



AGENDA OF THE PROTECTION AND POLICY COMMITTEE

MONDAY, JANUARY 27, 2025, 4:00 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

- I. Join Zoom Meeting Online:
<https://us02web.zoom.us/j/83659327036>

Or call in by phone: +1 312 626 6799

Meeting ID: 836 5932 7036

Passcode: 383540

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from the January 13, 2025 Protection & Policy Committee Meeting.

E. Regular Business.

- I. Consideration with possible action on a request by Bay Family Restaurant at 1301 S. Military Ave. to temporarily extend their license premises to their parking lot April 21-27, 2025, previously held at the January 13, 2025, Protection & Policy Committee.
2. Consideration with possible action on a request by Merle Alexander regarding the denial of her Operator license, previously held at the October 21, 2024 Protection & Policy Committee meeting.

3. Consideration with possible action on an appeal by Sabryna Beaudoin regarding the denial of her operator's license, previously held at the December 9, 2024, Protection & Policy Committee Meeting.
4. Consideration with possible action on an original application for a Class "B" Beer and "Class C" Wine license for La Chatta, LLC at 800 Cedar St. with a license premises description as "office and dining area, dessert area."
5. For consideration and possible action a revision to the city's process with handling sign permits to allow for one application and one point of contact to facilitate the approval of sign installations.

F. Informational.

1. Green Bay Police Department Violation Report for liquor and massage establishments.
2. Clerk's Office Liquor Licensing Report.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Protection and Policy 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.
- 5) FOR ALL LICENSING ISSUES, the Committee may convene in closed session pursuant to §19.85 (1)(b) and/or §19.85 (1)(f) Wis. Stats., for the purpose of considering information with respect to licensing for a person, including financial, social, or personal information. The Committee 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.



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

MEETING DATE

January 27, 2025

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on a request by Bay Family Restaurant at 1301 S. Military Ave. to temporarily extend their license premises to their parking lot April 21-27, 2025, previously held at the January 13, 2025, Protection & Policy Committee.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. map_bay family restaurant
2. Bay Motel & Family Restaurant
3. Jan 13 P&P Meeting Notice
4. Ole Response



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

MEETING DATE

January 27, 2025

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on a request by Merle Alexander regarding the denial of her Operator license, previously held at the October 21, 2024 Protection & Policy Committee meeting.

BACKGROUND

- On 1/22/2025, the Clerk's Office called Ms. Alexander. The voicemail box was full and another message was not able to be left.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 20241004_150422 (I)
2. Screenshot_20241004_151455_Drive (I)
3. Screenshot_20241004_141126_Gmail (I)
4. Alexander discharge certificate (I)
5. Screenshot_20241004_140240_Gallery (I)
6. appeal_merle alexander
7. application
8. Alexander CCAP Background
9. Alexander CIB Background
10. presence requested
11. Alexander Notice to Attend-January 6
12. merle appeal



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

MEETING DATE

January 27, 2025

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on an appeal by Sabryna Beaudoin regarding the denial of her operator's license, previously held at the December 9, 2024, Protection & Policy Committee Meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Appeal_Beaudoin
2. BEAUDOIN CCAP
3. BEAUDOIN CIB
4. appeal notice to attend
5. P&P Notice to Attend-E-mailed Jan. 6, 2025
6. beaudoin appeal



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

MEETING DATE

January 27, 2025

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on an original application for a Class "B" Beer and "Class C" Wine license for La Chatta, LLC at 800 Cedar St. with a license premises description as "office and dining area, dessert area."

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2024-01-08 Org Application
2. Business Security Plan-800 Cedar



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

MEETING DATE

January 27, 2025

PREPARED BY

AGENDA ITEM # E.5

For consideration and possible action a revision to the city's process with handling sign permits to allow for one application and one point of contact to facilitate the approval of sign installations.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Memo re sign permit Jan 2025 mtg
2. Flow Process Sign Permits
3. Sign Permit Application updated 5.16.23_
4. Johnson-Communication



Community & Economic Development Department
100 North Jefferson Street - Room 608
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3300
Fax 920.448.3426

MEMORANDUM

TO: Protection and Policy Committee

FROM: Cheryl Renier-Wigg
Community & Economic Development Director

RE: Request by Alder Johnson
"For consideration and possible action a revision to the city's process with handling sign permits to allow for one application and one point of contact to facilitate the approval of sign installations."

