORDINANCE NO. 09-24

**AN ORDINANCE AMENDING SECTION 2-27(i),
GREEN BAY MUNICIPAL CODE,
RELATING TO PETITIONS AND COMMUNICATIONS**

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

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

(i) **Petitions and communications; sponsorship.**

- (1) All alder communications, petitions, and requests shall be in writing and submitted to the Clerk no later than the close of business on the Wednesday preceding a Common Council meeting, or in the case of a special meeting of the Common Council, not less than 24 hours prior to the meeting.
- (2) Timely submitted communications, petitions, and requests shall be placed on the Common Council agenda for a vote by Council to be referred to and heard by the appropriate committee. The committee shall make a recommendation within two meetings, unless otherwise specified by the Council. If the committee fails to make a recommendation within the prescribed time, the item shall be placed on the next Common Council agenda without a recommendation. Referral to committee can be done by vote of the Common Council as provided in this section or by written consent of the Chairperson of the committee. Any matter referred to more than one committee shall be designated to a primary committee. Other committees considering the matter shall make recommendations to the primary committee for its consideration. Only the recommendation of the primary committee shall be presented to the Common Council for action.
- (3) No ordinance may be added to any committee agenda without the sponsorship of at least one member of the Common Council. Additional alders may join as sponsors of the ordinance prior to, or at the time, of the first reading of the ordinance at Common Council.

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

06/11/2024

GENERAL ORDINANCE NO. 09-24

AN ORDINANCE AMENDING SECTION 2-27(i),
GREEN BAY MUNICIPAL CODE,
RELATING TO PETITIONS AND COMMUNICATIONS

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

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

(i) **Petitions and communications; Reference to committees sponsorship.**

- (1) All **alder** communications, petitions, **and** requests, ~~and complaints~~ shall be in writing and **submitted to the Clerk no later than the close of business on the Wednesday preceding a Common Council meeting, or in the case of a special meeting of the Common Council, not less than 24 hours prior to the meeting.**
- (2) **Timely submitted communications, petitions, and requests** shall be **placed on the Common Council agenda for a vote by Council to be referred to and heard by the appropriate committee. The committee shall make a recommendation within two meetings, unless otherwise specified by the Council. If the committee fails to make a recommendation within the prescribed time, the item shall be placed on the next Common Council agenda without a recommendation.** ~~referred to a committee before action is taken thereon by the Council. Referral to committee can be done by referral~~ **vote** of the Common Council **as provided in this section** or by **written** consent of the Chairperson of the committee. Any matter referred to more than one committee shall be designated to a primary committee. Other committees considering the matter shall make recommendations to the primary committee for its consideration. Only the recommendation of the primary committee shall be presented to the Common Council for action.
- (3) **No ordinance may be added to any committee agenda without the sponsorship of at least one member of the Common Council. Additional alders may join as sponsors of the ordinance prior to, or at the time, of the first reading of the ordinance at Common Council.**

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

06/11/2024

ZONING ORDINANCE NO. 14-24

AN ORDINANCE ZONING CERTAIN PROPERTY LOCATED AT THE 900 BLOCK OF ERIE ROAD (PARCEL 21-199) AS A PLANNED UNIT DEVELOPMENT DISTRICT FOR PURPOSES OF DEVELOPING THE GRANDVIEW INDUSTRIAL PARK PHASE II (ZP 24-21)

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

SECTION 1. Section, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by establishing a Planned Unit Development District (PUD) on the properties listed below and as depicted as Exhibit A - Location Map and described below:

The Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, Section 12, T23N-R21E, City of Green Bay, ESFR, Brown County, Wisconsin, and that part of the vacated North $\frac{1}{2}$ of Padi-Wood Lane described in Document No. 2867455, Excepting therefrom that part described in Volume 244 Deeds, Page 17, Further excepting therefrom Certified Survey map No. 2356 filed in Volume 11 Certified Survey Maps Page 41 as Document No. 972613, Further excepting therefrom that part described in Document No. 2822228, further excepting therefrom all parts thereof used for road purposes.

Planned Unit Development Phase II area contains 35.85 acres, more or less.

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

- A. **INDUSTRIAL PARK OVERVIEW.** The Grandview Industrial Park (GIP) is a planned development designed to provide a high-quality location and promote the efficient and effective growth of light-medium industrial businesses within the greater Green Bay market, while also integrating land area suitable for supportive commercial retail and service uses. GIP has begun as an initial first phase consisting of approximately 50.22 acres which was approved by Common Council in 2022 and amended in 2023.

This subsequent planned unit development, Grandview Industrial Park Phase II (GIP Phase II) consists of one parcel totaling approximately 35.85 acres of land area. This is the second phase of a larger industrial park that will ultimately include approximately 30 parcels, comprising approximately 375 acres of land. It is located on the east side of the city on both sides of the 3700-3800 Blocks of East Mason Street approximately one and a half miles east of Interstate 43, nine and a half miles from Interstate 41 and about 11 miles from the Green Bay Austin Straubel International Airport.

Through appropriate land use regulation, supportive infrastructure, proximity to the

interstate highway system and nearness of work force, the City has set the stage for a regional industrial “campus” that has been identified as a necessity in the Green Bay Smart Growth Comprehensive Plan and 2021 Commercial Market Study.

GIP Phase II is intended to be primarily a light to medium intensity industrial park supporting production, processing, storage, distribution, and transportation uses. Select commercial and workforce-oriented support uses such as restaurants, business and personal services, and vehicle-oriented businesses are also permitted along the arterial roadways of East Mason Street and Erie Road. It is important to note that regulation within this PUD may be differentiated based on the industrial or commercial nature of the use.

- B. **LAND-USE REGULATIONS.** The only permitted or conditional uses that may be established and/or maintained within the PUD area shall be those uses listed below. All other uses shall be specifically prohibited within the PUD area.

Table I-1. Principal Uses in the PUD

Use	GIP	Development Standards	Location limited
Production, Processing, and Storage			
Agricultural Uses	P		
Limited production and processing	P	X	
Light industrial uses	P		
General industrial uses	C		
Heavy industrial uses	C		
Contractor yard	C		
Dry cleaning establishment, commercial laundry	P		
Research and development facility	P		
Warehousing (not including self-service)	P		
Wholesale and distribution facility	P		
Transportation Uses			
Ground transportation service	C		
Motor freight terminal	C	X	
Package delivery service	P		
Public Service and Utility Uses			
Public safety/service facility	P		
Telecommunication tower, wireless communication facility	C	X	
Substation/distribution equipment	C		
Solar or Wind Energy Systems	C		
Office and Mixed Uses			
General office	P		
Government office	P		
Bank or other financial institution	P		Arterial Road
Clinic, healthcare facility	P		Arterial Road

