



AGENDA OF THE PROTECTION AND POLICY COMMITTEE

MONDAY, SEPTEMBER 8, 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.

- I. Members: William Morgan, Craig Stevens, Alyssa Proffitt, Jim Hutchison

C. Approval of the Agenda.

- I. Approval of the agenda for the Monday, September 8, 2025, meeting of the Protection and Policy Committee.

D. Approval of Minutes.

- I. Approval of the minutes from the August 25, 2025 meeting.

E. Regular Business.

- I. Consideration with possible action on an appeal by Cheryl Sarenich regarding the denial of her operator's license.

2. For consideration with possible action on a new liquor application for a "Class B" liquor and Class "B" beer license for VBR LLC (Tres) at 2657 University Ave with Rafael Ramirez as agent and a license premise described as "main bar area with restrooms, walk in cooler/liquor room & storage".
3. For consideration with possible action on a new liquor application for a Class "B" beer and "Class C" Wine license for Voyageurs Sourdough LLC (Voyageurs Bakehouse) at 320 N Broadway, Ste 110 with Ben Cadman as agent and a license premise described as "1st flr bakery restaurant w/ dining, production area, kitchen, outdoor patio & terrace".
4. For consideration with possible action on a new liquor application for a "Class B" liquor and Class "B" beer license for Diablos Taqueria Mall LLC (Tirado's Taqueria) at 1601 Bond St with Andres Tirado as agent and a license premise described as "alcohol will be behind counter, in the kitchen, stored in cabinets & served in dining area".
5. Consideration with possible action on a Brewery Producer Full Service application for Thumb Knuckle Brewing Co to provide samples at Military Market at 216 S Military Ave for the following dates: 9/18, 9/25, 10/2, 10/9, 10/16, 10/23 and 10/30.
6. For consideration with possible action on Draft G.O. 20-25 Relating to Massage Establishments
7. For consideration with possible action on Draft G.O. 22-25 Relating to Jurisdiction of Zoning Board of Appeals
8. For consideration with possible action on Draft G.O. 21-25 Relating to Special Events.

F. Informational.

1. Green Bay Police Department Violation Report for liquor and massage establishments.
2. Next Meeting: September 22, 2025

G. Adjournment.

1. Adjournment of the Monday, September 8, 2025, meeting of the Protection and Policy Committee.

- 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

September 8, 2025

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the August 25, 2025 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. 8_25



MINUTES OF THE PROTECTION AND POLICY COMMITTEE

MONDAY, AUGUST 25, 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

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B. ROLL CALL.

Present: William Morgan, Craig Stevens, Alyssa Proffitt, Jim Hutchison

Excused:

Absent:

- I. Members: William Morgan, Craig Stevens, Alyssa Proffitt, Jim Hutchison

C. APPROVAL OF THE AGENDA.

Moved by Ald. Alyssa Proffitt, seconded by Ald. William Morgan to approve.

Motion Passed.

Yes-William Morgan, Craig Stevens, Alyssa Proffitt, Jim Hutchison, No-None, Abstain-None.

- I. Approval of the agenda for the Monday, August 25, 2025, meeting of the Protection and Policy Committee.

D. APPROVAL OF MINUTES.

Moved by Ald. Alyssa Proffitt, seconded by Ald. William Morgan to approve.

Motion Passed.

Yes-William Morgan, Craig Stevens, Alyssa Proffitt, Jim Hutchison, No-None, Abstain-None.

- I. Approval of the minutes from the August 11th Protection & Policy meeting.

E. REGULAR BUSINESS.

- I. Consideration with possible action on an appeal by Cheryl Sarenich regarding the denial of her operator's license.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Jim Hutchison to hold until 9/8 meeting for appellant to be able to appear.

Motion Passed.

Yes-William Morgan, Craig Stevens, Alyssa Proffitt, Jim Hutchison, No-None, Abstain-None.

F. INFORMATIONAL.

- I. Green Bay Police Department Violation Report for liquor and massage establishments.
2. Next Meeting: September 8, 2025

G. ADJOURNMENT.

- I. Adjournment of the Monday, August 25, 2025, meeting of the Protection and Policy Committee.

Moved by Ald. Alyssa Proffitt, seconded by Ald. William Morgan to adjourn.

Motion Passed.

Yes-William Morgan, Craig Stevens, Alyssa Proffitt, Jim Hutchison, No-None, Abstain-None.



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

MEETING DATE

September 8, 2025

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on an appeal by Cheryl Sarenich regarding the denial of her operator's license.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. SARENICH OPR APPEAL
2. Sarenich Muni
3. Sarenich CIB
4. Sarenich CCAP



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

MEETING DATE

September 8, 2025

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action on a new liquor application for a "Class B" liquor and Class "B" beer license for VBR LLC (Tres) at 2657 University Ave with Rafael Ramirez as agent and a license premise described as "main bar area with restrooms, walk in cooler/liquor room & storage".

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2657 UNIVERSITY AVE LIQ



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

MEETING DATE

September 8, 2025

PREPARED BY

AGENDA ITEM # E.3

For consideration with possible action on a new liquor application for a Class "B" beer and "Class C" Wine license for Voyageurs Sourdough LLC (Voyageurs Bakehouse) at 320 N Broadway, Ste 110 with Ben Cadman as agent and a license premise described as "1st flr bakery restaurant w/ dining, production area, kitchen, outdoor patio & terrace".

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 320 N BROADWAY #110 BEER & WINE



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

MEETING DATE

September 8, 2025

PREPARED BY

AGENDA ITEM # E.4

For consideration with possible action on a new liquor application for a "Class B" liquor and Class "B" beer license for Diablos Taqueria Mall LLC (Tirado's Taqueria) at 1601 Bond St with Andres Tirado as agent and a license premise described as "alcohol will be behind counter, in the kitchen, stored in cabinets & served in dining area".

