

**AGENDA
CITY OF STURGEON BAY
AESTHETIC DESIGN & SITE PLAN REVIEW BOARD**

Monday, January 9, 2023

6:00 p.m.

Council Chambers, City Hall
421 Michigan Street, Sturgeon Bay, WI

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from December 19, 2022.
4. Consideration of: Request from Michelle Desotell for a roof pitch of less than 4/12 on a single-family dwelling proposed to be located on Lot 1 of The Shipyard – parcel #2812308325001.
5. Consideration of: Rules of Procedure.
6. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of the Common Council does attend, this may constitute a meeting of the Common Council and is noticed as such, although the Common Council will not take any formal action at this meeting.

Committee members

Thad Birmingham

Nancy Schopf

Mark Struck

Dave Augustson

Kelsey Fox

Rick Wiesner

Pam Jorns

1/4/2023
1:00 p.m.
CS

AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD
Monday, December 19, 2022

The Aesthetic Design and Site Plan Review Board meeting was called to order at 6:00 p.m. by Chairperson Rick Wiesner in the Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members Rick Wiesner, Nancy Schopf, Mark Struck, Pam Jorns, Dave Augustson, and Thad Birmingham were present. Member Kelsey Fox was excused. Staff present were City Administrator Josh Van Lieshout, City Engineer Chad Shefchik, Community Development Director Marty Olejniczak and Community Development Administrative Assistant Cindy Sommer.

Adoption of Agenda: Moved by Mr. Augustson, seconded by Ms. Schopf to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from August 8, 2022.
4. Consideration of: Signage for commercial project located at 911 Green Bay Road owned by 911 Green Bay Road Partners, LLC.
5. Consideration of: Kwik Trip Store located on parcels at 957 STH 42-57 and 919 S. Duluth Avenue.
6. Election of officers.
7. Adjourn.

All ayes. Motion carried.

Approval of minutes from August 8, 2022: Moved by Mr. Augustson, seconded by Mr. Birmingham to approve the minutes. All ayes. Motion carried.

Consideration of: Signage for commercial project located at 911 Green Bay Road owned by 911 Green Bay Road Partners, LLC.

Mr. Olejniczak explained this is a three-tenant project that the Board previously approved with the exception of the design of the pylon sign. The new sign has been revised to be more in line with the guidelines with opaque backgrounds and white LED lighting for the logos. The three tenants will be Starbucks, AT&T and Direct Care. The base of the pylon sign will have some type of grass/shrubbery around it.

Mr. Richard Robinson of 911 Green Bay Road Partners and Troy Schounard of Graphic House Signs explained that there are several options for lighting of the signs, including setting them on timers, using photo sensitive eyes or having them on all the time. The base of the sign will have native plants and stones along the slope. Mr. Augustson commented that this is a commercial area so night-time lighting is not much of a concern provided it meets guidelines and the tenants can determine when they want the lights to be lit.

Mr. Schounard also made the Board aware that a crane will be required to place the sign and he will need to work with the DOT if lane closure is needed.

Mr. Birmingham motioned to approve the project as presented. Ms. Schopf seconded the motion. All ayes, motion carried.

Consideration of: Kwik Trip Store located on parcels at 957 STH 42-57 and 919 S. Duluth Avenue.

Mr. Olejniczak explained that Kwik Trip recently opened a store on the east side and they would like to construct one on the west side as well. The project is for an 11,000 square foot building that will include a store, gas and diesel canopies and a car wash. The parcel at 957 STH 42-57 is currently occupied by a marine architect and hair salon but the new project calls for demolition and an access driveway. The entire parcel at 919 S. Duluth Avenue will not be used for the project, so it is possible that the excess land could be sold at a later date. The design is very similar to the new store on the east side with the building facing north and located behind the Verlo store and the Quality Inn. The project consists of two access driveways off of S. Duluth Avenue and one on Hwy 42-57. The DOT is currently reviewing the plan and has indicated they may

require a median on the highway, which could impact this project as well as neighboring properties, however no final determination has been made.

Mr. Olejniczak also explained that the city and county received federal grants that will allow them to add sidewalks along S. Duluth Avenue, however that project will not likely be finished before 2025. Signage consists of two ground-mounted signs and a variety of other directional/informational signs which comply with the sign code, however a sign permit is required prior to installation. The landscape plan shows trees and shrubs in a variety of areas around the parcels. A storm water management plan has been completed.

