



SITE PLAN INFORMATION GUIDE

A GUIDE TO PREPARING SITE PLANS
WHICH ARE REQUIRED FOR BUILDING PERMITS

Department of Community and Economic Development
100 North Jefferson Street, Room 608
Green Bay, WI 54301-5026
(p) 920.448.3300 (f) 920.448.3426
greenbaywi.gov

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INTRODUCTION

WHEN IS A SITE PLAN REQUIRED?

A site plan is required for every commercial, industrial, institutional, and multi-family (three or more unit) residential structure in the City prior to the issuance of a building permit. A site plan is also required for every change of use in an existing building. Site plans are required for parking lot additions or repaving. Further, all items on the approved site plan must be followed and completed before the Certificate of Occupancy to move into the building can be issued (13.1800 and 15.16(4)).

13-1802. Applicability. Site plan review shall apply to all new construction, remodeling, expansion, or change of uses, with the following exceptions:

- (a) The use is established in an existing building that has received site plan approval, and the establishment of the use does not alter the approved site plan for the property.
- (b) Proposed modifications are strictly related to the interior of the building.
- (c) Modifications, additions, or enlargements to a building which do not increase the gross floor by more than 500 square feet or 10 percent, whichever is less, and which do not require a variance from the provisions of this ordinance.
- (d) (Rep. & Rec. GO 42-10) Existing parking areas that are patched and/or resurfaced are not required to file a site plan. Existing parking areas up to 500 square feet may be rehabilitated or reconstructed in a one-year period without a site plan.
- (e) Grading or site preparation that results in minor modifications to the existing site, as approved by the City Engineer.
- (f) Construction, alteration of expansion of a public right-of-way, or any part thereof.

The Community Development Review Team (CDRT) meets as needed and conducts administrative review of all preliminary site plans. The CDRT is made up of representatives of Inspection, Planning, Plumbing, Public Works, Police, Fire, Water, and Economic Development Departments.

WHAT DOES A SITE PLAN INCLUDE?

The site plan illustrates the proposed structure and its use; the surrounding property including property lines, street rights-of-way, servicing utilities, parking lot, driveway, drainage, setbacks, and parking area; and other physical outside features of the property pertinent to its use, drawn to a suitable engineering scale. In some cases the site plan also serves as a land use permit, such as for development in floodplains, to meet Wisconsin Department of Natural Resources requirements.

Erosion control plans are also required for building permits and for other soil disturbances, per Chapter 34, and are to be submitted to the Inspection Division for review by the Department of Public Works.

HOW ARE SITE PLANS REVIEWED?

Site plans are reviewed by City staff for compliance and consistency with:

- ✓ City Zoning Ordinance
- ✓ City Building Code
- ✓ Applicable regulations of a related Conditional Use Permit (CUP), Planned Unit Development (PUD), Variance, or other City approval
- ✓ City Official Map
- ✓ City Smart Growth 2022-Comprehensive Plan
- ✓ City Stormwater Management requirements
- ✓ All other applicable City requirements

NEXT OR CONCURRENT STEPS (to the Site Plan Review)

These plans can be submitted and reviewed after the site plan is approved, or they can be submitted at the time the site plan is submitted to shorten the overall review time. The risk with concurrent submittal is if the site plan requires a change that would affect the submitted plans.

Building plan review – SBD 118 and plan review can be done by the City

HVAC plan review – SBD 118 and plan review can be done by the City

Plumbing plan review - SBD 6154 and plan review must be done by the City

- Plans are required only if six (6) or more fixtures*
- Over one (1) acre
- Reviews are required to be submitted to the City of Green Bay

*Fixture count includes interior plumbing fixtures and exterior utility work (i.e. sanitary, storm sewer work, water connections, water heaters, floor drains, storm inlets, roof drains, multi-purpose piping fire sprinklers, and hose bibbs).

SITE PLAN PROCESS FOR CERTIFICATION

APPLICATION FORM AND SITE PLAN REQUIREMENTS

- Completed site plan application and fee – check made payable to City of Green Bay.
 - Processing fee of fifty dollars (\$50.00) plus five dollars (\$5.00) per each 1,000 square feet of lot area of construction over the first 1,000 square feet.
- Title sheet: Title sheet to include brief description of project, address, developer, architect, site plan layout, and streets.
- Plan submittal: Submit three (3) hard copies (at least 11x17 to scale when printed as such or 24x36 to scale) and one (1) PDF copy of the site plan. Submit PDF copy to siteplangb@greenbaywi.gov with the project address and parcel ID in the subject line.
 - **DRAWINGS MUST BE DRAWN TO AN "ENGINEER'S SCALE"**
 - An "Engineer's Scale" is 1" = 20', 1" = 50', etc., not an "Architect's Scale" (1" = 1/8', etc.).
 - This is so all drawings are consistent with the City base maps from which information must be transferred.
- Site stats: Site coverage, green/landscaped coverage, impervious vs. pervious coverage.
- Occupancy type and construction class per IBC.
- Grading and drainage plan.
- Show existing and proposed utilities.
- *Erosion Control Plan per Chapter 34 and the Erosion Control Policy.*
- Storm water management plan if applicable.
- Landscape and lighting plan.
- Building elevations and construction details.
- Parking plan: Parking plan with driveway widths, curb cut locations, ADA stall dimensions and regular stall dimensions, and number of stalls with parking space calculations.
- Water and sewer demands (DFU / WFU)

PRELIMINARY SITE PLAN

- I. Submit three (3) hard copies (at least 11x17 to scale when printed or 24x36 to scale) and one (1) PDF copy of the site plan, along with payment, to the Inspection Division of the Department of Community and Economic Development, in Room 610. Submit PDF copy to siteplangb@greenbaywi.gov with the project address and parcel ID in the subject line. Plans should include the owner's name, email, property description, property lines, street rights-of-way, existing and proposed buildings, driveways, sidewalks, and a general estimate of square footage to be used as a retail, office space, and number of dwelling units by bedrooms sizes, etc. Incomplete plans will be returned. The *Erosion Control Plan* needs to be included in the plan, if applicable.

2. The site plan is registered with the name, telephone number, email, and address of the contact person submitting the plans.
3. Information check. If the use is not permitted, or there is some other disqualification or special approval required, the contact person noted in step 2 above will be notified why the plan cannot be processed.
4. A processing checklist is attached to acceptable plans and routed through City departments for review, returning to the Inspection Division within 7 to 15 working days. Copies are also furnished to the Police, Fire, Water, Planning, Plumbing, Inspection, and Engineering Departments for information regarding the project and their possible comments.
5. Inspection Division notifies the contact person to advise them that the plan may be picked up or we will mail the copy of the preliminary site plan back to the contact person. A copy of the checklist is included with the comments/corrections on the plan to meet requirements. These must be added or changed on the original plan. If there are substantial issues with the preliminary site plan, then the City may require the plan to be resubmitted as a preliminary before moving to final review.

FINAL SITE PLAN

1. Submit three (3) hard copies (at least 11x17 to scale when printed or 24x36 to scale) and one (1) PDF (emailed to siteplangb@greenbaywi.gov) of the corrected site plan to the Inspection Division in Room 610. Incomplete plans will be returned.
2. The site plan is registered with the name, telephone number, and address of the contact person submitting the plans.
3. Information check. Discrepancies are brought to the attention of the contact person noted in step 2 above and the plan may need to be returned for additional changes.
4. Acceptable site plan copies are stamped for certification and distributed for approval.
5. Plans are then approved and signed by each of the approving departments and returned to the Inspection Division. Discrepancies, if any, are brought to the attention of the contact person in step 2 above.
6. The approved City copies are distributed to the certifying City departments for their records.
7. The final approved site plan copy is distributed to the contact person who will be contacted for pick up to save time; otherwise, they will be mailed if not picked up at the end of that day.

