



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY DECEMBER 19, 2023  
6:00 P.M. OR IMMEDIATELY FOLLOWING BOARD OF PUBLIC WORKS  
WHICH BEGINS AT 5:00 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 – \$215,377.67, Capital Fund - \$16,651.52, Cable TV - \$38.27, TID #10 - \$7,750.00, Solid Waste Enterprise Fund - \$18,598.05, and Compost Site Enterprise Fund - \$1,623.40 for a grand total of \$260,038.91. [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 12/5/23 regular Common Council minutes.
  - \* b. Place the following minutes on file:
    - (1) Community Protection & Services Committee – 11/1/23
    - (2) Finance/Purchasing & Building Committee – 11/28/23
  - \* c. Place the following report on file:
    - (1) Police Department Report – November 2023
  - \* d. Consideration of: Approval of Beverage Operator license.
  - \* e. Consideration of: Approval of Appointment of Election Inspectors for 2024-2025.
  - \* f. Community Protection & Services Committee recommendation re: Repeal and recreate Section 1.21 – Weights & Measures Regulations.
  - \* g. Community Protection & Services Committee recommendation re: Amend Section 15.02 – State Building Codes – SPS 327 Camping Units.
  - \* h. Community Protection & Services Committee recommendation re: Amend Section 12.03 – Compulsory Connection to Sewer and Water Mains.

- \* i. Finance/Purchasing & Building Committee recommendation re: Amend Development Agreement with Cobblestone Hotels Development LLC to extend deadline to acquire the property to May 31, 2024.
8. Mayoral Appointments.
  9. Consideration of: Changing January 2024 Council meeting dates.
  10. Second reading of ordinance re: Repeal and recreate Section 16.08 of the Municipal Code – Holding Tank Agreements.
  11. First reading of ordinance re: Repeal and recreate Section 1.21 of the Municipal Code – Weights and Measures Regulations.
  12. First reading of ordinance re: Amend Section 15.02(1) of the Municipal Code - State Building Codes adopted.
  13. First reading of ordinance re: Repeal and recreate Section 12.03 of the Municipal Code – Compulsory Connection to Sewer and Water Mains
  14. City Plan Commission recommendation re: Vacate the unimproved portion of S. Madison Avenue.
  15. Public hearing re: Discontinuance of an Unimproved Street in the City of Sturgeon Bay – South Madison Ave.
  16. Resolution Discontinuing Portion of South Madison Avenue.
  17. Finance/Purchasing & Building Committee recommendation re: Approve amending the Development Agreement with JPEJ, LLC to include two additional lots located along Alabama Place.
  18. City Plan Commission recommendation re: Approve text amendments within Section 9.05, Tourist Rooming House permit, of the Municipal Code.
  19. Community Protection & Services recommendation re: Approve changes to Section 9.05, Tourist Rooming House permit, of the Municipal Code.
  20. First reading of ordinance re: Repeal and recreate Section 9.05 of the Municipal Code – Tourist Room House license.
  21. City Administrator report.
  22. Mayor's report.
  23. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

Time:

By:

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.

## INVOICES DUE ON/BEFORE 12/19/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
R0001817	STEVE PETERSON	PH SIGN DEP REFND/S PETERSON	01-000-000-23168	50.00
TOTAL LIABILITIES				50.00
TOTAL GENERAL FUND				50.00
CITY COUNCIL				
02250	BEAR GRAPHICS INC	COUNCIL OFFICIAL MINS BOOK	01-105-000-54999	362.40
02250		SHIPPING	01-105-000-54999	15.27
02250		FINANCE OFFICIAL MINS BOOK	01-105-000-54999	338.40
02250		SHIPPING	01-105-000-54999	15.26
03133	CELLCOM WISCONSIN RSA 10	11/23 3 ALDER CELL PHONES	01-105-000-58999	101.75
TOTAL				833.08
TOTAL CITY COUNCIL				833.08
LAW/LEGAL				
BUELOW	BUELOW, VETTER, BUIKEMA,	11/23 LABOR MATTERS	01-110-000-57900	5,732.77
TOTAL				5,732.77
TOTAL LAW/LEGAL				5,732.77
CITY CLERK-TREASURER				
02250	BEAR GRAPHICS INC	ABSENTEE ENVELOPES	01-115-000-54999	697.44
04650	DOOR COUNTY REGISTER OF DEEDS	MINUTES COPY	01-115-000-56350	0.50
10800	JP COOKE CO	2024 CAT LICENSES	01-115-000-54999	86.35
R0001818	AMBER KONRAD	SUBPOENA FEE/A KONRAD	01-115-000-56350	16.80
TOTAL				801.09
TOTAL CITY CLERK-TREASURER				801.09
COMPUTER				
04696	DOOR COUNTY TREASURER	11/23 IS INTERNET USAGE	01-125-000-55550	100.00
04696		11/23 4TH QTR SOFTWARE	01-125-000-55550	2,472.59
04696		11/23 TECH SUPPORT	01-125-000-55550	2,083.34
04696		11/23 4 G INTERNET	01-125-000-55550	375.00
04696		11/23 3RD QTR FIBER LOCATES	01-125-000-55550	329.80
TOTAL				5,360.73
TOTAL COMPUTER				5,360.73
BUILDING/ZONING CODE ENFORCEMT				
DCI	DOOR COUNTY INSPECTIONS, LLC	11/23 BUILDING PERMITS	01-140-000-55010	17,261.74
TOTAL				17,261.74
TOTAL BUILDING/ZONING CODE ENFORCEMT				17,261.74
PUBLIC WORKS ADMINISTRATION				
17700	QUILL CORPORATION	LEGAL PADS	01-150-000-52800	13.99
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSRTD OFFICE SUPPLIES	01-150-000-51950	40.88
BUBRICKS		SCISSORS	01-150-000-51950	13.54
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	TONER	01-150-000-51950	132.21