Commercial Uses			
Accommodation and Food Service Uses			
Restaurant,* not including drive-through	P		Arterial Road
Restaurant* with drive-through	P		Arterial Road
Service Businesses			
Business service**	P		
Building maintenance, janitorial service	P		
Catering service	P		
Printing and publishing establishment	P		
Small appliance repair service	P		
Tool/equipment rental facility	P		
Animal hospital, veterinary clinic	C	X	Arterial Road
Animal grooming establishment	C		
Animal boarding facility, kennel	C	X	Arterial Road
Retail Sales			
General retail sales**	C		Arterial Road
Building material sales	P	X	
Contractor showroom	P		
Greenhouse, garden supply store	C		
Commercial Recreation and Entertainment			
Health clubs, fitness centers	C	X	Arterial Road
Vehicle Services			
Automobile rental	C	X	Arterial Road
Convenience store	P		Arterial Road
Fuel/gas/service station	P	X	Arterial Road
Motor vehicle repair, major	C		
Motor vehicle repair, minor	P		Arterial Road
Drive-through facility	C	X	Arterial Road
Educational Uses (Amd. GO 10-18)			
School, specialty or personal instruction, etc.	C	X	
Group daycare center, preschool (9 or more children)	C	X	Arterial Road

Note: P = Permitted Use; C = Conditional Use

* Any establishment at which primarily alcoholic beverages are served must also meet the requirements of Green Bay Municipal Code, Chapter 4 – Alcohol Beverages.

** See Land Use Definitions section of the Green Bay Zoning Code, Chapter 44, Green Bay Municipal Code for complete list of uses.

Table I-2. Accessory Uses in the PUD:

Use	GIP	Development Standards	Location Limited
Antennas, satellite dishes, and similar equipment	P	X	
Carwash	C	X	
Music (outdoor live or amplified music)	C		Arterial Road
Off-street loading docks	P		
Outdoor display of vehicles	C	X	
Outdoor commercial recreation	C	X	Arterial Road
Outdoor sales, display, and storage	P	X	

Parking (surface)	P		
Parking (structured)	P		
Parking and storage of vehicles licensed to a business	P	X	
Signs, as regulated by Chapter 30	P		
Small wind energy systems	P	X	
Solar energy systems	P	X	
Telecommunication facilities	C	X	
Warehousing, incidental repair, or processing necessary to conduct a permitted principal use, conducted within the principal building	P	X	Arterial Road
Waste and recycling storage	P	X	

Note: P = Permitted Use; C = Conditional Use

1. Table I-1 and I-2 above lists all permitted and conditional uses allowed in the PUD.
 - a. Permitted uses. Uses specified with a "P" are permitted in the PUD or districts where designated, provided that the use complies with all other applicable provisions of this PUD.
 - b. Conditional uses. Uses specified with a "C" are allowed as a conditional use in the PUD where designated, provided that the use complies with all other applicable provisions of this PUD.
 - c. Prohibited uses. Any use not listed as either "P" (permitted) or "C" (conditional) or any use not determined by the Zoning Administrator to be substantially similar to a use listed as permitted or conditional shall be prohibited in the PUD.
 - d. Specific development standards. Permitted and conditional uses specified with an "x" under the development standards column shall be subject to the standards identified in Article XVI of the Green Bay Zoning Code, Chapter 44, the City of Green Bay Municipal Code and below.
 - e. Specific uses are only permitted on parcels with arterial roadway frontage as listed in the use tables and depicted on Exhibit B.
2. Accessory Structures: An accessory structure shall be considered attached and an integral part of the principal structure when it is connected by an enclosed passageway. Such structures shall be subject to the following requirements:
 - a. The structure shall meet the required yard setbacks for a principal structure, as established for the PUD.
 - b. For Commercial uses, the total floor area of an accessory structure shall not exceed the ground floor area of the principal building located on the same lot.
 - c. The structure shall not exceed the height of the principal building to which it is attached.
3. Outdoor storage and Display:
 - a. Outdoor storage areas shall not exceed 35 percent of the lot area and shall be contiguous to the principal use on the site.

- b. Solid or a minimum of a 90 percent screen is required for outdoor storage and loading/service bays unless the loading/service bay doors are an integral and necessary component of the principal building and operation of the use, as determined by the Zoning Administrator. The fence shall be at least six feet in overall height and shall consist of wood, vinyl, or masonry material.
- c. All outdoor storage, outdoor display, employee and customer parking, drives and other facilities are required to be surfaced as regulated in Section 44-1694 of the Green Bay Zoning Code, Chapter 44, Green Bay Municipal Code.
- d. No material/product may be stored higher than the screening.
- e. No outdoor storage shall encroach within a required setback.
- f. Outdoor storage shall be completely screened in compliance with Section 44-1964 of the Green Bay Zoning Code, Chapter 44, Green Bay Municipal Code and the Landscape Section of this PUD.
- g. Outdoor sales and display areas shall be separated from any adjacent street, sidewalk, or public walkway by a low landscaped screen, in compliance with Section 44-1918 of the City of Green Bay Zoning Code Chapter 44, Green Bay Municipal Code.

C. SITE RELATED REGULATIONS. The purpose of this section is to regulate the development of land in an integrated and innovative fashion; allow for flexibility in site design; and to encourage development that is sensitive to environmental, cultural, and economic considerations.

- I. Dimensional and area requirements. Dimensional and area requirements shall meet the standards in the commercial and industrial districts as enumerated within Articles VIII and IX of the Green Bay Zoning Code, Chapter 44, Green Bay Municipal Code, with the following modifications:
 - a. Lot(s). Minimum lot width and lot area shall be regulated as follows:
 - (1) Minimum lot area: 10,000 sq. ft. for commercially used lots and 40,000 sq. ft. for industrially used lots.
 - (2) Minimum frontage: 75 feet for commercially used lots and 200 feet for industrially used lots.
 - b. Floor area ratio (FAR): Minimum is 0.25 for both commercially used lots and industrially used lots.
 - c. Setbacks:
 - (1) Front yard setback, principal structures. Minimum 25 feet.
 - (2) Front yard setback, accessory and/or ancillary structures. Minimum 100 feet. Additionally, no accessory and/or ancillary structures shall be closer to the right-of-way than the principal structure(s) on the site.
 - (3) Side yard Setback. 10 feet.
 - (4) Rear yard setback. 15 feet.
 - (5) The side façade of a corner building adjoining a public street shall maintain the minimum front yard setback for both the front and side facades.
 - (6) When a side or rear yard adjoins a residential use, the side yard or rear yard setback is 25 feet with screening as regulated by the landscaping