CHANGES TO APPROVED SITE PLANS

1. An approved site plan may not be changed, modified, or altered in any manner without the approval of the City. If the Zoning Administrator determines that such changes are minor in nature, a revised site plan may not be required. In all other cases, a revised site plan shall be re-submitted for consideration.

2. Expiration of approved site plan. Unless a written extension request is submitted to and approved by the Zoning Administrator, an approved site plan shall expire upon either of the following conditions:
 - (a) A new site plan for the property is submitted to and approved by the Zoning Administrator.
 - (b) A building permit has not been issued within two (2) years from the date of site plan approval.



SITE PLAN REVIEW APPLICATION

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

Date: _____

Business Name: _____

Project Address: _____

REVIEW FEE EQUALS \$50 PLUS \$5 PER 1,000 SQ FT OF DEVELOPED AREA OVER 1,000 SQ FT

Total Amount of Square Footage (*developed area*): _____ Total Cost: _____

For Uses: See Municipal Code Chapter 13 Section 303 for definitions:

Current Use: _____

Future Use: _____

Occupancy Types: A-1, A-2, A-3, A-4, A-5; B; F-1, F-2; H-1, H-2, H-3, H-4, H-5; I-1, I-2, I-3, I-4; M; R-1, R-2, R-3, R-4; S-1, S-2; U

Current Occupancy: _____

Future Occupancy: _____

CONTACT INFORMATION

Design Firm: _____

Address: _____

City, State, Zip: _____

Designer/Architect: _____

Phone #: _____ Email: _____

REQUIRED SUBMITTAL ITEMS CHECKLIST

- 3 hard copies of site plans (required size 11x17 to scale when printed or 24x36 to scale) and 1 PDF copy of the submittal.
 - Submit PDF to siteplangb@greenbaywi.gov
 - Include name and address on site plan
- Project description submitted as a narrative paragraph.
- Compliance with site plan requirements; Municipal Code Chapter 13 Section 1803.

For Office Use Only:

Project # _____

Site Plan # _____

Receipt # _____

Parcel # _____

White - Office

Yellow - Applicant



SITE PLAN PROCESSING CHECKLIST

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

Dept. of Community & Economic Development - Planning, Room 608 (920) 448-3400

1.	Indicate Zoning District.
2.	Indicate property dimensions and legal description.
3.	Identify existing and proposed driveway locations, widths and closures.
4.	Indicate full street right-of-way widths and street setback lines.
5.	Indicate handicapped parking for lots and dimension each space compliant with ADA requirements.
6.	Indicate the square footage of each use within the building and the required parking per Chapter 13-1719, Table 17-2, and Green Bay Zoning Code. Provide overall Parking stall totals and ADA stall totals.
7.	Supply Photometric/Lighting Plan.
8.	Supply Landscape Plan.
9.	Indicate all utility poles, trees, hydrants, easements, etc. affecting development.
10.	Indicate the location of any refuse area and required screening per Chapter 13-1813, Green Bay Zoning.
11.	Indicate the location and required screening of any ground-mounted and roof-mounted mechanicals per Chapter 13-1815, Green Bay Zoning.

Dept. of Public Works - Engineering Division, Room 300 (920) 448-3100

1.	Indicate existing right-of-way centerline and property lines.
2.	Indicate ultimate right-of-way required.
3.	Indicate existing right-of-way curbing and sidewalks.
4.	Indicate proposed right-of-way curbing and sidewalks.
5.	Indicate existing and/or proposed driveways, labeling those existing driveways to remain and those to be closed.
6.	Indicate size and location of existing mainline sanitary sewer.
7.	Indicate size and location of existing mainline storm sewer.
8.	Indicate size and location of existing water main(s).
9.	Indicate size and location of existing sanitary lateral in right-of-way.
10.	Provide grading and drainage plan.
11.	Indicate size and location of existing storm lateral in right-of-way.
12.	Indicate size and location of existing water lateral in right-of-way.
13.	Indicate any proposed sanitary, storm and water laterals to be located within the right-of-way.
14.	Indicate location of existing storm sewer inlets.
15.	Indicate location of proposed storm sewer inlets.
16.	Indicate proposed storm laterals from inlets to property lines.
17.	Indicate existing and proposed ground elevations (grades) and/or contours of the property.
18.	Submit Erosion Control Plan & Application compliant per Chapter 34, Green Bay Zoning.
19.	Submit Storm Water Management Plan (if over 1/2 acre) compliant per Chapter 30, Green Bay Zoning.

Dept. of Community & Economic Development - Inspection, Room 608 (920) 448-3300

	1. Indicate building construction class and occupancy type.
	2. Indicate building elevations (# of stories and height of building).
	3. Indicate developed area (lot area vs building area).
	4. Information required concerning floodplain construction (limits of floodplain and floodway, lowest habitable floor elevation and grades within 15 feet of building).
	5. Site stats: site coverage, green landscaped coverage, impervious vs pervious coverage.
	6. Indicate project name and address on site plan with brief summary of project.
	7. Water & Sewer Service - Please indicate the water demand in GPM or Water Fixture Units (WFU) and the sewer demand in Drainage Fixture Units (DFU) as determined by Wis. Admin. Code, Ch. DSPS 382, Plumbing.
	8. GBFD requires a Knox Box brand lock box to be located near the front main entrance of the building.
	9. Submit plans in standard size for review (at least 11x17 and or 24x 36) and be in an Engineer's datum.
	10. Full submittal requires three (3) hard copies, one (1) PDF, payment, and narrative of project.

