



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, OCTOBER 4, 2022  
6:00 P.M.  
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST  
DAVID J. WARD, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Public Comment on agenda items only.
6. Consideration of the following bills: General Fund – \$52,016.84, Capital Fund - \$4,316.95, Cable TV - \$5,361.25, TID #5 - \$34,416.00, Solid Waste Enterprise Fund - \$5,637.91, and Compost Site Enterprise Fund - \$14,203.75 for a grand total of \$115,952.70. [roll call]
7. **CONSENT AGENDA**

\* All items listed with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.

\* a. Approval of 9/20/22 regular Common Council minutes.

\* b. Place the following minutes on file:

- (1) Local Arts Board – 8/10/22
- (2) Finance/Purchasing & Building Committee – 9/13/22
- (3) Parking & Traffic Committee – 9/19/22
- (4) City Plan Commission – 9/21/22

\* c. Place the following reports on file:

- (1) Fire Department Report – August 2022

\* d. Consideration of: Beverage Operator's licenses.

\* e. Consideration of: Approval of Class B Beer and Class C Wine license.

\* f. Parking & Traffic Committee recommendation re: Removing two parking spaces adjacent to the 101 N. 4<sup>th</sup> Ave property, just south of the driveway, and include signage that reads No Parking Between Signs.

8. **Mayoral Appointments.**
9. **Second reading of ordinance re: Repeal and recreate Section 7.20(2) of the Municipal Code (Nonmoving Violations.)**
10. **City Plan Commission recommendation re: Approve a Comprehensive Plan amendment to change the Future Land Use designation from Agricultural/Rural to Regional Commercial for parcel #020-0113272522 (A-C) located at 6639, 6663, and 6703 State Highway 42/57 in Town of Nasewaupee.**
11. **First reading of ordinance re: Amend the Sturgeon Bay Comprehensive Plan.**
12. **City Plan Commission recommendation re: Approve a zoning map amendment from Single Family Residential (R-1) to Single Family Residential (R-2) for property located on the east end of Alabama Place, parcel #281-62-10000116.**
13. **First reading of ordinance re: Rezone parcel 281-62-10000116 located on the east end of Alabama Place.**
14. **City Plan Commission recommendation re: Approve a zoning map amendment from General Commercial (C-1) to Mixed Residential Commercial (C-5) for Andrew Loch's property located on the east side of W. Spruce Street, parcel 281-46-65090102 and the Snug Harbor property located at 60 Green Bay Road, parcel 281-64-63000101.**
15. **First reading of ordinance re: Rezone parcel 281-46-65090102 located on the east side of W. Spruce St and parcel 281-64-63000101 located at 60 Green Bay Road.**
16. **Consideration of: Accept Petition for Direct Annexation by Unanimous Approval from Fleet Farm Group LLC/Kerscher/Kerscher REV Trust and forward to City Plan Commission.**
17. **Parking & Traffic Committee recommendations re: Accept payment in lieu of parking at 339 Louisiana St at the cost of \$1,300 per space, for a total of \$2,600.**
18. **City Administrator report.**
19. **Mayor's report.**
20. **Adjourn.**

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

9:30-22

Time:

12:00 pm

By:

MM

NOTE: COUNCIL CHAMBERS WILL BE OPEN TO THE PUBLIC TO OBSERVE AND RENDER PUBLIC COMMENT ON AGENDA ITEMS ONLY. THE MEETING WILL BE LIVESTREAMED AT <https://sbtv.viebit.com/> AND CABLE ACCESS CHANNEL 988.

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/04/2022

| VENDOR #                        | NAME                     | ITEM DESCRIPTION               | ACCOUNT #        | AMOUNT DUE |
|---------------------------------|--------------------------|--------------------------------|------------------|------------|
| -----                           |                          |                                |                  |            |
| GENERAL FUND                    |                          |                                |                  |            |
| GENERAL FUND                    |                          |                                |                  |            |
| REVENUE                         |                          |                                |                  |            |
| R0001755                        | JAMES EBBESON            | BOAT SLIP RENTAL REFUND/EBBESN | 01-000-000-46250 | 300.00     |
| R0001756                        | CAROL JENSEN-OLSON       | SHELTER FEE REFND/JENSN OLSN   | 01-000-000-46300 | 98.00      |
| R0001756                        |                          | SHELTER FEE REFND/JENSN OLSN   | 01-000-000-24214 | 4.90       |
| R0001756                        |                          | SHELTER FEE REFND/JENSN OLSN   | 01-000-000-24215 | 0.49       |
| R0001757                        | ASHLEY TASSOUL           | SHELTER FEE REFND/TASSOUL      | 01-000-000-46300 | 70.00      |
| R0001757                        |                          | SHELTER FEE REFND/TASSOUL      | 01-000-000-24214 | 3.50       |
| R0001757                        |                          | SHELTER FEE REFND/TASSOUL      | 01-000-000-24215 | 0.35       |
| TOTAL REVENUE                   |                          |                                |                  | 477.24     |
| 2019 CAPITAL EQUIP & PROJ       |                          |                                |                  |            |
| 01761                           | ASSOCIATED TRUST COMPANY | GO PROM NOTE 8.22.19           | 01-000-906-70002 | 475.00     |
| TOTAL 2019 CAPITAL EQUIP & PROJ |                          |                                |                  | 475.00     |
| TOTAL GENERAL FUND              |                          |                                |                  | 952.24     |
| LAW/LEGAL                       |                          |                                |                  |            |
| 16555                           | PINKERT LAW FIRM, LLP    | 08/22 TRAFFIC MATTERS          | 01-110-000-55010 | 3,375.00   |
| TOTAL                           |                          |                                |                  | 3,375.00   |
| TOTAL LAW/LEGAL                 |                          |                                |                  | 3,375.00   |
| CITY CLERK-TREASURER            |                          |                                |                  |            |
| 03330                           | VALERIE CLARIZIO         | CONFERENCE MILEAGE/CLARIZIO    | 01-115-000-55600 | 280.80     |
| 17700                           | QUILL CORPORATION        | COLOR PAPER                    | 01-115-000-52800 | 140.94     |
| 17700                           |                          | LABELS/ENVELOPES               | 01-115-000-51950 | 70.27      |
| TOTAL                           |                          |                                |                  | 492.01     |
| TOTAL CITY CLERK-TREASURER      |                          |                                |                  | 492.01     |
| ADMINISTRATION                  |                          |                                |                  |            |
| 17700                           | QUILL CORPORATION        | IVORY PARCHMENT PAPER          | 01-120-000-51950 | 23.29      |
| 17700                           |                          | DRAWER ORGANIZER               | 01-120-000-51950 | 5.29       |
| TOTAL                           |                          |                                |                  | 28.58      |
| TOTAL ADMINISTRATION            |                          |                                |                  | 28.58      |
| MUNICIPAL SERVICES ADMIN.       |                          |                                |                  |            |
| 03133                           | CELLCOM WISCONSIN RSA 10 | 08/22 CHAD CELL SERVICE        | 01-145-000-58250 | 181.39     |
| TOTAL                           |                          |                                |                  | 181.39     |
| TOTAL MUNICIPAL SERVICES ADMIN. |                          |                                |                  | 181.39     |

| VENDOR #                       | NAME                           | ITEM DESCRIPTION              | ACCOUNT #        | AMOUNT DUE |
|--------------------------------|--------------------------------|-------------------------------|------------------|------------|
| -----                          |                                |                               |                  |            |
| GENERAL FUND                   |                                |                               |                  |            |
| CITY HALL                      |                                |                               |                  |            |
| 04575                          | DOOR COUNTY HARDWARE           | PUTTY KNIFE/BATTERIES         | 01-160-000-51850 | 27.58      |
| 23730                          | WPS                            | 09/22 421 MICHIGAN ST         | 01-160-000-56600 | 1,687.09   |
| TOTAL                          |                                |                               |                  | 1,714.67   |
| TOTAL CITY HALL                |                                |                               |                  | 1,714.67   |
|                                |                                |                               |                  |            |
| GENERAL EXPENDITURES           |                                |                               |                  |            |
| US BANK                        | US BANK EQUIPMENT FINANCE      | 09/22 FIRE COPIER             | 01-199-000-55650 | 102.25     |
| US BANK                        |                                | 09/22 FIRE COPY OVERAGES      | 01-199-000-55650 | 5.59       |
| US BANK                        |                                | 09/22 ADMIN COPIER            | 01-199-000-55650 | 116.00     |
| US BANK                        |                                | 09/22 ADMIN COPY OVERAGES     | 01-199-000-55650 | 40.67      |
| TOTAL                          |                                |                               |                  | 264.51     |
| TOTAL GENERAL EXPENDITURES     |                                |                               |                  | 264.51     |
|                                |                                |                               |                  |            |
| POLICE DEPARTMENT              |                                |                               |                  |            |
| BUBRICKS                       | BUBRICK'S COMPLETE OFFICE, INC | MISC OFFICE SUPPLIES          | 01-200-000-51950 | 129.44     |
| BUBRICKS                       |                                | MISC OFFICE SUPPLIES          | 01-200-000-51950 | 62.31      |
| PRIMEMED                       | PRIME MEDIA                    | THERMAL CITATION PAPER-SQUADS | 01-200-000-51600 | 154.80     |
| US BANK                        | US BANK EQUIPMENT FINANCE      | 09/22 POLICE COPIER           | 01-200-000-55650 | 213.59     |
| US BANK                        |                                | 09/22 POLICE COPY OVERAGES    | 01-200-000-55650 | 30.40      |
| TOTAL                          |                                |                               |                  | 590.54     |
| TOTAL POLICE DEPARTMENT        |                                |                               |                  | 590.54     |
|                                |                                |                               |                  |            |
| POLICE DEPARTMENT/PATROL       |                                |                               |                  |            |
| 04696                          | DOOR COUNTY TREASURER          | 08/22 FUEL CHARGES            | 01-215-000-51650 | 4,742.96   |
| 19580                          | STREICHERS PROF POLICE EQUIP   | AMMUNITION                    | 01-215-000-51050 | 2,973.24   |
| 22800                          | WALMART                        | SQUAD CLEANING SUPPLIES       | 01-215-000-58550 | 22.21      |
| JIM FORD                       | JIM OLSON FORD-LINCOLN, LLC    | SQUAD 60 MAINTENANCE          | 01-215-000-58600 | 59.36      |
| JIM FORD                       |                                | CSO VEHICLE MAINTENANCE       | 01-215-000-58600 | 59.36      |
| JIM FORD                       |                                | SQUAD 20 MAINTENANCE          | 01-215-000-58600 | 559.86     |
| JIM FORD                       |                                | SQUAD 30 MAINTENANCE          | 01-215-000-58600 | 100.00     |
| NELSON                         | NELSON TACTICAL                | UNIFORM PANTS/HAACK           | 01-215-000-52900 | 206.00     |
| TOTAL                          |                                |                               |                  | 8,722.99   |
| TOTAL POLICE DEPARTMENT/PATROL |                                |                               |                  | 8,722.99   |
|                                |                                |                               |                  |            |
| STORM SEWERS                   |                                |                               |                  |            |
| 10750                          | PREMIER CONCRETE INC           | CONCRETE                      | 01-300-000-51150 | 607.13     |
| TOTAL                          |                                |                               |                  | 607.13     |
| TOTAL STORM SEWERS             |                                |                               |                  | 607.13     |



DATE: 09/27/1922  
TIME: 11:54:14  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/04/2022

| VENDOR #                   | NAME                           | ITEM DESCRIPTION                | ACCOUNT #        | AMOUNT DUE |
|----------------------------|--------------------------------|---------------------------------|------------------|------------|
| GENERAL FUND               |                                |                                 |                  |            |
| CURB/GUTTER/SIDEWALK       |                                |                                 |                  |            |
| 10750                      | PREMIER CONCRETE INC           | TOOLS                           | 01-440-000-54999 | 44.00      |
| 10750                      |                                | CONCRETE                        | 01-440-000-51200 | 578.25     |
| 10750                      |                                | SIDEWALK CONCRETE               | 01-440-000-51200 | 706.75     |
| TOTAL                      |                                |                                 |                  | 1,329.00   |
| TOTAL CURB/GUTTER/SIDEWALK |                                |                                 |                  | 1,329.00   |
| STREET MACHINERY           |                                |                                 |                  |            |
| 01720                      | ARING EQUIPMENT COMPANY INC    | ALTERNATOR                      | 01-450-000-53000 | 598.00     |
| 02835                      | BROOKS TRACTOR, INC            | WINDOW                          | 01-450-000-53000 | 386.75     |
| 04545                      | DOOR COUNTY COOPERATIVE/NAPA   | CASE GREASE                     | 01-450-000-53000 | 183.75     |
| 04545                      |                                | MATERIALS                       | 01-450-000-53000 | 13.16      |
| 04696                      | DOOR COUNTY TREASURER          | 08/22 FUEL 525.43 GAL           | 01-450-000-51650 | 1,812.73   |
| 04696                      |                                | 08/22 DSL FUEL 722.32 GAL       | 01-450-000-51650 | 3,276.45   |
| ADVAUTO                    | GENERAL PARTS DISTRIBUTION LLC | OIL                             | 01-450-000-52150 | 179.34     |
| ENVIROTE                   | BOGIE ENTERPRISE, INC          | JETTER PIPE                     | 01-450-000-53000 | 254.12     |
| JIM FORD                   | JIM OLSON FORD-LINCOLN, LLC    | FILTER ASSEMBLY                 | 01-450-000-53000 | 23.50      |
| JIM FORD                   |                                | FILTER                          | 01-450-000-53000 | 9.60       |
| MACQUEEN                   | MACQUEEN EQUIPMENT, LLC        | CREDIT                          | 01-450-000-53000 | -271.76    |
| MACQUEEN                   |                                | ROD ENDS                        | 01-450-000-53000 | 71.68      |
| MACQUEEN                   |                                | TURNBUCKLES                     | 01-450-000-53000 | 325.24     |
| O'REILLY                   | O'REILLY AUTO PARTS-FIRST CALL | ROTOR TURNED                    | 01-450-000-53000 | 50.00      |
| O'REILLY                   |                                | HYDRAULIC HOSE                  | 01-450-000-53000 | 136.56     |
| PRECAUTO                   | PRECISION AUTO GLASS           | WINDSHIELD INSTALL              | 01-450-000-58600 | 250.00     |
| PRECAUTO                   |                                | ADHESIVE                        | 01-450-000-58600 | 25.00      |
| TOTAL                      |                                |                                 |                  | 7,324.12   |
| TOTAL STREET MACHINERY     |                                |                                 |                  | 7,324.12   |
| CITY GARAGE                |                                |                                 |                  |            |
| 18950                      | SAFETY-KLEEN SYSTEMS, INC      | PARTS CLEANER                   | 01-460-000-58999 | 276.93     |
| O'REILLY                   | O'REILLY AUTO PARTS-FIRST CALL | CLEANING SUPPLIES               | 01-460-000-54999 | 31.25      |
| TOTAL                      |                                |                                 |                  | 308.18     |
| TOTAL CITY GARAGE          |                                |                                 |                  | 308.18     |
| HIGHWAYS - GENERAL         |                                |                                 |                  |            |
| CHRISTEN                   | CHARLES N. CHRISTENSEN         | 09/22 WORK BOOT/CHRISTENSEN     | 01-499-000-56800 | 75.92      |
| DELFOSSSE                  | KYLE DELFOSSSE                 | SAFETY BOOT REIMBURSE/DELFOSSSE | 01-499-000-56800 | 226.83     |
| TOTAL                      |                                |                                 |                  | 302.75     |
| TOTAL HIGHWAYS - GENERAL   |                                |                                 |                  | 302.75     |
| PARK & RECREATION ADMIN    |                                |                                 |                  |            |

