



MINUTES OF THE GREEN BAY PLAN COMMISSION

MONDAY, SEPTEMBER 8, 2025, 6:00 PM
City Hall, Room 604 - The Harry Maier Room.
Virtual attendance is also available via Zoom.

A. ZOOM MEETING INFORMATION.

- I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/84137675822?pwd=L2EyVlpDSIZGZlFjcmlpWnZlOEVnUT09>

Or call in by phone: +1 312 626 6799

Meeting ID: 841 3767 5822

Passcode: 483400

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: Chair Lisa Hanson, Vice-Chair Jacob Miller, Ald. Jim Hutchison, Derius Daniels, Ken Rovinski, Emma Fulwilder and Kelsey Lutzow.

Present: Jacob Miller, Lisa Hanson, Derius Daniels, Ken Rovinski (arrived at 6:04 pm), Emma Fulwilder, Kelsey Lutzow

Excused: Ald. Jim Hutchison

Others Present: Ald. Melinda Eck, Ald. Alyssa Proffitt

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Monday, September 8, 2025, meeting of the Green Bay Plan Commission.

Moved by Derius Daniels, seconded by Emma Fulwilder to approve the agenda for the September 8, 2025, meeting of the Plan Commission.

Motion Passed.

Yes—Jacob Miller, Lisa Hanson, Derius Daniels, Emma Fulwilder, Kelsey Lutzow, No-None, Abstain-None.

D. APPROVAL OF MINUTES.

- I. Approval of the minutes from the Monday, August 11, 2025, meeting of the Green Bay Plan Commission.

Moved by Emma Fulwilder, seconded by Derius Daniels to approve the minutes for the August 11, 2025, meeting.

Motion Passed.

Yes—Jacob Miller, Lisa Hanson, Derius Daniels, Emma Fulwilder, Kelsey Lutzow, No-None, Abstain-None.

E. REGULAR BUSINESS.

- I. (CP 25-07) Consideration, with possible action, on a request to create a preliminary plat with 38 lots and 1 outlot, The Pines Subdivision, that includes public dedications at 0 Deuchert Street (Parcel 21-1229) submitted by Steven Bieda of Vierbicher Associates, Inc., on behalf of Broadway Realty LLC, property owner (Ald. C. Stevens, District 5).

Moved by Jacob Miller, seconded by Emma Fulwilder to approve subject to the following condition(s):

- I.) The Pines Subdivision Preliminary Plat review comments from September 4, 2025, shall be addressed on The Pines Subdivision Pre-Final Plat.

Motion Passed.

Yes—Jacob Miller, Lisa Hanson, Derius Daniels, Ken Rovinski, Emma Fulwilder, Kelsey Lutzow, No-None, Abstain-None.

2. (ZP 25-23) Public Hearing on a request to amend a Conditional Use Permit at 700 East Walnut Street to increase capacity and operating times for Women's Shelter, submitted by St. John the Evangelist Homeless Shelter Inc, property owner (Ald. A. Proffitt, District 7).

Chair Lisa Hanson read into record the rules and procedures for the public hearing. Chair Lisa Hanson opened the floor for the public hearing.

Speakers:

Stephanie Hummel

Dave Boyce – 123 S Quincy St
Abby Bryzinski – 1448 10th Av; 621 E Walnut St – Jackie Nitschke Center
Jesse Brunette – 612 Stuart St; 700 E Walnut St – St. John's Micah Center
Frank Torres – 1490 Capitol Dr – written comment

Chair Lisa Hanson asked staff and the public three (3) times if there was anyone else wishing to speak. Hearing/seeing no one else, the public hearing was closed.

3. (ZP 25-23) Consideration with possible action on a request to amend a Conditional Use Permit at 700 East Walnut Street to increase capacity and operating times for Women's Shelter, submitted by St. John the Evangelist Homeless Shelter Inc, property owner (Ald. A. Proffitt, District 7).

Letter attached at the end of this Minutes document.

Moved by Jacob Miller, seconded by Derius Daniels to approve an amendment to an existing Conditional Use Permit at 700 East Walnut Street to increase capacity and operating times for Women's Shelter, subject to compliance with all existing conditions of the Conditional Use Permit and all other regulations of the Green Bay Municipal Code.

Motion Passed.

Yes—Jacob Miller, Lisa Hanson, Derius Daniels, Ken Rovinski, Emma Fulwilder, Kelsey Lutzow, No-None, Abstain-None.

4. (ZP 25-24) Public Hearing on a request for a Conditional Use Permit at 643-645 S Jefferson Street to permit a two-family dwelling-duplex in an (R1) Low-Density Residential District, submitted by Steve Bieda of Vierbicher, Green Bay Holdings I LLC, property owner (Ald. B. Johnson, District 9).

Chair Lisa Hanson read into record the rules and procedures for the public hearing. Chair Lisa Hanson opened the floor for the public hearing.

Speakers:

Jon LeRoy

Steve Bieda – 400 Security Blvd – Vierbicher Associates

Chair Lisa Hanson asked staff and the public three (3) times if there was anyone else wishing to speak. Hearing/seeing no one else, the public hearing was closed.

