

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

Monday, June 12, 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 April 10, 2023.
4. Consideration of: Review of fence permit application by Robin Vallow for 120' long fence along south property line at 434 N. 3rd Avenue, parcel #281-62-02000402.
5. List of Certificates of Appropriateness approved by Chair.
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

Matt Fox

Rick Wiesner

Pam Jorns

6/7/2023
2:30 p.m.
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AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD
Monday, April 10, 2023

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, Thad Birmingham, Mark Struck, Pam Jorns, Matt Fox and Dave Augustson were present. Staff present were Community Development Director Marty Olejniczak, Planner/Zoning Administrator Stephanie Servia and Community Development Administrative Assistant Cindy Sommer.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from February 27, 2023.
4. Consideration of: Building design and site plan review for The Muse development located at 330 Jefferson Street, parcel #281-10-85380604B.
5. List of Certificates of Appropriateness approved by Chair.
6. Adjourn.

All ayes. Motion carried.

Approval of minutes from February 27, 2023: Moved by Ms. Schopf, seconded by Ms. Jorns to approve the minutes. All ayes. Motion carried.

Consideration of: Building design and site plan review for The Muse development located at 330 Jefferson Street, parcel #281-10-85380604B: Ms. Servia stated that the Muse is a two-story development with a music school/event venue on the first floor and 11 efficiency apartments on the second floor. It is located in the Central Business District on the corner of Jefferson Street and N 3rd Avenue. Staff feels this is a good design plan and recommends approval, although some aspects appear a little plain.

Rick Toyne of 4150 Dunn Road, the project's architect, explained the entire project as shown in the agenda packet. The building will be 2-stories, 66' x 100' and set back 30 feet off of 3rd Avenue. There will be a one-story public restroom area with a dining/event patio off of 3rd Avenue. The sidewalk will be replaced and improved. The main entrance will be on Jefferson Street, however they are requesting that the directional sign that is currently located in front of the proposed main entrance be relocated. There are 26 proposed parking spaces, 16 to be used for tenants and the other 10 for Muse staff or event parking. The small bump-out along the back property line will be screened and used for garbage, recycling, a bike rack and the electric transformer box.

Shirley Weese Young of 30 N. 7th Avenue is the owner and presented the landscape plan, which includes retaining the existing pine trees on the north side, the street tree on the west side and the honey locust on the south side. They will be adding evergreens, lindens and other attractive, robust local varieties to create seasonal interest. Gray, double-wall fiberglass planters will be filled with ivy to cover the exposed side of the bathroom wall. She explained that their landscape plan goes above and beyond the city's requirements. They are also using permeable pavers in earth tones for the parking lot and patio, which will eliminate the need for any storm water plan. The heating and cooling units will be located in the mechanical room and not on the rooftop. They are planning solar panels for energy efficiency. Lighting will be low level LED wall packs above each doorway. The only signage will be on the transom above the main entrance, although they may add something similar for the public restrooms. Ms. Weese Young feels there is already sufficient light for the parking lots from area street lights, although they may add a light near the bike rack if it seems necessary.

Mr. Toyne went on to explain that the Jefferson Street facade will be Belden Rosewood Clear Antique Colonial Molded Face Brick with three rows of soldier course and decorative cornice at the top. The 3rd Avenue façade, with the exception of the public restroom area, will also be matching brick and cornice. The

remaining façade will be matching metal, stucco-like panels that are more cost effective and energy efficient. Windows and doors will have gun-metal gray frames. The Jefferson Street side windows are attractive 3-panel with brick arches on the second story. The apartments on the back side will have 10' x 4' balconies with patio doors and metal railings. There are two access doors to the apartments on the back parking lot side and there will also be one elevator.

The members discussed lighting, snow removal, the effect of the location of the American Transmission Company poles and shade over the patio area.

Motion made by Ms. Jorns to approve the project as presented. Motion seconded by Mr. Birmingham.

Mr. Augustson commented that the 3rd Avenue façade of the building doesn't match the Jefferson Street façade and suggested that the 3-panel windows be extended around the corner and/or that the soldier course be continued around to the 3rd Avenue side of the building. After discussion with the architect, Mr. Augustson amended the motion to include three rows of the soldier course be included on the 3rd Avenue brick portion of the façade. Motion seconded by Ms. Schopf.

A vote was taken on the amendment to the motion. All ayes, motion carried.