DATE: January 23, 2025

The Dept. of Community and Economic Development staff issue sign permits. Approximately 60 permanent commercial sign permits were issued in 2024. Attached is the flow chart that lays out the process for this approval. In efforts to streamline this process, this year changes have been enacted that include assigning a point of contact, (Short Term Rental/Sign Permit Compliance Inspector), as well as the application can be submitted via the website and are channeled to one mailbox address. In the past, applications would be sent to multiple staff members.

Assuming applications are correct and filled out properly, it generally takes 1-2 weeks to issue a simple sign permit. Staff in DCED and DPW unfortunately receive many incomplete applications. This adds time to the process in the back and forth of trying to get all the needed information. If the sign permit is in a historical district and requires Landmarks Commission approvals, this process could take up to a month, depending on Commission scheduled meetings. If the sign will be placed over the Right of Way, applicants are required to work with the Dept. of Public Works to obtain a hold harmless agreement and a revocable occupancy permit. This process takes from 3-4 weeks. This permit needs Improvement and Services and Council approvals.

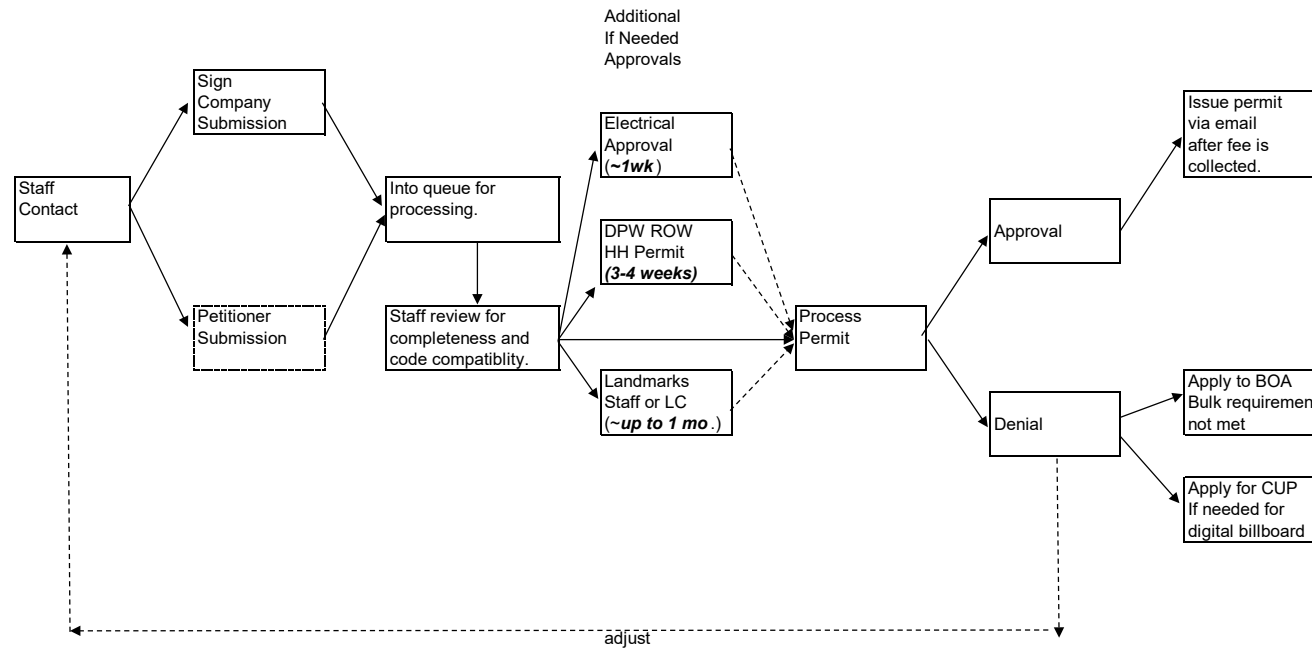
In order to save approval times for DPW staff, City Council could grant authority to DPW staff to issue these revocable occupancy permits and obtain signatures from the Mayor and the Clerk for recording at the Register of Deeds. Staff would save time not having to take it to I&S and Council.

We are always looking to streamline services. I'm hoping these changes and suggestion will help with that effort.