The members discussed whether it was a good idea to move forward with this project at this time or wait until the DOT has made their determination. Mr. Olejniczak informed the members of their options.

Mr. Marc Paulson of 836 S. Duluth Avenue lives across the street from the project. He explained that there is a lot of foot traffic to and from the justice center and he has safety concerns and is happy to hear that sidewalks are planned. City Engineer Shefchik explained that the sidewalk on the west side of S. Duluth Ave will go all the way to the justice center but the east side will only go to the city limits. The Kwik Trip plan calls for extending the sidewalk from the new Starbucks to the north side of the Kwik Trip driveway, but the remainder of sidewalk construction will happen closer to 2025.

Ms. Judy Paulson of 836 S. Duluth Avenue commented that there is a lot of truck traffic on S. Duluth Avenue already and she is concerned about an increase if Kwik Trip goes in, especially if the DOT requires a median because that would put even more traffic onto S. Duluth Avenue. She was advised that she may want to talk to Representative Kitchens to see if he can or will assist with her DOT concerns.

Mr. Troy Mleziva of Kwik Trip, 1626 Oak Street, La Crosse, explained that they would prefer to keep this project moving along as much as possible and not hold off until a DOT determination is made. He answered a variety of questions about the design and highway entrance. City Administrator Van Lieshout believes it will be after the holiday season before they hear back from the DOT, but agreed that if a median is required, there would be no left turn option out of Kwik Trip onto the highway, which would increase traffic on Duluth Avenue.

Ms. Jorns explained that the Duluth Avenue intersection with the highway is already congested and she is concerned about an increase in traffic if/when Kwik Trip opens.

Mr. Augustson explained that he likes the aesthetics of the building, the signage looks good, the colors are nice, the landscape plan is great and he appreciates that the lighting plan has been well thought out and will be directed within the confines of the property.

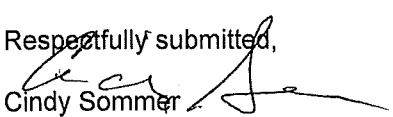
Mr. Augustson motioned to approve the building design, signage, lighting and landscape plan as presented with the condition that if any changes to STH 42-57 are required by the DOT due to the driveway, the site plan shall come back for further consideration. Motion seconded by Mr. Struck. Motion carried with Ms. Jorns voting no.

Election of officers. Mr. Birmingham nominated Mr. Wiesner for Chairman, seconded by Ms. Schopf. All ayes, carried.

Ms. Jorns nominated Mr. Augustson as vice-chairman, seconded by Ms. Schopf. Carried with Mr. Augustson voting no.

Adjourn: Moved by Ms. Jorns, seconded by Ms. Schopf to adjourn. All ayes. Motion carried. The meeting adjourned at 6:55 p.m.

Respectfully submitted,


Cindy Sommer
Community Development
Administrative Assistant

MEMO

To: Aesthetic Design and Site Plan Review Board
From: Marty Olejniczak
Date: January 3, 2023
Subject: Roof Pitch of Single-Family Dwelling for Desotell

Michelle Desotell is requesting approval for a single-family dwelling with a 3/12 pitched roof on the vacant property known as Lot 1 of The Shipyard subdivision. The subject lot is located south of the recently constructed home at 435 S. Third Avenue.

Normally, single-family dwellings are not subject to review by the Aesthetic Design and Site Plan Review Board. However, the Board's review and approval is required in this instance due to the aesthetic requirements of section 20.07(7)(c) of the zoning code, which states: *All dwellings ... shall have a roof with a minimum pitch of four feet in height for each 12 feet in width unless a lesser pitch is approved by the aesthetic design and site plan review board.* Therefore, because the proposed home has a 3/12 roof pitch, approval of the Board is required.

There are several aesthetic standards for dwellings under s. 20.07(7) such as roof overhangs, side wall height and length to width ratio, among others. The main purpose of these standards is to ensure that manufactured homes that are located outside of manufactured home parks are designed to blend into the surrounding neighborhood of site-built homes. The Desotell home is not a manufactured home. It is an architecturally designed site-built home. Nevertheless, the standards apply to all dwellings so the action of the Board is required.