5. (ZP 25-24) Consideration with possible action on a request for a Conditional Use Permit at 643-645 S Jefferson Street to permit a two-family dwelling-upper/lower duplex in an (R1) Low-Density Residential District, submitted by Steve Bieda of Vierbicher, Green Bay Holdings I LLC, property owner (Ald. B. Johnson, District 9).

Moved by Jacob Miller, seconded by Emma Fulwilder to approve a Conditional Use Permit at 643-645 S Jefferson Street permitting a two-family dwelling-upper/lower duplex in an (R1) Low-Density Residential District, subject to the following conditions:

1. All necessary building permits for the conversion of a single-family dwelling to a two-family dwelling must be obtained and approved.
2. All actions required regarding the necessary building permits must be completed and maintained as of June 16, 2026, or the Conditional Use Permit shall be revoked.
3. All necessary Certificates of Appropriateness related to the Landmarks Commission must be obtained and approved.

Motion Passed.

Yes—Jacob Miller, Lisa Hanson, Derius Daniels, Ken Rovinski, Emma Fulwilder, Kelsey Lutzow, No-None, Abstain-None.

6. (TA 25-05) Public Hearing on a request to amend Section 30-6, relating to exempt signs sign standards for Neighborhood Association signs submitted by the City of Green Bay Community and Economic Development Department.

Chair Lisa Hanson read into record the rules and procedures for the public hearing. Chair Lisa Hanson opened the floor for the public hearing.

Speaker: Jon LeRoy

Chair Lisa Hanson asked staff and the public three (3) times if there was anyone else wishing to speak. Hearing/seeing no one else, the public hearing was closed.

7. (TA 25-05) Consideration with possible action on a request to amend Section 30-6, relating to exempt signs, sign standards for Neighborhood Association signs submitted by the City of Green Bay Community and Economic Development Department.

Moved by Ken Rovinski, seconded by Emma Fulwilder, to approve amendments to Section 30-6 of the Green Bay Municipal Code as drafted, with the following exceptions:

- 4a. Shall read: "All new signage shall include a neighborhood identity signage component made of weather-resistant, high-quality materials."
- 6b. Add: "No commercial messaging shall be permitted on signage."

Motion Passed.

Yes—Jacob Miller, Lisa Hanson, Derius Daniels, Ken Rovinski, Emma Fulwilder, Kelsey Lutzow, No-None, Abstain-None.

F. INFORMATIONAL.

- I. Director's report.

– Development Director, Cheryl Renier-Wigg, presented the Director's Report.

2. Next Meeting: Monday, September 29, 2025.

G. ADJOURNMENT.

- I. Adjournment of the Monday, September 8, 2025, meeting of the Green Bay Plan Commission.

Moved by Ken Rovinski, seconded by Jacob Miller to adjourn the meeting.

Motion Passed.

Yes—Jacob Miller, Lisa Hanson, Derius Daniels, Ken Rovinski, Emma Fulwilder, Kelsey Lutzow, No-None, Abstain-None.



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September 3, 2025

Jesse Brunette – Executive Director
St. John's Micah Center
700 East Walnut Street
Green Bay, WI 54301

RE: Women's Shelter
700 East Walnut Street

The existing plans have been reviewed with your request to increase the Women's Shelter capacity from 58 to 70. The plans were reviewed for exiting and restroom facilities. This building is fully sprinklered.

Exiting

There are presently 7-exit doors out of the building with 2 doors out of the Women's shelter area proper. The door widths vary from 3'0"-3'6". A 3'0" door will have a capacity of 180 people which would easily accommodate the shelter capacity of 70. Doors directly to the exterior out of the sleeping area proper are equipped with panic devices. No walls are being added and the increase in beds would be mats placed on the floor in a TV area by moving furniture along one side of a wide corridor. There would still be ample space to maintain a 3'-8" clear exit path to the exit doors. Exit distance would not be changed from current exit distances.

Restrooms

The women's shelter is classified as an R1 occupancy. The requirements are:

- 1/WC – 10 People
- 1/LAV – 10 People
- 1/Shower – 8 People

The present fixture count in the Women's Shelter proper is:

- 8 – Showers
- 6 – Water Closets
- 6 – Lavatories

To increase to 70 residents would require:

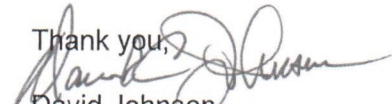
- 9 – Showers
- 7 – Water Closets
- 7 – Lavatories

This indicates you are 1 fixture short in each category.

There is another restroom with a shower, water closet, and lavatory located outside a computer room in the Wellness Center portion of the building which you indicated can be made available for shelter residents to use. This will then get you into compliance with the increase in capacity you are looking to achieve.

If there are any questions regarding this letter, please contact us.

Thank you,

A handwritten signature in dark ink, appearing to read "David Johnson", written over the printed name.

David Johnson
Architects Group Ltd.