

**MINUTES  
GREEN BAY PLAN COMMISSION  
Monday, September 21, 2015  
City Hall, Room 604  
6:00 p.m.**

**MEMBERS PRESENT:** Maribeth Conard–Chair, Ald. Jerry Wiezbiskie, Tim Gilbert, Tim Duckett and Heather Mueller

**MEMBERS EXCUSED:** Sid Bremer

**OTHERS PRESENT:** Kim Flom, Paul Neumeyer, Stephanie Hummel, Ald. Mark Steuer, Ald. D. Nennig, Catherine Orr, Ann Hartman, Alexia Wood, Matthew Prestine, Tina Bunker

**APPROVAL OF MINUTES:**

Approval of the minutes from the August 10, 2015, Plan Commission meeting

A motion was made by T. Gilbert and seconded by Ald. J. Wiezbiskie to approve the minutes from the August 10, 2015, Plan Commission meeting. Motion carried.

M. Conard began the meeting with an announcement regarding the passing of the Plan Commission’s Vice Chair, Linda Queoff. Many kind words were said in Linda’s Memory.

**COMMUNICATIONS:**

1. Request by Ald. C. Wery and Ald. G. Zima to create a “Stadium Entertainment District” bordered by Ashland, Lombardi, Oneida and the edge of the City to specifically exclude adult entertainment establishments.

Recommendation: Receive and place on file.

K. Flom stated a memo is included in the Agenda packet that outlined the zoning area. She also reiterated that there is no property in the City of Green Bay that would permit an adult entertainment use without council action.

A motion was made by Ald. J. Wiezbiskie and seconded by T. Gilbert to receive and place on file a request by Ald. C. Wery and Ald. G. Zima to create a “Stadium Entertainment District” bordered by Ashland, Lombardi, Oneida and the edge of the City to specifically exclude adult entertainment establishments. Motion carried.

2. Request by Ald. G. Zima, on behalf of the Green Bay Legends District Committee, that the City consider naming a presently undesignated access road that runs parallel with Lombardi Avenue, north of the Tundra Lodge and south of Leatherhead Brewing Co., as Jerry Kramer Block in honor of Packer Legend Jerry Kramer.

Recommendation: Receive and refer to Planning staff.

K. Flom stated that the access drive is not public property, and the City has no authority to rename anything. However, the interested parties could approach the private property owner and discuss it with them.

Corrie Campbell – 931 Watermolen: C. Campbell stated that she is the co-creator of the Walk of Legends project. The naming of the street would complete a cadre of streets within the area that are Packers themed and honor a legend. She has reached out to the Tundra Lodge and they are in favor of the name change. She asked how they would go about changing the name. The access road runs parallel with Lombardi Ave and is an entrance off of Bart Starr Drive.

K. Flom then informed C. Campbell what the steps would be and who they should contact in order to get the access road name changed. They would then need to get a permit for the new street sign.

A motion was made by Ald. J. Wiezbiskie and seconded by T. Duckett to receive and refer to place on file a request by Ald. G. Zima, on behalf of the Green Bay Legends District Committee, that the City consider naming a presently undesignated access road that runs parallel with Lombardi Avenue, north of the Tundra Lodge and south of Leatherhead Brewing Co., as Jerry Kramer Block in honor of Packer Legend Jerry Kramer.

#### **OLD BUSINESS:**

#### **NEW BUSINESS:**

3. (ZP 15-15) Discussion and action on the request for a conditional use permit to allow for the renewal of the St. John the Evangelist Homeless Shelter, a temporary shelter, located at 411 St. John Street, submitted by Alexia Wood, St. John the Evangelist Homeless Shelter. (Ald. R. Scannell, District 7)

P. Neumeyer stated this is a request for a conditional use permit (CUP) for St. Johns' Homeless Shelter at 411 St John Street. The Comprehensive Plan recommends Downtown, but is currently zoned Office Residential (OR) and is currently compliant with the Comprehensive Plan. The homeless shelter has been in operation since 2005, with the first CUP approval in 2006. The permits have been approved as a CUP, with the exception of one which was approved as Planned Unit Development (PUD). Past approvals of the CUP's have been two or three year extensions. Affected property owners and neighborhood associations have been notified of this request. Planning staff is recommending approval of this request, subject to the conditions listed within the agenda packet, along with an updated Operating Plan. P. Neumeyer wanted to point out that item "a" of the recommendations should read "through 2017/2018 year/season".

Ald. J. Wiezbiskie asked what the changes are regarding the Operating Plan. P. Neumeyer directed Ald. J. Wiezbiskie to the director, Alexia Wood, to answer that question.

M. Conard suspended the rules for public comments.

Catherine Orr – 1825 Riverside Drive: C. Orr stated she is the Living Justice Director for Diocese of Green Bay. She gave a brief background regarding the Homeless shelter and the changes and renovations that were done. She briefly discussed the Micah Center, which fulfills daytime needs for the Homeless. They continue to build relationships with their neighbors and Neighborhood Associations.