- standards of this PUD (see Section 2.C.3.d.).
- (7) Special setbacks. No detached accessory structure shall be located closer than three (3) feet from the principal structure. Distance between structures shall be measured from wall to wall.
- d. Impervious Surface. Impervious surfaces shall meet the standards in the commercial and industrial districts as enumerated within Articles VIII and IX of the Green Bay Zoning Code, Chapter 44, Green Bay Municipal Code, with the following modifications:
- (1) Maximum impervious surface. 70% in both the commercially used lots and industrially used lots.
- (2) Special Considerations. The maximum impervious surface requirement may be increased to 80% if green infrastructure elements such as bioretention areas/ rain gardens, bioswales, green roofs, etc. are installed at a 1.5 to 1 (impervious to green infrastructure) ratio.
2. Access, Circulation and Parking. Access, circulation, parking and outdoor storage or display areas on lots throughout the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, Article XVIII of the Green Bay Municipal Code, and as modified as follows:
- a. Industrial use drives. If possible, separate individual drives shall be established for customer/employee parking lot access and commercial truck traffic access.
- b. Areas used for permanent screened outdoor storage:
- (1) Interior Landscaping. Permanent screened outdoor storage areas are exempt from the interior landscaping and island requirements of Section 2.C.3.e.
- (2) Pedestrian and Bicycle access and Parking. Permanent screened outdoor storage areas are exempt from the pedestrian and bicycle access and parking regulations of the Green Bay Zoning Code, Article XVIII of the Green Bay Municipal Code.
3. Landscaping. Landscaping for any development site within the PUD area shall meet the standards as set forth below:
- a. All undeveloped areas of a development site shall at a minimum be covered in vegetative ground cover as well as:
- (1) One (1) tree and three (3) shrubs per 7,500 square feet of total lot area for a commercial use and one (1) tree and two (3) shrubs per 10,000 square feet of total lot area for Industrial uses.
- (2) Required trees and shrubs are encouraged to be organized in an attractive and ecologically beneficial configuration that may include grouping and variations of plant species. The use of native plants is ideal.
- (3) All landscape material shall be installed to current industry standards.
- (4) All ground cover, landscaping and screening features shall be kept free of refuse and debris.
- (5) Maintenance and replacement of landscape materials on the site shall be the responsibility of the occupant/landowner. Replacement of dead or

dying plants shall be required to take place within no more than one planting season.

- (6) Landscaping required within subsection b-f below may count towards satisfying this tree/shrub requirement.
- b. Frontage Landscaping. In addition to the requirements of Section 2.C.3.a, all land area located along a public right-of-way shall contain:
 - (1) A minimum of one (1) deciduous, ornamental, or evergreen tree for every 30 linear feet of right-of-way/street frontage.
 - (2) Required frontage trees are encouraged to be organized in an attractive and ecologically beneficial configuration that may include grouping and variations of plan species.
 - c. Buffering Outdoor Storage. All permanent outdoor storage areas shall be screened from view and include:
 - (1) A solid fence or wall that is impervious to sight.
 - (2) Fence or wall shall be a minimum of eight (8) feet of in height.
 - d. Buffer from Residential. Property lines adjacent to lands currently zoned residential or that have future residential land use designation in the City's Comprehensive Plan shall include:
 - (1) A screening element such as a fence, berm or evergreen trees/shrubs that is 80% impervious to sight year-round running the length of the property line adjacency.
 - (2) Screening shall be a minimum of 8 feet high at installation if a fence/berm or at plant maturity.
 - e. Interior Parking Facility Landscaping. Interior parking lot landscaping regulations apply to all parking facilities containing 25 or more parking stalls designed/intended to be used by visitors, customers, and employees. The goal is to minimize the expansive appearance of hard surface areas and provide shade trees that reduce the "heat island" affect associated with such development. Internal parking facility landscaping shall consist of:
 - (1) Landscaped islands shall be provided at the end of all parking rows and within the rows of parking spaces so that there are no more than 15 consecutive parking spaces without an island.
 - (2) Landscape islands shall have a minimum interior dimension of at least 10 feet in width and 15 feet in length.
 - (3) Landscape islands shall be planted with vegetative ground cover and a minimum of 1 shade or deciduous tree that is hardy and salt resistant.
 - f. Building Foundation Landscaping. Landscaping required around customer and office areas shall be regulated as follows:
 - (1) A minimum of 5 feet of landscaped area shall be provided around a minimum of 60% of a structure's foundation, excluding areas utilized for loading/service.
 - (2) Plant material shall be decorative such as ornamental trees, flowering shrubs and perennials.

4. Stormwater Management and Grading. A storm water management and grading

plan meeting the standards established by the Department of Public Works, Brown County, and the State of Wisconsin shall be submitted to and approved by the City prior to the issuance of building permits. The purpose of these standards to promote the use of green infrastructure or vegetated stormwater management measures, where suitable, to manage stormwater runoff volumes and quality.

- a. Scope. Storm water management and grading shall be comprehensive and take into account expected build-out of the entire PUD area as depicted on Exhibit A.
 - (1) A regional stormwater management approach may be utilized for any and all new developments; if so, the site may be required to buy in and be a part of the regional plan. This will be required upon approval of the Department of Public Works.
 - b. Additional Function.
 - (1) Human-scale interest and native planting should be included.
 - (2) Stormwater management facilities shall function not only as a utility but also as site amenity. This applies to both regional and site specific.
 - a) Site amenities include but not limited to walking paths, sitting areas, art, educational/interpretive signage, etc.
 - (3) It is encouraged to include suitable green infrastructure practices in streetscapes (tree boxes, sidewalk bioretention areas, curb bump-outs).
 - (4) In areas where infiltration is needed to manage stormwater or where soils are highly erodible, these areas shall be identified on erosion control plans and specifically protected from disturbance during and after development.
 - (5) Stormwater management areas such as bioretention areas, rain gardens, stormwater trees, or other plantings may count toward required landscape minimums.
5. Refuse and Mechanical Equipment. Screening of refuse material containers and mechanical equipment throughout the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, Article XIX-Division 3 of the Green Bay Municipal Code, and as modified as follows:
- a. Refuse storage and ground mechanical equipment shall not be located closer to the right-of-way than the front façade of the principal structure located on the same lot, regardless of minimum setbacks.
 - b. Wall or roof mounted mechanical equipment is regulated by Architectural Standards Section 2.D.2.h.
6. Lighting. Lighting throughout the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, Article V-Division 8 of the Green Bay Municipal Code and further regulated as follows:
- a. Pedestrian oriented lighting is required for all walkways/trails and building entrances.
 - b. Wall or roof-mounted lighting shall be integrated into overall building design/architecture. Fixtures shall be consistent for either the entire building

or alternatively for each of the building's individual units.

7. Signage throughout the PUD area shall be regulated as follows:
 - a. Signage shall meet the standards for the Business Park District (BP) as set forth in Chapter 30, Article II of the Green Bay Municipal Code with the following additions.
 - b. Industrial Park Identity Signage.

Signs identifying the industrial park itself as well as identifying uses located within the PUD boundaries, though they may not be on the parcel for which the use is located.