ZONING CODE REQUIREMENTS

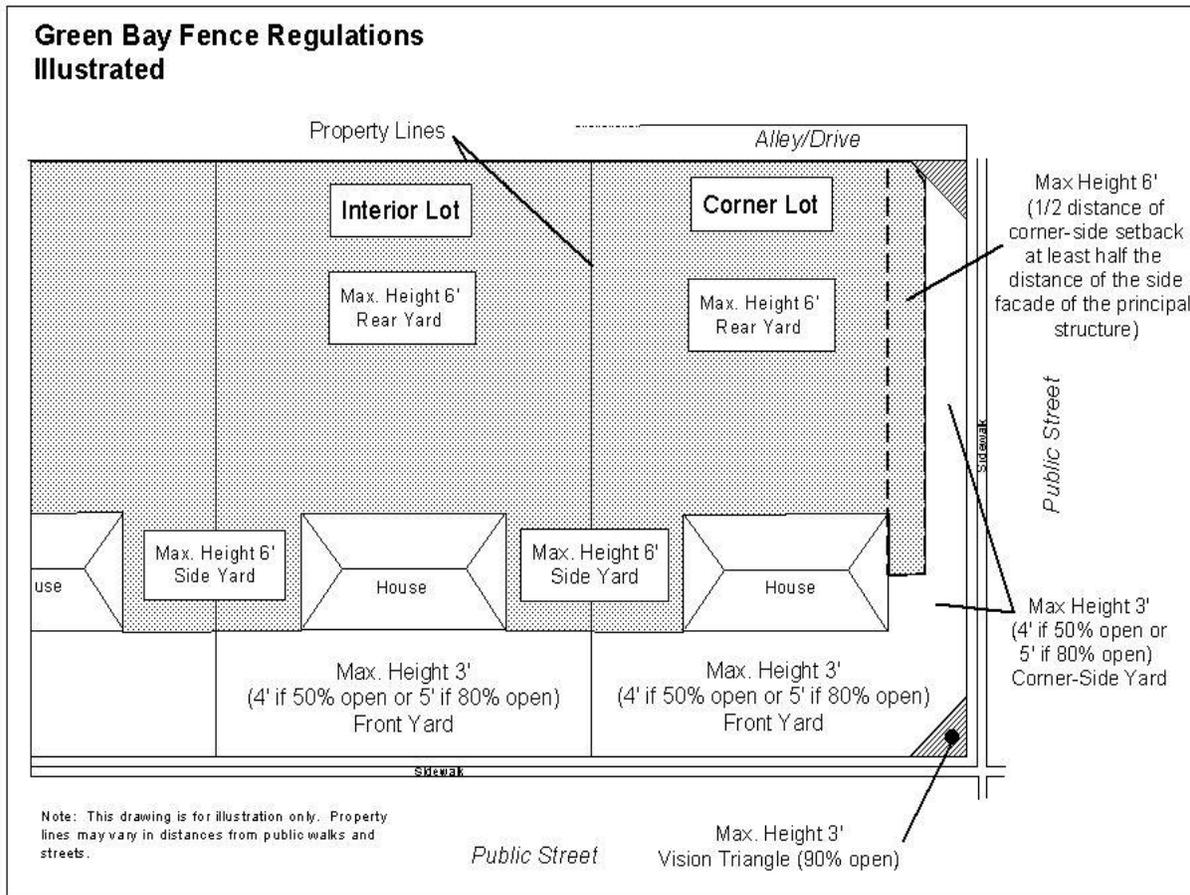
Section 6. Fences

13-521. Fence location and height. Fences may be erected, placed, or maintained in any yard along or adjacent to a lot line in accordance with the requirements identified in this section. The owner shall be responsible for properly locating all property lines before construction of any fence.

(a) Height.

- (1) Residential zoning districts. The maximum height of a fence or wall within required side and rear setbacks in a residential zoning district shall not exceed six (6) feet. Fences around pools shall not exceed eight (8) feet. The maximum height of a solid fence or wall within a required front yard or corner side yard setback shall not exceed three (3) feet. Such front yard or corner side yard fences may be increased to a maximum height of four (4) feet if open, decorative, ornamental fencing materials that are less than fifty (50) percent opaque are used or to a maximum height of five (5) feet if open, decorative, ornamental fencing materials that are less than twenty (20) percent opaque are used. When the fence extends beyond at least half the distance of the primary building's side facade, the fence height may increase to six (6) feet provided the fence is constructed not closer than $\frac{1}{2}$ the applicable corner side yard setback.
- (2) Nonresidential zoning districts. The maximum height of a fence or wall shall not exceed eight (8) feet except in required front or corner side yard setbacks where the maximum height of a solid fence or wall shall not exceed three (3) feet.
- (3) In the case of grade separation, such as the division of properties by a retaining wall, fence height shall be determined based on measurement from the average point between highest and lowest grade.
- (4) Fences or walls shall comply with the vision triangle requirements of Chapter 13-510.

Figure 5-2. Maximum Fence Height.



(b) Materials and construction.

- (1) Walls and fences shall be constructed of high quality materials, such as decorative blocks, brick, stone, treated wood, wrought iron, chain link and plastic.
- (2) No fence shall have sharp or pointed pickets dangerous to life or limb.
- (3) Hedges shall be trimmed or confined to the property on which they are planted.
- (4) No fence or other structure containing barbed wire or other dangerous material shall be placed on residentially-zoned property or within four (4) feet of any public street, sidewalk, or alley.
- (5) (Amd. GO 35-10) Fences shall be constructed so that the structural supporting elements are located on the side which is visible to the fence owner (inside) so that the structure/supporting elements of the fence are less visible to adjoining properties and public rights-of-way.

- (c) Breaks for connections. Breaks in the length of a perimeter wall shall be made to provide for required pedestrian connections to the perimeter of a site or to adjacent development.

Section 5. Landscaping

13-1820. Perimeter landscape buffers. Buffers shall be used to provide visual and noise separation of intensive uses from less intensive uses. Buffer landscaping shall be provided as follows:

- (a) Non-residential or multifamily uses in residential districts: At least 10 feet wide abutting residential uses (at least fifteen (15) feet wide if the nonresidential use is two (2) stories or more). Large nonresidential buildings (25,000 square feet or greater) shall provide a buffer yard at least 20 feet wide. Nonresidential buildings with service areas or mechanicals oriented toward residential uses shall provide a buffer yard of 20 feet or more depending on the intensity of the development.
- (b) Nonresidential or multifamily uses in commercial or industrial districts: At least fifteen (15) feet wide abutting residential uses in residential districts (at least twenty (20) feet wide if the nonresidential use is two (2) stories or more). Large nonresidential buildings (25,000 square feet or greater) shall provide a buffer yard at least twenty-five (25) feet wide.
- (c) Buffer design.
 - (1) Buffer areas shall consist of either a masonry wall, fence, berm, or hedge or combination that forms a screen a minimum of 4 feet in height, a maximum of 6 feet in height, and not less than 90 percent opaque on a year-round basis. Screening located along front and corner side yards are limited to 4 feet in height and not less than 90 percent opaque on a year-round basis and which effectually blocks automobile headlights from trespass on adjacent property.
 - (2) Buffers shall be landscaped with at least one (1) tree and five (5) shrubs for every 50 linear feet.
 - (3) Buffers may be interrupted for necessary pedestrian and vehicle access.

13-1821. Interior parking lot landscaping. The purpose of interior parking lot landscaping is to minimize the expansive appearance of parking lots and provide shaded parking areas. Landscaping shall consist of planting islands and medians comprising the required planting area specified under item (1) below.

- (a) Planting area.
 - (1) At least ten (10) percent of the interior area of parking lots with more than twenty-five (25) spaces shall be devoted to landscape planting areas.
 - (2) Shade trees shall be provided within the interior of parking lots areas in accordance with the following table:

Number of Parking Spaces	Minimum Required Tree Planting
0 – 24	None required
25 – 100	1 tree per 10 spaces
101+	1 tree per 15 spaces

- (b) Landscape islands.
 - (1) Landscape islands shall be provided at the end of each parking row and within the row of parking spaces so that there are no more than fifteen (15) consecutive parking spaces without a landscape island.
 - (2) Landscape islands shall have minimum interior dimensions of at least ten (10) feet in width and fifteen (15) feet in length.
 - (3) Landscape islands shall be planted with ground cover or sod and a minimum of one (1) shade/deciduous tree.
- (c) Landscape medians. Parking lots with more than 100 spaces shall be divided into at least two smaller areas by landscape medians.
 - (1) Landscape medians shall be a minimum of eight (8) feet wide or fourteen (14) to eighteen (18) feet wide with a pedestrian walk.
 - (2) Landscape medians shall have a minimum of one (1) shade tree per forty (40) lineal feet along the length of the median and shall contain mulch or irrigated grass.
- (d) General Compliance. (Cr. GO 42-10) For existing parking lots that currently do not comply with the interior lot landscaping as of the adoption of this ordinance, such as landscaping shall be provided when any one of the following occurs:
 - (1) Any new construction of a parking lot must comply with the current requirements of this ordinance.
 - (2) Existing approved parking areas that are either rehabilitated or reconstructed are required to replace existing approved interior lot landscaping or provide a total of 5% interior lot landscaping.
 - (3) When an existing approved parking lot is expanded by 25% or greater than 7,500 sq. ft. in total surface area, the entire parking area shall be brought into compliance with the requirements of this ordinance. All expanded areas are considered cumulative.
 - (4) Re-striping, patching, resurfacing of an existing parking area shall not be subject to this requirement.