Alexia Wood – St. John’s Homeless Shelter Director: A. Wood stated that she was here to answer any questions. She answered Ald. J. Wiezbiskie’s question regarding the operation plan by stating nothing much has changed. The changes included enhanced programming to address the need of drug and alcohol services and changing their “donation” room. The donation room was converted it into a separate sleeping area just for women who are focused on their sobriety and employment. This will not increase the number of beds.

Ann Hartman – 320 S. Jackson: A. Hartman stated that she opposes the shelter and has opposed the shelter since it has opened. She stated the addition to the Micah Center has made a difference, but still opposes of the operation of the homeless shelter and does not support this request.

M. Conard returned the meeting to regular order of business.

Ald. J. Wiezbiskie asked P. Neumeyer if he had any other information he could share regarding the shelter. P. Neumeyer stated that he did not.

Ald. M. Steuer stated that he is happy with the work that St. Johns has done. He knows from doing some volunteer work there, the shelter is not always at its capacity of 84 beds. He does support the request tonight.

M. Conard stated that she is happy to see the increased help/support for drug and alcohol dependency that is available to the homeless.

A motion was made by T. Gilbert and seconded by T. Duckett to approve a conditional use permit to allow for the renewal of the St. John the Evangelist Homeless Shelter, a temporary shelter, located at 411 St. John Street. Motion carried.

4. (ZP 15-16) Discussion and action on the request to authorize a Conditional Use Permit (CUP) to construct a detached garage beyond the maximum size requirements found in Chapter 13-615, Table 6-4, in a Low Density Residential (R1) District, located at 330 S Jackson Street, submitted by Matthew Prestine, property owner. (Ald. R. Scannell, District 7)

S. Hummel stated that this is a request for a Conditional Use permit to allow for an accessory structure, a three-stall detached garage, to be built larger than the 1000 sq. ft. allowed by code. The Comprehensive Plan and zoning both call for residential uses, and most of the area is Residential (R1) and Office Residential (OR). Currently there is a 440 sq. ft. garage that will be demolished. There are no issues with setbacks for this request, just the square footage. The primary dwelling unit is a two-story structure. One objection was received regarding the request. Planning staff is recommending approval subject to conditions.

M. Conard asked S. Hummel where the neighbor who objected to the request lived. S. Hummel stated right behind the property. M. Conard asked if the neighbor was present tonight, in which S. Hummel stated no. A conversation continued regarding the neighbor’s objection to the request.

T. Duckett asked if the new structure will be in the same area as the current structure. S. Hummel stated that the new garage will be placed farther back on the property, closer to the property line and neighbor behind them. However, the required 4 ft. minimum set back will be met. He then asked if there would be a cement driveway that will go all the way to the back of the property. S. Hummel stated yes.

M. Conard suspended the rules for public comments.

Matthew Prestine – 330 S. Jackson Street: M. Prestine stated he is the property owner. He then went over some specifics of the site plan with Commissioners. He stated he would like a larger garage for storage as he does not want to have “stuff” lying around outside in the yard. The driveway will be a single lane driveway and by having the garage sit back farther, it is easier to gain access to the garage, rather than having it closer to the house and not being able to access all three bays.

M. Conard returned the meeting to regular order of business.

A motion was made by Ald. J. Wiezbiskie and seconded by T. Duckett to authorize a Conditional Use Permit (CUP) to construct a detached garage beyond the maximum size requirements found in Chapter 13-615, Table 6-4, in a Low Density Residential (R1) District, located at 330 S Jackson Street, subject to:

- a. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit, including standard site plan review and approval.
- b. Continuance of similar style of architecture, exterior construction material, and color of the structure.

Motion carried.

5. (OMA 15-01) Discussion and action on the request to amend the official city map and revise the proposed street pattern for an area generally located north of Finger Road, west of Northview Road, south of Catalina Drive, and east of Erie Road, submitted by Erie Road Development LLC and Humboldt Investments LLC, property owners. (Ald. J. Wiezbiskie, District 1)

S. Hummel stated this area is from the Grandview Project. All the street layout, zoning and Comprehensive Plan information has all been approved through the Planned Unit Development (PUD) back in March. This is a clean-up action to amend the roadway layout on the official map, Area Development Plans 129 and 139 specifically. This change is necessary due to the new wetland delineation. There were no changes in zoning, just slight changes in roadway patterns from the approved PUD. This was sent out to the Aldermen of the area and homeowners within a 500 ft. area. There were no objections received regarding the request. Planning staff is recommending approval of the request.

A motion was made by T. Gilbert and seconded by H. Mueller to amend the official city map and revise the proposed street pattern for an area generally located north of Finger Road, west of Northview Road, south of Catalina Drive, and east of Erie Road. Motion carried.