 - (1) Must be located as depicted on Exhibit B. These are highly visible locations on arterial roads near entrances to the industrial park boundaries.
 - (2) Industrial Park identity signage shall be limited to the monument style of signage no greater than 300 square feet in area (per side) and no greater than 10 feet in height.
 - c. Monument Signage for Individual Parcels
 - (1) Maximum height of a monument sign is limited to no greater than 10 feet in height.
 - d. Campus way finding signage (internal operations for wall signs for industrial use sites)
 - (1) Directional signage is limited to no greater than 64 total square feet per sign.
 - (2) Any directional signage exceeding standards for the Business Park District (BP) shall be counted towards the overall maximum attached sign area for signs attached to buildings.
 - (3) No greater than 10 percent of a directional sign may be used for branding purposes.
 - e. Campus way finding signage (internal operations for freestanding signs for industrial use sites)
 - (1) Directional signage is limited to no greater than 32 total square feet per sign.
 - (2) A directional sign is permitted along a travel route within the campus. Multiple freestanding directional signs are permitted if an individual freestanding directional sign is separated by a minimum of 500 feet from another freestanding directional sign.
 - (3) Sign height is limited to 8 feet.
 - (4) No greater than 10 percent of a directional sign may be used for branding purposes.

D. STRUCTURAL DESIGN REGULATIONS. The purpose of this section is to regulate the design and materials used for buildings within the PUD area to maintain and enhance the aesthetic, function, and values of property within the greater area.

- I. Applicability. Architectural design of new construction, additions to existing buildings, and alterations to existing buildings within the PUD area shall meet the standards as set forth below:
 - a. New Construction. The requirements of this Section shall apply to all structures and buildings within the PUD area constructed after the effective date of its adoption. Future expansions of structures shall be compatible with the existing structures.
 - b. Exceptions and Appeals. Exceptions to the Architectural Design Standards may be granted by the Director of Community and Economic Development. Exceptions can include: 1. permission to substitute building materials; 2. construction of comparable quality or design; or 3. to enable unique and inventive architectural concepts within the PUD.
 - (1) Denial by the Director of Community and Economic Development of the requested exception may be appealed to the Plan Commission. Appeals shall be made within thirty (30) days of the date of the denial.
2. Architectural Design Standards.
 - a. Orientation.
 - (1) Front façades shall face the street right-of-way, land area dedicated to pedestrian ways or internal drive aisle (if building does not front the right-of-way).
 - (2) Service or loading areas shall not be permitted between the building and the street right-of-way.
 - b. Height. The maximum height on commercially used lots shall be thirty-five (35) feet, including screening for rooftop mechanicals. The maximum height in industrially used lots shall be fifty (50) feet, including screening for rooftop mechanicals.
 - (1) Smokestacks, water towers, and similar structures associated with industrial uses may exceed the maximum height limit as specified by conditional use in Chapter 44, Article IX and Article II, Section 44-83 of the Municipal Code.
 - (2) Heights of structures may be increased with a conditional use permit as specified by conditional use in Chapter 44, Article II, Section 44-83 of the Municipal Code.
 - c. Exterior Materials. Building materials should be durable and appropriate for the district.
 - (1) Commercial structures.
 - a) Exterior building façades shall be predominately:
 - i. Brick or brick veneer.
 - ii. Stone or stone veneer.
 - iii. Glass (curtain/storefront).
 - iv. Windows and doors.
 - b) The following materials may be used as secondary building façade materials. Secondary materials shall not cumulatively exceed 40% of

the front and side façades or 75% of the rear façade.

- i. Concrete panels.
- ii. Decorative or split-face block.
- iii. Architectural/decorative metals.
- iv. Wood or wood composite.
- v. Cementitious panels/siding.
- vi. Stucco or exterior insulation and finish system (EIFS).

c) The following materials may be used as accent building façade materials. Accent materials shall not cumulatively exceed 10% of the front and side façades or 10% of the rear façade.

- i. Vertical vinyl or corrugated metal siding.
- ii. Concealed fastener metal panels.

d) The following materials are prohibited exterior building façade materials.

- i. Smooth face or non-decorative block.
- ii. Asphaltic or fiberglass siding.
- iii. Non-decorative metal panels or corrugated metal.
- iv. Plywood, chipboard, rough texture wood siding, or other non-decorative wood.
- v. Imitation/"fake" brick or stone and gravel aggregates.

(2) Industrial structures.

a) Exterior building façades shall be predominately:

- i. Brick or brick veneer.
- ii. Stone or stone veneer.
- iii. Concrete panels.
- iv. Cementitious panels/siding.
- v. Concealed fastener metal panels.
- vi. Windows and doors.

b) The following materials may be used as accent building façade materials. Accent materials shall not cumulatively exceed 10% of the front and side façades or 10% of the rear façade.

- i. Vinyl or corrugated metal siding.
- ii. Decorative or split-face block.
- iii. Architectural/decorative metals.
- iv. Wood or wood composite.
- v. Stucco or exterior insulation and finish system (EIFS).

c) The following materials are prohibited exterior building façade materials:

- i. Smooth face or non-decorative block.
- ii. Asphaltic or fiberglass siding.
- iii. Non-decorative metal panels or corrugated metal.
- iv. Plywood, chipboard, rough texture wood siding, or other non-decorative wood.
- v. Imitation/"fake" brick or stone and gravel aggregates.

(3) Material substitutions may be permitted as an exception per Section

2.D.1.a. of this PUD.

- d. Façade Articulation. Buildings shall be designed to provide interest and variety. Flat, unadorned walls should be avoided.
 - (1) Façade lengths for industrially used structures shall not be greater than one hundred (100) feet without articulation, and façade lengths for commercially used structures shall not be greater than fifty (50) feet without articulation. Articulation includes, but is not limited to:
 - a) Division of façade into individual components (i.e. storefronts, distinct uses) through the use of architectural elements such as entrances, arcades, windows, balconies, awnings, marquees, etc.
 - b) Recesses or projections of the main façade plane.
 - c) Recesses or projections of upper floors from the ground floor façade plane.
 - d) Vertical division using different materials and textures.
 - e) Roof form variation such as the change in roof lines or roof types.
 - (2) Minimum fenestration. Facades facing the right-of-way or pedestrian way/internal drive aisle for which the building fronts (if building does not front the right-of-way) shall consist of a minimum percentage of windows and doors to promote a visual connection. The principal structure on a corner property that faces two public rights-of-way shall be treated as two front facades. Mirrored, smoked, or heavily tinted glass is discouraged. Windows should be proportional with doors in height and design. The minimum percentage of windows and doors are based on floor and use as follows:
 - a) Ground floor, industrial use. Total area of windows and doors shall comprise no less than ten (10) percent of the ground floor customer and office areas.
 - b) Ground floor, commercial use. Total area of windows and doors shall comprise no less than ten (20) percent of the ground floor façade area.
 - c) Upper floors, all uses. Total area of windows and doors shall comprise no less than ten (10) percent of the total façade area above the ground floor.
- e. Building Entrances. Main entrances shall be clearly identified and articulated using detailing, distinctive materials and/or colors, projections, recesses, or another comparable element.
 - (1) Main entrances are defined as those regularly used by employees, customers, and/or the public.
 - (2) Main entrances shall be visible from the right-of-way or pedestrian way/internal drive aisle for which the building fronts (if building does not front the right-of-way).
- f. Patios, Decks and Balconies.
 - (1) Ground level patios and decks facing the right-of-way or pedestrian way/internal drive aisle for which the building fronts (if building does not front the right-of-way) should be bordered with treatment such

