

**MINUTES  
GREEN BAY PLAN COMMISSION  
Monday, August 25, 2014  
City Hall, Room 604  
6:00 p.m.**

**MEMBERS PRESENT:** Maribeth Conard, Linda Queoff, Sidney Bremer, Tim Duckett, Tim Gilbert, Ald. Jerry Wiezbiskie, and Heather Mueller

**MEMBERS EXCUSED:**

**OTHERS PRESENT:** Paul Neumeyer, Honisti Grajeda, Carlos Grajeda, Ald. Joe Moore, John Gage, Pat Quinn, Wendy Townsend, Chris Naumann, Jeff Mirkes and Dan Perron

**APPROVAL OF MINUTES:**

Approval of the minutes from the July 7, 2014, Plan Commission meeting

A motion was made J. Wiezbiskie and seconded by T. Duckett to approve the minutes from the July 7, 2014, Plan Commission meeting with the following underlined revisions on Pages 4 and 7.

S. Bremer added to the Plan Commission minutes on Page 4, 3<sup>rd</sup> line from the top, should say; "...outdoor storage excluded".

S. Bremer added to the Plan Commission minutes on Page 7, middle of the page, Motion carried.

Motion carried.

**COMMUNICATIONS:**

**OLD BUSINESS:**

1. (SP 13-01) Discussion and action on the request to declare a portion of property surplus located along Radisson Street, east of Cofrin Drive, submitted by Ken Ward, adjoining property owner (Ald. J. Moore, District 6).

P. Neumeyer stated this is a request to declare a piece of property on the southeast corner of Cofrin and Radisson as surplus. This is part of a larger parcel that the City owns which is about 8/10 of an acre in size. This was tabled by the Plan Commission in September 2013 due to comments from the Department of Public Works (DPW), which was considering the subject area for storm water management. It was determined that the property was no longer needed and could now be disposed of. Other agencies were notified of this request and no objections were received. Staff's recommendation is approval of the request.

S. Bremer asked P. Neumeyer what the property owner was going to use the property for. P. Neumeyer stated he believed the owner acquired the property to square off his property and has not indicated what he would like to do with the property at this point.

A motion was made by Ald. J. Wiezbiskie and seconded by L. Queoff to approve the request to declare a portion of property surplus located along Radisson Street, east of Cofrin Drive.

Motion carried.

**NEW BUSINESS:**

2. (ZP 14-27) Discussion and action on the request to authorize a Conditional Use Permit (CUP) to construct a private outdoor recreation court beyond the maximum accessory use size requirements found in Chapter 13-615, Table 6-4, in a Low Density Residential (R1) District located at 1322 Harvey Street, submitted by Honisti Grajeda, property owner. (Ald. J. Moore, District 6).

P. Neumeyer stated this is a request for a CUP for an outdoor recreational court, basketball court, at 1322 Harvey Street. The subject property is zoned a Low Density Residential, which is compliant with the Comprehensive Plan. The reason for the CUP is this is the first accessory structure and it is approximately 1,950 sq. ft., which is well above the 1,000 sq. ft. maximum. This project does meet current setbacks and impervious coverage. Currently the Redevelopment Authority (RDA) owns 1332 Harvey Street, a vacant lot, and 1336 Harvey Street, which will be rehabilitated and the lots will be combined. The applicant is currently seeking to acquire the westerly 8 to 10 ft. of 1332 Harvey Street. This will allow the applicant to create additional green space. Staff has notified affected property owners. Some informational calls were received, but no objections. Staff is recommending approval of the request subject to a planting buffer around the site itself.

M. Conard asked if the structure is an actual building or if it's asphalt. P. Neumeyer stated there is no "building", but it's still considered a structure.

S. Bremer asked why there was no buffering on the right hand side of the court. P. Neumeyer stated there is enough distance between the side of the court and the edge of the property.

Honisti and Carlos Grajeda – 1322 Harvey St.: H. Grajeda stated the basketball court is meant for their children who are all into sports.

M. Conard asked if the court would be lit up at night. H. Grajeda stated they were looking into some solar lighting as they know that lighting cannot shine into the neighbor's yard.

Ald. J. Moore stated he was in support of this request. His concern was the lighting as well. The one condition he would add would be to secure the 8 to 10 ft. from the RDA so that a tree buffer can be planted. He is also concerned about the resale of the property as the main dwelling is only 925 sq. ft. and the basketball court is 1,900+ sq. ft.

A motion was made by Ald. J. Wiezbiskie and seconded by T. Duckett to approve the request to authorize a Conditional Use Permit (CUP) to construct a private outdoor recreation court beyond the maximum accessory use size requirements found in Chapter 13-615, Table 6-4, in a Low Density Residential (R1) District located at 1322 Harvey Street subject to the placement of coniferous trees, not less than 4 ft. in height, along the east and south side of the basketball court to create dense barrier to adjoining properties.

Motion carried.