13-1822. Perimeter parking lot landscaping. Parking area edges shall be screened from public streets and sidewalks, public open space, and adjacent properties. The perimeter of parking areas shall be screened from residential uses by:

- (a) A landscaped frontage strip at least 5 feet wide along the public street or sidewalk. If a parking area contains over 100 spaces, the minimum required yard shall be increased to 8 feet in width.
- (b) Screening consisting of either a masonry wall, fence, berm, or hedge or combination that forms a screen a minimum of 4 feet in height, a maximum of 6 feet in height (6-8' in industrial districts), and not less than 90 percent opaque on a year-round basis. Screening located along front and corner side yards are limited to 4 feet in height and not less than 90 percent opaque on a year-round basis and which effectually blocks automobile headlights from trespass on adjacent property.
- (c) Trees shall be planted at a minimum of one (1) shade tree per forty (40) lineal feet within the frontage strip.

13-1823. Building foundation landscaping. Building foundations adjoining parking areas, walkways, or open space shall be planted with ornamental plant material, such as ornamental trees, flowering shrubs and perennials, and ground covers, with the exception of buildings that have facades flush with the sidewalk, i.e., downtown or storefronts.

13-1824. Plant materials.

- (a) In general. A reasonable attempt shall be made to preserve as many existing trees as is practicable and to incorporate them into the site plan.
 - (1) All required landscaping shall emphasize the use of native species or plants that are proven adaptable to the climate but are not invasive on native species.
 - (2) Each area required to be landscaped shall be covered in live material. Live material includes trees, shrubs, ground cover, and sod. Areas not covered in live material may be covered by mulch, rock, or other natural materials. Exposed gravel, aggregate rock, or concrete shall only be used where drainage and/or soil conditions require a non-irrigated and/or hard surface area at finished grade adjoining a building foundation.
 - (3) Tree species mix. Any one species of trees shall not make up more than fifty percent (50%) of the total tree plantings for the property.
 - (4) Minimum sizes. All required trees shall meet the following minimum size requirements:

Tree/Plant	Minimum Required Size
Deciduous trees	Two (2) inch caliper
Ornamental deciduous trees	One and one-half (1-1/2) inch caliper
Evergreen trees	Six (6) feet in height
Shrubs	Five (5) gallon container size

13-1825. Maintenance and installation of materials. Installation and maintenance of all landscape materials shall comply with the following standards:

- (a) All landscape materials shall be installed to current industry standards.
- (b) An adequate water supply shall be indicated in the site plan.
- (c) All required landscaping and screening features shall be kept free of refuse and debris.
- (d) Maintenance and replacement of landscape materials shall be the responsibility of the applicant or property owner, including the maintenance of any trees planted in the public right-of-way.

Section 8. Lighting

I3-523. Exterior site lighting.

- a) In general. These regulations recognize the benefits of site lighting as it increases safety, enhances nighttime character, and helps provide security. However, inappropriate and poorly designed or installed lighting often causes unsafe and unpleasant conditions and may infringe on the rights of private property owners. This exterior site lighting regulation is designed to eliminate problems associated with glare, as well as to minimize light trespass and spillover on adjacent properties and streets.
- (b) Applicability. The following regulations shall apply to all exterior lighting, be it residential or nonresidential in nature, within the City of Green Bay.
- (c) Exceptions. The following lighting types shall be exempt from the following regulations:
 - (1) Public street lighting which shall conform to the standards established by the State Department of Transportation, Brown County Highway Department, and the City of Green Bay Department of Public Works.
 - (2) Residential uses are permitted to use low-intensity (70 watts or less per bulb) incandescent or fluorescent lighting mounted on the buildings or as landscape accents. Any high-intensity (more than 70 watts per bulb) incandescent, fluorescent, or high intensity discharge lighting shall be prohibited unless a lighting plan is submitted and approved, per Section (d) below.
 - (3) Aviation lighting used exclusively for aviation purposes per Federal Aviation Administration. Heliport lighting shall be turned off when the heliport is not in use.
 - (4) Holiday lighting at or below 7 watts per bulb.
 - (5) Approved historic light fixtures consistent with the character of the historic district or structure and with the approval of the Historic Preservation Commission.
 - (6) Residential lights at a light level of 0.25 foot-candles or less at the property line.
 - (7) Lighting associated with or considered to be signage.
 - (8) Existing exterior lighting that does not meet the standards of this section shall be considered legal nonconforming until such time as it is replaced or altered.

I3-524. Exterior lighting plan required.

- (a) Whenever exterior lighting is installed or modified and whenever a site undergoes site plan review, a lighting plan may be required at the discretion of the Principal Planner/Building Inspection Manager. An exterior lighting plan may be required if the Zoning Administrator believes lighting from structures like tennis courts, swimming pools, sheds may encroach on neighboring single and two family properties. This plan may be required to include the following information:

- (1) Proposed light fixture details which depict the height, design, method of shielding, and proposed candlepower of the light source.
- (2) Photometric plan which shows proposed intensity of illumination in foot-candle values distributed across the site in a grid-like fashion. This grid should be overlaid on the site plan or at a minimum be the same scale as the site plan.

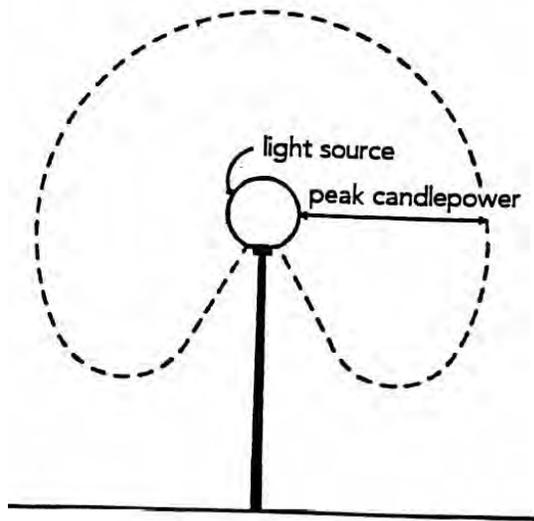
13-525. Lighting standards applying to all light sources.

- (a) The following standards are required for all exterior lighting:
 - (1) All cut-off light fixtures shall be designed with a hood that shields the light source and shall be directed downwards at all times.
 - (2) No flickering or flashing lights shall be permitted, other than holiday lighting exempted in Chapter 13-523(c)(4) above.
 - (3) Flood lights are not permitted in front yards, except as permitted by Chapter 13-2000, Signage Code.
 - (4) Flashing, flickering, moving, and/or other lighting which is a nuisance or which may distract motorists, such as red, amber, or green lights closer than 300 feet from a traffic signal, is prohibited.
 - (5) Lighting levels shall be measured in foot-candles with a direct reading portable light meter. Readings shall be taken at heights between six (6) inches to six (6) feet above ground level at a position facing the light source. Measurements shall be made after dark with the light sources in operation and then again with the light sources off. The difference between these two (2) readings shall be compared to the maximum permitted illumination. This procedure will eliminate the effects of moonlight and other ambient light.