- as landscaping.
- (2) Exterior stairs leading to a deck or balcony shall not be permitted on the front or right-of-way side of buildings
- g. Accessory structures. Accessory structures shall match the character of the principal structure, reflected in colors, materials, windows, and architectural features.
- h. Mechanical and Exterior Building Systems. Mechanical and exterior building systems should be integrated into the overall building design.
 - (1) Roof-mounted equipment shall be screened, preferably by parapet walls. Screening shall be architecturally compatible with the structure which it is attached, be of identical or substantially similar materials used on the nearest building façade and designed as an integral part of the building.
 - (2) Wall mounted equipment are not permitted on the front or any right-of-way facing side of the building.
 - (3) Refer to Section 2.C.5 of 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 Chapter 44, Article II, Division 2, Section 44-82 Zoning Amendments, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, City Clerk

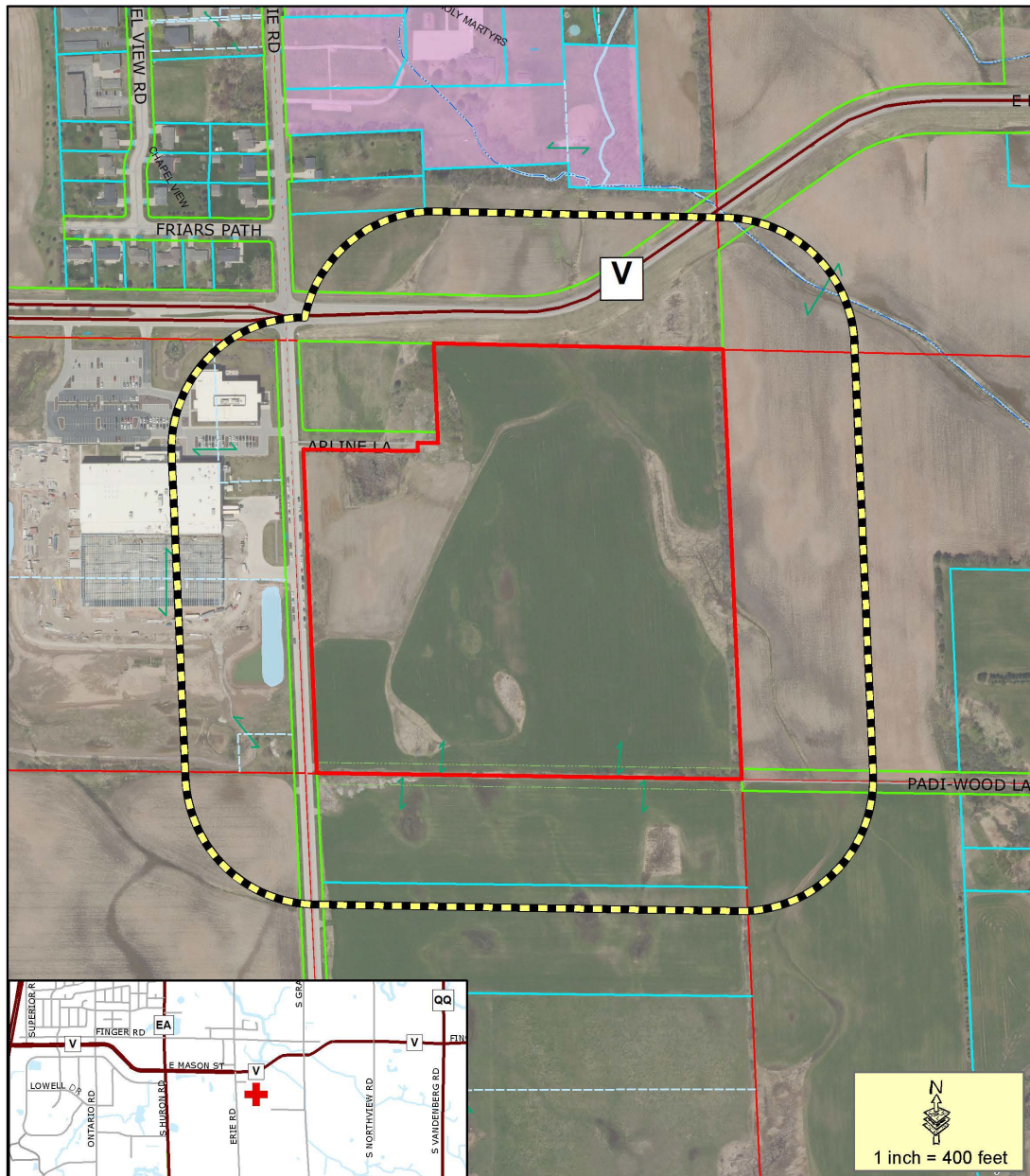
jl:
07.11.2024

Attachments:

Exhibit A - Location Map

Exhibit B – Land-Use Map

EXHIBIT A: LOCATION MAP



- Proposed PUD
- 400' Property Owner Notice

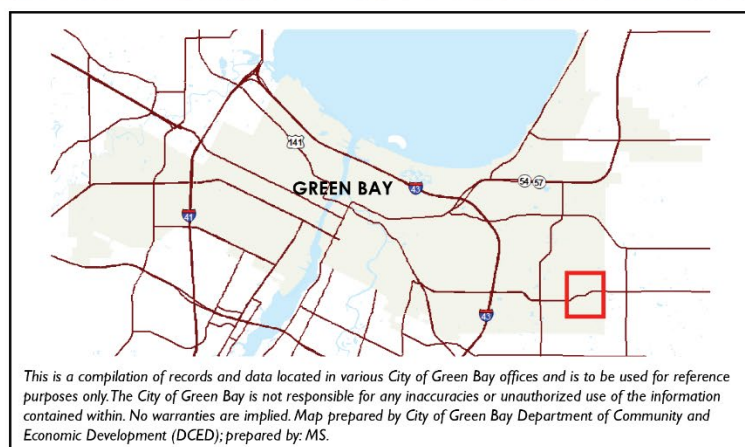
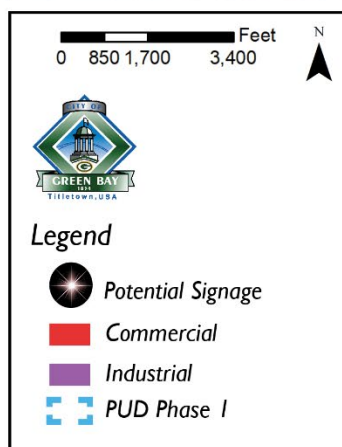
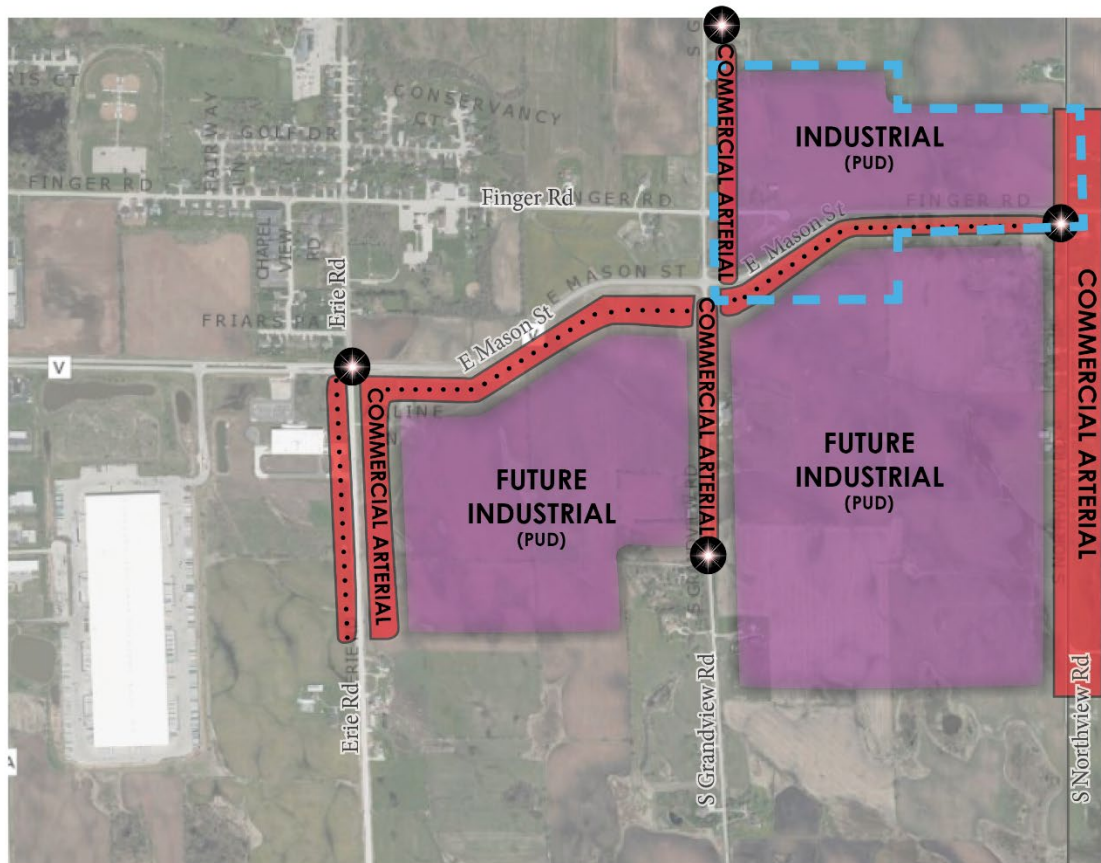
This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by DB

Zoning Petition (ZP 24-21)
Proposed Planned Unit Development(PUD)
for Grandview Industrial Park Phase II at
the 900 Block of Erie Road (Parcel 21-199)



EXHIBIT B: LAND-USE MAP

Land-Use Composition for:
Grandview
Industrial Park PUD
Green Bay, Wisconsin, USA



MISCELLANEOUS ORDINANCE NO. 03-24

**AN ORDINANCE ADOPTING AN AMENDMENT TO THE SMART GROWTH
2022 COMPREHENSIVE PLAN OF THE CITY OF GREEN BAY RELATED
TO PROPERTY LOCATED AT THE 1200 BLOCK OF PERROT STREET
FROM MEDIUM/HIGH DENSITY RESIDENTIAL TO LOW DENSITY
RESIDENTIAL
(CPA 24-02)**

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 24-02 is hereby adopted pursuant to Wis. Stats. § 66.1001(4)(c) on the following described properties. A copy of the comprehensive plan amendment is attached to this ordinance.

1221 PERROT STREET (PARCEL: 20-542)

LOT TWENTY-FIVE (25), BLOCK NINETY-FIVE (95), ACCORDING TO THE PLAT OF BUSINESS MEN'S ASSOCIATION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN, AND THE SOUTH ONE-HALF (S1/2) OF VACATED ALLEY LYING NORTH OF LOT 25 ABOVE, AS DESCRIBED IN JACKET 3055 RECORDS IMAGE 11, AS DOCUMENT NUMBER 914146, EXCEPT

PART USED FOR ROAD PURPOSES DESCRIBED IN JACKET 5568 RECORDS IMAGE 15.

1227 PERROT STREET (PARCEL: 20- 541)
LOT TWENTY-FOUR (24), BLOCK NINETY-FIVE (95), ACCORDING TO THE PLAT OF THE GREEN BAY BUSINESS MEN'S ASSOCIATION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN, AND THE SOUTH ONE-HALF (S1/2) OF VACATED ALLEY LYING NORTHLY OF AND ADJACENT THERETO, AS DESCRIBED IN JACKET 3055 RECORDS IMAGE 11, AS DOCUMENT NUMBER 914146.

1233 PERROT STREET (PARCEL: 20-540)
LOT TWENTY-THREE (23), BLOCK NINETY-FIVE (95), ACCORDING TO THE RECORDED MAP OF ADDITION TO GREEN BAY BY THE BUSINESS MEN'S ASSOCIATION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN, AND THE SOUTH ONE-HALF (S1/2) OF VACATED ALLEY LYING NORTH OF SAID LOT DESCRIBED IN JACKET 3055 RECORDS IMAGE 11, AS DOCUMENT NUMBER 914146.