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| VENDOR #              | NAME                         | ITEM DESCRIPTION              | ACCOUNT #        | AMOUNT DUE |
|-----------------------|------------------------------|-------------------------------|------------------|------------|
| -----                 |                              |                               |                  |            |
| GENERAL FUND          |                              |                               |                  |            |
| 17700                 | QUILL CORPORATION            | TONER                         | 01-500-000-51250 | 103.98     |
|                       |                              | TOTAL                         |                  | 103.98     |
|                       |                              | TOTAL PARK & RECREATION ADMIN |                  | 103.98     |
| PARKS AND PLAYGROUNDS |                              |                               |                  |            |
| 04545                 | DOOR COUNTY COOPERATIVE/NAPA | BATTERY                       | 01-510-000-58600 | 90.99      |
| 04696                 | DOOR COUNTY TREASURER        | 08/22 FUEL 766.11 GAL         | 01-510-000-51650 | 2,643.08   |
| 04696                 |                              | 08/22 DSL FUEL 164.22 G       | 01-510-000-51650 | 744.90     |
| 22800                 | WALMART                      | KOOL AID-GOOSE CONTROL        | 01-510-000-54999 | 9.54       |
| VIKING                | VIKING ELECTRIC SUPPLY, INC  | LIGHTS                        | 01-510-000-54999 | 604.94     |
| WARNER                | WARNER-WEXEL LLC             | CLEANING SUPPLIES             | 01-510-000-51850 | 656.13     |
|                       |                              | TOTAL                         |                  | 4,749.58   |
|                       |                              | TOTAL PARKS AND PLAYGROUNDS   |                  | 4,749.58   |
| MUNICIPAL DOCKS       |                              |                               |                  |            |
| 19317                 | STONE HARBOR RESORT &        | 2022 DOCK WALL                | 01-550-000-58999 | 540.00     |
| 20070                 | TAPCO                        | 06/22 HOSTING FEE             | 01-550-000-58999 | 50.00      |
| 20070                 |                              | 08/22 HOSTING FEE             | 01-550-000-58999 | 50.00      |
|                       |                              | TOTAL                         |                  | 640.00     |
|                       |                              | TOTAL MUNICIPAL DOCKS         |                  | 640.00     |
| EMPLOYEE BENEFITS     |                              |                               |                  |            |
| CORAGGIO              | ANN LIEBESKIND               | 2ND QTR WELLNESS              | 01-600-000-50550 | 2,250.00   |
| CORAGGIO              |                              | 3RD QTR WELLNESS              | 01-600-000-50550 | 2,250.00   |
|                       |                              | TOTAL                         |                  | 4,500.00   |
|                       |                              | TOTAL EMPLOYEE BENEFITS       |                  | 4,500.00   |
|                       |                              | TOTAL GENERAL FUND            |                  | 36,186.67  |
| CAPITAL FUND          |                              |                               |                  |            |
| GENERAL EXPENDITURES  |                              |                               |                  |            |
| GREAT TV              | GREAT LAKES TV SEAL INC.     | STORM SEWER INSPECT-MIDWEST   | 10-199-000-51525 | 904.95     |
|                       |                              | TOTAL                         |                  | 904.95     |
|                       |                              | TOTAL GENERAL EXPENDITURES    |                  | 904.95     |
| PATROL                |                              |                               |                  |            |
| PATROL                |                              |                               |                  |            |

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CITY OF STURGEON BAY  
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| VENDOR #                          | NAME                         | ITEM DESCRIPTION               | ACCOUNT #        | AMOUNT DUE |
|-----------------------------------|------------------------------|--------------------------------|------------------|------------|
| -----                             |                              |                                |                  |            |
| CAPITAL FUND                      |                              |                                |                  |            |
| PATROL                            |                              |                                |                  |            |
| PATROL                            |                              |                                |                  |            |
| 13320                             | JEFFERSON FIRE & SAFETY, INC | DIVE TEAM SCUBA EQUIPMENT      | 10-215-000-59999 | 3,312.00   |
| TOTAL PATROL                      |                              |                                |                  | 3,312.00   |
| TOTAL PATROL                      |                              |                                |                  | 3,312.00   |
| STORM SEWERS                      |                              |                                |                  |            |
| EXPENSE                           |                              |                                |                  |            |
| GREAT TV                          | GREAT LAKES TV SEAL INC.     | STORM SEWER INSPECT-CITY PORTN | 10-300-000-59115 | 100.00     |
| TOTAL EXPENSE                     |                              |                                |                  | 100.00     |
| TOTAL STORM SEWERS                |                              |                                |                  | 100.00     |
| TOTAL CAPITAL FUND                |                              |                                |                  | 4,316.95   |
| CABLE TV                          |                              |                                |                  |            |
| CABLE TV / GENERAL                |                              |                                |                  |            |
| CABLE TV / GENERAL                |                              |                                |                  |            |
| MANN                              | MANN COMMUNICATIONS, LLC     | 10.4.22 CONTRACT               | 21-000-000-55015 | 5,361.25   |
| TOTAL CABLE TV / GENERAL          |                              |                                |                  | 5,361.25   |
| TOTAL CABLE TV / GENERAL          |                              |                                |                  | 5,361.25   |
| TOTAL CABLE TV                    |                              |                                |                  | 5,361.25   |
| TID #5 DISTRICT                   |                              |                                |                  |            |
| TID #5 DISTRICT                   |                              |                                |                  |            |
| TID #5 DISTRICT                   |                              |                                |                  |            |
| ROBBROTH                          | ROBINSON BROTHERS            | ASBESTOS ABATEMENT-SUNSET      | 29-350-000-59143 | 34,416.00  |
| TOTAL TID #5 DISTRICT             |                              |                                |                  | 34,416.00  |
| TOTAL TID #5 DISTRICT             |                              |                                |                  | 34,416.00  |
| TOTAL TID #5 DISTRICT             |                              |                                |                  | 34,416.00  |
| SOLID WASTE ENTERPRISE            |                              |                                |                  |            |
| SOLID WASTE ENTERPRISE FUND       |                              |                                |                  |            |
| SOLID WASTE ENTERPRISE FUND       |                              |                                |                  |            |
| 04545                             | DOOR COUNTY COOPERATIVE/NAPA | GREASE                         | 60-000-000-52050 | 51.78      |
| 04696                             | DOOR COUNTY TREASURER        | 08/22 DSL FUEL 836.40 GAL      | 60-000-000-51650 | 3,916.38   |
| APPLIED                           | APPLIED INDUSTRIALTECH INC   | NITRILE GLOVES                 | 60-000-000-54999 | 347.88     |
| APPLIED                           |                              | SHIPPING                       | 60-000-000-54999 | 54.00      |
| JX ENT                            | JX ENTERPRISES, INC.         | FILTERS                        | 60-000-000-53000 | 836.92     |
| JX ENT                            |                              | FILTERS                        | 60-000-000-53000 | 430.95     |
| TOTAL SOLID WASTE ENTERPRISE FUND |                              |                                |                  | 5,637.91   |
| TOTAL SOLID WASTE ENTERPRISE FUND |                              |                                |                  | 5,637.91   |
| TOTAL SOLID WASTE ENTERPRISE      |                              |                                |                  | 5,637.91   |

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| VENDOR #                           | NAME                      | ITEM DESCRIPTION       | ACCOUNT #        | AMOUNT DUE |
|------------------------------------|---------------------------|------------------------|------------------|------------|
| -----                              |                           |                        |                  |            |
| COMPOST SITE ENTERPRISE FUND       |                           |                        |                  |            |
| COMPOST SITE ENTERPRISE FUND       |                           |                        |                  |            |
| COMPOST SITE ENTERPRISE FUND       |                           |                        |                  |            |
| BUCKLIN                            | BUCKLIN TREE SERVICE, LLC | COMPOST/BRUSH GRINDING | 64-000-000-57700 | 14,203.75  |
| TOTAL COMPOST SITE ENTERPRISE FUND |                           |                        |                  | 14,203.75  |
| TOTAL COMPOST SITE ENTERPRISE FUND |                           |                        |                  | 14,203.75  |
| TOTAL COMPOST SITE ENTERPRISE FUND |                           |                        |                  | 14,203.75  |
| TOTAL ALL FUNDS                    |                           |                        |                  | 100,122.53 |

**MANUAL CHECKS**

|                                     |            |
|-------------------------------------|------------|
| SPECTRUM                            | \$176.94   |
| 09/14/22                            |            |
| Check # 90823                       |            |
| 08/22 Cable Statement Charges       |            |
| 01-160-000-58999                    |            |
| <br>                                |            |
| SECURIAN FINANCIAL GROUP            | \$2,681.04 |
| 09/14/22                            |            |
| Check # 90824                       |            |
| 10/22 Life Insurance                |            |
| 01-600-000-50552                    |            |
| <br>                                |            |
| AT&T FIRST MOBILITY                 | \$1,592.42 |
| 09/14/2022                          |            |
| Check # 90825                       |            |
| 08/22 Police Cellphone Statement    |            |
| 01-215-000-58250                    |            |
| <br>                                |            |
| SPECTRUM                            | \$141.95   |
| 09/19/22                            |            |
| Check # 90826                       |            |
| 08/22 Cable Statement Charges       |            |
| 01-160-000-58999                    |            |
| <br>                                |            |
| EBC                                 | \$181.00   |
| 09/19/22                            |            |
| Check #90827                        |            |
| 09/22 FSA/PEB/COBRA                 |            |
| 01-600-000-50510                    |            |
| <br>                                |            |
| PITNEY BOWES BANK, INC              | \$126.50   |
| 09/19/22                            |            |
| Check # 90828                       |            |
| Quarterly Postage Meter Rental      |            |
| 01-199-000-57250                    |            |
| <br>                                |            |
| SUN LIFE FINANCIAL                  | \$2,224.33 |
| 09/19/2022                          |            |
| Check # 90829                       |            |
| 10/22 Short- & Long-Term Disability |            |
| 01-000-000-21545                    |            |
| <br>                                |            |
| SUPERIOR VISION INSURANCE           | \$909.49   |
| 09/19/2022                          |            |
| Check # 90830                       |            |
| 10/22 Vision Insurance              |            |
| 01-000-000-21540                    |            |

STURGEON BAY SCHOOL DISTRICT  
09/20/22  
Check # 90746  
7/22 & 8/22 Mobile Home Tax Payment  
01-000-000-41300

\$7,796.50

**TOTAL MANUAL CHECKS**

**\$15,830.17**



DATE: 09/27/1922  
TIME: 11:54:14  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/04/2022

| VENDOR #          | NAME                         | ITEM DESCRIPTION      | ACCOUNT # | AMOUNT DUE |
|-------------------|------------------------------|-----------------------|-----------|------------|
| -----             |                              |                       |           |            |
| SUMMARY OF FUNDS: |                              |                       |           |            |
|                   | GENERAL FUND                 | <del>36,186.67</del>  |           | 52,016.84  |
|                   | CAPITAL FUND                 | 4,316.95              |           |            |
|                   | CABLE TV                     | 5,361.25              |           |            |
|                   | TID #5 DISTRICT              | 34,416.00             |           |            |
|                   | SOLID WASTE ENTERPRISE       | 5,637.91              |           |            |
|                   | COMPOST SITE ENTERPRISE FUND | 14,203.75             |           |            |
|                   |                              | -----                 |           |            |
|                   | TOTAL --- ALL FUNDS          | <del>100,122.53</del> |           | 115,952.70 |

Helen Bacon Sept 27, 2022  
Jan Alt 9/27/2022

COMMON COUNCIL  
September 20, 2022

A meeting of the Common Council was called to order at 6:00 p.m. by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Bacon, Statz, Williams, Gustafson, Nault, and Wiederanders were present. Reeths was excused.

Williams/Nault to adopt the agenda. Carried.

The following people spoke during public comment: Jay Renstrom, 34 Bluebird Dr; Chris Kellems, 120 Alabama St.

A granary update was presented by Nicole Mattson and Laurel Hauser.

Bacon/Wiederanders to approve following bills: General Fund – \$1,689,703.33, Capital Fund - \$30,871.27, TID #2 - \$2,123,850.00, TID #3 - \$92,095.00, TID #4 - \$197,726.25, Solid Waste Enterprise Fund - \$27,327.36 and Compost Site Enterprise Fund - \$217.97 for a grand total of \$4,161,791.18 and to further recommend payment of invoices to Davis Kuelthau for legal services in the amount of \$13,079.12 for an adjusted total of \$4,174,870.30. Roll call: All voted aye. Carried.

Wiederanders/Statz to approve consent agenda:

- a. Approval of 9/6/22 regular Common Council minutes.
- b. Place the following minutes on file:
  - (1) Local Arts Board – 6/15/22
  - (2) Bicycle & Pedestrian Advisory Board – 8/8/22
  - (3) Community Protection & Services Committee – 8/11/22
  - (4) Finance/Purchasing & Building Committee – 8/30/22
- c. Place the following reports on file:
  - (1) Police Department Report – August 2022
  - (2) Revenue & Expense Report – August 2022
  - (3) Bank Reconciliation – August 2022
- d. Consideration of: Beverage Operator licenses.
- e. Consideration of: Approval of Class A Beer and Class A Liquor license.
- f. Consideration of: Approval of Temporary Class B Beer and Temporary Class B Wine license.
- g. Consideration of: Approval of Street Closure Application from Sturgeon Bay High School.
- h. Finance/Purchasing & Building Committee recommendation re: Approve the purchase and installation of a FLIR thermal camera from Bay Marine in the amount of \$9,220.
- i. Finance/Purchasing & Building Committee recommendation re: Repeal and recreate Section 7.20(2) of the Municipal Code to reflect the Non-Moving Violations forfeiture changes.

Carried.

There were no mayoral appointments.

Bacon/Williams to read in title only and adopt the second reading of ordinance re: Rezone Parcel #281-68-18000307B from Agricultural to Two-Family Residential. Carried.

Williams/Nault to read in title only for the first reading of ordinance re: Repeal and recreate Section 7.20(2) of the Municipal Code (Nonmoving violations.) Carried.

Statz/Bacon to adopt the resolution authorizing improvements and Levying Special Assessments Against Benefitted Property for Alley W14 on the north side of the alley from west side of parking lot for Kitt O'Reilly's Irish Pub to S. Neenah Ave. Carried.

Gustafson/Wiederanders to adopt the resolution authorizing Improvements and Levying Special Assessments Against Benefitted Property North 14<sup>th</sup> Avenue: west side of roadway from Egg Harbor Rd to Bluebird St and Rhode Island Street: north side of roadway from City of Sturgeon Bay softball fields to S. 14<sup>th</sup> Ave. Carried.

Bascon/Williams to adopt resolution increasing fees for Driveway, Demolition, Moving Permits, Special Assessment Letters and Nonmoving Violation Fees. Carred.

The City Administrator gave his report.

Mayor Ward gave his report.

After Mayor Ward announced the statutory basis, Nault/Gustafson to convene in closed session in accordance with the following exemption: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e) Consideration of: Right of way acquisition of real estate connecting Grant Avenue and Sawyer Drive. Roll call: Carried. The meeting moved to closed session at 6:40 pm and the meeting adjourned in closed session at 7:04 pm.

Respectfully submitted,

A handwritten signature in cursive script, reading "Stephanie L. Reinhardt".

Stephanie L. Reinhardt  
City Clerk/HR Director



CITY OF STURGEON BAY  
LOCAL ARTS BOARD MEETING  
Wednesday, August 10<sup>th</sup>, 2022  
Council Chambers, City Hall, 421 Michigan Street  
8:30 A.M.

A meeting of the Local Arts Board was called to order at 8:31 A.M., by Chairperson/Alder Helen Bacon in Council Chambers, City Hall, 421 Michigan Street.

**Roll Call [1]:** Members present were Alder Helen Bacon, Claire Morkin, Margaret Lockwood, and melaniejane. Stephanie Trenchard was excused. Director of Municipal Services Mike Barker and City Administrative Assistant Suzanne Miller were also in attendance.

**Adoption of the Agenda [2]:** Moved by Morkin and seconded by melaniejane to adopt the following agenda.

1. Roll Call
2. Adoption of the agenda
3. Review of Minutes from June 15, 2022
4. Public comment on agenda items
5. Chair's report
6. Discussion and update on the Wisconsin Sea Grant mural
7. Discussion of Local Arts Board page on City website
8. Adjourn

All in favor. Carried.

**Review of Minutes from June 15, 2022 [3]:** melaniejane moved the minutes be amended to reflect the discussion regarding moving forward with the Local Arts Board website. Second provided by Morkin. All ayes. Motion carried.