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 1601 BOND CT LIQ



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

MEETING DATE

September 8, 2025

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action on a Brewery Producer Full Service application for Thumb Knuckle Brewing Co to provide samples at Military Market at 216 S Military Ave for the following dates: 9/18, 9/25, 10/2, 10/9, 10/16, 10/23 and 10/30.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. AB105 Thumb Knuckle

2768110-0007

Save

Print

Clear

Form

AB-105

Producer Full-Service Retail Sales Application

Date
08-18-2025

Part A: Producer Information

1. Business Legal Name (individual name if sole proprietor) Thumb Knuckle Brewing Company		
2. Business Name or DBA		3. Agent Name Edward Thiry
4. FEIN 81-2277239		5. Wisconsin Seller's Permit Number 456-1029240608-06
6. Wisconsin Producer Permit Number ATCP-003136		7. Producer Type ☒ Brewery ☐ Winery ☐ Liquor Manufacturer/Rectifier
8. Contact Person's First Name Edward		9. Last Name Thiry
		10. M.I. F
11. Contact Person's Phone 920-255-7858		12. Contact Person's Email ed@thumbknuckle.beer

Part B: Production Quantity

Note: Check appropriate quantity for permit held (see instructions). If you hold more than one producer permit, check the total aggregate quantity produced for each type of permit. Enter the highest quantity produced in any of the last three calendar years.

Brewery	Manufacturer/Rectifier	Winery
☐ Less than 250 barrels	☐ Less than 1,500 liters	☐ Less than 1,000 gallons
☒ 250 - 2,499 barrels	☐ 1,500 - 4,999 liters	☐ 1,000 - 4,999 gallons
☐ 2,500 - 7,499 barrels	☐ 5,000 - 34,999 liters	☐ 5,000 - 24,999 gallons
☐ 7,500 or more barrels	☐ 35,000 or more liters	☐ 25,000 or more gallons
Calendar year: August 2024 - August 2025	Calendar year:	Calendar year:
Quantity: 256.14	Quantity:	Quantity:

Complete only ONE of Part C, D or E.

Part C: Request for Full-Service Retail Sales at the Production Premises

1. Start Date		2. Production Premises Address	
3. City		4. State	5. Zip Code
6. County		7. Governing Municipality ☐ City ☐ Town ☐ Village of: _____	

Part D: Request for Fixed Full-Service Retail Outlet

1. Are you transferring one fixed full-service retail outlet to a new location? ☐ Yes ☐ No If yes, complete boxes 2 through 9.			
2. Current Outlet Name			
3. Current Outlet Premises Address			
4. City		5. State	6. Zip Code
7. County	8. Governing Municipality ☐ City ☐ Town ☐ Village of: _____		9. Premises Phone Number

Continued →

Part D: Request for Fixed Full-Service Retail Outlet (Cont.)**New Fixed Retail Outlet Information (complete boxes 10 through 23)**

10. Start Date

11. New Outlet Name

12. New Outlet Premises Address

13. City

14. State

15. Zip Code

16. County

17. Governing Municipality ☐ City ☐ Town ☐ Village
of: _____

18. Premises Phone Number

19. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

20. Will you operate a restaurant on the premises? ☐ Yes ☐ No21. What alcohol beverages will be offered for sale? (check all that apply) ☐ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)22. What alcohol beverages does the permittee produce? (check all that apply) ☐ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)23. How will customers be served? (check all that apply) ... ☐ Samples ☐ On-premises consumption ☐ Off-premises consumption**Part E: Request for Unlimited Transfer Full-Service Retail Outlet**

1. Name of Event (if applicable)

Market on Military

2. Dates of Operation (attach a schedule, if necessary)

Please see attached schedule

3. Hours of Operation

2pm to 7pm

4. Premises Address

216 S Military Avenue

5. City

Green Bay

6. State

WI

7. Zip Code

54303

8. County

Brown

9. Governing Municipality ☒ City ☐ Town ☐ Village

of: Green Bay

10. Organizer of Event (if not the named applicant)

Alea Mills

11. Email and/or Phone Number for Organizer of Event

market@militaryave.org

12. Organizer Website

militaryave.org

13. Event Website

militaryave.org/news/market-on-

14. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Mobile beer tap trailer at the outdoor farmers market (former Shopko parking lot)

15. On-Site Contact (Last Name, First Name)

Mills, Alea

16. On-Site Contact Phone

920.544.9503

17. On-Site Contact Email

market@militaryave.org

18. Will you operate a restaurant on the premises? ☐ Yes ☒ No19. What alcohol beverages will be offered for sale? (check all that apply) ☒ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)20. What alcohol beverages does the permittee produce? (check all that apply) ☒ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)21. How will customers be served? (check all that apply) ... ☐ Samples ☒ On-premises consumption ☐ Off-premises consumption

Part F: Attestation

Who must sign this application?

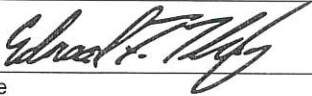
- sole proprietor • general partner of a partnership • corporate officer • member of an LLC

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

- I will not operate this location outside of the dates and times approved by the municipality and Division of Alcohol Beverages.
- I will operate this location according to municipal ordinance and restrictions imposed as a condition of receiving this authorization.
- I will purchase alcohol beverages I do not produce from an authorized source, such as a Wisconsin-permitted wholesaler.
- I will operate this location according to Wisconsin law and administrative regulation including but not limited to: underage restrictions, closing hours, licensed operators, and record keeping requirements.