1239 PERROT STREET (PARCEL: 20-539)
LOT TWENTY-TWO (22), BLOCK NINETY-FIVE (95), AND ONE-HALF OF THE VACATED ALLEY ADJACENT THERETO, ACCORDING TO THE RECORDED PLAT OF BUSINESS MEN'S ASSOCIATION ADDITION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

1245 PERROT STREET (PARCEL: 20-538)
LOT TWENTY-ONE (21), BLOCK NINETY-FIVE (95), AND ONE-HALF OF THE VACATED ALLEY ADJACENT THERETO, ACCORDING TO THE RECORDED PLAT OF BUSINESS MEN'S ASSOCIATION ADDITION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

1253 PERROT STREET (PARCEL: 20-537)
LOT TWENTY (20), BLOCK NINETY-FIVE (95), AND ONE-HALF OF THE VACATED ALLEY ADJACENT THERETO, ACCORDING TO THE RECORDED PLAT OF BUSINESS MEN'S ASSOCIATION ADDITION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

1257 PERROT STREET (PARCEL: 20-536)
LOT EIGHTEEN (18), BLOCK NINETY-FIVE (95), GREEN BAY BUSINESS MEN'S ASSOCIATION, ACCORDING TO THE RECORDED

PLAT THEREOF, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN AND TOGETHER WITH THE NORTH ½ VACATED ALLEY ADJACENT THERETO.

1263 PERROT STREET (PARCEL: 20-535-8)
LOT NINETEEN (19), BLOCK NINETY-FIVE (95) AND ALSO VACATED ALLEY, ACCORDING TO THE RECORDED PAT OF BUSINESSMEN'S ASSOCIATION ADDITION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

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

SECTION 3. This ordinance shall take effect upon its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

APPROVED:

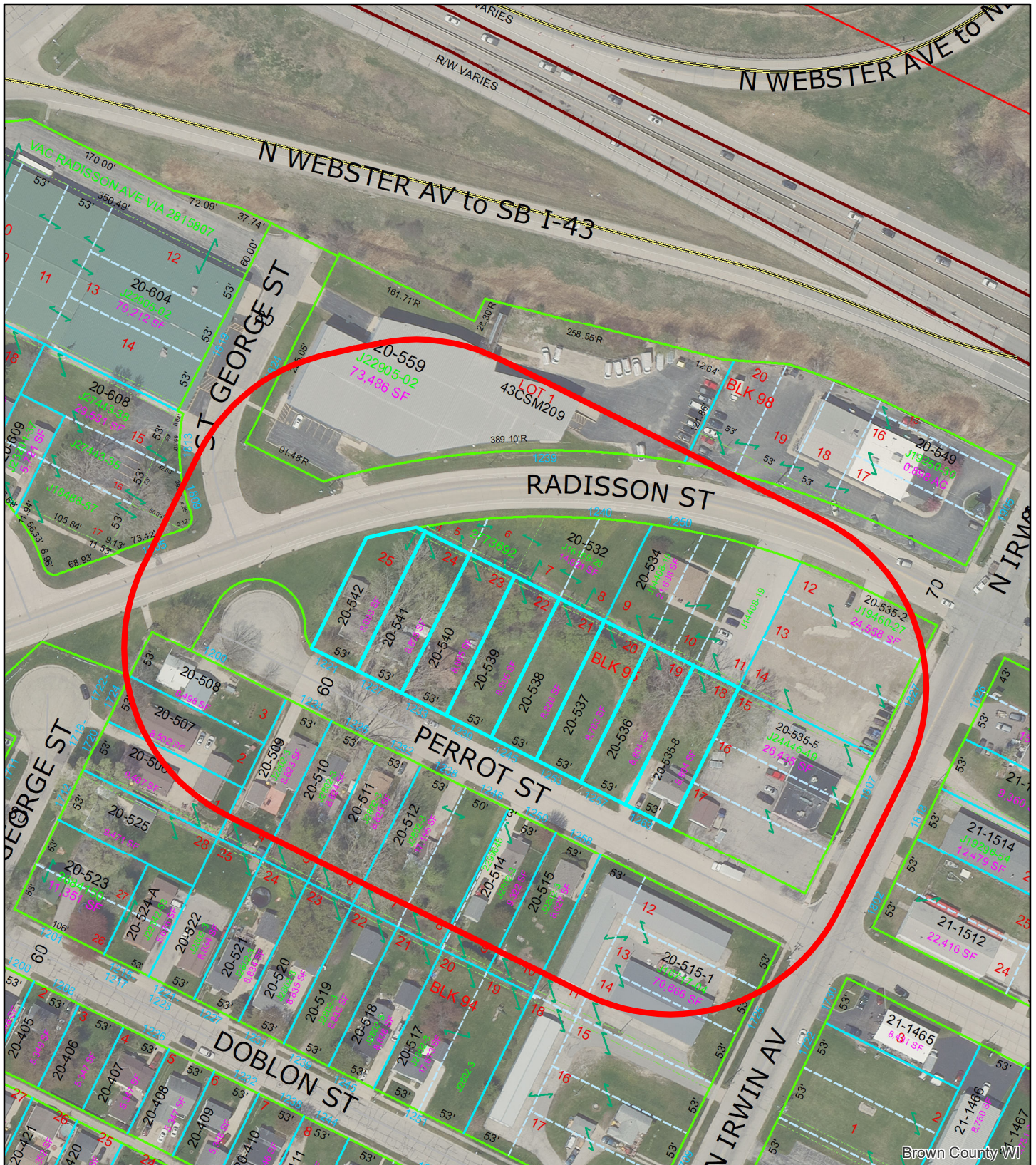
Eric Genrich, Mayor

ATTEST:

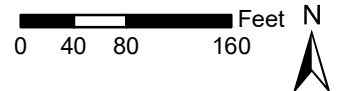
Celestine Jeffreys, Clerk

Sh:

Attachments – Location Map



(ZP 24-24 & CPA 24-02) Rezone at North 1200 Block of Perrot 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. 10 Jul 2024 X:\Planning\Basemaps\template_8.5x11.mxd

- 1200 Block Perrot Street
- 200' Notification Area

ZONING ORDINANCE NO. 15-24

AN ORDINANCE REZONING PROPERTIES LOCATED AT THE 1200 BLOCK OF PERROT STREET FROM VARIED-DENSITY RESIDENTIAL (R3) TO LOW-DENSITY RESIDENTIAL (R1) (ZP 24-24)

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 properties from Varied-Density Residential (R3) to Low-Density Residential (R1):

1221 PERROT STREET (PARCEL: 20-542)
LOT TWENTY-FIVE (25), BLOCK NINETY-FIVE (95), ACCORDING TO THE PLAT OF BUSINESS MEN'S ASSOCIATION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN, AND THE SOUTH ONE-HALF (S1/2) OF VACATED ALLEY LYING NORTH OF LOT 25 ABOVE, AS DESCRIBED IN JACKET 3055 RECORDS IMAGE 11, AS DOCUMENT NUMBER 914146, EXCEPT PART USED FOR ROAD PURPOSES DESCRIBED IN JACKET 5568 RECORDS IMAGE 15.

1227 PERROT STREET (PARCEL: 20- 541)
LOT TWENTY-FOUR (24), BLOCK NINETY-FIVE (95), ACCORDING TO THE PLAT OF THE GREEN BAY BUSINESS MEN'S ASSOCIATION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN, AND THE SOUTH ONE-HALF (S1/2) OF VACATED ALLEY LYING NORTHLY OF AND ADJACENT THERETO, AS DESCRIBED IN JACKET 3055 RECORDS IMAGE 11, AS DOCUMENT NUMBER 914146.