DATE: 12/12/2023  
TIME: 14:50:18  
ID: AP4430ZN

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 12/19/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
PUBLIC WORKS ADMINISTRATION				
TOTAL				200.62
TOTAL PUBLIC WORKS ADMINISTRATION				200.62
CITY HALL				
03159	SPECTRUM	11/23 FIRE CABLE SVC	01-160-000-58999	143.71
03806	CUMMINS NPOWER, LLC	CITY HALL GENERATR PREV MAINT	01-160-000-58999	1,212.15
04575	DOOR COUNTY HARDWARE	CLEANING SUPPLIES	01-160-000-51850	32.57
04575		TOLIET BOWEL CLEANER	01-160-000-51850	9.18
19880	STURGEON BAY UTILITIES	421 MICHIGAN STREET	01-160-000-56150	2,213.42
19880		421 MICHIGAN STREET	01-160-000-58650	239.28
VANS	VANS FIRE & SAFETY, INC	ANNL EXTINGUISHER INSPECTION	01-160-000-58999	1,197.62
VIKING	VIKING ELECTRIC SUPPLY, INC	LED LAMPS	01-160-000-54999	28.12
VIKING		LED BULBS	01-160-000-54999	181.80
WARNER	WARNER-WEXEL LLC	ASSORTED MAINTENANCE SUPPLIES	01-160-000-51850	453.16
TOTAL				5,711.01
TOTAL CITY HALL				5,711.01
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	11/23 CITY HALL PHONE SVC	01-199-000-58200	28.26
04696		11/23 FIRE PHONE SVC	01-199-000-58200	13.08
04696		11/23 MUN SVC PHONE SVC	01-199-000-58200	13.52
04696		11/23 POLICE PHONE SVC	01-199-000-58200	16.90
PULSE	PENINSULA PULSE	11/23 PUBLICATIONS	01-199-000-57450	1,454.04
QUADPOST	QUADIENIT FINANCE USA INC	POSTAGE	01-199-000-57250	5,010.00
TOTAL				6,535.80
TOTAL GENERAL EXPENDITURES				6,535.80
POLICE DEPARTMENT				
15890	PACK AND SHIP PLUS	SHIPPING CRIME LAB	01-200-000-57250	14.65
BUBBRICKS	BUBBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	96.03
BUBBRICKS		FOLDERS/TAPE CARTRIDGE	01-200-000-51950	58.06
TOTAL				168.74
TOTAL POLICE DEPARTMENT				168.74
PATROL BOAT				
PORT	PATROL BOAT			
	WEST MARINE PRODUCTS INC	PATROL BOAT PART	01-205-000-58600	42.98
TOTAL PATROL BOAT				42.98
TOTAL PATROL BOAT				42.98
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	11/23 CRADELPOINT PORT SEC CAM	01-215-000-58999	53.93
14877	NWTC	VEH CONTCT INSTRT REG/ALBERTSN	01-215-000-55600	150.00
19880	STURGEON BAY UTILITIES	SUNET PK BT LAUNCH	01-215-000-56150	20.21
19880		110 S NEENAH AVE CAMERA	01-215-000-56150	17.22
19880		SHORECREST RD CAMERA	01-215-000-56150	17.01
PATRIOT	PATRIOT MOTOR STURGEON BAY LLC	SQUAD 80 MAINTENANCE	01-215-000-58600	201.96
PATRIOT		SQUAD 60 MAINTENANCE	01-215-000-58600	99.75
PATRIOT		SQUAD 30 MAINTENANCE	01-215-000-58600	31.45
PATRIOT		SQUAD 40 MAINTENANCE	01-215-000-58600	105.00



DATE: 12/12/2023  
TIME: 14:50:18  
ID: AP4430ZN

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 12/19/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT/PATROL				
PATRIOT		CSO VEHICLE MAINTENANCE	01-215-000-58600	31.45
PATRIOT		SQUAD 60 MAINTENANCE	01-215-000-58600	71.46
PATRIOT		SQUAD 50 MAINTENANCE	01-215-000-58600	99.75
PATRIOT		SQUAD 10 MAINTENANCE	01-215-000-58600	95.00
PATRIOT		INV VEH MAINTENANCE	01-215-000-58600	55.33
SWIT	SWITS	INTERPRETATION SVCS	01-215-000-58999	207.01
VIRLEE	VIRLEE GUNWORKS	AMMUNITION	01-215-000-51050	4,901.40
TOTAL				6,157.93
TOTAL POLICE DEPARTMENT/PATROL				6,157.93
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	11/23 CONTRACT FEE	01-225-000-57950	105.00
DC AUTO	DC AUTOMOTIVE	VEH THEFT TOWING	01-225-000-57950	225.00
TOTAL				330.00
TOTAL POLICE DEPT. / INVESTIGATIONS				330.00
FIRE DEPARTMENT				
FIRE DEPARTMENT				
03806	CUMMINS NPOWER, LLC	REPLACE STARTER-E707	01-250-000-53000	425.50
04575	DOOR COUNTY HARDWARE	WALLPLATE/SWITCH BOX	01-250-000-54999	9.38
04575		MOUNTING TAPE	01-250-000-54999	4.99
04575		MOUNTING TAPE	01-250-000-54999	19.58
04575		TUBE/P TRAP/WASHER	01-250-000-54999	16.37
04575		METAL REPAIR TAPE	01-250-000-54999	4.99
04575		DUCT TAPE	01-250-000-54999	8.99
15890	PACK AND SHIP PLUS	AIR SAMPLE SHIPPING-TRACE ONLY	01-250-000-56250	12.94
16570	PIONEER FIRE COMPANY	UNIFORMS	01-250-000-52900	802.00
19880	STURGEON BAY UTILITIES	MARTIN PARK RESTROOM	01-250-000-56675	9.00
19880		421 MICHIGAN STREET	01-250-000-56675	189.00
19880		TRUCK FILL	01-250-000-56675	59.00
19880		MEM FLD WARMING HOUSE	01-250-000-56675	71.00
19880		835 N 14TH AVE	01-250-000-56675	71.00
19880		GARLAND PARK	01-250-000-56675	9.00
19880		SUNSET CONSN CNTR	01-250-000-56675	71.00
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	22.00
19880		OTUMBA PARK	01-250-000-56675	9.00
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	9.00
19880		W SIDE FIRE STATION	01-250-000-56675	71.00
19880		W SIDE FIRE STATION	01-250-000-56150	115.83
19880		W SIDE FIRE STATION	01-250-000-58650	100.80
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	9.00
19880		NEENAH AVE RESTROOM	01-250-000-56675	45.00
19880		WS BALLFLD LITES	01-250-000-56675	45.00
19880		GIRLS LITTLE LEAGUE	01-250-000-56675	71.00
19880		FIRE TRAINING SITE	01-250-000-56675	9.00
19880		QUINCY ST BALLFLD	01-250-000-56675	71.00
19880		10 PENNSYLVANIA ST DOCK	01-250-000-56675	22.00
19880		92 E MAPLE ST DOCK	01-250-000-56675	9.00
19880		1ST AVE MARINA/RESTROOM	01-250-000-56675	71.00
19880		KENTUCKY ST CITY PKG RAMP	01-250-000-56675	9.00
19880		CITY MARINA	01-250-000-56675	71.00
19880		SIGN SHED	01-250-000-56675	9.00
19880		CHERRY BLOSSOM PRK	01-250-000-56675	22.00
DC FIRE	DOOR COUNTY FIRE CHIEF'S INC	2023 DUES	01-250-000-56000	150.00
FIRE SRV	FIRE SERVICE, INC.	BRAKE DRUM/E706	01-250-000-53000	1,360.26
TOTAL FIRE DEPARTMENT				4,084.63
TOTAL FIRE DEPARTMENT				4,084.63