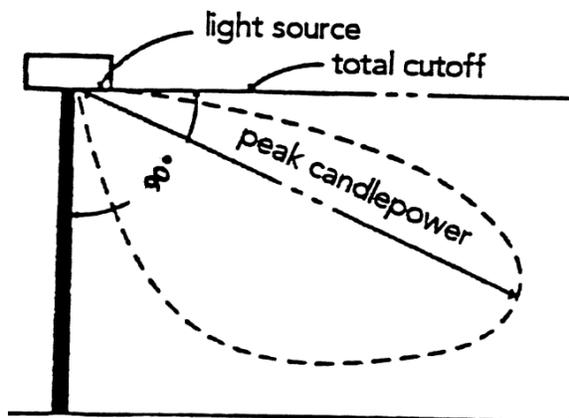
13-526. Standards for building-mounted lights. Building-mounted lights shall be of the cut-off variety. The light sources shall be hooded and directed downward at all times. Non-shielded light sources shall only be permitted for security purposes provided the illumination at the nearest property line(s) does not exceed the maximum permitted under Chapter 13-527.

13-527. Standards for pole lights.

- (a) The maximum permitted light pole height is dependent upon the amount of cut-off provided in order to minimize glare onto adjacent properties and the public right-of-way.
 - (1) When the light source is non-cutoff:
 - a. Maximum permitted illumination as measured at property lines abutting residential districts shall be 0.25 foot-candle.
 - b. Maximum permitted illumination as measured at the property lines abutting nonresidential districts or the public right-of-way shall be 0.5 foot-candle.
 - c. Maximum permitted pole height shall be fifteen (15) feet as measured to the bottom of the light fixture. (See the following graphic.)

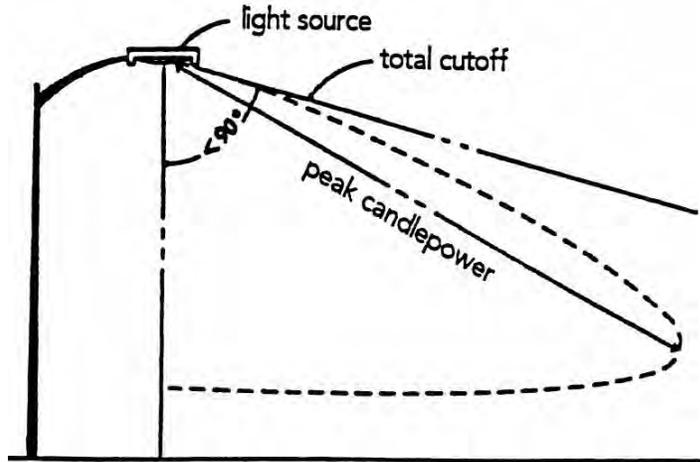


- (2) When the light source has semi-cutoff of an angle greater than or equal to ninety (90) degrees:
- a. Maximum permitted illumination as measured at property lines abutting residential districts shall be 0.5 foot-candle.
 - b. Maximum permitted illumination as measured at the property lines abutting nonresidential districts or the public right-of-way shall be 1.0 foot-candle.
 - c. Maximum permitted pole height shall be twenty-five (25) feet as measured to the bottom of the light fixture. (See the following graphic.)



- (3) When the light source has full cut-off of an angle less than ninety (90) degrees and the light source is completely shielded from the direct view of an observer at five (5) feet above the ground, at the point where the cut-off angle intersects the ground:

- a. Maximum permitted illumination as measured at property lines abutting residential and nonresidential districts or the public right-of-way shall be 1.0 foot-candle.
- b. Maximum permitted pole height shall be forty (40) feet as measured to the bottom of the light fixture. (See the following graphic.)



13-528. Lighting requiring a conditional use permit.

- (a) (Rep. & Rec. GO 16-08) The following lighting types shall require a conditional use permit as regulated in Chapter 13-205, Conditional Uses:
 - (1) Temporary special event lighting.
 - (2) Outdoor recreation lighting.
 - a. A pole and pole supports used in the lighting of an outdoor recreational/stadium lighting facility shall not be placed closer to a private property line than the mounting height of the lights.
 - b. All poles and pole supports shall meet the standards as specified in Section 15.81, Green Bay Municipal Code.
 - c. All lighting shall meet the requirements of Chapter 13-500, Green Bay Municipal Code.
 - d. All unused outdoor recreation/stadium lighting facilities and/or support structures shall be removed within 12 months of the cessation of operations at the site unless the Plan Commission approves a time extension. In the event that an outdoor recreation/stadium lighting facilities and/or support structures is not removed within 12 months of the cessation of operations at a site, the outdoor recreation/stadium lighting facilities and/or support structures may be removed by the City and the costs assessed against the property.
 - e. Stadium facilities within the park system are exempt from this requirement.
 - (3) Other lighting as deemed appropriate by the Principal Planner/Building Inspection Manager.

Signs

Section I. General Provisions

13-2004. General sign standards. The following standards shall apply to all signs, including off-premises signs, where permitted:

- (a) Permit required. All signs, except exempt signs as listed in Chapter 13-2005, shall be required to submit a site plan, sign details, and other information, as regulated in Chapter 13-1800, to the office of the Zoning Administrator for review of compliance with all applicable codes.
- (b) Construction requirements. All signs shall be constructed and maintained in accordance with the applicable provisions of the Uniform Building and Electrical Codes. Permanent freestanding signs shall have self-supporting structures erected on and permanently attached to a concrete foundation. Wall signs shall be placed on walls that are designed and constructed with sufficient strength to support such signage. Wall signs painted directly on a building are permitted if a cash deposit or security bond is deposited with the application for permit to equal the cost of appropriate removal of said sign if it is not maintained or is abandoned.

13-1700. Driveways. Unless vehicular access is prohibited or specially controlled, as along freeways and some major streets, the following rules generally apply. County and state permits may also be required, the most restrictive standards govern.

13-1706. Nonresidential and multifamily driveways. The following regulations apply to all nonresidential and mixed uses, as well as multifamily and single-family attached uses.

- (a) Double or two-way drives.

PRIMARY USE OF DRIVE	MAXIMUM WIDTH AT PROPERTY AND SETBACK LINE	MAXIMUM WIDTH AT CURB LINE
Autos and Single Axle Trucks	20 feet	30 feet
Semi-Trailers	25 feet	35 feet