Further, under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the authorization. Further, I agree that the rights and responsibilities conferred by the authorization, if granted, will not be assigned to another individual or entity. I understand that lack of access to any portion of a premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this authorization. I understand that any authorization issued contrary to Wis. Stats. Chapter 125 shall be void under penalty of Wisconsin law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 		Date 08/18/2025	
Last Name Thiry		First Name Edward	M.I. F
Title Owner	Email ed@thumbknuckle.beer	Phone 920-255-7858	

Part G: For Municipal Use Only (Complete if Requesting Authorization in Part D or E)

1. Will the municipality limit the scope of alcohol beverages offered for sale? ☐ Yes ☒ No		
2. Will the municipality impose any requirements or restrictions for the full-service retail outlet? ☐ Yes ☒ No		
3. Describe municipal restrictions indicated in questions 1 or 2 above.		
4. Last Name of Municipal Official Jeffreys		5. First Name Celestine
7. Signature of Municipal Official 		6. M.I. M
8. Date 9/5/25		
9. Date Application was Filed with Clerk 9/4/25		10. Date Full-Service Retail Outlet Approved by Governing Body

Note or circle the dates you want to attend:

	Thursday - Days of the Month				22 days
June	5	12	19	26	
July	3	10	17	24	31
August	7	14	21	28	
September	4	11	18	25	
October	2	9	16	23	30

2025 Schedule

EBT card/voucher acceptance: This is only for SNAP (food stamp) eligible products.

This program can increase YOUR sales. If your product is eligible to be purchased with Electronic Benefits SNAP (EBT) programs, we encourage you to accept them. We value the ability for all people to buy high quality, local food at the Markets.

NOTE: We pay for a machine to process EBT cards and will reimburse you with cash for the vouchers you accept daily, as supply allows. Training and information for EBT will be provided.

EBT payments ☐ YES ☐ NO, why? _____ ☐ I need training

WIC/Senior Vouchers:

This program can increase YOUR sales. If your product is eligible to be purchased with WIC/Senior Vouchers (local, fresh fruit and veggies only), we encourage you to accept them. We value the ability for all people to buy high quality, local food at the Markets.

The Market on Military does NOT coordinate this program. See section H (rules pages) to enroll in this program. After training, you will receive instructions for reimbursement. We want you to accept this form of payment if you qualify.

WIC/Senior Vouchers ☐ YES ☐ NO ☐ I need training and a certificate (Yearly)

Product Information:

IMPORTANT: Our market is **LOCAL**. **Local** means that the product is grown, raised, caught, produced, created, or manufactured by you - locally, within 100 miles of the market. Only 20% of what you sell can be grown by another **local** farmer. **Local is the key word.**

International specialty products and some exceptions may apply per committee approval. Non-farm vendors are encouraged to source at least 25% of your raw ingredients locally.

Do you grow or produce all your items? YES / NO If NO, please explain and list:



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

MEETING DATE

September 8, 2025

PREPARED BY

AGENDA ITEM # E.6

For consideration with possible action on Draft G.O. 20-25 Relating to Massage Establishments

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Draft G.O. 20-25 Relating to Massage Establishments
2. Draft Memo Regarding Massage Establishment License Updates

GENERAL ORDINANCE NO. 20-25

**AN ORDINANCE
REPEALING AND RECREATING SECTION 10-95,
GREEN BAY MUNICIPAL CODE,
RELATING TO MASSAGE ESTABLISHMENT**

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

SECTION 1. Section 10-95, Green Bay Municipal Code, is hereby repealed and recreated to read:

Sec. 10-95 Massage Establishment

(a) It shall be unlawful for any person, corporation, or other legal entity to cause or permit the operation of a massage establishment or for a person to engage in the practice of massage therapy or bodywork therapy or perform massage therapy or bodywork therapy for gain as a massage therapist, bodywork therapist, agent, manager, or employee, except in strict compliance with this section.

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

Chief means the Chief of Police of the Green Bay Police Department or their designee.

Common Council means the Common Council of the City of Green Bay.

Clerk means the Clerk for the City of Green Bay or their designee.

Establishment or *massage establishment* means a place of business having a permanent location wherein private massage therapy or bodywork therapy is practiced, used, or made available.

Intimate parts means the uncovered breasts, uncovered buttocks, anus, groin, scrotum, penis, vagina, or pubic mound of a human being. Intimate parts does not mean contact that is acceptable under state law.

Licensee means a person, corporation, or other legal entity possessing a massage establishment license under this section.

Massage therapy or bodywork therapy means the science and healing art that uses manual actions and adjunctive therapies to palpate and manipulate the soft tissue of the human body in order to improve circulation, reduce tension, relieve soft tissue pain, or increase flexibility. "Massage therapy or bodywork therapy" includes determining whether manual actions and adjunctive therapies are appropriate, or whether a referral to another health care practitioner is appropriate. "Massage therapy or bodywork therapy" does not include making a medical, physical therapy, or chiropractic diagnosis.

Massage therapist or bodywork therapist means a person licensed by the State of Wisconsin pursuant to Wis. Stats. Ch. 460, as it may be amended, and related statutes or rules, who practices, administers, uses, or offers to practice, administer, or use massage therapy or bodywork therapy for a consideration.

Operator means any person, corporation, or other legal entity licensed by the City to operate a massage establishment.

Patron means any person who receives massage therapy or bodywork therapy under such circumstances that it is reasonably expected that they will pay money or give consideration.

Waiting area means an area adjacent to the main entrance that is separate from any area where massage therapy or bodywork therapy takes place.

(c) *Massage establishment license.*

(1) *License required.*

- a. No person, corporation, or other legal entity shall cause, or permit the conduct of a massage establishment without having first obtained a license from the City Clerk in accordance with this section. A separate license shall be acquired for each such establishment.
 - b. No license shall be transferred between locations or persons and no massage establishment license shall be sold or be subject to transfer of corporate assets or change of corporate officers or directors.
- (2) *Term.* The license term shall be for one year beginning on January 1 through December 31. All licenses expire on December 31. No person, corporation, or other legal entity shall operate after the expiration of their license.
- (3) *Fee.* The license fee shall be as provided in the City Fee Schedule. License fees shall be nonrefundable. The application must be accompanied by payment of the license fee.
- (4) *Location.* A licensed massage therapist or bodywork therapist may perform massage therapy or bodywork therapy at a massage establishment licensed pursuant to this section, appropriately zoned for the business and possessing a valid certificate of occupancy from City inspections.
- (5) *Application.* All applications shall be on forms provided by the city Clerk, and contain all required information, or shall be rejected by the Clerk. All applications shall include the following.
- a. The location and address of the proposed establishment.
 - b. Each owner or an agent of a corporation must provide all of the following personal background information:
 1. Business name and address. Include all other names the business may be known as or advertises for massage services.
 2. The name and address of each owner, and if a corporation, the name and address of the agent. Any application submitted on behalf of a corporation shall be made by an agent registered as such who shall have been a resident of the State for at least 90 days.