STORM SEWERS

INVOICES DUE ON/BEFORE 12/19/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
STORM SEWERS				
QUALITY	QUALITY TRUCK CARE CENTER INC	U JOINT	01-300-000-56250	47.86
QUALITY		TIE ROD ASSEMBLY	01-300-000-56250	513.75
TOTAL				561.61
TOTAL STORM SEWERS				561.61
ROADWAYS/STREETS				
19860	STURGEON BAY SAND & GRAVEL	QUARRY WASH	01-400-000-52500	69.42
TOTAL				69.42
TOTAL ROADWAYS/STREETS				69.42
SNOW REMOVAL				
SNOW REMOVAL				
06012	FASTENAL COMPANY	HARDWARE	01-410-000-51400	48.16
MACQUEEN	MACQUEEN EQUIPMENT, LLC	PRIMARY SWITCH	01-410-000-51400	158.69
MACQUEEN		SECONDARY SWITCH	01-410-000-51400	122.42
MACQUEEN		SHIPPING	01-410-000-51400	24.26
MACQUEEN		HEATING ELEMENTS	01-410-000-51400	166.68
MACQUEEN		HEATING ELEMENT	01-410-000-51400	66.75
MACQUEEN		SHIPPING	01-410-000-51400	21.88
TOTAL SNOW REMOVAL				608.84
TOTAL SNOW REMOVAL				608.84
CURB/GUTTER/SIDEWALK				
04696	DOOR COUNTY TREASURER	DEER PICK UP	01-440-000-58999	26.40
TOTAL				26.40
TOTAL CURB/GUTTER/SIDEWALK				26.40
STREET MACHINERY				
02005	BAY ELECTRONICS, INC.	2 WAY RADIOS	01-450-000-57550	1,662.40
02005		SPEAKERS	01-450-000-57550	118.60
02005		MOUNTS	01-450-000-57550	66.00
02005		ANTENNAS	01-450-000-57550	90.00
02005		MOUNTS	01-450-000-57550	30.00
02005		CONNECTORS	01-450-000-57550	20.00
02005		SHIPPING	01-450-000-57550	19.88
04545	DOOR COUNTY COOPERATIVE/NAPA	OIL FILTERS	01-450-000-52150	20.86
04545		LAMP/SIGNAL UNIV	01-450-000-52150	72.10
04545		ADAPTER PLUG	01-450-000-52150	115.00
04575	DOOR COUNTY HARDWARE	SPRING RAKE	01-450-000-52150	59.97
04575		METAL CUT WHEEL	01-450-000-52700	8.59
04575		SPRING RAKE	01-450-000-52700	39.98
04575		SQUEEGE	01-450-000-52700	9.59
04575		RAKE	01-450-000-52700	89.97
04575		DISTILLED WATER	01-450-000-52700	5.98
04575		SNOW SHOVEL	01-450-000-52700	32.99
18950	SAFETY-KLEEN SYSTEMS, INC	SERVICE-TANK	01-450-000-58999	197.77
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	STOCK SUPPLIES/SHOP	01-450-000-52150	349.52
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	CABIN FILTER	01-450-000-53000	117.21
QUALITY	QUALITY TRUCK CARE CENTER INC	TURN SIGNAL	01-450-000-53000	263.51
QUALITY		UNIVERSAL JOINT PULLER	01-450-000-52700	191.98
QUALITY		SHIPPING	01-450-000-52700	12.00
TOTAL				3,593.90
TOTAL STREET MACHINERY				3,593.90

INVOICES DUE ON/BEFORE 12/19/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY GARAGE				
04575	DOOR COUNTY HARDWARE	PAINT SUPPLIES	01-460-000-55300	62.73
06012	FASTENAL COMPANY	CLEANING PADS	01-460-000-54999	325.80
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	13.39
19880		835 N 14TH AVE	01-460-000-56150	744.89
19880		835 N 14TH AVE	01-460-000-58650	80.56
AMERWELD	AMERICAN WELDING & GAS, INC	MONTHLY GAS BOTTLE RENTAL	01-460-000-58999	162.80
TOTAL				1,390.17
TOTAL CITY GARAGE				1,390.17
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	808 S DULUTH AVE SIGN	01-499-000-58000	17.12
19880		EGG HRBR RD TRFFC LITE	01-499-000-58000	27.23
19880		EGG HRBR RD TRFFC LITE	01-499-000-58000	34.91
19880		TRFFC LITE/SPEED SIGN	01-499-000-58000	8.25
19880		MADISON AVE TRFF LITES	01-499-000-58000	132.16
19880		342 ORNAMENTAL ST LIGHTS	01-499-000-58000	5,010.43
19880		593 OVERHEAD ST LIGHTS	01-499-000-58000	6,595.89
19880		S LANSING & W WALNUT SIGN	01-499-000-58000	9.15
19880		1ST AVE EAST SIDE DOCK	01-499-000-58000	39.51
19880		OLD HWY RD SIGN	01-499-000-58000	17.44
LONDO	RYAN LONDO	SAFETY BOOTS/LONDO	01-499-000-56800	205.73
POLLOCK	DALE POLLOCK	SAFETY REIMBURSE/POLLOCK	01-499-000-56800	247.91
TOTAL				12,345.73
TOTAL HIGHWAYS - GENERAL				12,345.73
PARK & RECREATION ADMIN				
PULSE	PENINSULA PULSE	JOB ADVERTISEMENT	01-500-000-57450	412.29
TOTAL				412.29
TOTAL PARK & RECREATION ADMIN				412.29
PARKS AND PLAYGROUNDS				
03025	CAPTAIN COMMDES INC	PORT A POTTI RENTAL-DOG PARK	01-510-000-58999	110.00
04575	DOOR COUNTY HARDWARE	LED LIGHTS	01-510-000-56250	69.95
04575		CLAMPS	01-510-000-51550	14.36
04575		CAULKSAVER FOAM	01-510-000-51900	9.59
04575		AIR FILTER	01-510-000-56250	59.96
08225	HERLACHE SMALL ENGINE	BLOWER PACK	01-510-000-54999	519.99
19880	STURGEON BAY UTILITIES	MICHIGAN ST CHARGING STATION	01-510-000-56150	103.71
19880		MARTIN PARK PAVILLION	01-510-000-56150	17.97
19880		MARTIN PARK RESTROOM	01-510-000-58650	10.00
19880		MEM FLD WARMING HOUSE	01-510-000-56150	73.95
19880		MEM FLD WARMING HOUSE	01-510-000-58650	62.40
19880		GARLAND PARK	01-510-000-56150	13.39
19880		GARLAND PARK	01-510-000-58650	10.00
19880		SUNSET CONSN CNTR	01-510-000-56150	106.20
19880		SUNSET CONSN CNTR	01-510-000-58650	62.28
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	18.40
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	15.00
19880		OTUMBA PARK	01-510-000-56150	15.41
19880		OTUMBA PARK	01-510-000-58650	10.00
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	130.26
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	19.76
19880		MADISON AVE CHARGING STATION	01-510-000-56150	26.37
19880		JAYCEE BALLFLD STAND	01-510-000-56150	13.39
19880		3RD AVE POWER PANEL	01-510-000-56150	18.61
19880		421 MICHIGAN FLAG LIGHT	01-510-000-56150	15.09
19880		14TH AVE MEM FLD PKG LOT	01-510-000-56150	13.39