A vote was then taken on the original motion as amended. All ayes, motion carried.

List of Certificates of Appropriateness approved by Chair. No comments were made.

Adjourn: Moved by Ms. Jorns, seconded by Mr. Augustson to adjourn. All ayes. Motion carried. The meeting adjourned at 7:07 p.m.

Respectfully submitted,



Cindy Sommer
Community Development
Administrative Assistant

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Staff Report: Garden Gate Bed & Breakfast- 434 N. 3rd Ave

Background: Robin Vallow, the owner of the Garden Gate Bed & Breakfast located at 434 N. 3rd Avenue, is considering erecting a fence consisting of various wooden doors. This property is zoned R-3; however, the B&B is a commercial use which is why it requires approval from the Aesthetic Design and Site Plan Review Board. She wishes to install roughly 120 feet of reclaimed exterior doors as fencing along the south property line. The applicant wishes to have the doors be a combination of white, various natural wood tones, and potentially painted blue. Ms. Vallow has not acquired all of the doors needed to make the fence, but examples of doors to be included are included in her application. She is hoping for direction from the Board.

Considerations: Below are pertinent guidelines for the Board to consider:

- Building materials and design features shall be consistent with the general design theme and/or proposed use of the development.
- Fences and retaining walls shall be surfaced, painted, landscaped, or otherwise treated to blend with their surroundings.

Overall, City Staff believes that a fence comprised of reclaimed doors could create a whimsical and interesting feature of the B & B. If the fence is maintained in a way that looks good, there is no reason to reject the proposed design. However, there is a fine line between a project like this looking artful and attractive versus looking gaudy and unsightly.

If the Board thinks the proposed fence is workable, but wants to see the entire design prior to final approval, it could approve the fence in concept only with the requirement to come back for final approval once the applicant has acquired the doors and is ready to install it. The Board could require yearly maintenance of the fence to ensure that it stays looking nice on both sides.

Prepared By:



Stephanie Servia
Planner / Zoning Administrator

6/5/2023

Date

Reviewed By:



Martin Olejniczak
Community Development Director

6/6/2023

Date

**CITY OF STURGEON BAY
FENCE PERMIT**

I HEREBY REQUEST A PERMIT FOR THE ITEMS SPECIFIED BELOW:

Owner of Premises: Robin Vallow
Address or Legal Description: 434 N. 3rd Ave

Telephone: 920.217.3093

Email: innkeeper@dooncountybb.com

Person/Company Installing fence: Home owner

Telephone: 920.217.3093

Fence Location: South Side of back yard

***** ATTACH DRAWINGS OR PHOTO(S) SHOWING LOCATION AND LAYOUT OF PROPOSED FENCE *****

Fence Requirements:

- (a) **Setbacks.** Fences must be setback at least 3 feet from the traveled edge of a street or alley and at least 18 inches from a public sidewalk. No fence may be placed within the right-of-way of a street or alley right-of-way. Fences are also subject to street vision clearance triangle rules defined in section 11.02(4)(v) of the municipal code.
- (b) **Height.** The overall height of a fence body measured from the finished grade to the highest point of the fence shall not exceed 8 feet, not including the fence post. Fence posts shall not exceed 9 feet.
- (c) **Design.** The finished side of the fence shall face the adjacent property owner. Fences shall not be electrified, contain barbed wire (subject to section 15.095), or any other elements harmful to life or limb. Fences shall be affixed to the ground.
- (d) **Maintenance.** The fence structure and exterior shall be maintained in good repair and appearance. The City is not responsible for any damage to personal property which is caused by maintenance of City infrastructure by Municipal Crews.
- (e) All fences will require a permit from the City prior to construction. Application fees shall be determined and administered from the fee schedule.
- (f) Any fence constructed after January 1, 2022 must comply with this ordinance. Any fence constructed prior and not in conformance with this ordinance may be maintained, but no alteration, or modification or improvement shall be permitted unless the result is conformance with this ordinance.

Fence Material: wooden doors Fence Color: may vary, white,
no more than 6 ins. wood, painted
other

Fence Height (note that height may not exceed 8 feet):

CERTIFICATE OF APPLICANT

I HEREBY CERTIFY THAT I AM FAMILIAR WITH, AND WILL CONFIRM TO ALL THE REQUIREMENTS OF THE STATE CODE, AND CITY OF STURGEON BAY CODE COVERING THE WORK FOR WHICH THIS PERMIT IS REQUESTED, AND THAT I WILL NOTIFY THE CHIEF OF INSPECTION DEPARTMENT WHEN SAID WORK IS READY FOR INSPECTION AS REQUIRED BY SAID CODE.