3. Whether they have had a massage business or massage therapy license revoked or suspended in any jurisdiction and, if so, the name of the municipality and the reason for the suspension or revocation.
 4. Whether they have been convicted of any crime or ordinance violation other than traffic offenses within the past three years and, if so, a listing of the same and the locations thereof.
- c. All phone numbers of the proposed establishment.
 - d. The name, address, state license number, phone number, and a copy of one form of government-issued ID of each person operating as a massage therapist or bodywork therapist by the applicant at the proposed establishment at the time of application;
 - e. A floor plan of the establishment which details with particularity the rooms in which massage therapy or bodywork therapy will be practiced, the reception area, the restrooms, and any other areas accessible to clientele.
 - f. The application shall contain a statement signed by the applicant and each individual of the legal entity that all information contained therein is true and correct.
 - g. A policy of malpractice insurance written by an insurance company licensed to do business in the State and verified by a certificate of insurance in an amount of no less than one million dollars (\$1,000,000.00) in coverage per occurrence.
 - h. Proof of approval from property owner.
- (d) *Licensure of massage therapists and bodywork therapists required.* No person or entity shall engage in the practice of massage therapy or bodywork therapy or perform massage therapy or bodywork therapy for gain unless such person has previously been issued and holds a valid license of registration pursuant to Wis. Stats. Ch. 460.
- (e) *Application approval, denial and appeal process.*
- (1) *Application deadline for new term.*
 - a. Applications for a new term are due on or before October 31 of each year. Timely submitted applications that are complete will receive a decision to approve or deny the application on or before November 30 of each year.
 - b. If an application is received after October 31, then the notice of the decision to approve or deny, as well as notice of any accompanying appeal hearing, may not be available before the license expires on December 31.
 - (2) *Administrative approval steps.*
 - a. Prior to approval by the City, the Clerk shall certify that the application is complete and contains all required information. Applications that are incomplete shall be rejected by the Clerk.
 - b. Prior to approval by the City, the Director of Community and Economic Development, or their designee, shall certify that the premises complies with all applicable laws and regulations, including applicable building and fire code

requirements. No license shall be granted for a premises not in compliance with such laws and regulations.

- c. Prior to approval by the City, the Chief shall certify that the application has successfully completed a background check and shall determine whether the application should be approved and a license issued, or whether the application should be denied and no license issued.
- (3) *Approval.* Upon successful completion of the administrative approval steps, the Clerk may approve an application for a massage establishment license, and shall notify the applicant of this decision.
- (4) *Denial.* The Clerk may deny an application for a massage establishment license upon a determination that the applicant does not meet the qualifications for possessing such a license. A denial determination may be based on any relevant factors, including, but not limited to, those listed in this subsection. In the event of denial, the Clerk shall send the applicant a written notification setting forth the specific reasons for the denial within ten days of the determination.
- a. The operation as proposed by the applicant does not comply with all applicable state laws and this Code.
 - b. Within the past three years, the applicant or any partner, officer, director, or stockholder thereof has been found guilty in a court of competent jurisdiction of an offense under Wis. Stats. Ch. 944 or 961; of an offense against a person or property of another; of any other federal, state, county, or municipal offense that is substantially similar to those listed herein.
 - c. The information required on the application is inaccurate or the applicant has knowingly or with the intent to deceive made a false, misleading, or fraudulent statement of fact in the application or in any other document required by the City in conjunction therewith.
 - d. The applicant has not resided in Wisconsin for at least 90 days prior to date of application.
- (4) *Appeals of application denials.* Any applicant whose application for a massage establishment license has been denied by the Clerk may appeal such determination upon written request for a hearing, which must be submitted to the City Clerk within ten days of the notice of denial.
- a. *Evidentiary hearing.* Upon appeal, the Zoning Board of Appeals (“the Board”), as organized under Section 44-138, shall have the authority to conduct a hearing on the application to determine if the applicant possesses the qualifications required for licensure under this section.
 - 1. The hearing may be held in open or closed session depending on the nature of the evidence to be presented. The Board shall determine whether the arguments shall be presented orally or in writing, or both.
 - 2. The applicant may be represented by counsel, present and examine witnesses, and have a transcript of the hearing prepared at the licensee's expense.

- b. *Zoning Board of Appeals action.* At the conclusion of the evidentiary hearing, the Board, following deliberation in open or closed session, shall determine whether to uphold the denial or grant the application.
 - c. *Notice.* The City Clerk shall notify the applicant in writing of the Board's decision within ten days after the Board makes its determination.
 - d. *Certiorari.* Any appeal of the Board's decision shall be by writ of certiorari to Brown County Circuit Court.
- (f) *Regulation of operations and licenses.*
- (1) Each massage establishment shall at all times maintain and comply with the following operational regulations.
 - a. The licensee shall comply with all City Codes.
 - b. Operate only between 7:00 a.m. and 9 p.m. daily.
 - c. All-massage therapists or bodywork therapists employed by the establishment shall possess valid licenses pursuant to Wis. Stats. Ch. 460.
 - d. The licensee shall provide a waiting area for patrons that is separate from any area in which massage therapy or bodywork therapy takes place. There shall be direct access to this area from the main entrance or from a hallway connected only to the main entrance.
 - e. A licensed massage therapist or bodywork therapist shall be present on the establishment premises at all times of when massage therapy clients are present and shall administer all massage therapy or bodywork therapy at the establishment.
 - f. At any time during its hours of operation, the establishment shall permit inspection of the premises by City building inspectors, fire inspectors, health inspectors, or personnel of any law enforcement agency for purpose of ascertaining compliance with this section and conducting inspections. Application for and acceptance of a license under this section constitutes consent to such inspection. Any inspection shall include areas let, subleased, or subject to any other business.
 - g. The licensee shall keep records of the name, address, proof of state licensure, and at least one copy of a form of government-issued ID of each of the massage therapists and bodywork therapists, and the start and end dates of employment or other contracts for performing massage therapy at the establishment. Such records shall be open to inspection by any of the personnel listed in this section. These records shall be retained by the licensee for a period of 90 days.
 - h. The licensee shall report all personnel changes to the City Clerk within ten days of such change. The licensee may report by email: Clerk@greenbaywi.gov or by mail to: 100 North Jefferson Street, Room 106, Green Bay, WI 54301. The City Clerk will acknowledge the change in the same manner it was received within 5 business days.
 - i. The licensee shall have and maintain in full force and effect during the license term a policy of malpractice insurance written by an insurance company licensed to do business in the State of Wisconsin and verified by a certificate of insurance in an