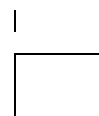
Enclosure: Sign Permit Application
Sign Permit Flow Chart

cc: Lacey Cochart
Deputy City Attorney

SIGN PERMIT PROCESS



One Point of Contact: (Jan 2025) Neighborhood Compliance Inspector.
 Backup Point of Contact: Planning Staff, Specifically Zoning Administrator





SIGN PERMIT APPLICATION

Department of Community
and Economic Development
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3300 - phone
(920) 448-3426 - fax
inspmail@greenbaywi.gov
www.greenbaywi.gov

General Information: Complete application and submit copy of plan and sign details with supporting documentation demonstrating compliance with Chapter 30, Regulation of Signs, Green Bay Municipal Ordinance, prior to commencing installation.

Project Address:		Parcel #:	Zoning:	Project #:
Applicant Applicant is: Property Owner Sign Contractor		Property Owner (Required if other than Applicant)		
Name		Name		
Company		Company		
Address		Address		
City, State, Zip		City, State, Zip		
Phone #	Fax #	Phone #	Fax #	
Email		Email		

Site Plan: [30-5(1)] Provide a scaled site plan showing property lines, street(s), location of buildings, structures, drives, parking areas, and location of proposed sign and its supporting structure. Also, list all existing signs on the property below.

List and describe all existing signs on property (provide additional sheet if necessary)

Check if **NON-CONFORMING**

1. _____
2. _____
3. _____

Construction Specifications: [30-5(2)] Provide scaled drawings showing sign design, size, materials to be used, method of construction, lighting, and means of attachment to the building or the ground. Illuminated signs are required to have labels attached, one from a listed nationally recognized testing lab and separate label indicating the manufacturer's name, input amperes, and voltage. Both labels must be visible from the ground after installation and the sign must have an externally operable disconnect.

Sign Type: Awning Canopy Building Pole Monument Off-Premise Billboard Projecting Temporary - Display Period _____
Fixed Face: Width _____ X Height _____ Area _____ SF Illuminated ☐ Internally ☐ Externally, # of Faces _____
Reader Bd: Width _____ X Height _____ Area _____ SF Illuminated ☐ Internally ☐ Externally, # of Faces _____
Sign Construction _____ Estimated Sign Cost \$ _____

Sign Contractor	Electrical Contractor (Required if sign is illuminated)
Name	Name License # (8-403)
Company	Company
Address	Address
City, State, Zip	City, State, Zip
Phone #	Phone #
Fax #	Fax #
Email	Email

Applicant Signature

Date

1. If work herein authorized is suspended or abandoned for one year any time after commencing work, this permit shall become null and void.
2. All signs exceeding 150 sq. ft. in area per side shall be designed by, and within five days of installation, shall be certified by a professional engineer registered in the State of Wisconsin that such sign meets all state and local construction requirements.
3. Signs having an electrical permit require a final inspection by the electrical inspector.

Jaime Fuge

From: Brian Johnson
Sent: Thursday, January 16, 2025 6:57 PM
To: Craig Stevens; Lacey Cochart
Subject: FW: Online Form Submittal: Alders' Petitions and Communications

Alder Stevens and Attorney Cochart,

Please see below for a communication I submitted in May 2023. As I recall, this was referred to staff and has not returned to committee. I'd like to add this to the next P&P agenda for an update. Thanks.

Follow me on Facebook to receive regular updates on city issues. [@BrianJohnsonGB](#)

Brian H. Johnson
Alderman, District 9

City of Green Bay
100 N. Jefferson Street
Green Bay, Wisconsin 54301-5026

(e) Brian.Johnson@greenbaywi.gov
(p) 920.242.2206
(w) www.greenbaywi.gov

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, May 18, 2023 10:43 AM
To: District Nine <District.9@greenbaywi.gov>
Subject: Online Form Submittal: Alders' Petitions and Communications

Alders' Petitions and Communications

Name	Brian Johnson
Committee Name	Protection and Policy Committee
Text of Communication	For consideration and possible action a revision to the city's process with handling sign permits to allow for one application and one point of contact to facilitate the approval of sign installations.