3. (ZP 14-28) Discussion and action on the request to amend the I-43 Business Center Design Criteria for modified signage within the Lodging (L) District, 2925 Voyager Drive, for Mackinaws Grill & Spirits, submitted by Patrick Quinn, property owner. (Ald. Tom De Wane, District 2)

P. Neumeyer stated this is a request to amend the sign requirements in the lodging district at 2925 Voyager Drive, Mackinaw's Grill & Spirits. The Comprehensive Plan recommends Commercial uses for this particular area. The sign requirements in the lodging district allow signs along East Mason and Voyager Drive. In the past, there have been sign amendments made in the lodging district. Both Culvers (2007) and Mackinaw's (2008) were granted to add lines to manual reader boards, in 2013 Fajita Republic was approved for a four line manual reader board along East Mason Street, and earlier this year Anduzzi's was approved for the first electronic message sign within the I43 Business Park. This request is for an electronic message sign that would be along East Mason Street. Concern was expressed that there may be additional electronic signs proposed along East Mason Street, however, they will be handled on a case-by-case basis. Business property owners in the Business Park were notified of the request and there were no objections from the City's Traffic Engineer. We did receive one call regarding this request, but there were no objections. Staff is recommending approval of the request per the attached draft ordinance.

S. Bremer asked P. Neumeyer if the sign will have animation as this is a major concern and does not approve of the animation as it poses a distraction.

John Gage – 2070 Holmgren Way: J. Gage, from Reinhold Signs, stated there is animation features built into the signs, but this can be turned off. The electronic signs will normally be set to change from one display message to another.

Pat Quinn – 545 LaCount: P. Quinn stated the intention of the electronic display is to get a little more of a professional look in the Business Park.

S. Bremer asked P. Neumeyer what kinds of limitations are on the electronic displays and how they can be used. P. Neumeyer suggested that the word "static" could be added to the draft Zoning Ordinance. K. Flom stated one thing to consider is establishing a set of guidelines to have written into the ordinance for those who want to come for electronic signage. This would give sign companies and owners some clear guidelines regarding electronic signage.

L. Queoff verified that the word "static" would be added to the ordinance to read "...static electronic message sign", all agreed.

A motion was made by L. Queoff and seconded by T. Gilbert to approve the request to amend the I-43 Business Center Design Criteria for modified signage within the Lodging (L) District, 2925 Voyager Drive, for Mackinaws Grill & Spirits subject to the draft ordinance.

Motion carried.

**INFORMATIONAL:**

4. (PP 14-03) Review and discussion of progress on 2013 Business Improvement District work plans.

Wendy Townsend – Economic Development: W. Townsend stated the purpose of this meeting is to review and highlight the 2013 Operating Plan that the Plan Commission had approved in a

prior submission. Chris Naumann, Jeff Mirkes, and Dan Perron are here to give updates and answer any questions.

Chris Naumann – Director of On Broadway, Inc.: C. Naumann handed out BID (Business Improvement District) Handbooks to the Plan Commission. He gave a brief overview of the handbook and explained that 2013 was the first year for the handbook. The 2015 BID Operating Plan will be before the Plan Commission sometime in October. The 2013 Business Improvement District Handbook can be found on the City of Green Bay’s website at <http://greenbaywi.gov/EconomicDevelopment/programs-incentives/tax-increment-financing>.

Jeff Mirkes – Director of Downtown Green Bay, Inc. (DGBI) and Olde Main Street Inc. (OMS): J. Mirkes stated even though they are both separate entities, they combined staff and office space. Their main focus is on physical improvements, special events, and marketing. Their goal tonight is to get feedback from the Plan Commission. He stated that there has been an increase in job growth within the DGBI district. APAC and Associated Bank both had an increase of jobs in 2013. There was also an increase in investment growth with the help of Associated Bank. Additional downtown growth includes a 2.5 million dollar investment from Initiative One, at the corner of South Adams and East Walnut, and the Hyatt investing 1 million dollars into their property. DGBI will continue to focus on business development and recruitment. They are receiving significant inquiries by businesses large and small. Events will continue to be a key focus area. DGBI conducted a housing survey with over 1500 responses, which they will continue to focus on for opportunities to bring more residence into the downtown area. There are about 180 units going in the downtown area through City Deck Commons and the Metreau development. Other projects from 2013 they were involved in is with the reconstruction of Monroe Street and the Downtown Master Plan.

J. Mirkes stated that 2013 was also a good year for Olde Town Crossing. It was a bank owned property that was purchased which resulted in significant investments and is doing well. New businesses, such as The Plant People, moved into the Main Street District and are showing others what they can do to make a business thrive. There is also housing going up, Whitney Park Townhomes. Two units are complete and they are hoping that three or four more units will be constructed next year. Their main focus continues to be development, events, and East River trail connection.

S. Bremer stated she would like to see information on changes of vacancy rates and if there are any new buildings. J. Mirkes did respond by saying the occupancy rate in the downtown area is about 92%. One of their future projects is the US Bank building.

**OTHER:**

Director’s Update on Council Actions

Kim Flom reported the following information:

- No information to report from City Council.
- The RDA did approve the development agreement for the Initiative One business.

**SUBMITTED PETITIONS: (for informational purposes only)**

A motion was made by S. Bremer and seconded by L. Queoff to adjourn the meeting. Motion carried.

Meeting adjourned at 6:57 p.m.