amount of no less than one million dollars (\$1,000,000.00) in coverage per occurrence.

- j. Rooms in which massage therapy or bodywork therapy is practiced or administered shall have at least 70 square feet of clear floor area.
 - k. Massage establishments shall prominently display their City-issued establishment license on the premises during all hours of operation.
- (g) *Revocation and suspension of license.* The City may issue a determination notice to revoke or suspend any license granted under this section upon serving written notice of the grounds forming the determination for the revocation or suspension upon the licensee. The notice shall contain the street address or other description sufficient to identify the licensed establishment and a description of the grounds for revocation or suspension. The notice may be served via personal service or by certified mail. If the licensee cannot reasonably be served, notice may be served by publication as a class 1 notice. Ten (10) days of the date of service, there shall be a hearing at the next available Common Council meeting. If the licensee fails to respond or attend the hearing, the City Clerk shall administratively revoke or suspend the license, as set forth in the notice.
- (1) *Grounds.* A license granted under this section may be revoked or be suspended for up to six months by the Common Council upon valid grounds, including, but not limited to, any of the following.
- a. The licensee has made or recorded any statement required by this section knowing it to be false, fraudulent, or intentionally deceptive.
 - b. The licensee has violated a provision of this Code.
 - c. The licensee or any massage therapist, bodywork therapist, or other employee of the establishment has advertised during the license year for any massage therapy, bodywork therapy, or related services to be performed at the establishment that involve sexual acts or any contact with the intimate parts of any person except such contact that is acceptable under state law.
 - d. One or more massage therapist, bodywork therapist, or other employee of the establishment has been convicted of an offense under Wis. Stats. Ch. 944; or been convicted of an offense against the person or property of a patron.
 - e. One or more massage therapist, bodywork therapist, or other employee of the establishment has been found guilty of a criminal offense involving sexual contact as defined by Wis. Stats. § 939.22(34) or sexual intercourse as defined by Wis. Stats. § 939.22(36) or any other criminal offense that substantially relates to the individual's employment with the establishment; has been found guilty of a criminal offense involving exposing their intimate parts, or any portion thereof, to any other person; or has been found guilty of a criminal offense involving exposing intimate parts, or any portion thereof, of any other person for the purpose of sexual humiliation, degradation, arousal, or gratification.
 - f. One or more massage therapist, bodywork therapist, or other employee of the establishment has been convicted of a criminal offense involving offering to

perform or to make available, permit, or in any way participate in the performance of any act prohibited in this section.

- g. The licensee owning or operating the massage establishment knowingly caused, allowed, or permitted in or about such massage establishment any agent, employee, or any other person under their control or supervision to perform any acts prohibited in this section.

(2) *Hearings on revocation or suspension.*

- c. *Evidentiary hearing.* The Common Council shall conduct a quasi-judicial hearing on the determination filed under this subsection to revoke or suspend any license granted under this section. The Common Council shall determine whether the arguments shall be presented orally or in writing, or both.
 - 1. The hearing may be held in open or closed session depending on the nature of the evidence to be presented. The Common Council shall determine whether the arguments shall be presented orally or in writing, or both.
 - 2. The licensee may be represented by counsel, present and examine witnesses, and have a transcript of the hearing prepared at the licensee's expense.
 - 3. Any licensee, or employee or agent thereof, found guilty in any municipal, state, or federal court, irrespective of whether obtained following trial, plea agreement, or bond forfeiture, shall be prima facie evidence of a violation for purposes of this section. Mitigating circumstances may be introduced with respect to any judgment of conviction.
- d. *Common Council action.* At the conclusion of the evidentiary hearing, the Common Council, following deliberation in open or closed session, shall make one of the following final determinations.
 - 1. No action shall be taken due to insufficiency of the evidence.
 - 2. A suspension of not less than ten nor more than 180 days shall be imposed.
 - 3. The license shall be revoked.
- e. *Notice and appeal.* The City Clerk shall notify the licensee in writing of the Common Council decision of any revocation or suspension within ten days after the Council makes its determination. Any appeal of the Common Council's decision shall be by writ of certiorari to circuit court.

(3) *Commencement of penalties.* Penalties shall commence the day after they have been imposed by the Common Council. All periods of suspension shall run consecutively.

(h) *Exceptions.* This section shall not apply to the following businesses or professional establishments:

- (1) Offices, clinics, or establishments of physicians, surgeons, chiropractors, osteopaths, nurses, or physical therapists licensed or registered to practice their respective professions under the laws of the State of Wisconsin existing for the provision of such occupational services.