Signed: Robin Vallow

PERMIT NO. _____ HEREBY ISSUED FOR THE ABOVE DESCRIBED WORK, AND IS TO BE COMPLETED IN ACCORDANCE WITH STATE AND CITY CODES.

PERMIT ISSUED: _____
WORK MUST BE COMPLETED NO LATER THAN _____ OR A NEW PERMIT WILL BE REQUIRED.

FEE: \$50.00

Signed: _____

FOR OFFICE USE ONLY

DATE WORK COMPLETED: _____

INSPECTED: _____

Signed: _____

CITY OF STURGEON BAY

AESTHETIC DESIGN & SITE PLAN REVIEW BOARD

APPLICATION FOR **CERTIFICATE OF APPROPRIATENESS**

Name: Robin Vallow

Owner of Premises: Robin Vallow

Address or Legal Description of Premises:

434 N. 3rd Ave

Statement of Specific Item Requested for Approval:

MAKING A fence out of doors
with small seating in the middle
South side of yard. Doors 120ft.

MAY 30-2023
Date

Robin Vallow
Applicant

Date Received: _____

Staff Signature: _____

Date Approved/Denied: _____



Examples



Examples



Top-View south from 434 N 3rd Ave
Bottom-Lines show proposed fence location

99ft Back Yard

Swing

236.5 ft.

Trees
flowers

Garage

flowers

flowers

Parking

flowers

Drive Way

House
434 N. 3rd Ave

flowers

Guest Parking



flowers



flowers
Guest Parking

SHRUBS

flowers

sidewalk

sidewalk

3rd Avenue

100 ft. trees



Map

Printed 06/02/2023 courtesy of Door County Land Information Office



... from the Web Map of ...
(<http://www.co.door.wi.gov>)
Door County, Wisconsin
... for all seasons!



Door County can not and does not make any representation regarding the accuracy or completeness, nor the error-free nature, of information depicted on this map. This information is provided to users "as is". The user of this information assumes any and all risks associated with this information. Door County makes no warranty or representation, either express or implied, as to the accuracy, completeness, or fitness for a particular purpose of this information. The Web Map is only a compilation of information and is NOT to be considered a legally recorded map or a legal land survey to be relied upon.

Aesthetic Design & Site Plan Review Board

Projects Approved by Chairman

Dates: 4/5/2023 – 6/7/2023

Number	Name	Address	Description	Date	Who Approved
A-12-23	Dromhus	611 Jefferson St	3' x 8' non-illuminated wall sign on SW building façade	4/18/2023	AES Chairman
A-13-23	SB Community Church	515 N 12th Ave	7'7" x 28" x 8' high illuminated monument sign and 19' 10.5" x 5' high wall sign with illuminated logo as per submitted plans with condition that city may require dimmers if city staff deems that sign is too bright at night.	4/14/2023	AES Chairman
A-14-23	YMCA	1900 Michigan St	4 wall signs: Sign #1 – 4' x 26'4" x 4' high non-illuminated wall sign "the Y Peterson Aquatic Center"; Sign #2 – 3' x 3'9" x 3' high backlit wall sign "the Y"; Sign #3 - 4' x 21'1" x 4 high backlit "Timmerman Family Wellness Center the Y"; Sign #4 – 2'7" x 7' 2 5/8" x 2'7" 4; high non-illuminated "the Y Jackie & Steve Kaine Pavilion"	4/28/2023	AES Chairman
A-16-23	Tundra Smoke Shop	1121 Egg Harbor Rd	31.5" x 140.4" replacement face to existing ground sign per submitted plans, with green background and yellow and white backlit lettering.	5/8/2023	AES Chairman
A-17-23	TDA Investments, LLC	1309 N 14th Ave	47"x36" wall sign on east façade; 60"x10" wall address sign on south façade	5/15/2023	AES Chairman
A-18-23	Premier SB Duluth Ave, LLC	901 W. Spruce St.	13'x6' monument with 72"x48" oval "Premier Estates" unit sign per submitted plans.	5/23/2023	AES Chairman