**Public comment on agenda items [4]:** No public comments.

**Chair's report [5]:**

- a. Discussions with Nathan Hatch (sculpture entitled Horizon) revealed artist would like piece to be purchased, though a loan is not off the table. JR Jarosh (Edgewood Orchard Galleries) would prefer the piece be purchased.
- b. An artist stipend for loaned pieces was considered at the Joint Parks & Recreation Board/Committee meeting and approved by the Common Council. They agreed upon 2 stipends per year at \$750.00 each. Also approved was a \$750.00 stipend for Steven Haas (Crosswind Approach), which will be paid in 2023.
- c. Chair Bacon discussed an operating budget with Municipal Services Director Mike Barker. \$5,000 was agreed upon for 2023. This proposed budget will have to go through the budget approval process.
- d. Also, discussed was the difference between the \$10,000 line-item in the capital budget that Mayor Ward hopes will accumulate and be put toward commissioning an art piece or traveling exhibit, and the proposed operating budget, which would be used for stipends, installation materials, celebrations, etc.

- e. The "Paint by Numbers" mural, *Produce and Pollinators*, by Erin LaBonte at Bayside Bargains was completed with community participation during sidewalk sales. The City is working on revising the sign ordinance.

**Discussion and update on the Wisconsin Sea Grant mural [6]:** Erin LaBonte was chosen from 10 candidates by Sea Grant to create the mural panels. Her proposal was favored as it was about water, was scientifically correct, was in budget, and she committed to completing it on time. The panels should be hung on City Hall before mid-September and an official unveiling held in early October. The panels will stay in place for 2 years. An additional piece featuring the sunken ships at Bullhead Point, but installed elsewhere in the City, is being considered by Sea Grant.

**Discussion of webpage for Local Arts Board [7]:** Bacon recommended Board members view the Green Bay and Eau Claire sites. Ideas for content, QR codes linking existing public art to related information on the website, and the unique challenges encountered when using websites on a smart phone were discussed. melaniejane will contact Reinhardt again requesting they meet to discuss the City website's platform and abilities.

**Possible Items for next month's agenda:**

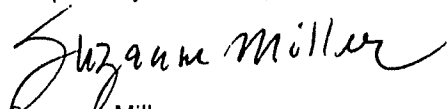
- Continued discussion of Local Arts Board website.
- Follow up on Sea Grant mural.
- Discussion of how to create/post a "Call for Artists" for a new loaned sculpture as the Steven Haas/Crosswind approach loan ends in 2023.

**Next Meeting Date: Wednesday, September 14, 2022 @ 8:30 A.M. – Council Chambers, City Hall.**

**Motion to adjourn [8]:** by Lockwood and second by Trenchard.

All in favor. Motion carried. Meeting adjourned at 9:34 A.M.

Respectfully submitted,



Suzanne Miller

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**September 13, 2022**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, Wiederanders and Williams were present. Also present: City Administrator Van Lieshout, City Treasurer/Finance Director Clarizio, City Engineer Shefehik, City Clerk Reinhardt. Assistant Police Captain Brinkman and Office Accounting Assistant II Metzger.

A motion was made by Alderperson Williams, seconded by Alderperson Wiederanders to adopt the following agenda.

- 1. Roll call.
- 2. Adoption of agenda.
- 3. Public comment on agenda items and other issues related to finance & purchasing.
- 4. Consideration of: Revise Fees for Driveway, Demolition and Moving Permits.
- 5. Consideration of: Revise Special Assessment Letter Fees.
- 6. Consideration of: Revise Nonmoving Parking Violation Fees. (Forwarded by Community Protection & Services Committee for Fee Changes)
- 7. Review bills.
- 8. Adjourn.

No one spoke during public comment on agenda items and other issues related to finance & purchasing.

Consideration of: Revise Fees for Driveway, Demolition and Moving Permits.

City Administrator Van Lieshout explained that prior to the budget process for 2023, fees were reviewed to determine which are no longer accurate and which are not recovering costs associated with administration. The driveway, demolition and moving permits were identified and reviewed by the City Engineer who administers the permits. He recommended increasing the driveway permit from \$25 to \$50, and both the demolition and moving permits from \$25 to \$100. The demolition permit requires coordination between various entities such as, SBU, WPS, DOT and requires a great deal of time by the City Engineer. Mr. Van Lieshout noted that these permits are very specific and tailored to the project.

Alderperson Williams commented that the fee is for the work involved to process the permit, not the scope of the project itself.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to forward a resolution to the Common Council to approve the Driveway, Demolition and Moving permit fee increases as follows:

| <u>Permit</u> | <u>Current Rate</u> | <u>Proposed Rate</u> |
|---------------|---------------------|----------------------|
| Driveway      | \$25.00             | \$50.00              |
| Demolition    | \$25.00             | \$100.00             |
| Moving        | \$25.00             | \$100.00             |
| Carried.      |                     |                      |

Consideration of: Revise special Assessment Letter Fees:

City Administration Van Lieshout explained that when a real property is transacted, the title companies send a request to the City verifying if there are any special charges against the property. The City researches the request then provides a detailed statement to the title company verifying the presence or absence of special charges. The recommendation is to increase the current fees for this service from \$25 for three day turn around to \$45, and the one day turn around from \$35 to \$100.



Moved by Alderperson Wiederanders, seconded by Alderperson Williams to forward a resolution to the Common Council to approve the Special Assessment Letter fee increase as follows:

| <u>Fee</u>                | <u>Current Rate</u> | <u>Proposed Rate</u> |
|---------------------------|---------------------|----------------------|
| Special Assessment Letter |                     |                      |
| 3-day turn around         | \$25.00             | \$45.00              |
| 1-day turn around         | \$35.00             | \$100.00             |

Carried.

Consideration of: Revise Nonmoving Parking Violation Fees (Forwarded by Community Protection & Services Committee for Fee Changes).

Alderperson Williams stated the Community Protection & Services Committee recommended raising the parking ticket fines from \$15 to \$25 and the late fee from \$25 to \$35. The fees were last increased in 2003.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to forward a resolution to the Common Council to approve the Nonmoving Parking Violation fee increase as follows:

| <u>Fee</u>                  | <u>Current Rate</u> | <u>Proposed Rate</u> |
|-----------------------------|---------------------|----------------------|
| Nonmoving Parking Violation | \$15.00             | \$25.00              |
| Late Fee                    | \$25.00             | \$35.00              |

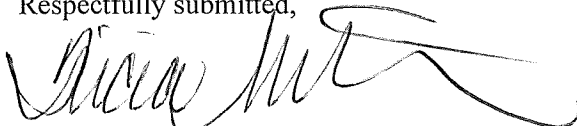
Carried.

Review bills

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to approve the bills as presented and forward to the Common Council for payment. Carried.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting 4:18pm.

Respectfully submitted,

  
Tricia Metzger

A meeting of the Parking & Traffic Committee was called to order at 4:30 p.m. by Chairperson Reeths in Council Chambers, City Hall, 421 Michigan Street.

Members Kirsten Reeths, Spencer Gustafson and Dennis Statz were present. Also present: City Engineer Chad Shefchik, Community Development Director Marty Olejniczak and City Administrator Josh Van Lieshout.

Moved by Ald. Statz, seconded by Ald. Gustafson to adopt the following agenda:

1. **Roll call.**
2. **Adoption of agenda.**
3. **Approval of minutes from July 11, 2022.**
4. **Public comment.**
5. **Consideration of: Sign obstructing view of traffic at 101 N. 4<sup>th</sup> Ave.**
6. **Consideration of: Payment in lieu of parking for 339 Louisiana St.**
7. **Consideration of: Updating City of Sturgeon Bay's Bicycle Master Plan with quote**
8. **Adjourn.**

All in favor. Carried.

Moved by Ald. Reeths, seconded by Ald. Gustafson to approve the minutes from July 11, 2022. All in favor. Carried.

**Public comment.**

No public comment.

**Consideration of: Sign obstructing view of traffic at 101 N. 4<sup>th</sup> Ave.** Ald. Reeths explained that this issue was first brought forward by Ald. Statz, who was concerned about the visibility at this corner. Municipal Services Director Mike Barker had placed No Parking cones there on August 29 for one week. Ald. Reeths noted people were just moving the cones and felt that did not work. Ald. Gustafson stated that with no cars parked in the two stalls at that location, it did help somewhat. Discussion took place on the accident history there, as well as other intersections near there. Ald. Statz said he hated to lose the parking, but thought it would improve visibility. Mr. Shefchik and Mr. Olejniczak agreed that having the property owner take down the sign at 101 N. 4<sup>th</sup> Ave. would not be beneficial, and that placing No Parking signs there and removing the two stalls would have the least impact to the public, as well as the budget.

Moved by Ald. Gustafson, seconded by Ald. Statz to remove the two parking spaces adjacent to the 101 N. 4<sup>th</sup> Ave. property, just south of the driveway, and include signage that reads No Parking Between Signs. All in favor. Carried.

**Consideration of: Payment in lieu of parking for 339 Louisiana St.** Mr. Olejniczak explained Mr. Tim Beck would like to establish one unit of residential housing above 339 Louisiana St., which would require two off street parking spaces and there is nowhere to put them currently, which is why he is requesting to make payment in lieu of parking. The tenants would have to find their own legal parking and purchase a Winter Parking Permit in the winter. The typical fee is \$1,300.00 per space, for a total of \$2,600.00.

Moved by Ald. Gustafson, seconded by Ald. Statz to accept payment in lieu of parking at 339 Louisiana St. at the cost of \$1,300.00, for a total of \$2,600.00. All in favor. Carried.

**Consideration of: Updating City of Sturgeon Bay's Bicycle Master Plan with quote.** Ald. Reeths explained this item was brought forward for consideration from the Bike & Pedestrian Committee, because the current plan hadn't been updated in thirteen years. Discussion took place, and it was decided to have City staff work with the Bike & Pedestrian Committee to update the Bicycle Master Plan. If staff and the committee felt help from a consultant is needed, the cost will be added to a future year's budget.

Moved by Ald. Statz, seconded by Ald. Reeths to have staff work on any updates of the City of Sturgeon Bay Bicycle Master Plan.

Moved by Ald. Gustafson, seconded by Ald. Statz to adjourn. Meeting adjourned at 5:06 p.m.

Respectfully Submitted,



Colleen DeGrave

Municipal Services Administrative Assistant

**CITY PLAN COMMISSION MINUTES**  
**September 21, 2022**

A meeting of the City Plan Commission was called to order at 6:00 p.m. on Wednesday, September 21, 2022, by Chairperson David J. Ward in Council Chambers, City Hall, 421 Michigan Street, Sturgeon Bay.

**Roll Call (#1):** Members David Ward, Helen Bacon, Dennis Statz, Kirsten Reeths, Mark Holey and Jeff Norland were present. Member Debbie Kiedrowski was absent. Staff present were City Administrator Josh Van Lieshout, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Christopher Sullivan-Robinson, and Community Development Administrative Assistant Cindy Sommer.

**Agenda (#2):** Motion by Mr. Statz and seconded by Mr. Norland to accept the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from August 17, 2022.
4. Public comment on non-agenda Plan Commission related items.
5. Consideration of: Comprehensive Plan amendment to change the Future Land Use designation from Agricultural/Rural to Regional Commercial for property located at 6639 & 6663 State Highway 42/57 in the Town of Nasewaupée.
  - a. Presentation
  - b. Public Hearing
  - c. Consideration/Recommendation
6. Consideration of: Zoning map amendments from C-1 to C-5 for two parcels at the southeast corner of S. Lansing Ave/ on the east side of W. Spruce Street, parcel #281-46-65090102 and 60 Green Bay Road, parcel # 281-64-63000101. (Note: The Plan Commission will not make a recommendation at this meeting, unless a motion is made and passed by ¾ of the members present to act on the request at this meeting.)
  - a. Presentation
  - b. Public Hearing
  - c. Consideration/Recommendation
7. Consideration of: Zoning map amendment petition by Sturgeon Bay Plan Commission from R-1 to R-2 for parcel at east end of Alabama Place –parcel #281-62-10000116. (Note: The Plan Commission will not make a recommendation at this meeting, unless a motion is made and passed by ¾ of the members present to act on the request at this meeting.)
  - a. Presentation
  - b. Public Hearing
  - c. Consideration/Recommendation
8. Consideration of: Initial presentation of zoning map amendment petition by Dave Phillips of Bayland Buildings from Agricultural (A) to Multiple-Family Residential (R-4) for property parcel #281-70-32001410G located at 1361 N. 14<sup>th</sup> Avenue, to allow the construction of a 22-unit apartment building.
9. Consideration of: Conceptual Planned Unit Development for E & I Property Investments, LLC, to allow for the construction development of two-family dwellings on property 49 duplexes on an 11-acre site located on the north side of Colorado Street, parcel #281-62-08000117.
10. Adjourn.

All ayes, motion carried.

**Approval of minutes from August 17, 2022 (#3):** Motion by Ms. Reeths and seconded by Ms. Bacon to approve the minutes from August 17, 2022. All ayes. Motion carried.

**Public Comment on non-agenda Plan Commission related items (#4):** No citizens presented for public comment.

**Comprehensive Plan amendment to change the Future Land Use designation from Agricultural/Rural to Regional Commercial for property located at 6639 & 6663 State Highway 42/57 in the Town of Nasewaupee (#5).** Mr. Sullivan-Robinson explained that this is step 2 in the process to change the Comprehensive Plan for this property located just outside the City. The developer's plan is for a commercial use, but the site is currently Agricultural/Rural so the developer is requesting that the City change the use to Regional Commercial. There are three separate parcels involved, two of which have existing buildings and the other is vacant and being farmed at this time. Commercial uses surround the site along the highway and agriculture is the primary use for the properties in the back. There is a high-voltage transmission line over the west corner and there are also wetlands on the property, both of which could restrict development. The site fits with the request for Regional Commercial because of the highway corridor and the other abutting commercial properties. All of the other lots in the Comprehensive Plan that were reserved for large commercial development have been taken up with other projects, so that leaves the City with no other available properties for this type of use. Staff supports the request for the land use change and Mr. Sullivan-Robinson further explained that there are still other hurdles for the developer to overcome before the property could be developed for Fleet Farm.

Members discussed the location of the transmission line and that the parking lot could go under the line but the building cannot. The Fleet Farm plan would be to use 15-17 acres of the 37.2 acre parcel.

**Public Hearing:** The mayor opened the hearing at 6:14 p.m. Mark Kerscher, the current property owner, spoke and explained that he supports this proposal and hopes for approval of the project.

The mayor closed the public hearing at 6:15 p.m.

**Consideration:** Mr. Norland moved to recommend the Comprehensive Plan amendment to change the future land use designation from Agricultural to Regional Commercial for the subject property. Motion seconded by Ms. Bacon. All ayes, motion carried.

**Zoning map amendments from C-1 to C-5 for two parcels on the east side of W. Spruce Street and 60 Green Bay Road (#6).** Mr. Sullivan-Robinson explained this is the second step for rezoning of the parcel on W. Spruce Street. A second property at 60 Green Bay Road was added after the mayor directed staff at the last meeting to contact nearby property owners to see if they wanted to join this rezoning request. The request is to rezone both parcels from C-1 general commercial to C-5, mixed residential-commercial. Staff recommends approval of the request because it meets the needs of the city as well as the property owners. The options before the Commission are to; 1) vote on the rezoning request at this time for both parcels; 2) treat each parcel separately and vote at this time; or 3) add to the agenda for the next meeting and vote at that time.

**Public Hearing:** The mayor opened the hearing at 6:22 p.m. Chris Lazarevski of 61 W. Spruce Street lives next to the vacant lot that Mr. Loch is requesting be rezoned. Mr. Lazarevski explained that there is a 4' hill between the property lines and he is expressed concern about runoff and erosion control.

The mayor closed the public hearing at 6:23 p.m.

**Consideration:** Mr. Sullivan-Robinson explained that the zoning request change would change the lot line setback from 10 feet to 8 feet, however Mr. Loch will also be requesting a variance from the setback. He further explained that all new buildings must have erosion control measures in place and the City engineer will address storm water management. Mr. Lazarevski was advised that he should contact his alderperson with any concerns.

Mr. Norland motioned to act on this rezoning request at this time. Motion seconded by Mr. Statz. All ayes, motion carried.