Originally, the minimum 4/12 roof pitch requirement was an absolute standard, meaning the only method to have a lessor pitch was through a zoning code variance. After the Aesthetic Design and Site Plan Review Board was created, the zoning code was amended to allow the lessor pitched roofs to be approved by the Board rather than requiring a variance. This made it easier for architecturally designed homes to be approved since an unnecessary hardship is not required.

It is noted that the Board is only considering the roof pitch, not the entire design of the home. Other architectural or site plan elements are not required to be reviewed or approved.

Options: The committee can approve the roof pitch as presented, approve with conditions/modifications, or reject the proposed design.

Conclusion: Staff has no objection to the proposed 3/12 roof pitch for the Desotell single-family dwelling.

Location Map

Desotell Parcel #2812308325001



Subject Property - Lot 1 of The Shipyard plat

January 3, 2023

CITY OF STURGEON BAY
AESTHETIC DESIGN & SITE PLAN REVIEW BOARD
APPLICATION FOR ***CERTIFICATE OF APPROPRIATENESS***

Name: Andy Selner, Alair Homes Green Bay

Owner of Premises: Michelle Desotell

Address or Legal Description of Premises:

Lot 1 3rd Ave, Shipyard Development; 2812308325001

Statement of Specific Item Requested for Approval:

Request for approval of roof pitch below the allowed 4/12 to 3/12 for

design architecture of the home.