INVOICES DUE ON/BEFORE 12/19/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
PARKS AND PLAYGROUNDS				
19880		WS BALLFLD LITES	01-510-000-58650	25.00
19880		MEM FLD COMPLEX	01-510-000-56150	1,033.46
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	37.00
19880		FIRE TRAINING SITE	01-510-000-56150	13.39
19880		OTUMBA PK WALKWY	01-510-000-56150	17.33
19880		QUINCY ST BALLFLD	01-510-000-58650	37.00
19880		1ST AVE CHARGING STATION	01-510-000-56150	105.27
19880		SIGN SHED	01-510-000-56150	26.48
19880		SIGN SHED	01-510-000-58650	10.00
19880		CHERRY BLOSSOM PRK	01-510-000-56150	13.39
19880		CHERRY BLOSSOM PRK	01-510-000-58650	15.00
19880		LIGHT REPLACEMENT	01-510-000-58999	940.00
19880		TRAVELING WATER METERS	01-510-000-58650	1,489.80
19880		LIGHT BRACKET	01-510-000-54999	125.00
20725	T R COCHART TIRE CENTER	TUBE	01-510-000-51900	20.00
20725		TUBE	01-510-000-51900	20.00
20725		TUBE	01-510-000-51900	25.00
20725		FLAT REPAIR	01-510-000-53000	30.00
20725		FLAT REPAIR	01-510-000-53000	30.00
20725		FLAT TIRE REPAIR	01-510-000-53000	30.00
HESLER	DARREN HESLER	SAFETY CLOTHING/HESLER	01-510-000-56800	42.18
TOTAL				5,624.73
TOTAL PARKS AND PLAYGROUNDS				5,624.73
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH PKG LOT LTS	01-550-000-56150	262.07
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	20.63
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	10.00
19880		NEENAH AVE RESTROOM	01-550-000-56150	367.43
19880		NEENAH AVE RESTROOM	01-550-000-58650	47.51
PIER	PIER & WATERFRON SOLUTIONS,LLC	BULLHEAD PT DOCK REMOVAL	01-550-000-55900	735.00
PIER		HARBOR LADY PIER REMOVAL	01-550-000-55900	1,226.00
PIER		SAWYER/DNR PIER	01-550-000-55900	901.00
STEVES	STEVE'S PLUMBING SERVICE LLC	REPLACE 6 HOSE BIBBS/MARINA	01-550-000-55900	519.16
TOTAL				4,088.80
TOTAL MUNICIPAL DOCKS				4,088.80
WATER WEED MANAGEMENT				
SKIPPER	SKIPPER BUDS	SHRINK WRAP WEED HARVESTERS	01-560-000-58999	722.00
TOTAL				722.00
TOTAL WATER WEED MANAGEMENT				722.00
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	92 E MAPLE STREET DOCK LTES	01-570-000-56150	21.63
19880		DC MUSEUM WALKWAY	01-570-000-56150	61.52
19880		DC MUSEUM PKG LOT	01-570-000-56150	94.32
19880		JUNIPER ST WALWAY LITES	01-570-000-56150	37.14
19880		JUNIPER ST PARKING LOT	01-570-000-56150	27.79
19880		10 PENNSYLVANIA ST DOCK	01-570-000-58650	15.00
19880		48 KENTUCKY ST WTRFRNT	01-570-000-56150	111.76
19880		92 E MAPLE ST DOCK	01-570-000-58650	10.00
19880		1ST AVE MARINA/RESTROOM	01-570-000-56150	99.63
19880		1ST AVE MARINA/RESTROOM	01-570-000-58650	70.99
19880		KENTUCKY ST CITY PKG RAMP	01-570-000-56150	118.37
19880		CITY MARINA	01-570-000-58650	37.00
PORT	WEST MARINE PRODUCTS INC	PROP DE-ICER	01-570-000-56500	57.96
PORT		BREAKER PUSHBTN REST	01-570-000-54999	6.24

INVOICES DUE ON/BEFORE 12/19/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
WATERFRONT PARKS & WALKWAYS				
TOTAL				769.35
TOTAL WATERFRONT PARKS & WALKWAYS				769.35
TOTAL GENERAL FUND				83,484.36
CAPITAL FUND				
GENERAL EXPENDITURES				
FERGUSON	FERGUSON WATERWORKS #1476	SBU PORTION	10-199-000-51525	630.75
FERGUSON		SBU PORTION	10-199-000-51525	4,896.24
R0000421	WI DEPT OF TRANSPORTATION	HWY INTERSECTION-COUNTY PORTN	10-199-000-51525	51.91
TOTAL				5,578.90
TOTAL GENERAL EXPENDITURES				5,578.90
PATROL				
PATROL				
DIVE	DIVE RIGHT IN SCUBA, INC	MISC DIVE TEAM EQUIP	10-215-000-59999	567.16
TOTAL PATROL				567.16
TOTAL PATROL				567.16
STORM SEWERS				
EXPENSE				
04545	DOOR COUNTY COOPERATIVE/NAPA	PLASMA CUTTER	10-300-000-59115	1,799.99
04545		WELDER-STORM SEWER REPAIRS	10-300-000-59115	6,350.00
FERGUSON	FERGUSON WATERWORKS #1476	CITY PORTION	10-300-000-59115	1,402.45
FERGUSON		CITY PORTION	10-300-000-59115	425.76
TOTAL EXPENSE				9,978.20
TOTAL STORM SEWERS				9,978.20
ROADWAYS/STREETS				
ROADWAYS/STREETS				
R0000421	WI DEPT OF TRANSPORTATION	HWY INTERSECTION-CITY PORTION	10-400-000-59095	120.28
TOTAL ROADWAYS/STREETS				120.28
TOTAL ROADWAYS/STREETS				120.28
CURB/GUTTER/SIDEWALK				
EXPENSE				
GATTENOR	GAT TENOR	CONCRETE TOOLS/SUPPLIES	10-440-000-59102	406.98
TOTAL EXPENSE				406.98
TOTAL CURB/GUTTER/SIDEWALK				406.98
TOTAL CAPITAL FUND				16,651.52
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	SPECTRUM	11/23 CB MUSIC SVC	21-000-000-58999	38.27
TOTAL CABLE TV / GENERAL				38.27
TOTAL CABLE TV / GENERAL				38.27
TOTAL CABLE TV				38.27