1233 PERROT STREET (PARCEL: 20-540)
LOT TWENTY-THREE (23), BLOCK NINETY-FIVE (95), ACCORDING TO THE RECORDED MAP OF ADDITION TO GREEN BAY BY THE BUSINESS MEN'S ASSOCIATION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN, AND THE SOUTH ONE-HALF (S1/2) OF VACATED ALLEY LYING NORTH OF SAID LOT DESCRIBED IN JACKET 3055 RECORDS IMAGE 11, AS DOCUMENT NUMBER 914146.

1239 PERROT STREET (PARCEL: 20-539)
LOT TWENTY-TWO (22), BLOCK NINETY-FIVE (95), AND ONE-HALF OF THE VACATED ALLEY ADJACENT THERETO, ACCORDING TO THE RECORDED PLAT OF BUSINESS MEN'S ASSOCIATION ADDITION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

1245 PERROT STREET (PARCEL: 20-538)
LOT TWENTY-ONE (21), BLOCK NINETY-FIVE (95), AND ONE-HALF OF THE VACATED ALLEY ADJACENT THERETO, ACCORDING TO THE RECORDED PLAT OF BUSINESS MEN'S ASSOCIATION ADDITION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

ZONING ORDINANCE NO. 15-24

PAGE 2

1253 PERROT STREET (PARCEL: 20-537)
LOT TWENTY (20), BLOCK NINETY-FIVE (95), AND ONE-HALF OF THE
VACATED ALLEY ADJACENT THERETO, ACCORDING TO THE RECORDED
PLAT OF BUSINESS MEN'S ASSOCIATION ADDITION, IN THE CITY OF
GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

1257 PERROT STREET (PARCEL: 20-536)
LOT EIGHTEEN (18), BLOCK NINETY-FIVE (95), GREEN BAY BUSINESS
MEN'S ASSOCIATION, ACCORDING TO THE RECORDED PLAT THEREOF,
IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY,
WISCONSIN AND TOGETHER WITH THE NORTH ½ VACATED ALLEY
ADJACENT THERETO.

1263 PERROT STREET (PARCEL: 20-535-8)
LOT NINETEEN (19), BLOCK NINETY-FIVE (95) AND ALSO VACATED ALLEY,
ACCORDING TO THE RECORDED PAT OF BUSINESSMEN'S ASSOCIATION
ADDITION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER,
BROWN COUNTY, WISCONSIN.

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 _____, 2024.

APPROVED:

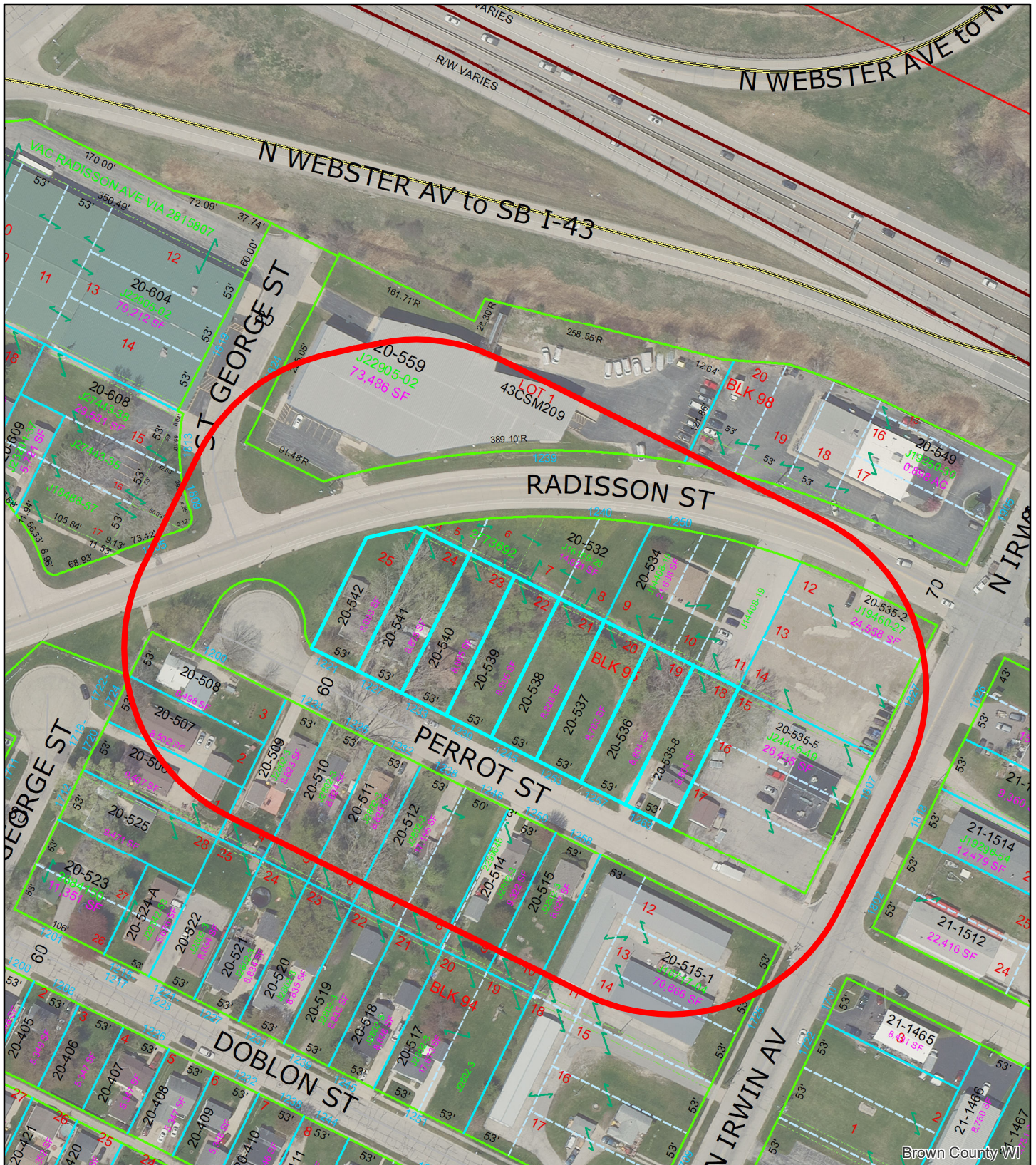
Eric Genrich, Mayor

ATTEST:

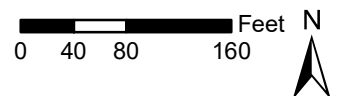
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sh:

Attachment – Location Map



(ZP 24-24 & CPA 24-02) Rezone at North 1200 Block of Perrot Street



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- 1200 Block Perrot Street
- 200' Notification Area