Mr. Statz motioned to approve the zoning map amendments from C-1 to C-5 for both parcels. Ms. Reeths seconded motion. All ayes, motion carried.

**Zoning map amendment from R-1 to R-2 for parcel at east end of Alabama Place (#7).** Mr. Olejniczak explained that the city bought this parcel for the right-of-way to extend Alabama Place, which also allows for development of the property into lots. There are restrictive covenants in place that require single family development. The request to amend the zoning map to R-2 would allow for the development of four lots rather than just three with the current R-1 classification. The four lots would be of similar size to those in the nearby neighborhood and also match with the comprehensive plan. The street and lot development would be completed at about the same time as the Cherry/Apple Tree apartment project, which is already approved.

Ms. Bacon indicated she is happy to see some forward motion on this since it has been pending for a while. Mr. Holey would like to have these lots developed into more affordable single family homes in the \$250,000 range rather than the \$400,000 range. Ms. Reeths commented that R-2 zoning would allow for smaller homes than R-1 requires.

**Public Hearing:** The mayor opened the public hearing at 6:34 p.m. No one came forward with comments or questions. The public hearing was closed at 6:35 p.m.

**Consideration:** Mr. Norland made a motion to act on this matter at this time. The motion was seconded by Mr. Holey. All ayes, motion carried.

Ms. Bacon motioned to approve the staff recommendation for the zoning map amendment from R-1 to R-2 for the parcel at the east end of Alabama Place. Motion seconded by Mr. Holey. All ayes, motion carried.

**Initial presentation of zoning map from Agricultural (A) to Multiple-Family Residential (R-4) for property located at 1361 N. 14<sup>th</sup> Avenue (#8).** Mr. Olejniczak explained this is the first step for this project and a public hearing will be scheduled for the next Plan Commission meeting. The property owner previously requested that this parcel be rezoned to commercial use to allow for the construction of storage units on the property, which was approved for the back half of the property, however the Commission suggested the property owner come back with some type of multi-family residential project. Property owner is proposing to put in a 22-unit apartment building with underground garages.

Dave Phillips of Bayland Buildings further explained the project, also noting that the construction of the storage units has been delayed due to this pending project. They eliminated three of the proposed storage units to allow for the new building. Changes to the proposal in the packet would be the addition of two parking spaces and the building would be moved back about 5 feet. The proposal calls for 18 1-bedroom units and four 2-bedroom units. There will be an elevator from the underground parking.

Mr. Norland praised the developer for coming back with a good project. Ms. Reeths questioned if this would be for 55+ housing and the developer explained that it is likely to be available to anyone. The rental rates have not been established yet. Sidewalks could be added by the city at a later date if needed and sewer/water will need DNR and city approval before moving forward. This project will be put on the agenda for a public hearing at the next Plan Commission meeting.

**Conceptual Planned Unit Development for E & I Property Investments, LLC, to allow for the development of two-family dwellings on property located north of Colorado Street (#9).** This planned unit development would need three steps before it can move forward: 1) Conceptual approval; 2) Preliminary approval and 3) Final approval. The preliminary and final approval steps could be combined if all of the engineering plans are completed and submitted at the time of the preliminary approval and if approved by the Plan Commission by vote at this time. The area would be rezoned as a Planned Unit Development with underlying R-1 or R-2 zoning.

Mark Isaksen of 4180 S. Country View Rd, Sturgeon Bay, presented this project as a 55+ community consisting of 19 duplexes or 38 units. The buildings would vary somewhat in the roof lines, colors, etc. to

add visual interest. There would be a club house, community garden, pickleball courts and extra garage spaces with the knowledge that many retirees own boats, RV's, etc. and extra storage for such items would be welcome. The units would be sold as individual condo units with the creation of a homeowner's association with dues. The costs would likely be mid to high. The buildings would be on cement slabs with no basements.

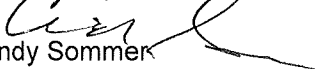
Commission members noted this is a new and interesting idea for Sturgeon Bay and it is needed for the aging community. Mr. Olejniczak explained that the city has been hoping for a developer for the parcel for quite some time.

Mr. Norland motioned to combine the preliminary and final approval steps into one, provided that all of the engineering paperwork is in order prior to the preliminary approval meeting. Mr. Statz seconded motion. All ayes, motion carried.

Mayor Ward made note that this is the last Plan Commission meeting for Planner / Zoning Administrator Christopher Sullivan-Robinson and praised him for his years of hard work and dedicated service to the City, also noting that he's done a wonderful job and has always been a pleasure to work with. A standing ovation was had in commemoration of Mr. Sullivan-Robinson's service to the community.

**Adjourn (#10):** Ms. Bacon made a motion to adjourn, seconded by Mr. Holey. All ayes, motion carried. The meeting adjourned at 6:57 p.m.

Respectfully submitted,



Cindy Sommer  
Community Development  
Administrative Assistant





# CITY of STURGEON BAY FIRE DEPARTMENT

Kalin Montevideo  
Assistant Fire Chief

421 Michigan St  
Sturgeon Bay, WI 54235

920-746-2916 Station 920-746-2448 Office  
Email: kmontevideo@sturgeonbaywi.org

## STURGEON BAY FIRE DEPARTMENT AUGUST 2022 FIRE REPORT

|                        |              |                        | <u>% INCREASE</u> |
|------------------------|--------------|------------------------|-------------------|
| AUGUST 2022 INCIDENTS: | <u>174</u>   | AUGUST 2021 INCIDENTS: | <u>153</u>        |
| 2022 YTD TOTAL :       | <u>1,184</u> | 2021 YTD TOTAL:        | <u>1,091</u>      |
|                        |              |                        | <u>7.9%</u>       |

### INCIDENTS BY JURISDICTION:

### AVERAGE RESPONSE TIME:

|                                   |                                     |  |                                   |
|-----------------------------------|-------------------------------------|--|-----------------------------------|
| <b>CITY - East Side:</b>          | <u>116</u> Year to Date: <u>771</u> | EMERGENT: <u>3.53 Minutes</u>            | NON-EMERGENT: <u>4.47 Minutes</u> |
| 104 – Medical Incident            | 01 – Gas Leak                       | 02 – Smoke Scare/Odor of Smoke           |                                   |
| 01 – Structure Fire               | 01 – Water Rescue                   | 03 – Alarm/Detector Activation, No Fire  |                                   |
| 02 – Outside/Grass/Trash Fire     | 01 – Unauthorized Burning           | 01 – Assist Law Enforcement/Govmt Agency |                                   |
| <b>CITY - West Side:</b>          | <u>38</u> Year to Date: <u>290</u>  | EMERGENT: <u>3.33 Minutes</u>            | NON-EMERGENT: <u>4.31 Minutes</u> |
| 31 – Medical Incident             | 01 – Carbon Monoxide Incident       | 01 – Alarm/Detector Activation, No Fire  |                                   |
| 03 – Vehicle Accident             | 01 – Smoke Scare/Odor of Smoke      | 01 – Arcing/Shorted Electrical Equipment |                                   |
| <b>Town of Sevastopol:</b>        | <u>12</u> Year to Date: <u>44</u>   | EMERGENT: <u>8.34 Minutes</u>            | NON-EMERGENT: <u>N/A</u>          |
| 04 – Vehicle Accident             | 02 – Water Rescue                   | 02 – Alarm/Detector Activation, No Fire  |                                   |
| 01 – Gas Leak                     | 01 – Unauthorized Burning           | 01 – Assist Law Enforcement/Govmt Agency |                                   |
| 01 – Oil/Combustible Liquid Spill |                                     |  |                                   |
| <b>Town of Sturgeon Bay:</b>      | <u>08</u> Year to Date: <u>57</u>   | EMERGENT: <u>7.30 Minutes</u>            | NON-EMERGENT: <u>9.19 Minutes</u> |
| 06 – Medical Incident             | 01 – Watercraft Rescue              | 01 – Vehicle Accident                    |                                   |

### MUTUAL AID/MABAS INCIDENTS

|                           |                                  |
|---------------------------|----------------------------------|
| Brussels, Union, Gardner: | <u>0</u> Year to Date: <u>09</u> |
| Southern Door:            | <u>0</u> Year to Date: <u>07</u> |
| Jacksonport:              | <u>0</u> Year to Date: <u>04</u> |
| Egg Harbor:               | <u>0</u> Year to Date: <u>01</u> |
| Outagamie County:         | <u>0</u> Year to Date: <u>01</u> |

### INSPECTION REPORT:

|                                     | <u>Regular Inspections</u> | <u>Re Inspections</u> | <u>Occupancy Inspections</u> | <u>Hours</u>  |
|-------------------------------------|----------------------------|-----------------------|------------------------------|---------------|
| Inspections – City of Sturgeon Bay: | <u>141</u>                 | <u>10</u>             | <u>01</u>                    | <u>163.64</u> |
| Inspections – Town of Sevastopol:   | <u>26</u>                  | <u>01</u>             | <u>0</u>                     | <u>18.10</u>  |
| Inspections – Town of Sturgeon Bay: | <u>02</u>                  | <u>0</u>              | <u>0</u>                     | <u>.68</u>    |
| Inspections – Town of Jacksonport:  | <u>16</u>                  | <u>01</u>             | <u>0</u>                     | <u>10.38</u>  |

Sevastopol Burn Permit:

Permits Issued for Month: 08

Year to Date Permits Issued: 49

## **SPECIAL REPORTS, TRAINING, AND MAINTENANCE**

### **MAINTENANCE:**

Firefighters conducted maintenance and repairs on SCBA units; tested fire hose & hard suction hose; repaired lights on the light trailer; installed a new shed (from DPW) at the Training Site and installed electrical; assisted DPW with rehanging the sun shade at the Skate Park; replaced the primer motor on Tender 712; repaired seat wiring and air compressor line on Engine 707; Cochart Tire repaired a tire on Brush 717 and assisted with washing windows (Trk 724) at the SB Municipal Building.

### **TRAINING:**

165.6 hours of training were conducted in August. Firefighters trained with driver/operator procedures; Apex workplace safety online training; County cyber security training; Blue Card online command training; roof ladder operations at the training site; tours of new occupancies/pre-plans; decon procedures/equipment; confidence course/SCBA familiarization at the Training Site; Lt Austad & FF Nell participated in sonar/dive training with the County Dive Team; PT FF Skylar Schopf began FF1 training at NWTC in Green Bay and FF Nell began Fire Inspector certification at NWTC in Green Bay.

### **OTHER:**

Fire Chief and AC attended City and other Town meetings and installed three car seats. On-duty firefighters gave station tours and conducted a fire safety presentation and live fire extinguisher demo for employees at Hatco and Animal Clinic of Sturgeon Bay.

## BEVERAGE OPERATOR LICENSES

1. Desteffen, Joel L.
2. Hanson, Milton H.



City of Sturgeon Bay  
421 Michigan Street  
Sturgeon Bay, WI 54235

Phone 920-746-2900  
Fax 920-746-2905

Visit our website at: [www.sturgeonbaywi.org](http://www.sturgeonbaywi.org)

September 13, 2022

Stephanie Reinhardt  
City Clerk  
421 Michigan Street  
Sturgeon Bay, WI 54235

Ms. Reinhardt:


We, the undersigned, have received a request for certification of compliance for a Class B Beer and Class C Wine license:

Dromhus Door County LLC  
Agent: Heather Weasler  
611 Jefferson Street  
Sturgeon Bay, WI 54235  
October 5, 2022 – June 30, 2023  
Location: 611 Jefferson Street, Sturgeon Bay, WI 54235

This letter is to certify that the applicants and the premises comply with those regulations, ordinances and law. We observed no condition that would prevent issuance of the requested license.

  
Clint Henry, Police Chief  
City of Sturgeon Bay

  
Tim Dietman, Fire Chief  
City of Sturgeon Bay

  
John Teichtler, Sanitarian  
City of Sturgeon Bay/County of Door

**R E C O M M E N D A T I O N****TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Parking & Traffic Committee, hereby recommend removing the two parking spaces adjacent to the 101 N. 4<sup>th</sup> Ave. property, just south of the driveway, and include signage that reads No Parking Between Signs. Respectfully submitted,

PARKING & TRAFFIC COMMITTEE

By: Kirsten Reeths, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: September 19, 2022

\* \* \* \* \*

Moved by Alderperson \_\_\_\_\_, seconded by Alderperson

\_\_\_\_\_ that the said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.











## ORDINANCE NO. 1117-1203

THE COMMON COUNCIL OF THE CITY OF STURGEON BAY, WISCONSIN DO  
ORDAIN AS FOLLOWS:

SECTION 1: Section 7.20(2) of the Municipal Code of the City of Sturgeon Bay,  
Wisconsin is hereby repealed and recreated as follows:

(2) *Nonmoving violations.* A forfeiture of \$25.00 is hereby prescribed for all parking violations except for illegal parking in spaces reserved for disabled persons. If the forfeiture is not paid on or before the court date listed on the citation in question or if the person who received the citation does not appear in court on the court date listed on the citation to contest the citation, the amount of the forfeiture is automatically increased to \$35.00. If the person who received the citation fails to appear in court on the court date listed on the citation, and fails to pay the forfeiture, and a total of 28 days has elapsed since the issuance of the citation, the amount of the forfeiture is automatically increased by the amount equal to the fee charged to the city by the Wisconsin Department of Transportation for suspending the registration of the vehicle described on the unpaid and uncontested citation.

SECTION 2: This ordinance shall take effect on the day after its publication.

Approved:

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David Ward  
Mayor

Attest:

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Stephanie L. Reinhardt  
City Clerk

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to approve a Comprehensive Plan amendment to change the Future Land Use designation from Agricultural/Rural to Regional Commercial for parcel #020-0113272522 (A-C) located at 6639, 6663 and 6703 State Highway 42/57 in the Town of Nasewaupee.

Respectfully submitted,  
City Plan Commission  
By: David Ward, Chairman

RESOLVED, that the foregoing recommendation be adopted.

Date: September 21, 2022.

\*\*\*\*\*

Introduced by \_\_\_\_\_;

Moved by Alderperson \_\_\_\_\_, seconded by  
Alderperson \_\_\_\_\_ that said recommendation be  
adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

STAFF REPORT  
FUTURE LAND USE CLASSIFICATION FOR KERSCHER PROPERTIES  
PARCELS: 020-0113272522 (A-C)

**Background:** The Sturgeon Bay Comprehensive Plan 2040 was adopted in October of 2020. One of the seven main components of that plan provides an in-depth analysis of the land uses both present and future. This includes all properties within the City and within a ½ mile of the City's borders. The City utilizes this information in a number of decision-making processes including conditional use permits, planned unit developments, and rezoning of properties. The potential buyer of the tax parcels listed above is requesting the City amend the comprehensive plan's future land use designation from Agricultural / Rural to Regional Commercial. The three parcels are located on the south side of Hwy 42/57 along the west border of the City and are owned by Mark & Cindy Kerscher.

The buyers intention is to purchase the property, annex into the City and construct a Fleet Farm Store in the near future. Under Wisconsin law, zoning actions approved by a municipality, must be consistent with the City's Comprehensive Plan. Annexing the property and approving commercial zoning would not be consistent with the current Future Land Use designation of Agricultural / Rural. Therefore, if the Plan Commission and Council believe the commercial type uses are an appropriate use for the properties, an amendment to the Comprehensive Plan should be undertaken.

**Existing Conditions:** The overall site is approximately 37.2 acres and currently does not have a zoning district as the site is located in the town of Nasawaupee. However, it is located within the extraterritorial boundaries for future land use planning and is designated under Agriculture / Rural. There are three total parcels in this site two of which are developed into single family dwellings and agricultural buildings. The largest parcel is used for farming. The site contains some wetland along the south and east ends of the site. In addition, a high voltage transmission line runs diagonally across a portion of the site.

The site is abutted by large farming parcels to the west and south; commercial retail complex, commercial storage, and manufactured home park to the east, and mixed commercial uses to the north. The future land use map identifies Regional Commercial to the north and east with some low density residential for parcels not abutting the highway. Properties to the west and south are designated for Agriculture / Rural.