INVOICES DUE ON/BEFORE 12/19/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
TID #10	DISTRICT			
	TID #10 DISTRICT			
	TID #10 DISTRICT			
STANTEC	STANTEC CONSULTING SERVICE INC	S HUDSON-GENEVA RIDGE ENGINEER	32-310-000-58999	7,750.00
		TOTAL TID #10 DISTRICT		7,750.00
		TOTAL TID #10 DISTRICT		7,750.00
		TOTAL TID #10 DISTRICT		7,750.00
SOLID WASTE ENTERPRISE				
	SOLID WASTE ENTERPRISE FUND			
	SOLID WASTE ENTERPRISE FUND			
04545	DOOR COUNTY COOPERATIVE/NAPA	GREASE	60-000-000-52050	95.03
GFLENVIR	GFL ENVIRONMENTAL, INC	246.99 TON GARBAGE	60-000-000-58300	17,415.28
GFLENVIR		65.29 TON RECYCLE	60-000-000-58350	1,087.74
		TOTAL SOLID WASTE ENTERPRISE FUND		18,598.05
		TOTAL SOLID WASTE ENTERPRISE FUND		18,598.05
		TOTAL SOLID WASTE ENTERPRISE		18,598.05
COMPOST SITE ENTERPRISE FUND				
	COMPOST SITE ENTERPRISE FUND			
	COMPOST SITE ENTERPRISE FUND			
03025	CAPTAIN COMMDES INC	PORT A POTTI RENTAL-COMPOST	64-000-000-58999	110.00
19880	STURGEON BAY UTILITIES	MARTIN PARK RESTROOM	64-000-000-58999	2.00
19880		421 MICHIGAN STREET	64-000-000-58999	10.00
19880		MEM FLD WARMING HOUSE	64-000-000-58999	6.00
19880		835 N 14TH AVE	64-000-000-58999	6.00
19880		GARLAND PARK	64-000-000-58999	2.00
19880		SUNSET CONSN CNTR	64-000-000-58999	6.00
19880		FRANK GRASSE MEM SHELTER	64-000-000-58999	2.00
19880		OTUMBA PARK	64-000-000-58999	2.00
19880		WEST SIDE WARMING HOUSE	64-000-000-58999	2.00
19880		W SIDE FIRE STATION	64-000-000-58999	6.00
19880		38 S NEENAH AVE PAVILLION	64-000-000-58999	2.00
19880		NEENAH AVE RESTROOM	64-000-000-58999	4.00
19880		WS BALLFLD LITES	64-000-000-58999	4.00
19880		GIRLS LITTLE LEAGUE	64-000-000-58999	6.00
19880		COMPOST SITE	64-000-000-56150	23.40
19880		FIRE TRAINING SITE	64-000-000-58999	2.00
19880		QUINCY ST BALLFLD	64-000-000-58999	6.00
19880		10 PENNSYLVANIA ST DOCK	64-000-000-58999	2.00
19880		92 E MAPLE ST DOCK	64-000-000-58999	2.00
19880		1ST AVE MARINA/RESTROOM	64-000-000-58999	6.00
19880		KENTUCKY ST CITY PKG RAMP	64-000-000-58999	2.00
19880		CITY MARINA	64-000-000-58999	6.00
19880		SIGN SHED	64-000-000-58999	2.00
19880		CHERRY BLOSSOM PRK	64-000-000-58999	2.00
BUCKLIN	BUCKLIN TREE SERVICE, LLC	WOOD CHIP REMOVAL	64-000-000-57700	1,400.00
		TOTAL COMPOST SITE ENTERPRISE FUND		1,623.40
		TOTAL COMPOST SITE ENTERPRISE FUND		1,623.40
		TOTAL COMPOST SITE ENTERPRISE FUND		1,623.40
		TOTAL ALL FUNDS		128,145.60

**MANUAL CHECKS**

WPS	\$916.60
12/01/23	
Check # 92775	
11/23 Statement Charges	
Various Departmental Accounts	
 DELTA DENTAL	 \$6,119.16
12/1/23	
Check # D001455	
12/23 Dental Insurance	
Various Departmental Accounts	
 EFT GROUP INSURANCE	 \$111,325.56
12/1/23	
Check # D001456	
12/23 Health Insurance	
Various Departmental Accounts	
 METAL ROOFS DIRECT	 \$12,000.00
12/06/23	
Check 92814	
Final Payment-Sunset Pavilion Roof	
10-510-000-59015	
 AT&T MOBILITY	 \$1,531.99
12/06/23	
Check 92815	
11/23 Statement Charges	
01-215-000-58250	
 <b>TOTAL MANUAL CHECKS</b>	 <b>\$131,893.31</b>

INVOICES DUE ON/BEFORE 12/19/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
SUMMARY OF FUNDS:				
GENERAL FUND		83,484.36	215,377.67	
CAPITAL FUND		16,651.52		
CABLE TV		38.27		
TID #10 DISTRICT		7,750.00		
SOLID WASTE ENTERPRISE		18,598.05		
COMPOST SITE ENTERPRISE FUND		1,623.40		
		-----		
TOTAL --- ALL FUNDS		128,145.60	260,038.91	

de laBacon Dec 12 2023  
Seth Wunderman 12/12/23  
John W. 12/12/23

COMMON COUNCIL  
December 5, 2023

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, Nault, Wiederanders, and Reeths were present. Williams and Gustafson were excused.

Nault/Reeths to adopt the agenda. Carried.

No one spoke during public comment.

Bacon/Wiederanders to approve following bills: General Fund – \$108,229.27, Capital Fund - \$2,501.94, Cable TV - \$5,442.42, TID #8 - \$156.00, TID #2 – 390.00, TID #3 - \$475.00, TID #4 – 3,198.00, TID # 9 - \$260.00, Solid Waste Enterprise Fund - \$3,126.79, and Compost Site Enterprise Fund - \$12,015.00 for a grand total of \$143,106.42. Roll call: All voted aye. Carried.

Wiederanders/Statz to approve consent agenda:

- a. Approval of 11/21/23 regular Common Council minutes.
- b. Place the following minutes on file:
  1. Aesthetic Design & Site Plan Review Board – 11/13/23
  2. Finance/Purchasing & Building Committee – 11/14/23
  3. City Plan Commission – 11/14/23
  4. Zoning Board of Appeals – 11/28/23
- c. Consideration of: Approval of Beverage Operator licenses.
- d. Finance/Purchasing & Building Committee recommendation re: Approve the purchase of one 2024 Chevy Tahoe SSV from Ewald Automotive Group for a Police Department Squad.

Carried.

There were no mayoral appointments.

Reeths/Nault to read in title only and adopt the reading of ordinance re: rezone parcel #281-10-85120503 located at 346 Oregon Street. Carried.