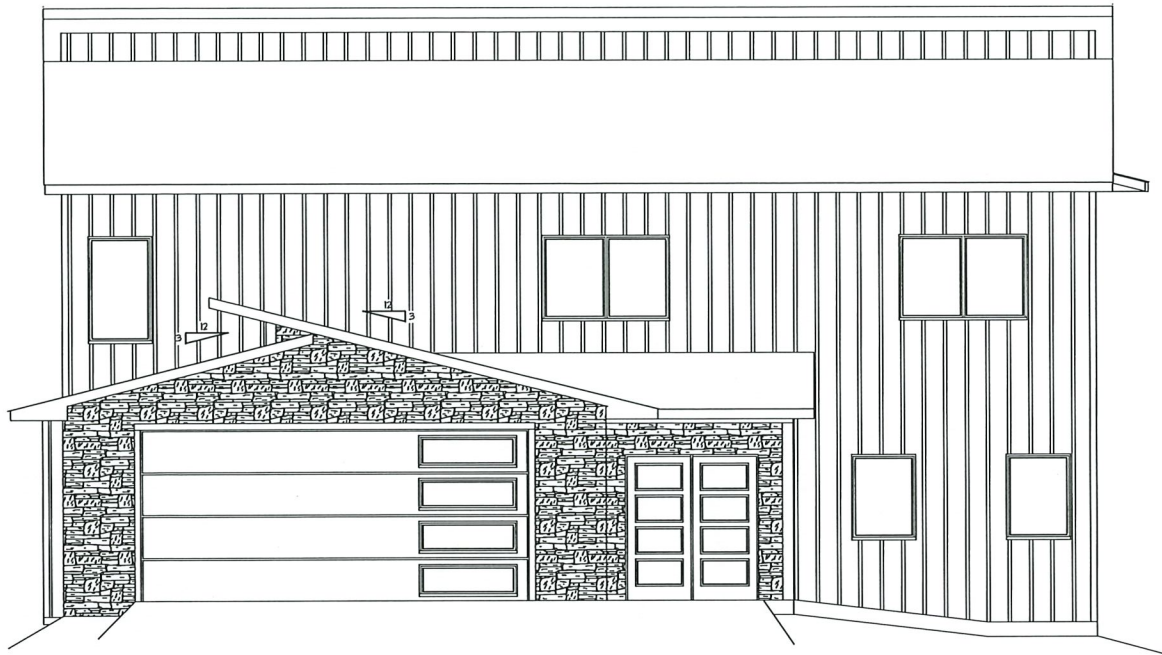
12/27/22
Date

Andy Selner, Agent
Applicant

Date Received: _____

Staff Signature: _____

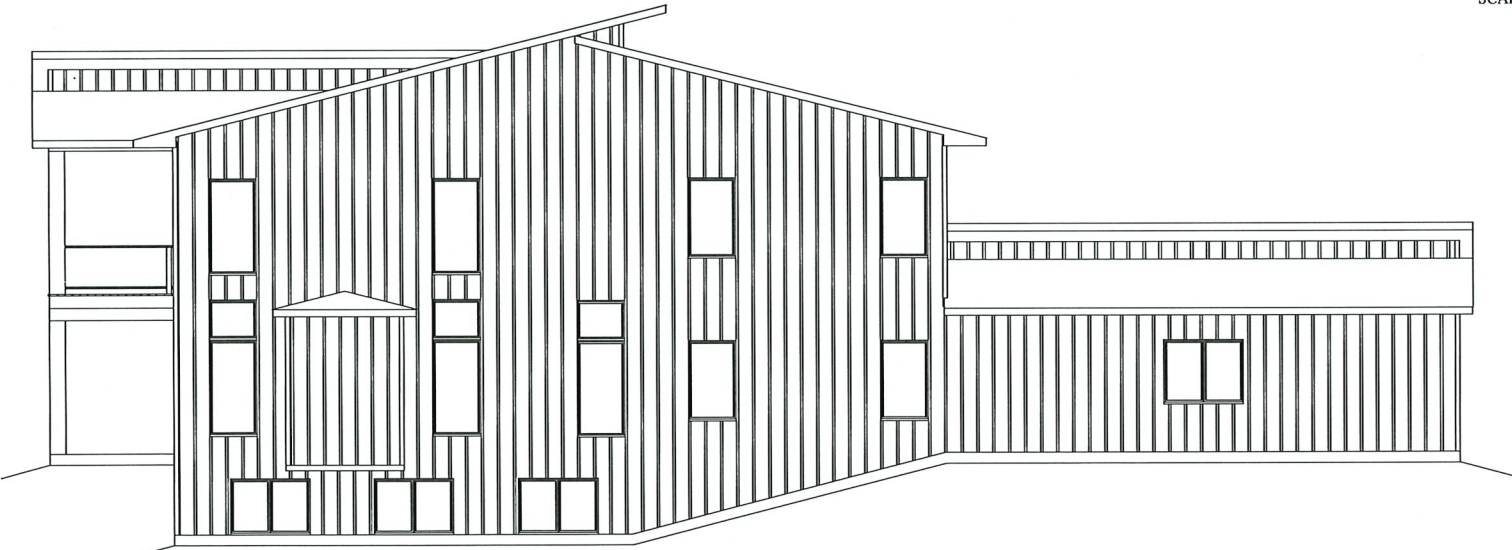
Date Approved/Denied: _____



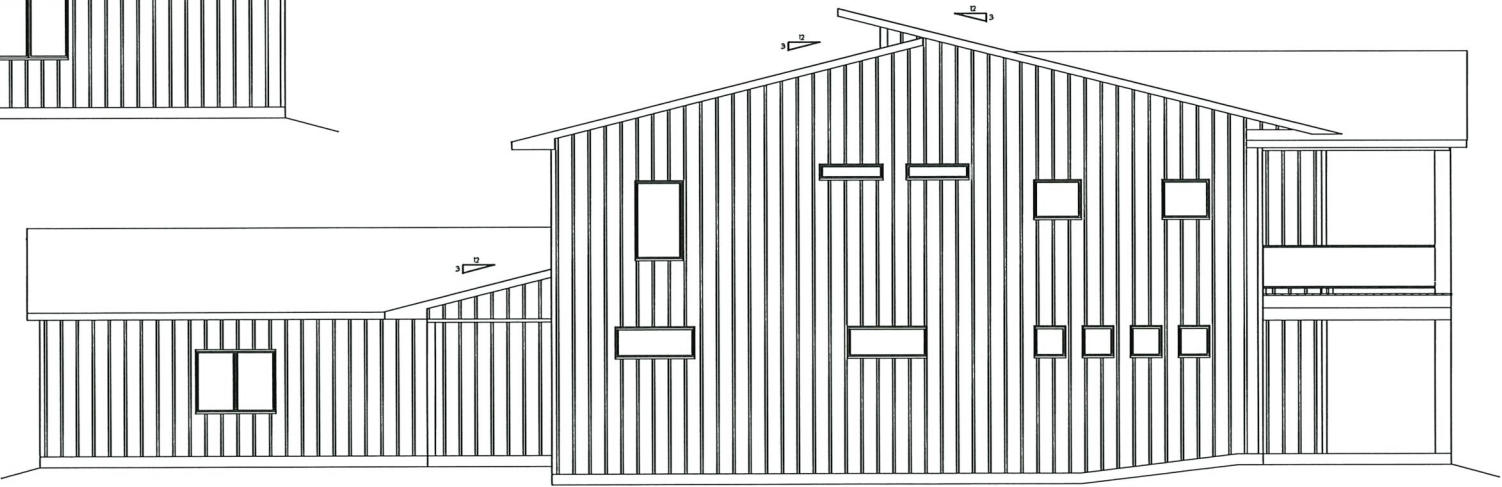
FRONT ELEVATION
SCALE: 1/4" = 1'-0"