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

MEETING DATE

January 27, 2025

PREPARED BY

AGENDA ITEM # F.I

Green Bay Police Department Violation Report for liquor and massage establishments.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 24-25LiqVio 01.23.25
2. 24-25MassVio 01.23.25
3. Comm Police P&P 01.23.25

2024/2025 LIQUOR VIOLATIONS

Subject's Name	Tavern Name And Address	Date/Type Violation	Status of Case
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
Molly C Charles 24-257058 2425705855701	The Getaway Bar 631 Bellevue St	UAL-On LIC Premise>=17 YOA 1st Offense	Court Date: 1/15/25
Jason E Charles 24-257058 Warnings	The Getaway Bar 631 Bellevue St	Violation of Stipulation/Agreement Serving an Underage Person on Licensed Premises	N/A
Alexander W Engebose 24-257058 2425705855702	The Getaway Bar 631 Bellevue St	Serving an Underage Person on Licensed Premises	Court Date: 1/21/25
Alexander W Engebose 24-257035 2425703555701 2425703555702	The Getaway Bar 631 Bellevue St	After Hours Sale of Closed Container Bartending Without An Operators License	Court Date: 1/21/25
Bryana N Wilson 24-257035 2425703555703	The Getaway Bar 631 Bellevue St	Bartending Without an Operators License	Court Date: App Warrant

2024/2025 MASSAGE VIOLATIONS

Subject's Name	Spa Name And Address	Date/Type Violation	Status of Case
Yan (NMI) Zhang 24-246892 2424689247901	Gonh Spa 1306 Velp Ave	09/05/2024 Violation of Massage Therapy/Bodywork Therapy Licensing	Court Date: 11/07/2024
Aihua (NMI) Chen 24-246892 2424689253401	Gonh Spa 1306 Velp Ave	09/05/2024 Violation of Massage Therapy/Bodywork Therapy Licensing	Court Date: 11/11/2024
Fengxia C. Schrader 24-246879 2424687955801	Star Massage 1136 W Mason St	09/05/2024 Violation of Massage Therapy/Bodywork Therapy Licensing	Court Date: 11/07/2024
Shixiang (NMI) Hu 24-246879 2424687955802	Star Massage 1136 W Mason St	09/05/2024 Violation of Massage Therapy/Bodywork Therapy Licensing	Court Date: 11/07/2024
Xi W. Fillion 24-256685 2425668543901	Star Massage 1136 W Mason St	10/24/2024 General Massage Parlor Violations	Court Date: 12/19/2024
Aijua (NMI) Chen 24-258825 2425882543901	Gonh Spa 1306 Velp Ave	11/04/2024 Violation of Massage Regulations	Court Date: 01/06/2025
Liping S. Yang 24-267494	Q&Q Massage 1315 W Mason St	12/26/2024	Property Referral – See details
Weiwen (NMI) Zhu 25-202530 2520253046401	Tulip Spa 989 W Mason St	01/16/2025 Violation of Massage Regulations	Court Date: 03/19/2025

CITY OF GREEN BAY POLICE DEPARTMENT

TO: PROTECTION AND POLICY COMMITTEE

FROM: COMMUNITY POLICING

DATE: January 23, 2025

From January 8, 2025 to January 23, 2025 there have been no liquor violations, no DA referrals, no warnings, one massage violation, and one property referral.

On 12/26/2024, officers responded to 1315 W Mason St, Q&Q Massage, and submitted a property referral. On 01/16/2025, officer responded to 989 W Mason St, Tulip Spa, and issued a citation for Violation of Massage Regulations after being open past regulation hours.

Sincerely,

**LT. STEVE MAHONEY & LT. SOLOMON AYRES
DISTRICT POLICING**

kc



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

MEETING DATE

January 27, 2025

PREPARED BY

AGENDA ITEM # F.2

Clerk's Office Liquor Licensing Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. I.22.2025 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 January 22, 2025

License Type	Company Name	Trade Name	Address	Approver
Class B Beer Class C Wine	GREEN BAY KOI, INC	KOI RAMEN	1593 W MASON ST	PAYMENT, INSPECTIONS. GRANTED AT COUNCIL MAY 21, 2024. Notice from Clerk's Office for extension request sent 8/14/2024, applicant submitted 8/19/2024 and request to be considered at the September 17 Council Meeting. Extension request requested until October 31, 2024. Extension granted until December 18, 2024.

Opening Delays? Council grants all liquor licenses 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 the Council with the intention that de 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 of Green Bay currently does not have any available liquor licenses.

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 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 Spices of the Green Bay, LLC at 1860 University Ave).

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.