**Process:** The process to amend the Comprehensive Plan is similar to a rezoning. A public hearing is required with a recommendation from Plan Commission and adoption of the amendment by ordinance by Council. The requested new land use category is Regional Commercial which would be the most consistent / applicable designation for the HWY 42/57 corridor. This would allow the developer to proceed with their intentions for the property. It is noted that a Comprehensive Plan amendment does not equate to approval of the proposed project. The Fleet Farm store would still need approvals for the

annexation, temporary and final zoning classifications, and conditional use for a large retail establishment. A rejection of any of those required approvals would halt the project.

The public hearing is scheduled for September 21<sup>st</sup> after which the Plan Commission can act upon a recommendation to the Common Council. The land use designation is formalized with an ordinance which requires two readings by the Common Council.

Below is a description of the current and proposed future land uses categories.

Agricultural / Rural: *The Agriculture/Rural future land use category is mapped on Map 5 of the Comp Plan within the City's extraterritorial jurisdiction to preserve productive agricultural and forest lands in the long-term, protect existing farm operations from encroachment by incompatible uses, promote further investments in farming, and maintain farmer eligibility for incentive programs. This category focuses on lands actively used for farming, with productive agricultural soils, with topographic conditions suitable for farming, and with long-term suitability for farming. This category also includes scattered open lands and woodlots, farmsteads, agricultural-related uses, such as implement dealerships, associated home occupations and small family businesses which do not interfere with the interests of nearby property owners, small-scale forest production and processing, and limited existing single-family residential development. This land use might also be appropriate for extraction, disposal, and uses requiring large land area such as golf courses and campgrounds.*

Regional Commercial: *This future land use category includes large-scale commercial and office land uses, including national and regional retailers, which serve the entire community and people from nearby communities on public sewer, public water, and other urban services and infrastructure.*

#### **Additional Considerations:**

1. From the planning perspective regional commercial is consistent with development patterns along the highway corridor and it directly abuts other comparable land uses with general commercial zoning. This site does have potential access to sanitary sewer and water services, which also suggests that at least a portion of the site would be better served with an active commercial use.
2. Over the last couple of years, a lot of the larger plots of land available for commercial uses have become unavailable due to a surge in new developments. Of the plots of land available for the proposed use, the Kerscher Farm makes the most sense due to its proximity to other commercial uses, access to sanitary sewer and water, and access to the highway. Other areas that have the potential for this type of use would be N 18<sup>th</sup> Ave by SB Cinema, the north end of Egg Harbor Road and areas on the west side of HWY 42/57 on the east side of the City.
3. The Comprehensive Plans Future Land Use Map focuses heavily on redevelopment within existing commercial areas and a focus on new residential development. Areas designated for new regional commercial development is limited to developed areas on Egg Harbor Rd and Green Bay Rd.

4. There are some concerns to developing the Kerscher farm including the site hindrances (Wetlands, Transmission Lines), increased traffic to the property, increased load on the water infrastructure, and loss of active farm land.

**Recommendation:** Staff is recommending approval of the request to change the future land use designation from Agricultural / Rural to Regional Commercial. The proposed change is supported by existing site and community conditions for commercial development.

Prepared by:   
Chris Sullivan-Robinson  
Planner / Zoning Administrator

9.16.22  
Date

Reviewed by: \_\_\_\_\_  
Marty Olejniczak  
Community Development Director

\_\_\_\_\_  
Date

## NOTICE OF PUBLIC HEARING

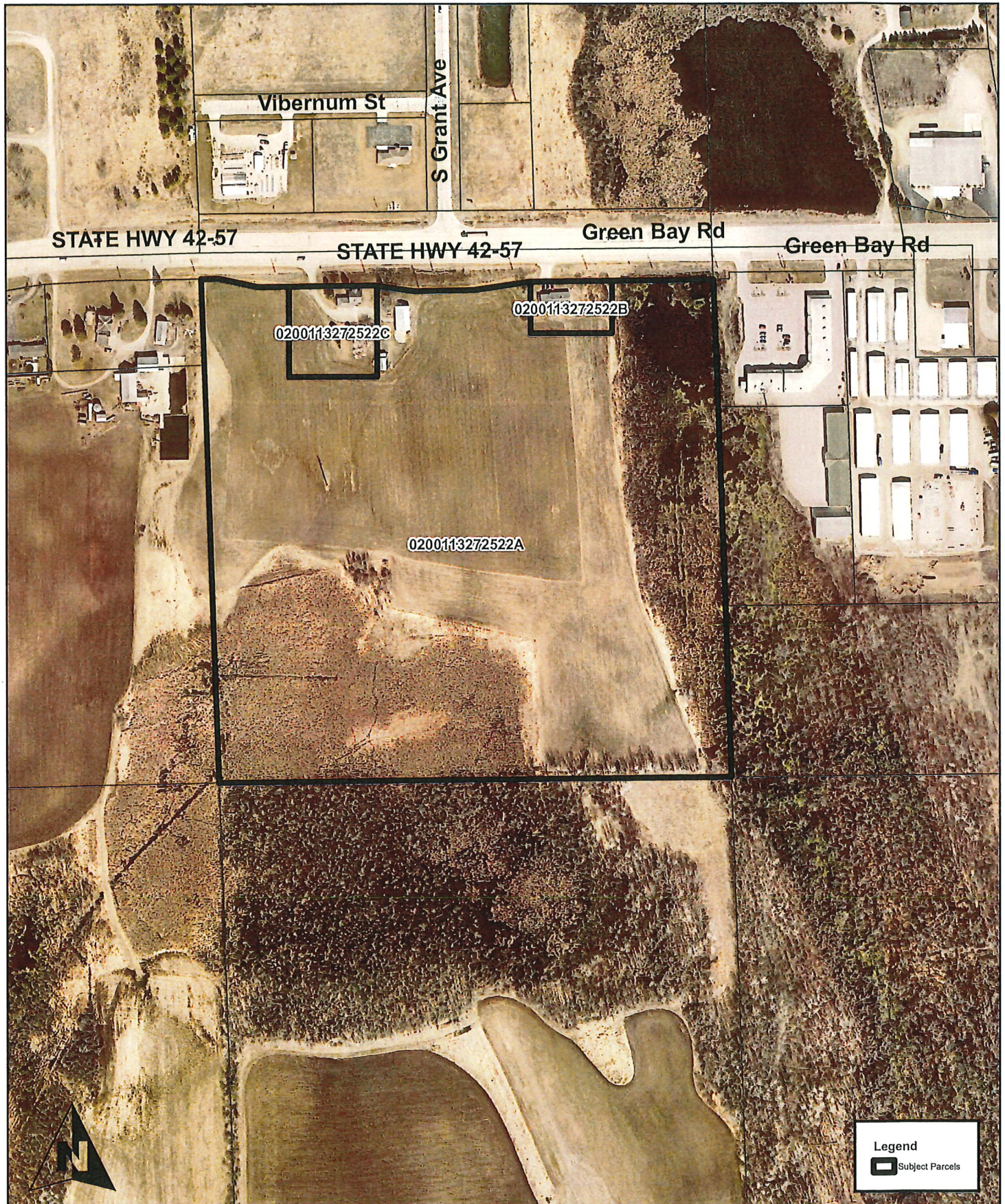
The City of Sturgeon Bay Plan Commission will conduct a public hearing in the Council Chambers, 421 Michigan Street, Sturgeon Bay, Wisconsin on Wednesday September 21, 2022 at 6:00 p.m. or shortly thereafter, in regard to a proposed amendment to the *City of Sturgeon Bay 2040 Comprehensive Plan*. The proposed amendment is to change the future land use classification (as shown on Map 5a) of parcel no. 0200113272522A, 0200113272522B (6639 State Hwy 42-57), and 0200113272522C (6663 State Hwy 42-57) from Agricultural / Rural to Regional Commercial. The subject property is under a purchase agreement with Fleet Farm Group, LLC.

The proposed amendment of the Future Land Use Plan is on file with the Community Development Department, located at 421 Michigan Street, and can be viewed weekdays between 8:00 a.m. and 4:30 p.m. For additional information regarding the proposed amendment to the City of Sturgeon Bay Comprehensive Plan or to obtain a copy of the amendment, contact Planner / Zoning Administrator Christopher Sullivan-Robinson at 920-746-2907 or email [csullivan-robinson@sturgeonbaywi.org](mailto:csullivan-robinson@sturgeonbaywi.org). The public is invited to give testimony in favor or against the proposed amendment, either in person at the hearing or in writing.

By order of:  
City of Sturgeon Bay Plan Commission



Location Map  
Comprehensive Plan Amendment Request  
Parcels 020-0113272522 (A-C)

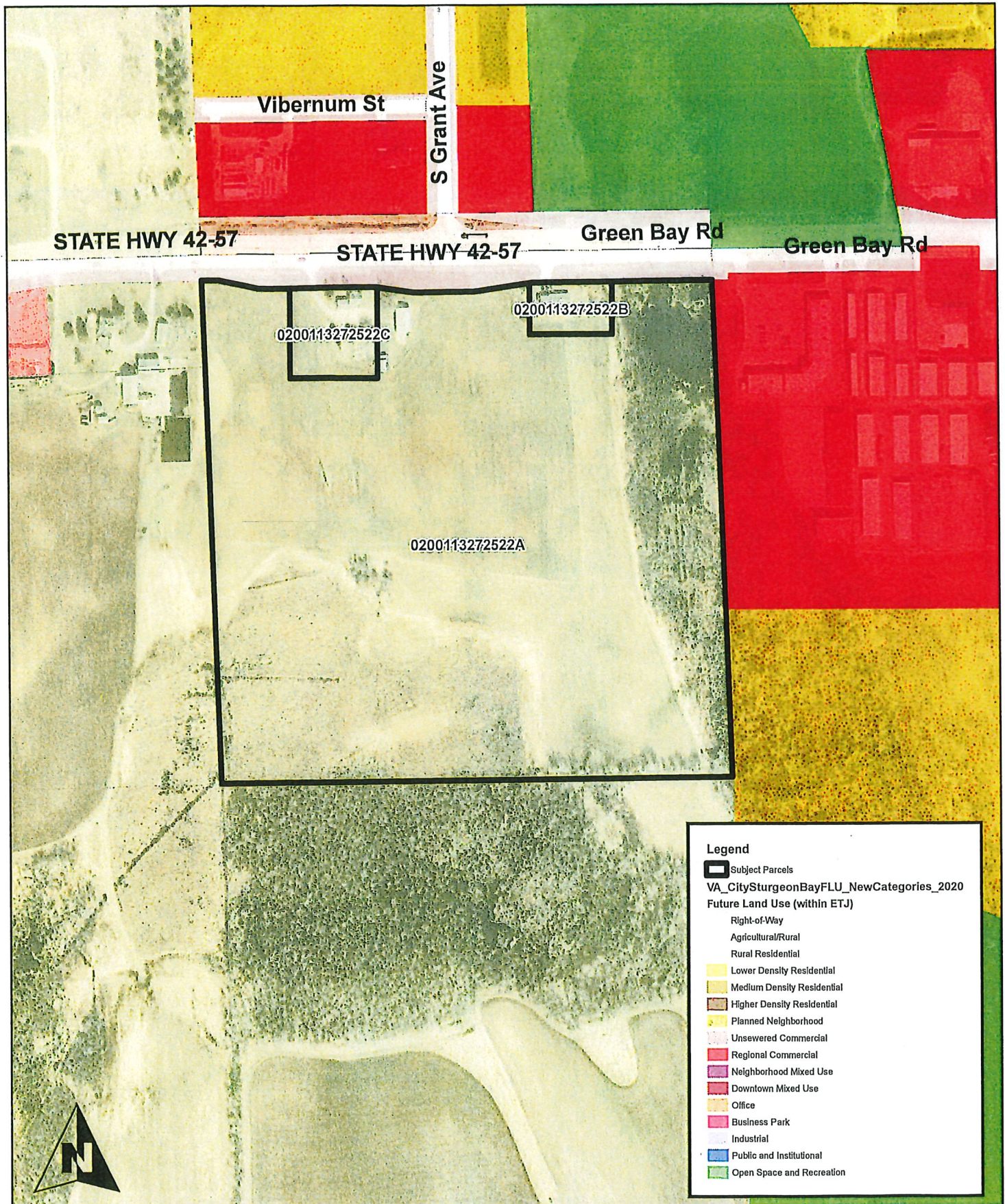




# Location Map

## Comprehensive Plan Amendment Request

### Parcels 020-0113272522 (A-C)





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August 4, 2022

City of Sturgeon Bay  
Attn: City Council  
366 South Third Ave  
Sturgeon Bay, WI

RE: Request for Annexation to the City of Sturgeon Bay  
Comprehensive Plan Amendment

Dear City Council:

Fleet Farm Group, LLC ("Fleet Farm") has entered into a Purchase Agreement, dated June 16, 2022, with the Kerscher Family Trust ("Kerscher") to purchase approximately 40 acres in the Town of Nasewaupée, Door County, Wisconsin. Fleet Farm is currently in the due diligence period of this Agreement. (Exhibit A)

Fleet Farm, as purchasers of this property for a retail store location, hereby advise the City Council that is the desire of Fleet Farm to amend the Comprehensive Plan and commence annexation proceedings of these properties.

The properties referred to are PIN# 020-0113272522A, 020-0113272522B, and 020-0113272522C. (Exhibit B)

A Petition for Annexation will follow if required.

Best,



Derrick Hoernke  
Director of Real Estate and Facilities  
Fleet Farm Group, LLC

[illegible]

## Sturgeon Bay Fleet Farm Parcel Description

A parcel of land located in part of the Northwest Quarter of the Northwest Quarter of Section 13, Township 27 North, Range 25 East, Town of Nasewaupée, Door County, Wisconsin, more fully described as follows.

Commencing at the Northwest Corner of Section 13;

Thence S00°07'18"E coincident with the West line of the Northwest Quarter of Section 13 a distance of 65.59 feet to its intersection with the South right-of-way line for STH 42-57 (Green Bay Road) also being the point of beginning.

Thence S88°40'18"E coincident with said South right-of-way line a distance of 44.54 feet;

Thence S76°18'13"E coincident with said South right-of-way line a distance of 102.39 feet;

Thence S88°42'39"E coincident with said South right-of-way line a distance of 300.00 feet;

Thence S80°10'48"E coincident with said South right-of-way line a distance of 101.12 feet;

Thence S88°42'39"E coincident with said South right-of-way line a distance of 150.00 feet;

Thence N83°41'41"E coincident with said South right-of-way line a distance of 151.33 feet;

Thence S88°42'39"E coincident with said South right-of-way line a distance of 459.01 feet to its intersection with the East line of the Northwest Quarter of the Northwest Quarter of Section 13,

Thence S00°04'21"E coincident with said East line a distance of 1249.52 feet to the Southeast Corner of the Northwest Quarter of the Northwest Quarter of Section 13;

Thence N88°38'55"W coincident with the South line of the Northwest Quarter of the Northwest Quarter of Section 13 a distance of 1302.10 feet to the Southwest Corner of the Northwest Quarter of the Northwest Quarter of Section 13;

Thence N00°07'18"W coincident with the West line of the Northwest Quarter of Section 13 a distance of 1265.16 feet to the point of beginning.

Said parcel of land contains 37.198 acres (1,620,349 square feet) more or less.

Subject to all easements and restrictions of record

## ORDINANCE NO. \_\_\_\_\_

## An Ordinance to Amend the Sturgeon Bay Comprehensive Plan

WHEREAS, the City of Sturgeon Bay has adopted a comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2), Wisconsin Statutes; and

WHEREAS, the comprehensive plan may be amended under section 66.1001(4), Wisconsin Statutes; and

WHEREAS, The Plan Commission by a majority vote of the entire commission has adopted a resolution recommending to the Common Council an amendment to the Future Land Use Map of the Comprehensive Plan; and

WHEREAS, The City of Sturgeon Bay has held a public hearing on this amendment, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

NOW, THEREFORE, BE IT HEREBY RESOLVED the Common Council of the City of Sturgeon Bay, Wisconsin ordains as follows:

SECTION 1: The Future Land Use Map classification of parcel no. 020-0113272522 (A-C) located at 6639, 6663 and 6703 State Highway 42/57 is changed from Agricultural/Rural to Regional Commercial, more particularly described as follows:

A parcel of land located in part of the Northwest Quarter of the Northwest Quarter of Section 13, Township 27 North, Range 25 East, Town of Nasewaupsee, Door County, Wisconsin, more fully described as follows.