REAR ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION
SCALE: 3/16" = 1'-0"



RIGHT ELEVATION
SCALE: 3/16" = 1'-0"

☐ PRELIMINARY
DESIGN CONCEPT ONLY

☐ PRELIM BID
NOT FOR CONSTRUCTION
REVIEW PLAN BEFORE PRICING

☐ BID PLAN
NOT FOR CONSTRUCTION
ONLY FOR PRICING

☒ FINAL PLAN
VERIFY PLAN DATE WITH ALL
CONTRACTORS PRIOR TO
CONSTRUCTION

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ALTHOUGH EVERY EFFORT
HAS BEEN MADE IN PREPARING
THESE PLANS AND CHECKING
THEM FOR ACCURACY,
THE CONTRACTOR MUST
CHECK ALL DETAILS AND
DIMENSIONS AND BE
RESPONSIBLE FOR THE SAME.
ANY DISCREPANCIES MUST
BE BROUGHT TO THE ATTENTION
OF THE DESIGNER.

GENERAL NOTES:



EVER AFTER
Design LLC

NICOLE EVERS
450 HIGH ST. STE. 5A
WRIGHTSTOWN, WI 54180
(920) 419-7326
EVERAFTERDESIGNREALTY@GMAIL.COM

PROPOSED NEW PROJECT:

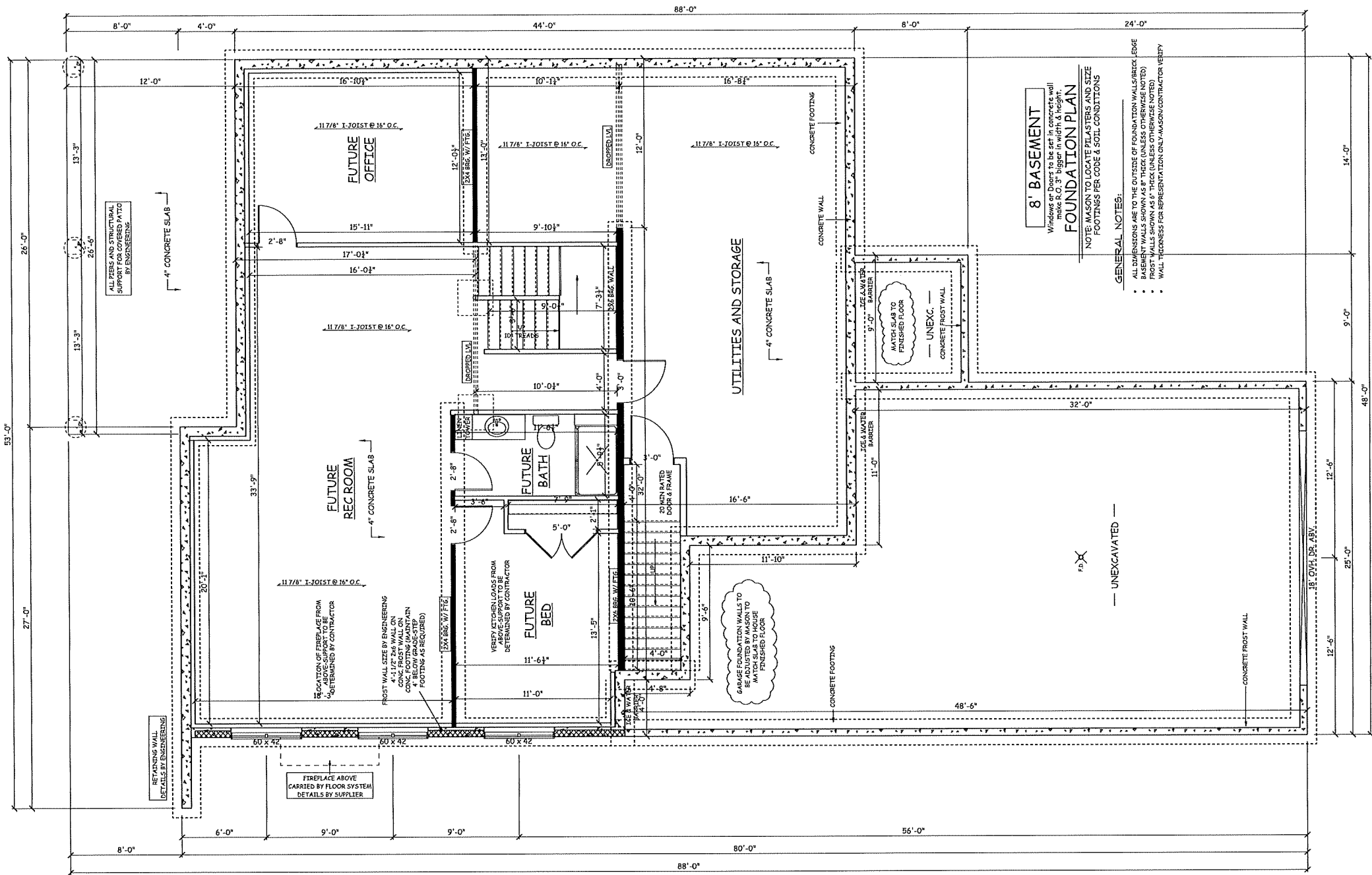
STURGEON BAY
NEST

REVISION DATES:	
△	6/1/22
△	7/1/22
△	9/28/22
△	11/30/22
△	
△	

Sturgeon Bay Res.

SHEET NUMBER

A1



FOUNDATION
SCALE: 1/4" = 1'-0"

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GENERAL NOTES:



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PROPOSED NEW PROJECT:
STURGEON BAY
NEST

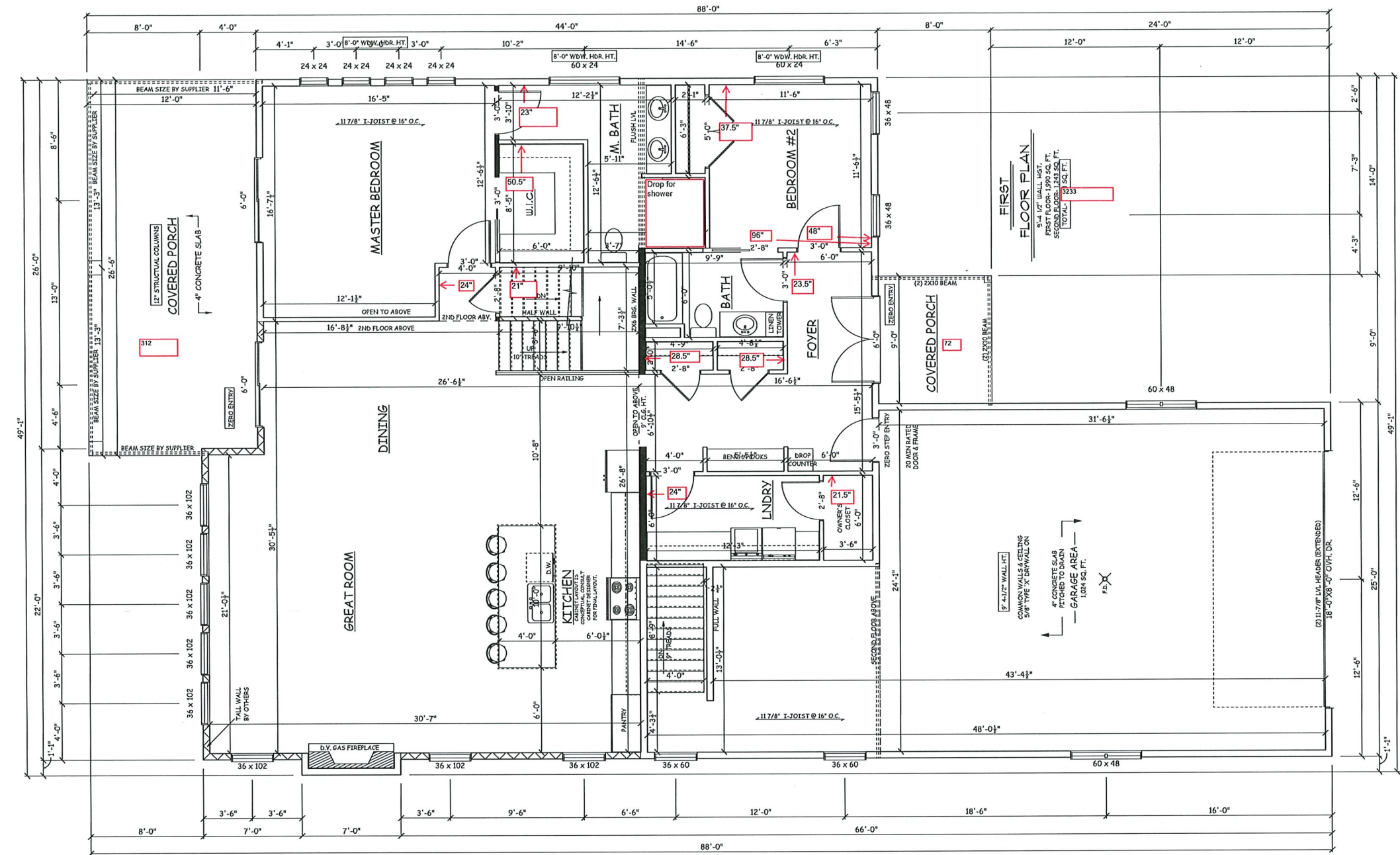
REVISION DATES:

Δ	6/1/22
Δ	7/1/22
Δ	9/28/22
Δ	11/30/22
Δ	
Δ	

Sturgeon Bay Res.

SHEET NUMBER

A2



MAIN FLOOR
SCALE: 1/4" = 1'-0"

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DESIGN CONCEPT ONLY

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NOT FOR CONSTRUCTION
REVIEW PLAN BEFORE PRICING

☐ BID PLAN
NOT FOR CONSTRUCTION
ONLY FOR PRICING

☒ FINAL PLAN
VERIFY PLAN DATE WITH ALL
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GENERAL NOTES:



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PROPOSED NEW PROJECT:
**STURGEON BAY
NEST**

REVISION DATES:	
△	6/1/22
△	7/1/22
△	9/28/22
△	11/30/22
△	
△	

Sturgeon Bay Res.

SHEET NUMBER
A3

[illegible]

A4

5

5

**RULES OF PROCEDURE
AESTHETIC DESIGN & SITE PLAN REVIEW BOARD
CITY OF STURGEON BAY, WISCONSIN**

SECTION 1. GENERAL GOVERNING RULES.

The Aesthetic Design & Site Plan Review Board of the City of Sturgeon Bay, Wisconsin, (hereinafter "Board") shall be governed by s. 20.43 of the Sturgeon Bay Zoning Code and by the rules of procedure hereinafter set forth. Whenever any conflict shall exist between these rules and the laws of the state or ordinances of the City, the state laws and local ordinances shall prevail.

SECTION 2. OFFICERS AND DUTIES.

- A. Selection of Officers. Unless otherwise appointed by the mayor, the Chair and Vice-Chair of the Board shall be selected by the members of the Board. At the first meeting of the Board after May 1, the Board shall elect one of its members as Chair and another as Vice-Chair. The Community Development Director, or his/her designee shall serve as Secretary.
- B. Duties of the Chair. The duties of the Chair shall be:
- (1) To preside at all meetings of the Board;
 - (2) To decide all points of procedure, unless otherwise directed by a majority vote of the board; and
 - (3) To supervise the work of the Secretary.
 - (4) To review and act upon minor projects consistent with Section 5 of these Rules of Procedure.
- C. Duties of the Vice-Chair. The Vice-Chair shall perform the duties of the Chair whenever the Chair is absent from a meeting or has relinquished the Chair due to a conflict of interest.
- D. Duties of the Secretary. The Secretary shall coordinate the clerical work of the Board; shall prepare agendas, notices, minutes and other official records for the Board; and shall record the official minutes and the votes of all members.