6. (SP 15-01) Discussion and action on the request to declare city property located at 970 Velp Avenue “city surplus”, submitted by the Department of Public Works. (Ald. R. Scannell, District 7)

S. Hummel stated that this request is regarding a piece of property located in the parking lot of Global Recognition. The City is looking to sell the property to the adjacent property owner, Global Recognition. The property would remain as part of the parking lot. The City would lose the maintenance and liability issues that would occur as having it as city property. Both the

Comprehensive Plan and zoning are compliant for this request. Planning staff is recommending approval with the condition from WI Public Service that a 12 ft. wide utility easement be established along Velp Avenue and also along the alley east of the subject property.

A motion was made by Ald. J. Wiezbiskie and seconded by H. Mueller to declare city property located at 970 Velp Avenue "city surplus", submitted by the Department of Public Works, subject to the following condition:

- a. Include a 12-ft. wide utility easement along Velp Avenue and also along the alley east of the subject property

Motion approved.

7. (TA 15-05) Discussion and action on a request by Ald. Tim De Wane to review the ordinance that notifies home owners within 200 ft. of a rezoning of City/private property.

This is a request from Ald. Tim De Wane to look at the policy that the Plan Commission has about notifying home/property owners regarding rezoning and Comprehensive Plan amendments. This request came about during the notification process for the Grand Central Station (GCS) project located on East Mason. Property owners were not notified of the original Comp Plan amendment and instead staff followed the State Statute requirements. For a rezoning, the current policy has a 200 ft. notice area, which was adopted as a policy in 2013 as it used to be 100 ft. Staff is recommending for Comp Plan amendments on sites less than 5 acres in size should also have a 200 ft. notification area. However, those sites larger than 5 acres, staff would consult with the Alderman for the area to determine if notices should be sent.

Planning staff's recommendation is not to change the current notification process and maintain the 200 ft. notification area for rezonings. M. Conard asked what would be done if there were no home owners within the 200 ft. area but within 300 ft. P. Neumeyer stated that would be a situation where they would consult the Alderman for the area. K. Flom stated that as standard practice, the Neighborhood Associations for every Comp Plan amendment is notified and that the Aldermen are notified as early as possible. T. Duckett asked in what direction is the 200 ft. notification sent. P. Neumeyer stated it would be 200 ft. in all directions. T. Duckett then asked why people were saying there were not notified of the request for the GCS project. P. Neumeyer stated that for the Comp Plan amendment they were not notified as they were acting under statutory requirements, which only required a Class 1 notice publication in the newspaper.

Ald Steuer asked if there was a way to keep right-of-ways out of the 200 ft. notification area, which may allow for additional residences to be added into the 200 ft. area. He also stated that it would be beneficial that when there is a Comp Plan update, that information can be transferred to "us" in a way that they could make reasonable decisions. K. Flom stated that is a valuable consideration. In the GCS case, staff knew about the project, but people around the property did not get notification. She stated there are options they could look at; including the policy which would allow for letters to be sent out. This would allow for the public to call in and ask questions. This will be looked at on a project by project basis.

P. Neumeyer stated he believes this policy will help greatly with the notification process to try to get the word out sooner.

Ald. D. Nennig stated that to some extent the Alderman has a responsibility to help notify the neighborhood about projects going on in the area. He stated larger developments should have a larger notification area.

M. Conard stated she is happy with the 200 ft. recommendation from Planning staff. However, she is concerned that Ald. Tim De Wane is not present to discuss this request. She also agrees that the Aldermen/Alderspersons have a responsibility to communicate with their constituents within their districts.

Ald. J. Wiezbiskie agreed and stated that it is very important to get the Aldermen involved as early as possible and adjust the notification area accordingly.

M. Conard stated it may be time to consider a social media policy. H. Mueller agreed as mailings and newspaper articles may be missed by the “new” generation of homeowners moving into areas. Ald. M. Steuer agreed.

A motion was made by Ald. J. Wiezbiskie and seconded by T. Gilbert to review the ordinance that notifies home owners within 200 ft. of a rezoning of City/private property. Motion carried.

**INFORMATIONAL:**

8. Report on the approved final site plan for Grand Central Station located at 1593 E Mason.

P. Neumeier stated the Plan Commission wanted a report back on the GCS project. There were two separate site plans that have come in and approved and were in substantial compliance with the PUD. He went through the site plans and informed the Commissioners on some of the changes that were made. Some of the changes included additional buffering, elimination of a driveway, and a new lighting plan. The project is moving forward and construction has started.

A motion was made by Ald. J. Wiezbiskie and seconded by T. Duckett to receive and place on file the report on the approved final site plan for Grand Central Station located at 1593 E Mason. Motion carried.

**OTHER:**

Director’s Update on Council Actions

K. Flom reported the following information:

- This is her last Plan Commission meeting as she is leaving the City and will be the new Economic Development Director for the City of De Pere.
- There is no Council Actions to report.

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

A motion was made by T. Gilbert and seconded by H. Mueller to adjourn. Motion carried.

Meeting adjourned at 7:09 p.m.