- (2) Barber shops and beauty parlors which employ barbers and beauticians licensed under the laws of the state, provided that any massage therapy or bodywork therapy is limited to the head and scalp.
- (3) Sole proprietors who are licensed massage therapists or bodyworks therapists under the laws of the state.
- (i) *Operation without a license a public nuisance.* The operation of a massage establishment or massage therapy or bodywork therapy activity of any individual without a license under this section is deemed a public nuisance and may be enjoined by the City.
- (j) *Penalty.* Any person violating any provision of this section other than the operation regulations shall be subject to a forfeiture of not less than \$100.00 nor more than \$500.00. Any person violating any provision of the operation regulations shall be subject to a forfeiture of not less than \$500.00 and not more than \$1,000.00. Each day of violation shall constitute a separate offense.
- (k) *Election to not be governed by Wisconsin Chapter 68.* Having established procedures for administrative review of municipal determinations, the City of Green Bay elects to not be governed by Wisconsin Chapter 68 in its entirety.
- (l) *Severability.* The provisions of any part of this section are severable. If any provision or subsection hereof or the application thereof to any person or circumstances is held invalid, the other provisions, subsections, and applications of this section to other persons or circumstances shall not be affected. It is declared to be the intent of this section that the same would have been adopted had such invalid provisions, if any, not been included herein.

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 _____, 2025.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

CITY OF GREEN BAY

TO: City of Green Bay Alders

FROM: Law Department

DATE: September 5, 2025

RE: Recommended Changes for Massage Establishment Ordinance

The Massage Establishment ordinance recently completed its first annual license cycle. During the periodic review of the Massage Establishment ordinance, there were several sections identified by staff that could benefit from updates. These recommended updates are now coming forward as part of a repeal-and-recreation of the Massage Establishment ordinance. Below are the highlighted changes that are recommended for approval.

- Highlighted recommended changes:
 - All licenses expire at the end of the year on December 31. Applications are due each year for a new license.
 - Applications for the next year are due by October 31, and administrative decisions on applications are due by November 30.
 - Applications for licenses are handled administratively between the Clerk, Community and Economic Development, and the Police Department. The Clerk ultimately issues a license or issues a denial for each application.
 - Community and Economic Development is still responsible for inspections compliance.
 - The Police Department is still responsible for background checks.
 - Appeals of application denials are heard by the Zoning Board of Appeals.
 - This is a Quasi-Judicial hearing, and staff members will be responsible for presenting their evidence in support of denials. (e.g. the Police Department is responsible for providing evidence if denied based on the background check, Community and Economic Development is responsible for providing evidence if denied based on inspections, and the Clerk is responsible for providing evidence if the application is incomplete.)
 - Revocations and suspensions are still heard by Common Council, and the process has been streamlined.
 - Law Department reviews complaints to determine if there are grounds to initiate the process.
 - If grounds exist, the Clerk provides notice to the licensee with a determination notice to revoke or suspend a license.
 - A Quasi-Judicial hearing is held in front of Common Council, who will make a final determination.
 - Appeals of Common Council's final decision will be heard in Circuit Court.



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

MEETING DATE

September 8, 2025

PREPARED BY

AGENDA ITEM # E.7

For consideration with possible action on Draft G.O. 22-25 Relating to Jurisdiction of Zoning Board of Appeals

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Draft G.O. 22-25 Relating to Jurisdiction of Zoning Board of Appeals

GENERAL ORDINANCE NO. 22-25

**AN ORDINANCE
AMENDING SECTION 44-139,
GREEN BAY MUNICIPAL CODE,
RELATING TO JURISDICTION OF ZONING BOARD OF APPEALS**

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

SECTION 1. Section 44-139, Green Bay Municipal Code, is hereby amended to read:

Sec. 44-139 Jurisdiction of Zoning Board of Appeals

The Zoning Board of Appeals is hereby vested with the following jurisdiction and authority:

(1) *Appeals.*

(a) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Zoning Administrator in the enforcement of this chapter.

(b) To hear and decide appeals of any decision to deny a license application under Chapter 10.

(2) *Variances.* To hear and act upon applications for specific variances from the terms provided in this chapter.

(3) *Other matters.* To hear and act upon all other matters referred to it upon which it is required to act under this chapter.

(4) *Assistance.* The Board may request assistance from other City officers, departments, commissions, and boards.

(5) *Oaths.* The Chairperson may administer oaths and compel the attendance of witnesses.

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 _____, 2025.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk



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

MEETING DATE

September 8, 2025

PREPARED BY

AGENDA ITEM # E.8

For consideration with possible action on Draft G.O. 21-25 Relating to Special Events.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Draft G.O 21-25 Relating to Special Events Ordinance
2. Draft Memo Regarding Special Events Ordinance Updates

GENERAL ORDINANCE NO. 21-25

**AN ORDINANCE
REPEALING AND RECREATING ARTICLE IX,
SECTIONS 10-424 THROUGH 10-437,
GREEN BAY MUNICIPAL CODE,
RELATING TO SPECIAL EVENTS**

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

SECTION 1. Article IX, Sections 10-424 through 10-437, Green Bay Municipal Code, is hereby repealed and recreated to read:

Sec. 10-424. 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:

Attendees means the total number of participants and spectators at an event. Vendors are not considered attendees.

Customary use of a park. Customary use of a park is specific to each park and determined by the Director of Parks, Recreation and Forestry or their designee.

Hazard Events means special events involving greater potential for exposure of spectators to security and safety risks as determined by the Risk Manager. Hazard events may include, but are not limited to, professional or collegiate sporting events, vehicle races, athletic events in the bay or on the Fox River, and fireworks displays. Vehicle barriers may be required.

Large events means special events over 5,000 attendees, as well as events designated as large events in this section.

Medium events means special events between 1,000 and 4,999 attendees, as well as events designated as medium events in this section.

Risk Manager means the Risk Manager of the City of Green Bay or their designee.

Simple events means special events, including a nonprofit or neighborhood association, where the event takes place in a City park or occurs as a block party, and there are no more than 250 attendees, and the event is not a hazard event.

Small events means special events of no more than 1,000 attendees, as well as events specifically designated as small events in this section.