SECTION 3. MEETINGS.

- A. Open to the Public. All meetings and hearings of the Board shall be open to the public, except as otherwise authorized under State law.
- B. Regular Meetings. Regular meetings will be held on the 1st 2nd and 3rd 4th Mondays of each month at 6 pm when there is business to conduct. Each member shall be provided with an agenda at least four days prior to each regular meeting.
- C. Special Meetings. Special meetings may be called by the Chair or by the Secretary at the request of 2 members. Notice of a special meeting must be mailed provided to each member at least 48 hours prior to the time set for the meeting, or announcement of the meeting must be made at any meeting at which all members are present.

- D. Quorum. A quorum for any meeting or hearing shall consist of 3 4 members.

SECTION 4. APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS.

- A. Forms. Every application shall be made upon forms furnished by the Secretary, which have been approved by the Board. The applicant shall provide all information requested on the form and any additional information requested in writing by the Chair or Secretary which is necessary to inform the Board of the nature of the proposed work. Failure to supply such information shall be grounds for dismissal of the application.
- B. Notice of meeting. The applicant shall be notified of the meeting time and place. In addition, notice of the meeting shall be mailed by regular mail to the owners of property that abuts the subject property not less than 5 days prior to the day of the hearingmeeting. Failure of an abutting ~~or adjacent~~ property owner to receive notice shall not invalidate a decision of the Board.
- C. Appearances. The applicant and/or agent(s) for the applicant shall be afforded the opportunity during the meeting to present the proposed project and answer any questions of the Board. ~~The applicant may appear in person and/or by his/her agent.~~ Other members of the public in attendance shall also be given a chance to present their views on the propose project. The chair may set reasonable time limits and procedures for the applicant and public members to present their views.
- D. Hearings. Hearings shall generally not be required for applications for certificates of appropriateness. However, at the discretion of the Chair, a public hearing may be held during any regular or special meeting. Public notices of the hearing shall posted and published in the official newspaper as a class 1 notice, unless otherwise required under the municipal code or state statute.
- E. Voting. The Board shall review the application during its meeting and shall vote to grant, conditionally grant, or deny a certificate of appropriateness either at the same or subsequent meeting. A majority vote of the members voting shall be required to approve an application for a certificate of appropriateness. No Board member shall participate in the decision of, or vote upon any case in which he/she shall have a conflict of interest.
- F. Form of Decision. If the application is approved, a certificate of appropriateness stating the project approved and any conditions shall be prepared and signed and by the Chair and Secretary. Such certificate shall be delivered or mailed to the applicant. If the application is denied, the applicant shall be notified in writing by the Secretary. The denial notice shall include a summary of the factors for the denial and shall inform the applicant of the right to appeal the decision to the Common Council. The Secretary or staff shall notify the applicant of the Board's decision by first class mail within 3 working days of the date of the decision.
- G. Resubmission. No application which has been denied shall be considered again within one year of the Board's decision, except by motion to reconsider made by a member voting with the majority, or unless modifications are made to the proposed project.

SECTION 5. MINOR PROJECTS.

The Chair of the Board may (but is not required to) grant certificates of appropriateness for projects that are deemed to be minor in scope and which do not have significant impact on the use or aesthetics of the subject property or adjoining properties. Any certificates of appropriateness granted by the Chair shall be compiled by the Secretary and presented to the Board at the next meeting.

SECTION 6. DESIGN GUIDELINES

Decisions by the Board regarding applications for certificates of appropriateness shall be informed by the set of design guidelines adopted by the Sturgeon Bay Common Council, but the Board is not bound solely by those criteria. The Board may periodically make recommendations to the Common Council to add, delete, or modify specific design guidelines. The Board may also recommend specific design criteria for geographic regions of the City that are in addition to, or in lieu of, criteria for the City as a whole.

SECTION 7. AMENDMENTS.

These rules may be amended or revoked by a majority vote of the Board at any meeting, provided written notice of the proposed amendment or change is given to each member at least 10 days before such meeting. Suspension of the rules may be ordered at any meeting by a vote of not less than 4.5 members.