- (b) One-way drives

PRIMARY USE OF DRIVE	MAXIMUM WIDTH AT PROPERTY AND SETBACK LINE	MAXIMUM WIDTH AT CURB LINE
All	15 feet	25 feet

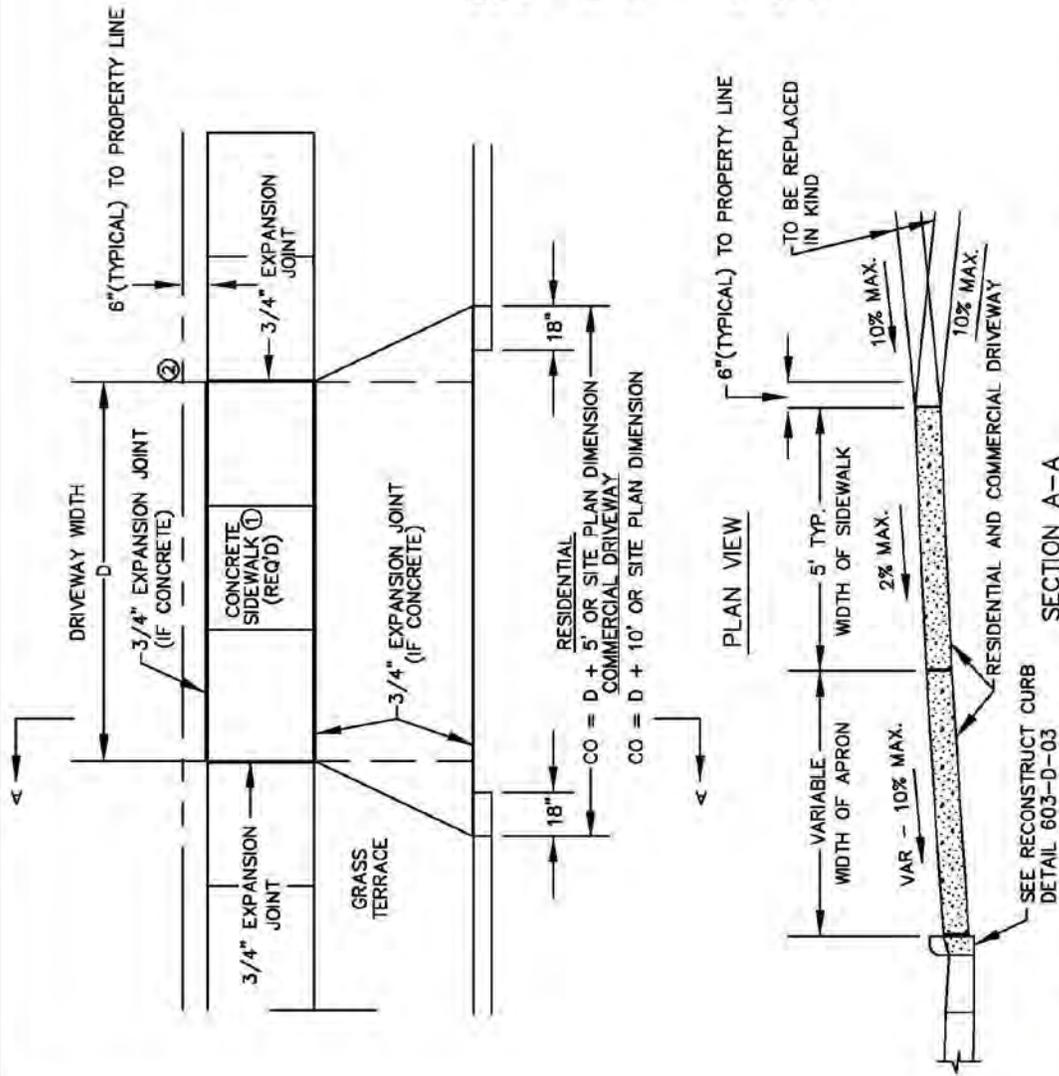
- (c) Safe design. A curb or safety island may be required between adjacent driveways, between the property line and curb line, or between the property line and the building.
- (d) Corner lots. The driveway approaches measured along the curb line shall not be less than 25 feet from the intersection of the street right-of-way lines on a corner lot or 35 feet from the point of intersection of the face of the curbs, whichever is greater.
- (e) Number of driveways. A maximum of one two-way driveway or two one-way driveways shall be permitted from each street right-of-way to which a lot or parcel has frontage, except under the following circumstances:
 - (1) Multiple two-way driveways may be permitted on one street frontage provided the distance between the driveway centerlines is no less than 200 feet.
 - (2) Mixed two-way and one-way driveways may be permitted on one street frontage provided the distance between the driveway centerlines is no less than 200 feet.
 - (3) Additional driveways shall be permitted if necessary for the public safety and convenience and with the written permission of the Director of Public Works.
- (f) Distances between curb openings.
 - (1) On the same parcel - The minimum distance between one-way driveways at the curb line shall be no less than 15 feet.
 - (2) On adjoining parcels - Where two adjoining driveways abut, the maximum opening at the curb shall be the maximum for a single driveway, as shown in 13-1706 (a) and (b). Both parcels must share the driveway.
- (g) Traffic may be restricted as to direction of flow.
 - (1) Every driveway approved for one-directional movement only shall be equipped with a sign indicating to motorists its direction.
 - (2) Driveways shall be constructed and signs for directional movement of traffic shall be constructed and installed in accordance with City of Green Bay Standard Specifications and Construction Standards for Public Works.
- (h) Driveways which have been abandoned and are not included on the approved site plan shall be removed, in their entirety, to the setback line and replaced at the property owner's expense with full height curb and sidewalk (where applicable).

Note: In addition to being shown and approved on the site plan, a "curb-cut permit" is also required from the Inspection Division.

13-1719. Parking Requirements.

- (a) In general. Accessory off-street parking shall be provided as specified in Table 17-2, Specific Off-street Parking Requirements, except as otherwise specified in this chapter.
- (b) Where on-street parking spaces exist adjacent to the use in question, these spaces may be counted toward the total amount of off-street parking required.
- (c) In addition to the requirements in Table 17-2, one (1) parking space shall be provided for each commercial vehicle or vehicle necessary for the operation of the use that is maintained on the premises.
- (d) Parking spaces for uses with multiple components, such as hotels with dining and conference facilities, shall be based on the sum of the parking requirements of the separate components.
- (e) Where a parking study is required, the study shall be performed by a qualified transportation engineer or transportation planner. The study shall contain information on the anticipated number of employees, customers, visitors, clients, shifts, events, or deliveries to the use and may refer to other studies or similar situations elsewhere.
- (f) Buildings built on speculation or not initially occupied due to an unknown use shall be required to provide one (1) stall per two hundred (200) gross square feet.

- MAX D = 12' SINGLE WIDTH RESIDENTIAL
- MAX D = 20' DOUBLE WIDTH RESIDENTIAL
- MAX D = 15' COMMERCIAL ONE-WAY
- MAX D = 25' COMMERCIAL TWO-WAY
- MAX CO = 17' SINGLE WIDTH RESIDENTIAL
- MAX CO = 25' DOUBLE WIDTH RESIDENTIAL
- MAX CO = 25' COMMERCIAL ONE-WAY OR AS SHOWN ON APPROVED SITE PLAN
- MAX CO = 35' COMMERCIAL TWO-WAY OR AS SHOWN ON AN APPROVED SITE PLAN



NOTES:

1. ALL DRIVEWAYS REQUIRE A 5' CONCRETE SIDEWALK SECTION. RESIDENTIAL DRIVEWAYS SHALL BE 6" THICK AND COMMERCIAL DRIVEWAYS 8" THICK, UNLESS APPROVED BY THE ENGINEER.
2. ALL PARKING LOT CURBING MUST BE TAPERED TO MEET THE BACK OF THE SIDEWALK.
3. EXPANSION JOINTS (3/4") SHALL BE PLACES AT A MAXIMUM SPACING OF 120', AT THE BACK OF CURB, AT THE FRONT EDGE OF WALK, AT DRIVEWAY APRONS, AT THE INTERSECTION OF SIDEWALKS AND AT ALL CHANGES IN DEPTH OF SIDEWALK, UNLESS APPROVED BY THE ENGINEER.
4. ADA COMPLIANT CURB RAMPS ARE REQUIRED IN EACH QUADRANT OF ALL INTERSECTIONS.
5. THE EDGES OF ALL SIDEWALK FORMS AND JOINTS SHALL BE ROUNDED USING AN EDGER WITH A 1/4" RADIUS.
6. CONTRACTION JOINTS SHALL BE 1" IN DEPTH AND 1/4" IN WIDTH.