Commencing at the Northwest Corner of Section 13;  
Thence S00°07'18"E coincident with the West line of the Northwest Quarter of Section 13 a distance of 65.59 feet to its intersection with the South right-of-way line for STH 42-57 (Green Bay Road) also being the point of beginning.

Thence S88°40'18"E coincident with said South right-of-way line a distance of 44.54 feet;  
Thence S76°18'13"E coincident with said South right-of-way line a distance of 102.39 feet;  
Thence S88°42'39"E coincident with said South right-of-way line a distance of 300.00 feet;  
Thence S80°10'48"E coincident with said South right-of-way line a distance of 101.12 feet;

Thence S88°42'39"E coincident with said South right-of-way line a distance of 150.00 feet;  
Thence N83°41'41"E coincident with said South right-of-way line a distance of 151.33 feet;  
Thence S88°42'39"E coincident with said South right-of-way line a distance of 459.01 feet to its intersection with the East line of the Northwest Quarter of the Northwest Quarter of Section 13,  
Thence S00°04'21"E coincident with said East line a distance of 1249.52 feet to the Southeast Corner of the Northwest Quarter of the Northwest Quarter of Section 13;  
Thence N88°38'55"W coincident with the South line of the Northwest Quarter of the Northwest Quarter of Section 13 a distance of 1302.10 feet to the Southwest Corner of the Northwest Quarter of the Northwest Quarter of Section 13;  
Thence N00°07'18"W coincident with the West line of the Northwest Quarter of Section 13 a distance of 1265.16 feet to the point of beginning.

Said parcel of land contains 37.198 acres (1,620,349 square feet) more or less.

SECTION 2: This ordinance shall take effect on the day after its publication.

Approved:

---

David Ward  
Mayor

Attest:

---

Stephanie L. Reinhardt  
City Clerk

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to approve a zoning map amendment from Single Family Residential (R-1) to Single Family Residential (R-2) for property located at on the east end of Alabama Place, parcel #281-62-10000116.

Respectfully submitted:  
City Plan Commission  
By: David Ward, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: September 21, 2022

\*\*\*\*\*

Introduced by\_\_\_\_\_.

Moved by Alderperson\_\_\_\_\_, seconded by Alderperson  
\_\_\_\_\_that said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

STAFF REPORT  
REZONING OF CITY-OWNED PROPERTY  
ALABAMA PLACE - PARCEL #281-62-10000116

**Background:** The City Plan Commission is requesting the vacant parcel located at the dead end of Alabama Place (parcel # 281-62-10000116) be rezoned from R-1 Single Family Residential to R-2 Single Family Residential. The City recently purchased the property to provide the necessary right-of-way to connect Alabama Place to North 12<sup>th</sup> Place. The remaining portion of the parcel is proposed to be subdivided into lots for single-family dwellings. The Commission directed staff to proceed with a zoning map amendment to R-2, which will allow 4 lots to be created rather than 3 lots under the current R-1 district.

**Existing Conditions:** The property is currently vacant. The southerly 60 feet will be used for street right-of-way for the extension of Alabama Place. There are single-family residences to the north and west of this site. To the south is Tall Pine Estates apartments. To the east is the Cherry Tree / Apple Tree Terrace multi-family development, which was recently approved by the City for 68-units.

The surrounding zoning classifications are R-1 to the north, PUD (R-2) to the west, and PUD (R-4) to both the south and east.

**Comprehensive Plan:** The 2040 Comprehensive Plan land use chapter designates this site as part of a Planned Neighborhood, which is described in the plan as follows:

*The planned neighborhood future land use category is intended to provide for a variety of housing choices and a mix of non-residential uses such as parks, schools, religious institutions, and small-scale shopping and service areas. They are really a collection of different land use categories listed in this chapter. Planned neighborhoods should be carefully designed as an integrated, interconnected mix of these use categories. They are by no means intended to justify an "anything goes" land use pattern. Overall, the composition and pattern of development should promote neighborhoods that instill a sense of community with their design.*

*The planned neighborhood concept encourages a mix of medium density single family residential, multi-family residential, public and institutional, parks and open space, and neighborhood mixed use categories. Senior housing, assisted living, and Community-Based Residential Facilities (CBRF) are also appropriate for these areas. Maintaining a minimum percentage of single-family residential uses has the effect of dispersing higher density development throughout the community and limiting the concentration of any one type of development in any one area. Appropriate non-residential uses include neighborhood-oriented shopping opportunities, such as a small grocery store and convenience store, bakery, or pharmacy; personal services such as barber shop or dentist office; smaller employment opportunities (usually located on the edges of these neighborhoods); and small-scale religious institutions and educational facilities (usually*



elementary schools) for area residents. Large areas of planned neighborhood area are mapped at the edge of the City.

The proposed R-2 district conforms to the Comprehensive Plan and planning goals of the City. Housing availability is a huge concern within our community and continues to affect the attraction of skilled workers and new families in our area.

**Other Considerations:** There is a restrict covenant for the property that restricts the future use to single-family residences. For the proposed single-family residential development that is proposed for the site, the main differences between R-1 and R-2 as follows:

|                   | R-1                   | R-2                 |
|-------------------|-----------------------|---------------------|
| <b>Lot Width</b>  | 85 feet               | 70 feet             |
| <b>Lot Areas</b>  | 10,000                | 7,500               |
| <b>Floor Area</b> | 1,400 ft <sup>2</sup> | 800 ft <sup>2</sup> |

Since the property is 319 feet in width, it can be divided into 3 lots with widths of roughly 106 feet and 15,910 square feet of area. If the site is rezoned to R-2, it can be divided into 4 lots of roughly 80 feet wide and 11,930 square feet. These size lots match the sizes of the neighboring lots along Alabama Street to the west.

**Review Process:** The Plan Commission will review the petition and conduct a public hearing. The Commission can make a recommendation to Council at the next scheduled meeting. However, a recommendation can also be made following the public hearing if at least 3/4 vote of the members present are ready to take action. Once a recommendation is made, Council will act on that recommendation at their next scheduled meeting. An ordinance must be drafted and approved by Council with 2 separate readings. The zoning change is active once the ordinance is published in the newspaper.

**Options:** The Commission can recommend to approve or deny the zoning map amendment.

**Recommendation:** Staff recommends approval of a zoning map amendment for parcel 281-62-10000116 from Single-Family Residential (R-1) to Single-Family Residential (R-2).

Prepared By: Martin Olejniczak  
Martin Olejniczak  
Community Development Director

9-14-2022  
Date

Reviewed by: Christopher Sullivan-Robinson  
Christopher Sullivan-Robinson  
Planner / Zoning Administrator

9-15-2022  
Date

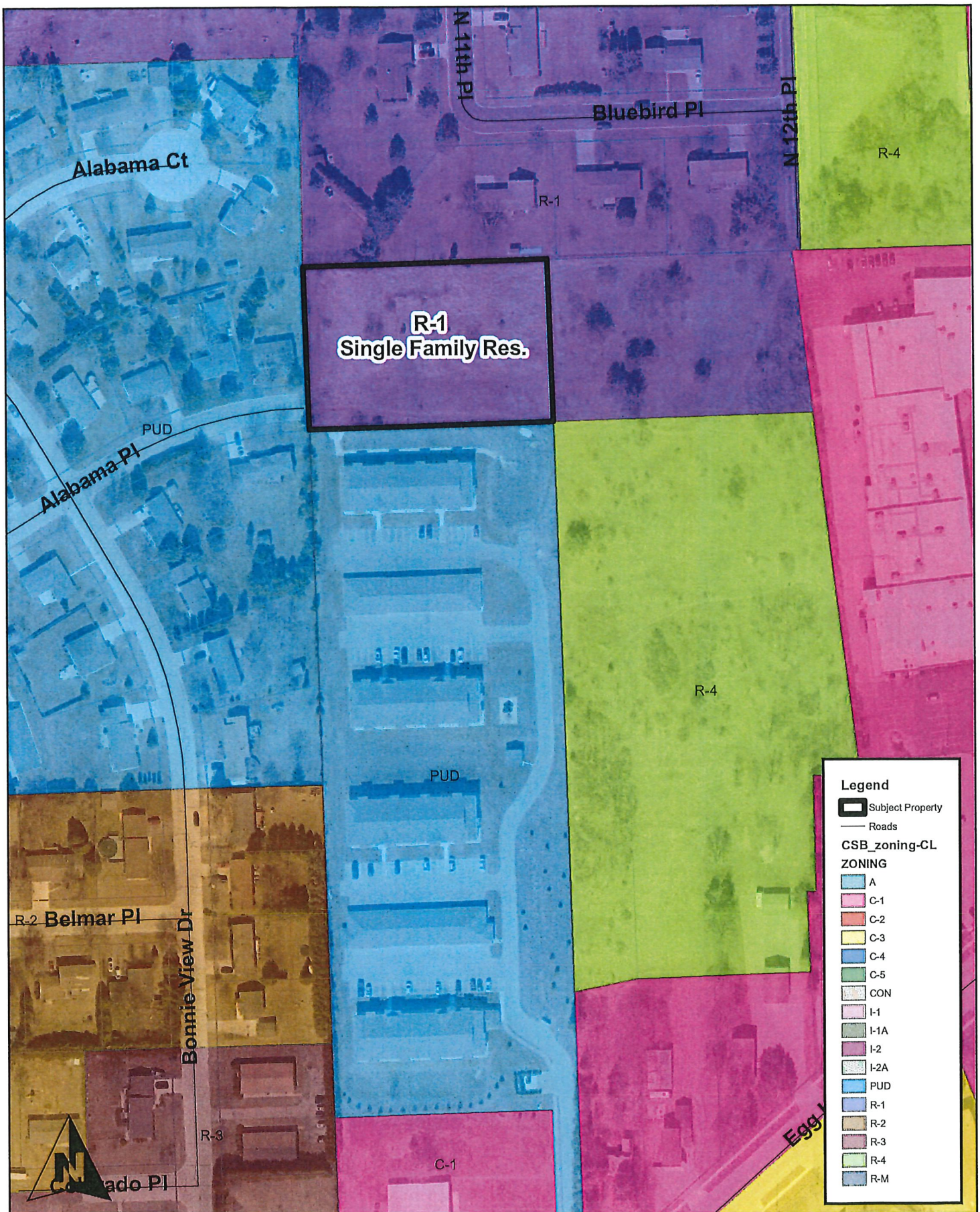
## NOTICE OF PUBLIC HEARING

The City of Sturgeon Bay Plan Commission will hold a public hearing in the Council Chambers at City Hall, 421 Michigan Street, Sturgeon Bay, Wisconsin on Wednesday September 21, 2022 at 6:00 p.m. or shortly thereafter, in regard to a proposed zoning map amendment to change the zoning classification of an approximately 1.5-acre lot from R-1 Single-Family Residential to R-2 Single-Family Residential. The subject property is parcel no. 281-62-10000116, which is owned by the City of Sturgeon Bay and is located off the east end of Alabama Place. The proposed zoning map amendment materials are on file with the Community Development Department and can be viewed on the City's website ([www.sturgeonbaywi.org](http://www.sturgeonbaywi.org)) or at City Hall weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to give testimony in regard to the rezoning request either in person at the hearing or in writing.

By order of:  
City of Sturgeon Bay Plan Commission



**R-1  
Single Family Res.**





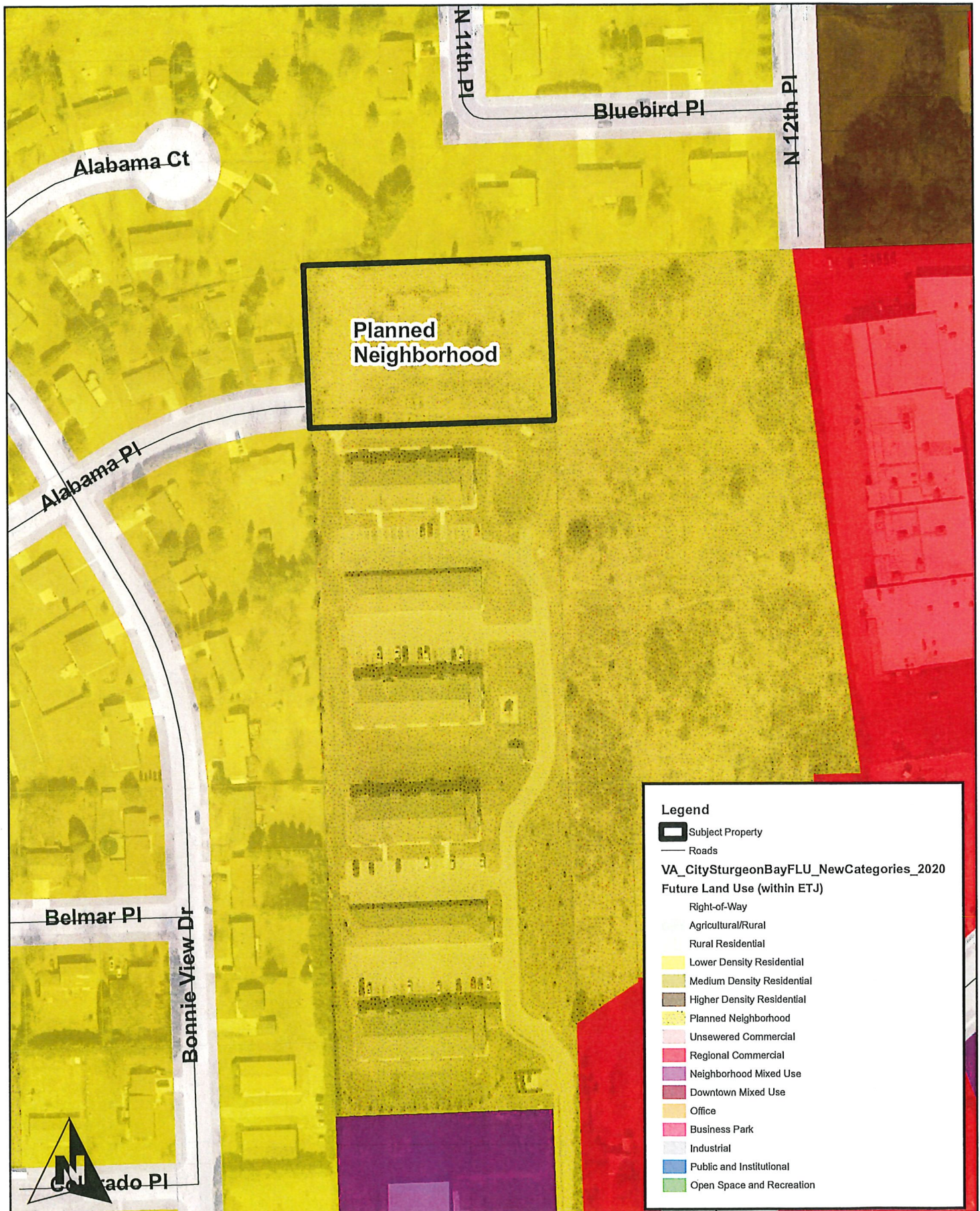
Rezoning Request  
City of Sturgeon Bay  
Parcel: 281-62-10000116





# Comprehensive Future Landuse Map

## Parcel: 281-62-10000116



Date Received: \_\_\_\_\_  
Fee Paid: \$ \_\_\_\_\_  
Received By: \_\_\_\_\_

## CITY OF STURGEON BAY ZONING/REZONING APPLICATION

|                       | APPLICANT/AGENT       | LEGAL PROPERTY OWNER |
|-----------------------|-----------------------|----------------------|
| Name                  | SB PLAN COMMISSION    | 11 11                |
| Company               | CITY OF STURGEON BAY  |                      |
| Street Address        | 421 MICHIGAN ST       |                      |
|                       |                       |                      |
| City/State/Zip        | STURGEON BAY WI 54285 |                      |
| Daytime Telephone No. | 920 746 2900          |                      |
| Fax No.               | _____                 |                      |

STREET ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_  
Location if not assigned a common address: \_\_\_\_\_

TAX PARCEL NUMBER: 281-62-10000116

CURRENT ZONING CLASSIFICATION: R-1 SINGLE FAMILY

CURRENT USE AND IMPROVEMENTS:

VACANT

ZONING DISTRICT REQUESTED: R-2 SINGLE FAMILY

COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: PLANNED NEIGHBORHOOD

PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:

North: LOWER DENSITY RES.  
South: PLANNED NEIGHBORHOOD  
East: PLANNED NEIGHBORHOOD  
West: PLANNED NEIGHBORHOOD - LOWER DENSITY RES.



**ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:**

North: R-1 - SINGLE FAMILY

South: PUD - MULTI FAMILY TALL PINE ESTATES

East: PUD - MULTI FAMILY CHERRY / APPLE TREE TERRACE

West: ~~PUD~~ PUD - MULTI FAMILY

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? N/A IF YES, EXPLAIN:

Attach a full legal description (preferably on disk), 8-1/2" X 11" location map, and Agreement for Reimbursement of expenses.

Property Owner (Print Name)

CHRIS SULLIVAN ROBINSON  
Applicant/Agent (Print Name)

Signature

[Signature]  
Signature

Date

8/1/22  
Date

I, \_\_\_\_\_, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

Date of review meeting

Applicant Signature

Staff Signature

**Attachments:**

Procedure & Check List

Agreement For Reimbursement of Expenses

**STAFF USE ONLY**

Application conditions of approval or denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date

Community Development Director

## ORDINANCE NO. \_\_\_\_\_

An Ordinance to Rezone Parcel #281-62-10000116  
located at the east end of Alabama Place.

THE COMMON COUNCIL OF THE CITY OF STURGEON BAY, WISCONSIN DO  
ORDAIN AS FOLLOWS:

SECTION 1: The following described property is hereby rezoned from Single Family  
Residential (R-1) to Single Family Residential (R-2):

**Parcel No. 281-62-10000116 located at the east end of Alabama Place.**

A tract of land located in the NW 1/4 of the NE 1/4 of Section 5, Township  
27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin  
bounded and described as follows:

Commencing at the N. 1/4 corner of said Section, said point also being the  
point of beginning of lands to be described; thence S 00°02'11" W – 209.63  
feet along the west line of the NW 1/4 of the NE 1/4 ; thence S 89°48'19" E  
– 319.00 feet; thence N 00°02'11" E – 209.63 feet to the north line of said  
NW 1/4; thence N 89°48'19" W – 319.00 feet along said north line to the N.  
1/4 corner of said Section and the point of beginning.

Said parcel contains 1.54 acres.

SECTION 2: This ordinance shall take effect on the day after its publication.

Approved:

\_\_\_\_\_  
David Ward  
Mayor

Attest:

\_\_\_\_\_  
Stephanie Reinhardt  
City Clerk



## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to approve a zoning map amendment from General Commercial (C-1) to Mixed Residential Commercial (C-5) for Andrew Loch's property located on the east side of W. Spruce Street, parcel #281-46-65090102 and the Snug Harbor property located at 60 Green Bay Road, parcel #281-64-63000101.

Respectfully submitted:  
City Plan Commission  
By: David Ward, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: September 21, 2022

\*\*\*\*\*

Introduced by\_\_\_\_\_.

Moved by Alderperson\_\_\_\_\_, seconded by Alderperson  
\_\_\_\_\_that said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_day of\_\_\_\_\_, 2022.

STAFF REPORT  
ZONING MAP AMENDMENT / C-1 TO C-5 / S. LANSING AVE & GREEN BAY RD  
PARCELS #281-46-65090102 & 281-64-63000101

**Background:** Andrew Loch is requesting the property located at the south east corner of S Lansing Ave / W Spruce St (parcel #281-46-65090102) be rezoned from C-1 General Commercial to C-5 Mixed Commercial-Residential. The zoning map amendment will facilitate the development of the lot into a business with living quarters. During the initial presentation of this petition at the previous Plan Commission meeting, the Plan Commission suggested that other nearby parcels that are zoned C-1 be considered for inclusion in this proposed rezoning action. The owner of the parcel to the south, Snug Harbor Real Estate Holding, LLC, has agreed to join the petition. The C-5 District will enable that property at 60 Green Bay Road to become conforming in use. Therefore, the application to rezone to C-5 is for both of these parcels.

**Existing Conditions:** The Loch property is currently undeveloped with very limited buildable area under the C-1 zone. The dimensions are 52.1' x 162' based on Door County web map information; approximately 8400 square feet in size. It has only about 17 feet of buildable width under the C-1.

The Snug Harbor parcel contains a residential type building that for many years was used as the Four Sail Realty office. The property was sold to Snug Harbor Real Estate Holdings in 2019. It is now being used to house employees of the various business enterprises of Jon Hanson. That use is not permitted in the C-1 district and is likely a violation of the zoning code.

The two subject parcels are surrounded by a mixture of commercial and single-family residential uses along Spruce St, Lansing Ave, and Green Bay Road. All of the surrounding properties are zoned C-1 or C-5. The C-5 parcels were changed from C-1 back in 2007 when the Mixed Commercial-Residential (C-5) district was created.

**Comprehensive Plan:** The 2040 Comprehensive Plan's Future Land Use Map designates the northerly parcel owned by Loch for Neighborhood Mixed Use. This designation is intended for areas where the City wants to see a mixture of residential and commercial uses with access to municipal sewer and water services. These may be areas where historically uses are either mixed, or have alternated between residential and commercial. The comprehensive plan suggests in the event of a rezoning, the most appropriate land use category would be C-5. The rezoning is consistent with the Comprehensive Plan for this parcel.

The Future Land Use Map designates the southerly parcel owned by Snug Harbor Real Estate Holdings for Regional Commercial use. This future land use category includes large-scale commercial and office land uses, including national and regional retailers, which serve the entire community and people from nearby communities on public sewer, public water, and other urban services and infrastructure. The Regional Commercial designation is used for all of the Green Bay Road corridor and is usually associated with

the General Commercial (C-1) zoning district. But the C-5 district still allows the uses envisioned for the Regional Commercial corridor and this end of the corridor is comprised of small lots and small businesses that are arguably a better fit for the C-5 district. Therefore, the rezoning to C-5 is not in conflict with the Comprehensive Plan.

The proposed C-5 district will allow the northerly parcel to have a residential component to its development and will allow current residential use on the southerly parcel to become conforming. Increasing housing options conforms to the Comprehensive Plan goals for the City. Housing availability is a huge concern within our community and continues to impact businesses and potential workers.

**Other Considerations:** Mr. Loch intends to do some mixed residential and commercial use on his property. The C-5 district provides the most flexible combination of land uses and also has dimensional standards that improve the buildability of the parcel.


**Review Process:** The Plan Commission will review the petition and conduct a public hearing. The Commission can make a recommendation to Council at the next scheduled meeting. However, a recommendation can also be made following the public hearing if at least 3/4 vote of the members present are ready to take action. Once a recommendation is made, Council will act on that recommendation at their next scheduled meeting. An ordinance must be drafted and approved by Council with 2 separate readings. The zoning change is active once the ordinance is published in the newspaper.

**Options:** The Commission can recommend to approve the requested C-5 district for either or both of the subject parcels. It can also recommend denial of the C-5 district for either or both parcels.

**Recommendation:** Staff recommends approval of a zoning map amendment for parcels 281-46-65090102 & 281-64-63000101 from General Commercial (C-1) to Mixed Commercial-Residential (C-5).

Prepared By:   
Martin Olejniczak  
Community Development Director

9-14-2022  
Date

Reviewed by:   
Christopher Sullivan-Robinson  
Planner / Zoning Administrator

9.15.2022  
Date

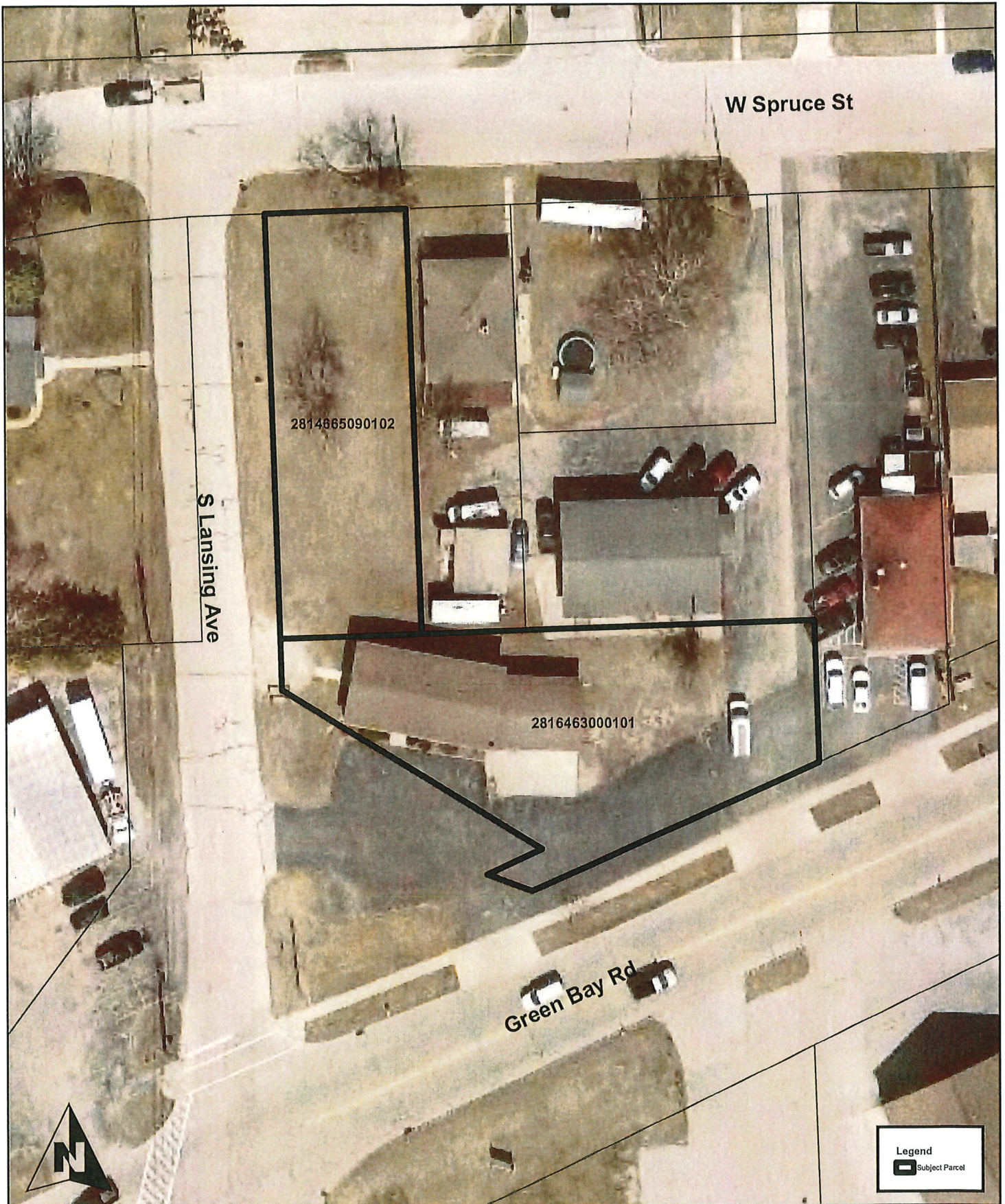
## NOTICE OF PUBLIC HEARING

The City of Sturgeon Bay Plan Commission will hold a public hearing in the Council Chambers at City Hall, 421 Michigan Street, Sturgeon Bay, Wisconsin on Wednesday, September 21, 2022 at 6:00 p.m. or shortly thereafter, in regard to a proposed zoning map amendment to change the zoning classification of two parcels from C-1 General Commercial to C-5 Mixed Commercial/Residential. The subject properties are parcel no. 281-46-65090102, which is a vacant lot owned by Andrew Loch and located at the southeast corner of S Lansing Avenue and W Spruce Street and parcel no. 281-64-63000101, which is owned by Snug Harbor Real Estate Holdings, LLC and located at 60 Green Bay Road. The proposed zoning map amendment materials are on file with the Community Development Department and can be viewed on the City's website ([www.sturgeonbaywi.org](http://www.sturgeonbaywi.org)) or at City Hall weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to give testimony in regard to the rezoning request either in person at the hearing or in writing.

By order of:  
City of Sturgeon Bay Plan Commission



Rezoning Request  
Parcel: 281-46-65090102 & 281-64-63000101  
From C-1 to C-5





Date Received: 8/9/2022  
Fee Paid: \$ 400 zoning + 50. PH sign  
Received By: PS

## CITY OF STURGEON BAY ZONING/REZONING APPLICATION

|                       | APPLICANT/AGENT | LEGAL PROPERTY OWNER |
|-----------------------|-----------------|----------------------|
| Name                  |                 | Andrew J Loch        |
| Company               |                 | Jedi Drains          |
| Street Address        |                 | 2450 San Lorenzo Dr. |
|                       |                 | Green Bay, WI. 54304 |
| City/State/Zip        |                 |                      |
| Daytime Telephone No. |                 | (920) 655-7610       |
| Fax No.               |                 | N/A                  |

STREET ADDRESS OF SUBJECT PROPERTY: N/A  
Location if not assigned a common address:  
SE CORNER OF SPRUCE ST / LANSING

TAX PARCEL NUMBER: 281-46-65090102

CURRENT ZONING CLASSIFICATION: C-1 GENERAL COMMERCIAL

CURRENT USE AND IMPROVEMENTS:  
VACANT

ZONING DISTRICT REQUESTED: C-5 MIXED RES. / COM.

COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: NEIGHBORHOOD MIXED USE

PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:

|        |     |                        |
|--------|-----|------------------------|
| North: | C-5 | NEIGHBORHOOD MIXED USE |
| South: | C-1 | REGIONAL COMMERCIAL    |
| East:  | C-5 | NEIGHBORHOOD MIXED USE |
| West:  | C-5 | NEIGHBORHOOD MIXED USE |

**ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:**

North: C-5  
South: C-1  
East: C-5  
West: C-5

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? N/A IF YES, EXPLAIN:

Attach a full legal description (preferably on disk), 8-1/2" X 11" location map, and Agreement for Reimbursement of expenses.

Andrew J Loch  
Property Owner (Print Name)

[Signature]  
Signature

8-8-22  
Date

\_\_\_\_\_  
Applicant/Agent (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

\_\_\_\_\_  
Date of review meeting

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Staff Signature

**Attachments:**  
Procedure & Check List  
Agreement For Reimbursement of Expenses

**STAFF USE ONLY**

Application conditions of approval or denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Development Director



## ORDINANCE NO. \_\_\_\_\_

An Ordinance to Rezone Parcel #281-46-65090102 located on the east side of W. Spruce Street and Parcel #281-64-63000101 located at 60 Green Bay Rd.

THE COMMON COUNCIL OF THE CITY OF STURGEON BAY, WISCONSIN DO ORDAIN AS FOLLOWS:

SECTION 1: The following described properties, are hereby rezoned from General Commercial (C-1) to Mixed Residential-Commercial (C-5):

**Parcel No. 281-46-65090102 located on the east side of W. Spruce St.**

Description:

A tract of land located in the Northwest one-quarter of the Southeast one-quarter of Section 7, Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin and more particularly described as follows.

Lot 2 and the West 10 feet of Lot 1, Block 9, Sorenson's Addition to the City of Sturgeon Bay, excepting therefrom that portion of said Lot 2 of Block 9 conveyed for highway purposes as described in Volume 19 of Miscellaneous, Page 632 in the office of the Register of Deeds for Door County, Wisconsin.

**Parcel No. 281-64-63000101 located at 60 Green Bay Rd.**

Description:

A tract of land located in the Southwest one-quarter of the Southeast one-quarter (Subdivision 63 of the Assessor's Map of the City of Sturgeon Bay) of Section 7, Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin, being a part of Lot 1 of said Subdivision 63 and more particularly described as follows.