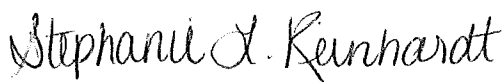
Wiederanders/Bacon to read in title only for the first reading of ordinance to repeal and recreate Section 16.08 of the Municipal Code – Holding Tank Agreement. Carried.

The City Administrator gave his report.

The Mayor gave his report.

Nault/Statz to adjourn. Carried. The meeting adjourned at 6:11 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/HR Director

**COMMUNITY PROTECTION & SERVICES COMMITTEE**  
**November 1, 2023**

A meeting of the Community Protection & Services Committee was called to order at 5:06 pm by Chairperson Williams in the Council Chambers, City Hall. **Roll Call:** Ald. Williams, Ald. Reeths and Ald. Wiederanders were present. Also present from City Departments were Josh VanLieshout, Marty Olejniczak, Jason Mann and Jeff Hoffman.

*Moved by Ald. Wiederanders, seconded by Ald. Reeths to adopt the following agenda:*

1. Roll Call
2. Adoption of Agenda
3. Approval of Minutes from September 6, 2023
4. Public Comment on Agenda Items
5. Consideration of: City Ordinance Code 12.03 – Compulsory Connection to Sewer and Water Mains
6. Consideration of: City Ordinance Code 16.08 – Holding Tank Agreements
7. Consideration of: Mann Communication Contract
8. Convene in closed session in accordance with the following exemptions:  
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)

- a. Consideration of: Mann Communication Contract

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.

9. Adjourn

*All Ayes. Carried.*

**Approval of Meeting Minutes**

*Moved by Ald. Reeths, seconded by Ald. Wiederanders to approve the September 6, 2023 minutes. All Ayes. Carried.*

**Public Comment**

None

**Ordinance 12.03 – Compulsory Connection to Sewer and Water Mains**

Jeff Hoffman with Sturgeon Bay Utilities spoke regarding the existing ordinance being outdated. Discussion about terminology that has changed because of the code changes throughout the State of Wisconsin. Every three to five years the State reviews and updates their plumbing codes; a main change that occurred was with how the State



views sanitary sewage waste; two main factors being appliance discharge and floor drains. Prior these were not identified in the plumbing code as sanitary sewage waste streams, but now they do. A small wording change in the ordinance would update the City ordinance to meet the existing plumbing code.

Ald. Reeths questioned whether anything not hooked up to sewer and water now would be grandfathered in? Mr. Hoffman stated that was correct; however, if there were issues with the house then the owner would have to update the internal plumbing to meet current codes. If annexed with the City sewer and water hookup would have to occur; a private mound system would not be allowed. The changes are meant for any building meant for human habitation. This does not apply to storage buildings; in the code drainage for these types of building can go to two things, open air or sanitary waste.

Mr. Olejniczak stated that he is in support of the change. One comment that the new term Sanitary Sewage, being capitalized means it is referencing a definition and the City already has a definition of sanitary sewage in Chapter 13; if that is the intent Mr. Olejniczak would recommend referencing sanitary sewage as defined in 13.04. Mr. Olejniczak requested Mr. Hoffman review that definition to make sure it complies with the code, and if it doesn't the definition in Chapter 13 should be changed as well.

Mr. Olejniczak also stated that the exception where it states that where the building is located such that you can create a buildable lot between the building and the sewer main you don't have to hook up. Mr. Olejniczak commented that it is difficult at times to determine what is a buildable lot and was looking to put a distance into the ordinance. Discussion. Mr. Hoffman explained that it might be hard to put in a distance.

It was decided Mr. Olejniczak and Mr. Hoffman would discuss further to propose different wording and bring back to the next meeting.

#### **Ordinance 16.08 – Holding Tank Agreements**

Jeff Hoffman reported that in the previous ordinance there have been some State plumbing code changes where this is no longer required within municipalities. If someone wants to put in a holding tank they would need to have a private onsite wastewater treatment system. The new plumbing code now has the Door County Sanitarian enforcing this, so a City ordinance is no long needed and recommends this ordinance be abolished.

*Moved by Ald. Wiederanders seconded by Ald. Reeths to hereby recommend the Common Council abolish Section 16.08 – Holding Tank Agreements, of the City of Sturgeon Bay Municipal Code. All ayes. Carried.*

#### **Mann Communication Contract**

The contract was reviewed in closed session during the Cable Communication Advisory Council meeting prior. The contract changes were presented; Jason Mann agreed to the changes.

*Moved by Ald. Reeths seconded by Ald. Wiederanders to hereby recommend the Common Council approve the Mann Communication Contract starting January 1, 2024 thru December 31, 2026. All ayes. Carried.*

*Moved by Ald. Wiederanders, seconded by Ald. Reeths to adjourn the meeting of the Community Protection & Services Committee. All ayes. Carried. The meeting was adjourned at 5:26 pm.*

Respectfully submitted,

A handwritten signature in cursive script that reads "Sarah Spude-Olson".

Sarah Spude-Olson  
Police Department Office Manager

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**November 28, 2023**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:30 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, Wiederanders and Williams were present. Also present: City Administrator VanLieshout, City Treasurer/Finance Director Clarizio, Community Development Director Olejniczak, 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: Creation and Disposition of Lots on City-Owned Property along Alabama Place.
5. Review bills.
6. Adjourn.

Carried.

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

Consideration of: Creation and Disposition of Lots on City-Owned Property along Alabama Place

Community Development Director Olejniczak explained the property located along Alabama Place was purchased by the City from Dan Krueger. It was needed for the street right-of-way to extend Alabama Place to N. 12th Place. Sewer, water, and storm sewer infrastructure are all installed. When the property was purchased, in addition to the street connection, the thought was to create four lots. Mr. Krueger stipulated building only single-family homes on the lots. After engineering was completed, it was determined that the easterly portion of the property was needed for storm water management, leaving enough property to create two lots.

Mr. Olejniczak stated the City needs to decide how to proceed with the two lots. The options available are to roll the lots into the contract for the Geneva Ridge development the City holds with JPEJ, LLC. The lots would be treated on the same terms as the Geneva Ridge lots. The second option would be to sell or transfer the lots to Habitat for Humanity or the Door County Housing Partnership. However, the Housing Partnership model retains ownership of the land, placing only the home on the tax roll, which could hurt in a tax increment district. The lots are located in TID #6. The third option would be to sell the lots at market value with possible covenants restricting use as short-term rentals.

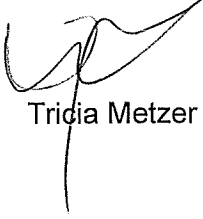
Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve amending the development agreement with JPEJ, LLC to include two additional lots located along Alabama Place. Carried.

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 adjourned at 4:43pm.

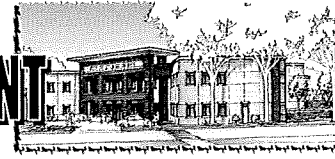
Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Tricia Metzger', with a stylized, flowing script. The signature is positioned above the printed name.