CITY OF GREEN BAY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

URBAN DRIVEWAY
(WITH EXISTING CURB)

CREATED: 1/1/04
REVISED: 12/29/16

DETAIL DRAWING NO.
602-D-09A

Table 17-2: Specific Off-Street Parking Requirements (Amd. GO 31-06)

Use	Minimum Parking Requirement	Notes
Residential Uses		
Dwellings		
Single-family dwelling detached (less than 60' of lot width)	2 spaces per dwelling unit, Including a minimum of 1 enclosed (garage) space	
Single-family dwelling detached (less than 60' of lot width)	2 spaces per dwelling unit, including a minimum of 1 enclosed (garage) space	
Two-family dwelling	2 spaces per dwelling unit, including a minimum of 1 enclosed (garage) space	
Single-family attached dwelling	2 spaces per dwelling unit, including a minimum of 1 enclosed (garage) space	
Multiple-family dwelling	1 space per 1-bedroom unit 2 spaces per 2-bedroom or larger unit plus 1 visitor space per 4 units	
Senior (elderly) housing	1 space per dwelling unit	If senior housing may be converted to general housing in the future, proof of additional parking shall be required
Carriage house	1 space per dwelling unit	
Live-work unit	2 spaces per dwelling unit	At least one of the required spaces shall be accessible for client parking
Mobile home park	2 spaces per dwelling unit	
Congregate Living		
Rooming house, boarding house	1 space per room plus one space for each fulltime staff equivalent	
Community living arrangement	1 space per employee on the largest shift plus 1 visitor space for every 4 residents based on capacity	
Dormitories, student housing, fraternity, sorority house	To be determined by Zoning Administrator based on parking Study	Parking study required
Convent, monastery	1 space per 3 beds plus 1 space per employee on the largest shift	Parking study required
Nursing home, assisted living	1 space per 4 beds plus 3 spaces per 4 employees on the largest shift	A plan to manage parking during shift changes shall be provided to the Zoning Administrator

Educational Uses		
Adult/family daycare home	1 drop-off space	Drop-off space may be on street adjacent to residence with permission of the City Engineer
Group daycare center, preschool	1 space per employee plus 1 space per 7 students based on capacity or 1 space per 10 students if an off-street drop-off and pickup space is provided	
School, grades K-12	1 space per staff member plus 1 space per 5 students of legal driving age based on design capacity	Existing schools not meeting this Standard may be required to develop a parking management plan but shall not be required to add the minimum number of spaces
College or university, other adult learning center	To be determined by Zoning Administrator based on parking study	Parking study required
Trade school, arts school, dance school, etc.	1 space per staff member plus 1 space per 5 students based on capacity. If students are expected to drive, parking shall be determined by Zoning Administrator based on parking study.	
Institutional and Civic Uses		
Community center, neighborhood center, cultural institution, library	Parking equal to 30 percent of the capacity of persons	
Cemetery	10 spaces per interment based upon maximum number per hour or as determined by Zoning Administrator	
Hospital	To be determined by Zoning Administrator based on parking study but not less than 1 space per 3 beds based on capacity	Parking study required
Playing field, public	1 space per each four (4) person of maximum design capacity	
Religious institution, place of worship	1 space per each 6 seats based on Design capacity of the main assembly hall	Additional facilities may require additional parking, as determined by Zoning Administrator

Public Service and Utilities		
Governmental and public utility buildings and structures	1 space per employee plus visitor parking as determined by the Zoning Administrator	
Commercial Uses		
Offices		
General office, government office, bank, financial institution, medical office, clinic	1 space per 300 sq. ft. of the first 8,000 sq. ft. GFA; 1 space per 1,000 sq. ft. GFA in excess of 8,000 sq. ft.	
Artist's studio	1 space per 500 sq. ft. GFA devoted to sales or display.	
Accommodation and Food Service		
Bed and breakfast	1 space per guest room in addition to dwelling unit requirements	
Hotel, inn, motel	1 space per guest room plus additional spaces as needed for meeting or restaurant facilities	Additional facilities may require additional parking, as determined by Zoning Administrator
Restaurant, with or without drive-through; tavern or bar	1 space per 3 customer seats or each 100 sq. ft. of interior space (the greater) plus 1 space per 200 sq. ft. exterior seating area. Drive-through shall require queuing space for at least 3 vehicles in advance of the menu board and 3 vehicles between the menu board and pickup window.	
Service businesses		
Personal service businesses not individually listed	1 space per 250 sq. ft. GFA plus 1 space per 1,000 sq. ft. outside sales or display area	Includes any service uses not specifically listed in this table
Barber shop/beauty salon	2 spaces per work station plus 2 spaces per 3 employees	
Funeral home	1 space per each 5 seats in the main assembly room plus 1 space for each 250 square feet of GFLA not used for seating	
Veterinary clinic	6 spaces per veterinarian	
Retail		
General retail sales, shopping center	1 space per 250 sq. ft. GFA plus 1 space per 1,000 sq. ft. outside sales or display area	Includes any retail uses not specifically listed in this table

Automobile Services		
Automobile rental	1 space per 250 sq. ft. of GFA plus adequate storage space for rental vehicles maintained on site	
Motor vehicle repair, major or minor, service station, convenience store	1 space per 250 sq. ft. of GFA used for sales or customer service plus 2 spaces per service bay	Service bay shall not be counted as a parking space
Commercial Recreation and Entertainment		
Auditorium, theater, convention center, stadium, ballpark, outdoor sport arena	1 space per each 4 seats based on design capacity	
Nightclub	1 space per 3 customer seats or each 100 sq. ft. of interior space (the greater)	
Bowling alley	5 spaces per lane plus parking equal to 30% of the capacity of persons for related uses, such as dining or entertainment	
Golf course	5 spaces per hole plus parking equal to 30% of the capacity of persons for related uses, such as dining	
Playing field, athletic field	1 space per each four (4) persons of maximum design capacity	Parking study may be required for large or multiple-use facilities
Skating rink, hockey rink	1 space per 150 square feet of rink area	
Sports and health facility	1 space per 250 square feet GFA plus 2 spaces per tennis or racquetball court plus additional spaces as required for swimming pools, etc.	
Swimming pool	1 space per 150 square feet of pool area	

Production, Processing, and Storage		
Industrial uses, including limited production and processing, light industrial, general industrial, and other industrial uses not specified below	1 space per 1,000 sq. ft. GFA up to 20,000 sq. ft. plus 1 space per 2,000 sq. ft. GFA in excess of 20,000 sq. ft., or per 5 regular employees, whichever is greater.	Customer/visitor parking may also be required
Contractor office and showroom, self-service storage facility, wholesale and distribution facility	1 space per 300 sq. ft. GFA of office, sales, or display area plus 1 space per 3,000 sq. ft. of storage area	
Self-service storage facility	1 space per 300 sq. ft. GFA of office or sales area plus 1 space per individual storage facility	
Wholesaling, warehousing, and distribution	1 space per 300 sq., ft. GFA of office or sales area plus 1 space per 3,000 sq. ft. of storage area	
Other industrial activities that are conducted largely out-of-doors, including concrete, asphalt, and rock crushing facility, scrap yard, recycling, etc.	2 spaces per 3 employees on the largest shift, based on maximum planned employment	
Public Service and Utilities		
Communication facilities	As approved by CUP	
Government or public utility buildings and structures	To be determined by Zoning Administrator and based on type of use (offices, storage, production)	
Street and equipment maintenance facility, waste disposal or transfer unit.	1 space per 300 of GFA of office or sales area plus 1 space per 3,000 sq. ft. of storage or maintenance area.	
Other public service or utilities uses	As approved by CUP.	

13-1720. Shared Parking. The City Council may, after receiving recommendations from the Planning Commission, approve the use of a required off-street parking area for more than one principal use on the same or an adjacent or opposite (directly across the street) development site if the following conditions are met.