Beginning at the Southeast corner of Lot 10, Block 10, in Sorenson's Addition to the City of Sturgeon Bay; thence West a distance of 202.1 feet along the South line of Lots 10 and 11, Block 2 and Lots 1 and 2, Block 9 of Sorenson's Addition to the City of Sturgeon Bay to a point on the Eastside of Lansing Avenue; thence Southerly along the Eastside of Lansing Avenue to the centerline of old Wisconsin State Highway 42/57 (now known as Green Bay Road); thence Northeasterly along the centerline of said road to

a point where the East line of Lot 10, Block 10, of Sorenson's Addition extended south intersects the centerline of old Wisconsin State Highway 42/57 (now known as Green Bay Road); thence North along said extension of the East line of Lot 10, Block 10 of Sorenson's Addition, to the point of beginning and excepting therefrom those portions of the above tract conveyed for highway purposes.

SECTION 2: This ordinance shall take effect on the day after its publication.

Approved:

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David Ward  
Mayor

Attest:

---

Stephanie Reinhardt  
City Clerk

**EXECUTIVE SUMMARY**

**TITLE:** Consideration of: Accept Petition for Direct Annexation by Unanimous Approval from Fleet Farm Group, LLC,/Kerscher/Kerscher REV Trust and forward to City Plan Commission.

**BACKGROUND:** The City has received a Petition for Direct Annexation by Unanimous Approval from Fleet Farm Group, LLC,/Kerscher/Kerscher REV Trust.

The next step in the process for this petition is for the Council to accept or reject the Petition for Direct Annexation and forward to the City Plan Commission.

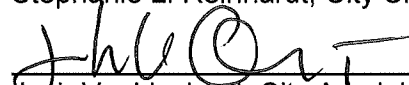
The Petition for Direct Annexation is in order.

**RECOMMENDATION:** Accept the Petition for Direct Annexation by Unanimous Approval from Fleet Farm Group, LLC,/Kerscher/Kerscher REV Trust and forward to City Plan Commission.

**PREPARED BY:**

  
Stephanie L. Reinhardt, City Clerk/HR Director

**REVIEWED BY:**

  
Josh VanLieshout, City Administrator

**DATE:**

9/29/22

# PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL

We, the undersigned, constituting all of the electors and all of the owners of real property in the following territory of the Town of Nasewaupée, Door County, Wisconsin, lying contiguous to the City of Sturgeon Bay, petition the Common Council of the City of Sturgeon Bay to annex the territory described below and shown on the attached scale map to the City of Sturgeon Bay, Door County, Wisconsin:

See legal description attached hereto as Exhibit "A".

The current population of such territory is 2,015 (2018).

A scaled map of the parcel subject to this petition is attached hereby as Exhibit "B". Petitioners request that the City of Sturgeon Bay approve a zoning classification of C1 (General Commercial) upon the subject property.

We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation, or consolidation proceedings, if any.

| Signature of Petitioner      | Printed Name                              | Date of Signing | Owner* | Elector* | Address or Property Description |
|------------------------------|---|-----------------|--------|----------|---------------------------------|
| 1. <u>Frank Steeves</u>      | Frank Steeves<br>Fleet Farm Group, LLC    | 9/15/2022       |        | Elector  | 6703/6639/6663 St Hwy 42-57     |
| 2. <u>Mark A. Kerscher</u>   | Mark A. Kerscher                          | 9-16-22         | Owner  |          | 6703/6639/6663 St Hwy 42-57     |
| 3. <u>Cindy Lou Kerscher</u> | Cindy Lou Kerscher                        | 9-16-22         | Owner  |          | 6703/6639/6663 St Hwy 42-57     |
| 4. <u>Mark A. Kerscher</u>   | Mark A. & Cindy Lou<br>Kerscher REV Trust | 9-16-22         | Owner  |          | 6703/6639/6663 St Hwy 42-57     |
| 5. <u>Cindy Lou Kerscher</u> |   |                 |        |          |                                 |
| 6.                           |   |                 |        |          |                                 |
| 7.                           |   |                 |        |          |                                 |
| 8.                           |   |                 |        |          |                                 |
| 9.                           |   |                 |        |          |                                 |
| 10.                          |   |                 |        |          |                                 |

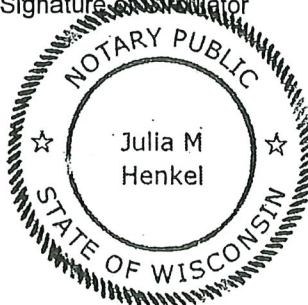
\*If owner, write "owner" in appropriate box; if elector, write "elector" in appropriate box.

I, Lori Flick ; (name of circulator), being duly sworn, state: Wisconsin I reside at ActionRealty, Sturgeon Bay, WI 54235, Wisconsin. I personally circulated the attached petition commencing on the 15<sup>th</sup> day of September, 2022, and terminating on the 16<sup>th</sup> day of September, 2022, and personally obtained each signature on this petition. I know that each person who signed is an elector or owner of property located in the territory proposed for annexation and signed the petition with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I reside within the territory described above. I am aware that falsifying this affidavit is punishable under Sections 12.13 (3) (a) and 946.32 (1) (a) of the Wisconsin Statutes.

Lori Flick  
Signature of Circulator

Subscribed and sworn to before me  
this 16<sup>th</sup> day of September, 2022

Julia M Henkel  
Notary Public, State of Wisconsin  
My Commission expires: 3-19-25



## Sturgeon Bay Fleet Farm Parcel Description

A parcel of land located in part of the Northwest Quarter of the Northwest Quarter of Section 13, Township 27 North, Range 25 East, Town of Nasewaupée, Door County, Wisconsin, more fully described as follows.

Commencing at the Northwest Corner of Section 13;

Thence S00°07'18"E coincident with the West line of the Northwest Quarter of Section 13 a distance of 65.59 feet to its intersection with the South right-of-way line for STH 42-57 (Green Bay Road) also being the point of beginning.

Thence S88°40'18"E coincident with said South right-of-way line a distance of 44.54 feet;  
Thence S76°18'13"E coincident with said South right-of-way line a distance of 102.39 feet;  
Thence S88°42'39"E coincident with said South right-of-way line a distance of 300.00 feet;  
Thence S80°10'48"E coincident with said South right-of-way line a distance of 101.12 feet;  
Thence S88°42'39"E coincident with said South right-of-way line a distance of 150.00 feet;  
Thence N83°41'41"E coincident with said South right-of-way line a distance of 151.33 feet;  
Thence S88°42'39"E coincident with said South right-of-way line a distance of 459.01 feet to its intersection with the East line of the Northwest Quarter of the Northwest Quarter of Section 13,  
Thence S00°04'21"E coincident with said East line a distance of 1249.52 feet to the Southeast Corner of the Northwest Quarter of the Northwest Quarter of Section 13;  
Thence N88°38'55"W coincident with the South line of the Northwest Quarter of the Northwest Quarter of Section 13 a distance of 1302.10 feet to the Southwest Corner of the Northwest Quarter of the Northwest Quarter of Section 13;  
Thence N00°07'18"W coincident with the West line of the Northwest Quarter of Section 13 a distance of 1265.16 feet to the point of beginning.

Said parcel of land contains 37.198 acres (1,620,349 square feet) more or less.

Subject to all easements and restrictions of record

Exhibit A







Exhibit B



**R E C O M M E N D A T I O N**

**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Parking & Traffic Committee, hereby recommend to accept payment in lieu of parking at 339 Louisiana St. at the cost of \$1,300.00 per space, for a total of \$2,600.00. Respectfully submitted,

PARKING & TRAFFIC COMMITTEE  
By: Kirsten Reeths, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: September 19, 2022

\* \* \* \* \*

Moved by Alderperson \_\_\_\_\_, seconded by Alderperson  
\_\_\_\_\_ that the said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

## Executive Summary

### Payment in Lieu of Providing Off-Street Parking Request – 339 Louisiana St

**Petition:** Turning Point of Door County, LLC (Tim Beck, agent) is requesting to make a one-time payment in lieu of providing two parking spaces. The subject property is located at 339 Louisiana Street; parcel # 281-10-85140201, which was formerly used for storage and office space for Younkers department store. The building is proposed to be converted into commercial space on ground floor and a dwelling unit within the upper floor. Per the zoning code the property owner is required to provide two off-street parking spaces for this residence. However, there is a provision that allows the owners of properties located within the C-2 zoning district to request to make a payment in lieu of providing the required spaces. This option is typically used in circumstances where providing the parking is burdensome or impossible.

**Considerations:** These requests are reviewed by the Parking and Traffic Committee with a recommendation to Council. The fee has historically been reviewed case by case with input from the applicant and City Staff. The City engineer previously provided a cost estimate for adding two parking stalls to a parking lot project. The estimated cost came to approximately \$2600 (\$1300 per space).

Factors that the Parking and Traffic Committee has considered in the past include

1. *The percentage of the parking spaces that the applicant is able/willing to provide and the number normally required if the payment in lieu option wasn't being utilized.* In this case, the property owner does not intend to provide any parking onsite. Since the existing building essentially covers the entire lot, there is no physical area to construct parking spaces. The fact that none of the required off-street parking is being supplied onsite is tempered by the fact that just two space are needed.
2. *The amount of on-street parking and public parking lots in the area and the impact on Municipal Services operations.* Louisiana Street allows for on-street parking; however, the parking spaces are restricted to 2-hour parking during the day hours. The closest public parking lot is at Kentucky/4<sup>th</sup>; this lot is less than 300 feet away via the alley. In addition, there are four other public parking lots within two blocks of the subject property.
3. *Any other circumstances that would dictate an increase or decrease of the fee per space.* The property owner has not presented any reasons that would cause for a decrease in the fee amount and City staff have no reasons to increase the fee amount. As stated previously, this is an existing building so no prior parking area is disrupted for the proposed use.

The Municipal Services Director has reviewed this request and has no concerns with the proposal. It is noted that during the winter months when on-street parking and parking within the public lots are restricted, the future residents would need to find alternative

places to park or obtain a winter parking permit issued through the municipal services office.

**Fiscal Impact:** The fee to be paid by the petitioner will go into the City's parking lot fund, which is a segregate capital fund strictly for municipal parking lot creation and maintenance.

**Recommendation:** Set the price per space at \$1300 for a total of \$2600.

Prepared by:   
Marty Olejniczak  
Community Development Director

9-14-2022  
Date

Reviewed by:   
Christopher Sullivan-Robinson  
Planner / Zoning Administrator

9.14.2022  
Date

Reviewed by:   
Chad Shefchik  
City Engineer

9.14.22  
Date

Reviewed by: \_\_\_\_\_  
Mike Barker  
Municipal Services Director

\_\_\_\_\_  
Date

## Sullivan-Robinson, Christopher

---

**From:** Michael Kickbush <mkickbush@hotmail.com>  
**Sent:** Friday, September 2, 2022 8:21 AM  
**To:** Sullivan-Robinson, Christopher  
**Cc:** Tim Beck; dobbinsjudylee@aol.com; dschmelzer59@gmail.com  
**Subject:** Fw: Louisiana St.

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Chris,

See below. In addition, Tim Beck would like to request payment in leu of parking for two parking spots at 339 Louisiana Street. Please let me know if we can now apply for the zoning permit.

Thanks,

Mike Kickbush

---

**From:** dobbinsjudylee@aol.com <dobbinsjudylee@aol.com>  
**Sent:** Friday, September 2, 2022 6:50 AM  
**To:** mkickbush@hotmail.com <mkickbush@hotmail.com>  
**Subject:** Fwd: Louisiana St.

Thoughts?

-----Original Message-----

**From:** Olejniczak, Marty <MOlejniczak@sturgeonbaywi.org>  
**To:** dobbinsjudylee@aol.com <dobbinsjudylee@aol.com>  
**Sent:** Thu, Sep 1, 2022 3:44 pm  
**Subject:** RE: Louisiana St.

Tim:

The City Engineer, Fire Chief and I reviewed the proposed egress balcony. We did not have any concerns over the privilege in the street. We specifically note that there are no stairs or ladder to the balcony.

This proposed egress will require plan review and approval. There is a chance that the design could change or not be approved due to the code requirements. As soon as the building plans are finalized and approved by the plan reviewer, we will place this item on the Common Council agenda. I will let you know when that happens.

Marty Olejniczak  
Community Development Director  
City of Sturgeon Bay  
(920) 746-6908

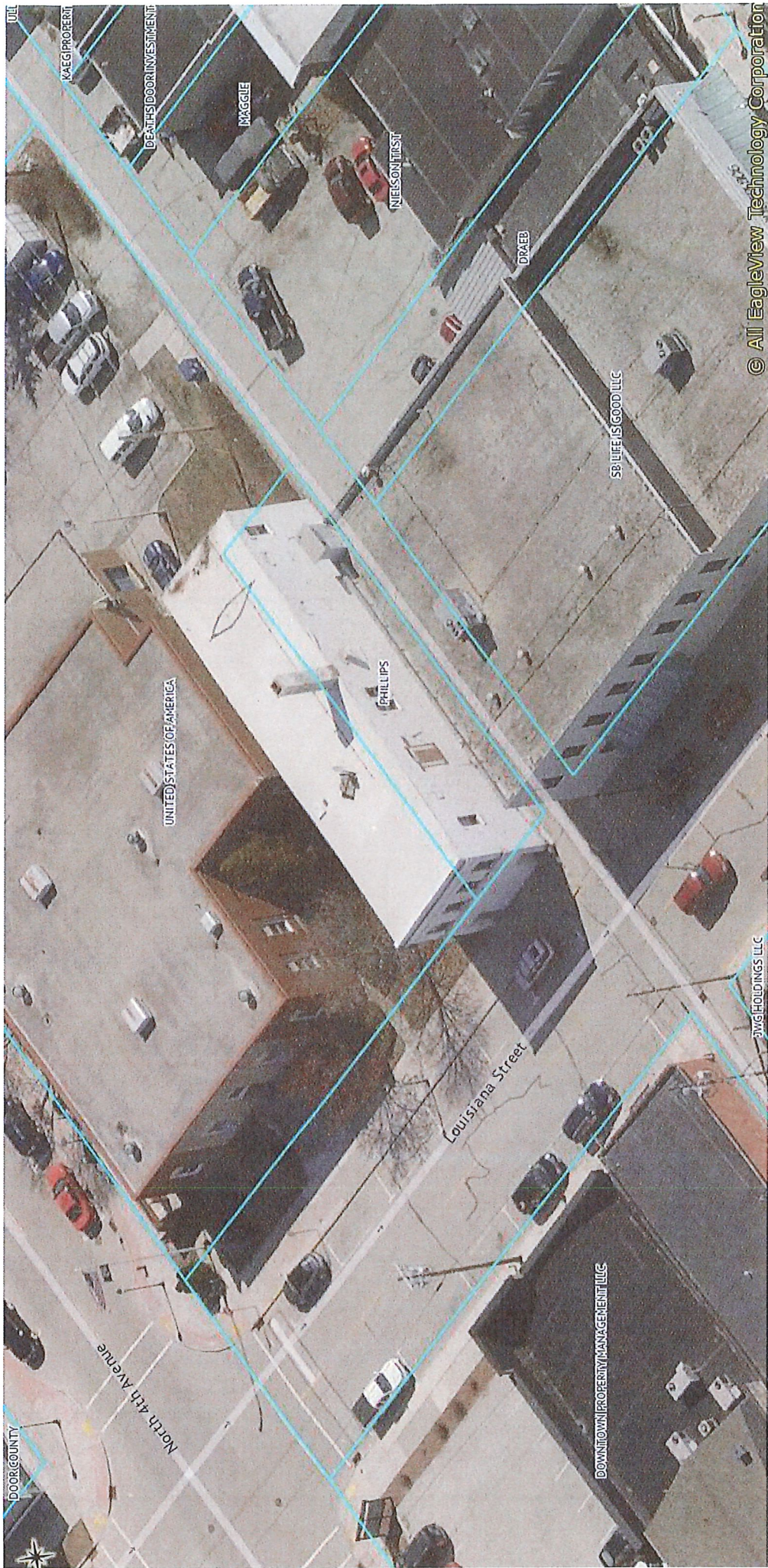
**From:** dobbinsjudylee@aol.com <dobbinsjudylee@aol.com>  
**Sent:** Friday, August 26, 2022 1:00 PM  
**To:** Olejniczak, Marty <MOlejniczak@sturgeonbaywi.org>  
**Subject:** Louisiana St.

To whom it may concern,









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