Tricia Metzger



# STURGEON BAY POLICE DEPARTMENT



*The mission of the Sturgeon Bay Police Department is to serve, protect,  
and work in partnership with the community to ensure a safe, nurturing environment.*

To: The Honorable Mayor  
Members of the Common Council  
Members of the Police and Fire Commission  
City Administrator Josh VanLieshout

From: Assistant Chief Daniel J. Brinkman

Subject: Monthly Report for November, 2023

Date: December 08, 2023

The following is a summary of the Police Department's activities for the month of November that includes crimes investigated, traffic accidents investigated, training completed, and public education provided by department members.

## Crimes Investigated

The Department, during the month, investigated a total of 44 crimes.

These crimes can be broken down and classified as follows.

Theft.....	09
Fraud / Forgery.....	09
Domestic Abuse.....	03
Disorderly Conduct.....	06
Bail Jumping.....	03
Custodial Interference/Dispute.....	03
Battery.....	01
Sex Offense.....	02
Threats to Injure.....	03
Trespass to Dwelling.....	01
Weapon Offense.....	01
Vehicle Theft.....	02
Computer Crime.....	01
<b>TOTAL</b>	<b>44</b>



## Arrests

The Department completed a total of 95 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

### A. Felony Crime Arrests

Bail Jumping.....	03
Threaten Law Enforcement Officer.....	01
Vehicle Theft.....	01
<b>TOTAL</b>	<b>05</b>

### B. Misdemeanor Crime Arrests

Disorderly Conduct.....	06
Bail Jump.....	04
Resist / Obstruct Officer.....	02
Battery.....	01
Violate Court Order.....	01
Criminal Damage to Property.....	01
<b>TOTAL</b>	<b>15</b>

Wisconsin Probation & Parole Arrests / Warrant Arrests.....	10
<b>TOTAL</b>	<b>10</b>

### C. Ordinance Violation Arrests

Disorderly Conduct .....	02
Disorderly Conduct w/Motor Vehicle .....	02
Indecent Conduct/Language .....	01
Fail to Pay Taxi .....	03
Retail Theft.....	01
<b>TOTAL</b>	<b>09</b>

### D. Traffic Crime Arrests

Operate while Intoxicated.....	01
No Valid Driver's License.....	02
Operate while Revoked.....	06
Fail to Install Ignition Interlock Device.....	02
<b>TOTAL</b>	<b>11</b>

### E. Traffic Violation Arrests

Speeding.....	14
No Valid Driver's License.....	03
Operate M/V without Insurance.....	06
Operate while Suspended / Revoked.....	04
Miscellaneous Violations.....	17
Operating While Intoxicated.....	01
<b>TOTAL</b>	<b>45</b>

In addition to the aforementioned arrests, the Department conducted a total of 153 traffic stops during the month and logged 89 violations for various motor vehicle defects and local ordinances and issued 78 written warnings for those violations. A total of 11 parking tickets were issued for violations throughout the city.

### Traffic Accidents

The Department during the month investigated a total of 15 vehicle accidents. These accidents are categorized into four types.

A.	Motor Vehicle Accidents Involving Fatalities .....	00
B.	Motor Vehicle Accidents Involving Injuries.....	02
C.	Motor Vehicle Accidents Involving Property Damage .....	12
	(greater than \$1,000.00)	
D.	Motor Vehicle Accidents Involving Property Damage .....	01
	(less than \$1,000.00)	<b>TOTAL 15</b>

### Police Service Calls

Department members handled 689 service calls during the month. These calls consist of both citizen requests for police service as described below (620), crimes investigated (44), traffic accidents investigated (15), and Wisconsin Probation and Parole Assists (10).

A.	Traffic and Road Incidents.....	14
	This category consists of all assignments involving assists to stranded motorists, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing obstructions from roadways, and all parking problem complaints.	
B.	Noise Complaints.....	02
	These complaints involve private parties, licensed liquor establishments, and parties in public places.	
C.	Sick and Injured Persons.....	12
	Assistance rendered to the Ambulance Service and sick or injured persons.	
D.	Alarms.....	23
	Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.	
E.	Complaints Involving Animals.....	23
	Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.	
F.	Civil Disputes.....	06
	Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	
G.	Escorts.....	05
	Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	

H. Citizen Assist .....47

This category is broad and involves such services as assistance in gas drive-off, emergency notifications, attempts to locate people, retrieval of personal property, and vehicle registration assistance.

I. Assistance Rendered to Other Agencies.....09

Includes assistance to other law enforcement and government agencies.

J. Suspicious Person / Vehicle / Circumstance .....46

Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of vehicles and people.

K. Self-Initiated Field Activity.....53

All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.

L. Juvenile Problems .....11

Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.

M. Miscellaneous Incidents .....248

Includes arrest warrants served, recovered property calls, unfounded calls for police service, minor calls for police service, and 9-1-1 calls investigated.

N. Welfare Checks .....21

Includes calls to check on the well-being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.

**TOTAL 620**

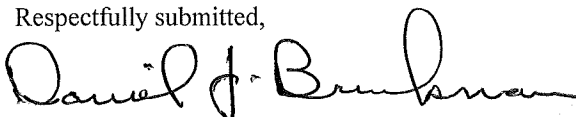
**Department Training**

The Joint SWAT Team and Dive Team completed their monthly training, training exercises. One officer attended Pursuit Intervention Techniques training and two department certified instructors attended Vehicle Contact Instructor Update.

**Department Presentations**

SBPD Forensic Examiner Chad Mielke spoke to members of the Sturgeon Bay Lions Club and residents of the Luxemburg Casco community on Cyber Security and dangerous apps parents and kids should be aware of.

Respectfully submitted,



Assistant Chief Daniel J. Brinkman

## BEVERAGE OPERATOR LICENSES

1. Cudnohusky, Rebecca L.

Stephanie L. Reinhardt  
City Clerk/  
Human Resources Director  
City of Sturgeon Bay  
421 Michigan Street  
Sturgeon Bay, WI 54235



Phone 920-746-2900  
Fax 920-746-2905  
Email:  
sreinhardt@sturgeonbaywi.gov

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

---

TO: Mayor & Common Council

FROM: Stephanie L. Reinhardt, City Clerk/Human Resources Director

DATE: December 12, 2023

RE: Appointment of Election Inspectors for 2024-2025

Election Inspectors must be appointed by the municipal governing body for a two-year term which begins on January 1, 2024 and ends on December 31, 2025.

Attached are the Election Inspectors for the City of Sturgeon Bay for the 2024-2025 term.

Lists were submitted by both the Republican and Democratic Parties. The remainder of the Election Inspectors will be designated as "unaffiliated" for the two-year term.

Council action is necessary to appoint election inspectors to work the polling locations in the City of Sturgeon Bay for 2024 and 2025.