- (a) Entertainment uses. Up to seventy (70) percent of the parking facilities required for a theatre, bowling alley, bar, nightclub, or tavern may be supplied by off-street parking facilities provided for primarily daytime uses, as specified below.
- (b) Nighttime or Sunday uses. Up to seventy (70) percent of the off-street parking facilities required for any use specified below as primarily daytime uses may be supplied by the parking facilities provided for the following nighttime or Sunday uses: auditoriums incidental to a public or parochial school, churches, bowling alleys, theatres, bars, nightclubs or taverns (excluding those with restaurants), or multifamily apartments.
- (c) School auditorium and church uses. Up to seventy (70) percent of the parking facilities required by this section for a church or an auditorium incidental to a public or parochial school may be supplied by the parking facilities provided by uses specified below as primarily daytime uses.
- (d) Daytime uses. For the purpose of this section, the following uses are considered as primarily daytime uses: banks, offices, retail stores, personal service shops, service and repair shops, manufacturing, wholesale, and similar uses.
- (e) The use for which application is being made for joint parking shall be located within one thousand (1,000) feet of the use providing the parking facilities.
- (f) The applicant shall show that there is no substantial conflict in the principal operating hours of the buildings or uses for which joint parking is proposed.
- (g) A legally binding instrument, executed by the parties concerned, for joint use of off-street parking facilities shall be approved by the City Attorney and filed with the city within sixty (60) days after city approval of the joint parking use.

13-1721. Valet parking. Up to fifty (50) percent of the off-street parking for restaurants, hotels, and theaters existing on the effective date of this ordinance may be fulfilled by maintaining a valet parking service for customers. The valet service shall provide service to and from the main entrance. A passenger loading area, as approved by the City Engineer, shall be provided near the main entrance. The parking area shall be located no farther than one thousand (1,000) feet from the main entrance.

13-1722. Bicycle parking.

- (a) In general. A minimum of four (4) bicycle parking spaces may be provided in lieu of not more than one (1) required automobile parking space.
- (b) Location. Bicycle parking spaces and racks shall be located in a convenient and visible area no farther from the principal entrance to the building served than the closest automobile parking space. With the permission of the City Engineer, bicycle parking may be located in the public right-of-way.

- (c) Design. Bicycle parking shall consist of a bike rack designed so that the bicycle frame can be locked to the rack. Bike rack design shall be subject to the approval of the City Engineer.
- (d) Covered spaces. If accessory automobile parking spaces are covered, bicycle parking spaces shall also be covered.

13-1723. Employee parking. Retail and service businesses and major institutions, such as hospitals, are encouraged to provide designated employee parking. Such parking may be in a remote location at a greater distance than the one thousand (1,000) foot minimum specified in Section 13-1708, provided that shuttle service is provided. Employee parking meeting this requirement shall be counted toward the minimum parking requirement specified in Table 17-2.

WISCONSIN HANDICAPPED PARKING REQUIREMENTS

IBC 1106 Parking and passenger loading facilities.

- (1) Required. Where parking is provided, accessible parking spaces complying with ICC/ANSI A117.1 shall be provided in compliance with IBC 1106 except as required by subs. (2) and (3).
- (2) Groups R-2 and R-3. Two percent, but not less than one, of each type of parking space provided for occupancies in Group R-2 and R-3, which are required to have Type A or Type B dwelling or sleeping units, shall be accessible. Where parking is provided within or beneath a building, accessible parking spaces shall also be provided within or beneath the building.
- (3) Rehabilitation facilities and outpatient physical therapy facilities. Twenty percent of patient and visitor parking spaces provided at rehabilitation facilities and outpatient physical therapy facilities shall be accessible.
- (4) Van spaces. For every eight or fraction of eight accessible parking spaces, at least one shall be a van-accessible parking space.
- (5) Location.
 - (a) General. Except as specified in par. (b), accessible parking spaces shall be located on the shortest accessible route of travel from adjacent parking to an accessible building entrance. In parking facilities that do not serve a particular building, accessible parking spaces shall be located on the shortest route to an accessible pedestrian entrance to the parking facility. Where buildings have multiple accessible entrances with adjacent parking, accessible parking spaces shall be dispersed and located near the accessible entrances.
 - (b) Exception. In multilevel parking structures, van-accessible parking spaces are permitted on one level.
- (6) Passenger loading zones. Passenger loading zones shall be designed and constructed in accordance with ICC/ANSI A117.1.
 - (a) Medical facilities. A passenger loading zone shall be provided at an accessible entrance to licensed medical and long-term care facilities where people receive physical or medical treatment or care and where the period of stay exceeds 24 hours.
 - (b) Valet parking. A passenger loading zone shall be provided at valet parking services.

**TABLE IBC 1106
ACCESSIBLE PARKING SPACES**

TOTAL PARKING SPACES PROVIDED	REQUIRED MINIMUM NUMBER OF ACCESSIBLE PARKING SPACES
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
More than 1,000	20 plus 1 for each 100 over 1,000

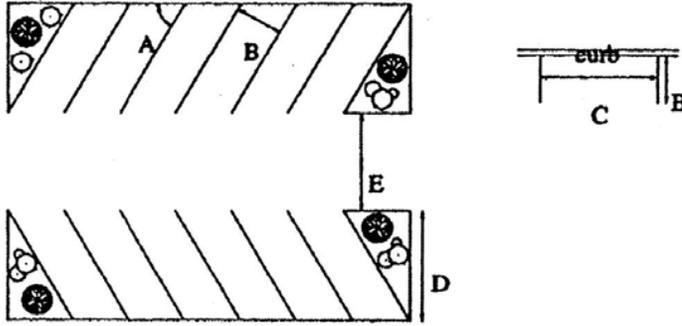
**PARKING STALL DIMENSIONS FOR VARIOUS PARKING ANGLES
9 X 18.5 FOOT STALLS**

Angle (A)	Width (B) *	Curb Length (C)	Stall Depth (D) **	1-Way Aisle Width (E)	2-Way Aisle Width (E)
0 (Parallel)	9'	22	8'6"	14'	22'
45	9'	12'	18'9"	14'	22'
60	9'	9'10"	19'10"	18'	22'
90	9'	8'6"	18'	20'	22'

* Subcompact spaces may account for up to 20 percent of the total parking area required. They may be reduced in size to a width of 8' and a stall depth of 12 percent less than (D) above and must be grouped and signed appropriately

** Parking spaces that use an appropriately sized curb overhang over a landscaped island or buffer may be reduced in depth by 1'6". A concrete curb or other means shall be provided to prevent parked vehicles from damaging plant materials.

Minimum parking dimensions diagram



MUNICIPAL DEVELOPMENT REVIEW AGENCIES

Department of Community and Economic Development 100 N. Jefferson Street, Room 608

- Building/Plumbing Inspection (920) 448-3300
 - Receives and processes all site plans.
 - Building permits and fees.
 - Water demand, internal and external.
- Planning (920) 448-3400
 - Compliance with City Zoning Code.
 - Design issues.
 - Parking requirements.
- Economic Development (920) 448-3400
 - Development assistance.

Public Works Department 100 N. Jefferson Street, Room 300 (920) 448-3100

- Engineering and infrastructure.
- Curb cuts.
- Stormwater management.
- Erosion control.

Water Utility 631 S. Adams Street (920) 448-3480

- Water service questions.

Fire Department 501 S. Washington Street (920) 448-3280

- Compliance with International Fire Code (IFC).

Police Department 307 S. Adams Street (920) 448-3200

- Law enforcement administration.