Special event means any large, medium, small, hazard or simple event that has a scheduled gathering of persons on City property or rights-of-way that is open to the public and to which any of the following applies:

- (1) Over 100 persons are expected to attend in a single day.
- (2) Concessions such as food or beverages are offered for sale.
- (3) Merchandise or other items such as clothing or crafts are offered for sale.
- (4) Fireworks are discharged.
- (5) There is an entry fee or admission charged for participation or inclusion.

- (6) Fermented malt beverages or wine are to be present.
- (7) Intoxicating liquor will be present.
- (8) The event will reasonably require the provision of City support services to accommodate the event on public property.

Special Event Coordinator means the person, or their designee, who coordinates between applicants and City departments to ensure appropriate departmental approval of special events applications.

Sec. 10-425. Permit required.

No person shall organize, hold, operate, control, or direct a special event unless a permit has been approved as described in this article. Any person who organizes, holds, operates, controls, or directs a special event without an approved permit shall be subject to the penalties identified in this article. Any person seeking to offer goods and/or services at a special event is responsible for verifying that an approved special event permit has been obtained prior to participating in the event.

(Ord. No. 28-18 , § 1(2), 9-7-2019)

Sec. 10-426. Exceptions.

This article does not apply to any of the following:

- (1) Events hosted by the City.
- (2) Marches, public assemblies, and other events held primarily for the purpose of conducting activities protected by the First Amendment to the United States Constitution.
- (3) Funeral processions.
- (4) Governmental agencies acting within the scope of their authority.

Sec. 10-427. Application.

- (a) *Deadlines.* A special event permit application shall be filed with the Special Event Coordinator as follows:
 - (1) For a large, medium, or small event, at least 60 days before the event is to take place.
 - (2) For a simple event, at least 15 days before the event is to take place.
 - (3) *Late applications.* If an application is not timely filed as stated, the City makes no assurance that the application will be processed. The Special Event Coordinator may, in their own discretion, consider any application which is not timely filed and may assess a late fee as described in the Special Event Fee Schedule.
- (b) *Filing and contents.* The applicant shall submit a complete application on the form prescribed by the Special Event Coordinator, which shall set forth the following information:
 - (1) The name, address, and telephone number of the person, or the representative of an entity, who is seeking to conduct the event.
 - (2) The date(s) of the special event. If the special event consists of a series of consecutive, successive, or recurring events occurring in the same location, include all applicable dates.
 - (3) A detailed map identifying all relevant information, including, but not limited to:

- a. The event location or route to be traveled, the starting and termination points, and any other important points along the route;
 - b. The portions of any sidewalk, street, or other right-of-way proposed to be included or utilized in the event;
 - c. The location of all assembly areas for the event;
 - d. The location of any tents or other structures;
 - e. The location of any vendors not located within a tent or other structure;
 - f. Points of ingress and egress;
 - g. Any location at which alcohol will be sold; and
 - h. Any other important points to be noted.
- (4) A written description of the event location or route to be traveled, the starting point, the termination point, and any other important points to be noted (e.g., "Starting at 100 N. Jefferson, then West on Walnut St. to Washington St., ending at the Cherry Street ramp"). The written description must match the map provided.
- (5) A written description of the location of any assembly areas for the event. Streets and nearest intersections should be used in describing the location (e.g., "At City Hall, located at 100 N. Jefferson Street," or, "In the City Hall parking lot located at the corner of Jefferson Street and Cherry Street"). The written description must match the map provided.
- (6) A written description of the:
- a. Number of Attendees anticipated, including the anticipated method of arrival (walking, personal vehicle, public transportation, etc.).
 - b. Number of Animals anticipated;
 - 1. Types of animals.
 - 2. Anticipated method of arrival.
 - 3. Role in the event (exhibit, performing, walking, etc.).
 - c. Number of vehicles, including a description of each vehicle.
- (7) The start and end time of the event. For any event continuing past 10:00 p.m., the applicant must indicate whether any necessary permits are required pursuant to the City noise ordinances.
- (8) If multiple activities will occur during the special event, a list of times when any activity of the event will begin, as well as the time when participants are expected to begin gathering at all assembly areas.
- (9) The distance to be maintained between each part or activity of the event. If multiple vendors will be present during the special event, the distance between vendor booths should also be identified.
- (10) Whether alcohol beverages will be served in conjunction with the event, the locations of such activities, and whether all necessary licenses have been obtained.
- (11) Verification that the applicant agrees to pay, within 30 days of billing, the costs of any additional City services. If the applicant fails to pay all such costs within 30 days of billing, the applicant may be denied a permit for future events.
- (12) Any additional information which the Special Event Coordinator finds reasonably necessary to determine whether a permit should be issued.

- (c) *Insurance.* Proof of insurance is required for all events, except for recognized neighborhood associations hosting simple events. The applicant shall furnish a certificate of insurance meeting the requirements set by the Risk Manager.
- (d) *Application fee.* A nonrefundable application fee to cover the administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed, as provided in the City Fee Schedule.

Sec. 10-428. Event designation and fees.

- (a) *Event designation.* The Special Events Coordinator has the authority to determine whether the proposed event qualifies as a small, medium, large, or hazard event based on the information in the application, regardless of the applicant's designation on the application.
- (b) *Special event fees.*
 - (1) Fees for special events shall be as provided in the City Fee Schedule, and shall be nonrefundable.
 - (2) If the special event consists of a series of consecutive, successive, or recurring events occurring in the same location, then there shall only be one fee. The Special Events Coordinator shall have the authority to determine if an event no longer qualifies as consecutive, successive, or recurring, in which case, separate event permit fees may be assessed per event.

Sec. 10-429. Additional City services.

- (a) *Applicant responsible for costs of additional City services.* If the special event will require more than minimal use of any City equipment or services, the applicant shall pay the actual costs for the use of such equipment or services.
- (b) *Minimum level of service required.* To ensure public safety for the event and the City, the City reserves the right to require special events to maintain minimum levels of dedicated fire/EMS services and police services throughout the duration of the event. Estimated minimum services will be determined prior to the event but may reasonably increase or decrease as actual event conditions change to ensure public safety. Actual public safety services shall be determined at the sole discretion of the Police Chief and Fire Chief, or their respective designees.

Sec. 10-430. Public safety and security resource staffing for special events.

Public safety staff consisting of the Police Chief, Fire Chief, and Director of Public Works, or their designees, will determine the need for resources based on event risk considerations, which will be communicated to the event organizer. Public safety staff may waive the requirement for services depending on the event, location, time of year, and other relevant considerations. Costs associated with these resources are the responsibility of the event organizer.

(Ord. No. 28-18 , § 1(7), 9-7-2019)

Sec. 10-431. Event risk considerations.

Event risk considerations may affect the required Police, Fire/EMS, and Public Works resources referenced in Sections 10-429 and 10-430. Examples of event risk considerations include, but are not limited to:

- (1) The time of day during which the event takes place (i.e., day or night);
- (2) Whether alcohol will be served;
- (3) The duration of the event;

- (4) The type of event;
- (5) Whether the event will be general admission or contain reserved seating for spectators;
- (6) The location and geography of the event, including whether the event will span multiple locations;
- (7) The anticipated traffic control needs associated with the event;
- (8) The time of year at which the event takes place and anticipated weather;
- (9) Whether a previously held event experienced any problems; and
- (10) Whether the event will include fireworks or other pyrotechnics.
- (11) Whether the event will include animals.

Sec. 10-432. Application Review.

- (a) Upon receipt, the Special Event Coordinator shall review each special event permit application for completeness. Incomplete applications shall be rejected. Completed applications shall then be reviewed for approval or denial. The permit may be issued when the Special Event Coordinator has determined that:
 - (1) The applicant has complied with the application requirements of Section 10-427.
 - (2) The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic in the vicinity of its location.
 - (3) The conduct of the event will not result in a disruption of police services.
 - (4) The conduct of the event will not unduly interfere with the operation of hospitals, schools, or other public institutions.
 - (5) In the case of a parade, race, or march, the event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays.
 - (6) The special event will not conflict or interfere with another special event for which a permit has already been approved.
 - (7) There are a sufficient number of parking spaces within a reasonable distance to accommodate the number of vehicles expected.
 - (8) Adequate sanitation or other necessary health facilities will be available at the event.
 - (9) The conduct of the event is not reasonably likely to cause injury to persons or property.
- (b) The Special Event Coordinator shall be responsible for issuing or denying special event permits based on the standards in this section and shall provide written notice of the issuance or denial of the permit within 15 days of receipt of an application. If the application is denied, the notice shall state the reasons for the denial.

Sec. 10-433. Appeal procedure.

An applicant may appeal the denial of a special event permit to the Common Council. The applicant shall file written notice of appeal with the City Clerk within seven days after receiving notice of the denial. The Council shall give the applicant an opportunity to be heard at their next regularly scheduled meeting, provided that the request for an appeal is received no later than 4:00P.M. on the Thursday preceding such meeting. Any appeal requests received subsequent to that time shall be heard at the Common Council meeting held at the regularly scheduled time and date.

Sec. 10-434. Reserved

Sec. 10-435. Duties of permittee.

Once the application is granted, the applicant becomes the permittee. All permittees shall comply with all local, state, and federal laws. A permittee's failure to follow any safety directives issued from Police, Fire, and Public Works, or their allowance of any unsafe conditions to develop or continue, may be grounds for citations, and for the denial of future special event permit applications.
(Ord. No. 28-18 , § 1(12), 9-7-2019)

Sec. 10-436. Public conduct during special events.

- (a) *Generally.* Attendees at any special event must obey City ordinances. Any special event permit holder shall take necessary measures to ensure attendee compliance with City ordinances.
- (b) *Public conduct during parades, races, walks, or marches.*
 - (1) *Interference.* No person shall obstruct, impede, interfere with, or unreasonably hamper any parade, race, walk, march, or parade assembly, nor any person, vehicle, or animal participating or used in a parade.
 - (2) *Driving through parades, races, walks, or marches.* No person shall drive a vehicle between the participants of a parade, race, walk, or march when participants are in motion and are conspicuously designated as participating in such an event.
 - (3) *Parking on parade, race, walk, or march route.* The Chief of Police may prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of a parade, race, walk, or march. The Chief of Police shall post signs to such effect, and no person shall park or leave unattended any vehicle in violation thereof.

Sec. 10-437. Penalty.

Unless a more specific penalty is specified, any person who shall violate any provision of this article 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 continues to exist shall constitute a separate violation.

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 _____, 2025.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

CITY OF GREEN BAY

TO: City of Green Bay Alders

FROM: Law Department

DATE: September 5, 2025

RE: Recommended Changes for Special Events Ordinance

The fees related to special events have recently undergone changes as part of the yearly fee schedule review process. During that review process, additional sections of the ordinance were identified by staff that could benefit from updates. These recommended updates are now coming forward as part of a repeal-and-recreate of the Special Events ordinance. Below are some of the highlighted changes recommended for approval:

- Highlighted recommended changes:
 - Applications for consecutive, successive, or recurring events may only need to pay a single fee.
 - Special Event Coordinator will ultimately determine that an event meets the criteria for a single fee.
 - Empower the Special Event Coordinator to make determinations regarding the event designations, and to make the final decision on whether to approve or deny an application. Other departments will still be consulted as necessary.
 - Simplified event definitions.
 - Expanded exception list:
 - Events hosted by the City do not require a permit.
 - Events held primarily for the purpose of conducting activities protected by the First Amendment do not require a permit.
 - E.g. Marches and public assemblies.
 - Emphasize that minimum levels of City services may be required by the Police Department and Fire Department.
 - Updated penalty provisions.



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

MEETING DATE

September 8, 2025

PREPARED BY

AGENDA ITEM # F.I

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Comm Police P&P 09.04.25