David J. Ward  
Mayor, City of Sturgeon Bay  
1811 Memorial Drive  
Sturgeon Bay, WI 54235


Stephanie Reinhardt  
Clerk, City of Sturgeon Bay  
421 Michigan St  
Sturgeon Bay, WI 54235

November 7, 2023

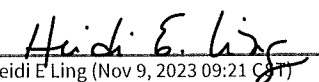
Dear Mayor Ward and Clerk Reinhardt:

On behalf of the Democratic Party of Door County, and pursuant to Wis. Stat. § 7.30, enclosed please find the Democratic nominees for the position of Election Inspector. As required by Wis. Stat. § 7.30(4)(b), we certify that we or our designee has contacted each nominee who appears on the enclosed list and that each nominee has agreed to serve as an election official. We further certify that, as of the date each nominee was contacted and to the best of our ability to verify, they were an eligible elector of Door County.

Best regards,

  
\_\_\_\_\_  
Kris Sadur (Nov 7, 2023 14:59 CST) (sign)

Kris Sadur  
Chair  
Democratic Party of Door County

  
\_\_\_\_\_  
Heidi E Ling (Nov 9, 2023 09:21 CST) (sign)

Heidi Ling  
Secretary  
Democratic Party of Door County












# Door County Poll Workers

Final Audit Report

2023-11-09

Created:	2023-11-07
By:	Caroline Hutton (caroline.hutton@wisdems.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbhkaDgf_h9QEOyptHJG2li46mW5Zuy6u

## "Door County Poll Workers" History

-  Document created by Caroline Hutton (caroline.hutton@wisdems.org)  
2023-11-07 - 7:36:23 PM GMT
-  Document emailed to ksadur@gmail.com for signature  
2023-11-07 - 7:39:05 PM GMT
-  Document emailed to Robert Ling (threelingcircus@sbcglobal.net) for signature  
2023-11-07 - 7:39:05 PM GMT
-  Email viewed by ksadur@gmail.com  
2023-11-07 - 8:58:26 PM GMT
-  Signer ksadur@gmail.com entered name at signing as Kris Sadur  
2023-11-07 - 8:59:27 PM GMT
-  Document e-signed by Kris Sadur (ksadur@gmail.com)  
Signature Date: 2023-11-07 - 8:59:29 PM GMT - Time Source: server
-  Email viewed by Robert Ling (threelingcircus@sbcglobal.net)  
2023-11-07 - 10:28:36 PM GMT
-  Email viewed by Robert Ling (threelingcircus@sbcglobal.net)  
2023-11-09 - 3:19:33 PM GMT
-  Signer Robert Ling (threelingcircus@sbcglobal.net) entered name at signing as Heidi E Ling  
2023-11-09 - 3:21:46 PM GMT
-  Document e-signed by Heidi E Ling (threelingcircus@sbcglobal.net)  
Signature Date: 2023-11-09 - 3:21:48 PM GMT - Time Source: server
-  Agreement completed.  
2023-11-09 - 3:21:48 PM GMT



**Adobe Acrobat Sign**

DEMOCRATIC PARTY OF DOOR COUNTY  
List of Election Inspector Nominees - November 2023

CITY OF STURGEON BAY - DOOR COUNTY							
First Name	Last Name	Street Address	Mailing City	ZIP Code	Email Address	Phone Number	Voting Municipality
Steven	Graf	833 Michigan St	Sturgeon Bay	54235	wisg56@gmail.com	920-559-2070	CITY OF STURGEON BAY - DOOR COUNTY
Carol	Jensen-Olson	112 S 16th Pl	Sturgeon Bay	54235	jenniegraham1313@gmail.com	920-562-2838	CITY OF STURGEON BAY - DOOR COUNTY
David	Kellens	120 Alabama St	Sturgeon Bay	54235	djkellens@gmail.com	650-208-3756	CITY OF STURGEON BAY - DOOR COUNTY
Lori	Seib	209 Thom St Apt 8	Sturgeon Bay	54235	loriseib@loriseib.info	217-954-8256	CITY OF STURGEON BAY - DOOR COUNTY
Debbie L	Whiteaw Gorski	331 S Neenah Ave	Sturgeon Bay	54235	whiteawgorski@yahoo.com	920-495-7472	CITY OF STURGEON BAY - DOOR COUNTY



# Republican Party of Door County

P.O. Box 94 · Sturgeon Bay, WI 54235

November 22, 2023

## Election Inspectors Nomination List

City of Sturgeon Bay Clerk's Office  
Stephanie Reinhardt  
421 Michigan St.  
Sturgeon Bay, WI 54235

Pursuant to Wis. Stat. §7.30, and for the purposes of nominating Republican Election Inspectors in Door County,

I, Stephanie Soucek, chair of the Republican Party of Door County, hereby nominate the named individuals below.

### Certification

I, hereby, certify that each nominee whose name appears on this list has been contacted individually and each nominee on this list has agreed to serve as an election inspector.

Handwritten signature of Stephanie Soucek in blue ink.

County Party Chair

11-22-23

Date

Handwritten signature of Stephanie Soucek in blue ink.

County Party Secretary

11-22-23

Date

Please do not hesitate to contact me with any questions or if you need any additional information.

Stephanie Soucek  
920-421-0288  
stephanie.jane81@gmail.com

City of Sturgeon Bay  
[List of Nominees for 2024-2025](#)

Bill Patterson  
926 Tacoma Beach Rd  
Sturgeon Bay, WI 54235  
[920-746-4000](tel:920-746-4000)  
Email: [jbp6916@att.net](mailto:jbp6916@att.net)

Barb Allman  
717 Prairie Ln.  
Sturgeon Bay, WI 54235  
[rallmann@att.net](mailto:rallmann@att.net)  
[\(920\) 743-5672](tel:920-743-5672)

Richard Allman  
717 Prairie Ln.  
Sturgeon Bay, WI 54235  
[rallmann@att.net](mailto:rallmann@att.net)  
[\(920\) 743-5672](tel:920-743-5672)

Stephanie Soucek  
205 N 16th Place  
Sturgeon Bay, WI 54235  
[stephanie.jane81@gmail.com](mailto:stephanie.jane81@gmail.com)  
[920-421-0288](tel:920-421-0288)

Dale Logan  
1849 Georgia St.  
Sturgeon Bay, WI 54235  
[920-559-0378](tel:920-559-0378)  
[logandirl@msn.com](mailto:logandirl@msn.com)

Erika May  
107 South 9th Ave  
Sturgeon Bay, WI 54235  
[920-737-4167](tel:920-737-4167)  
[eamay@charter.net](mailto:eamay@charter.net)

Dorothy Birner  
Sturgeon Bay, WI 54235  
[262-442-3546](tel:262-442-3546)  
[dotbirner@gmail.com](mailto:dotbirner@gmail.com)

Thomas (Cap) Wulf  
1127 Cove Rd  
Sturgeon Bay, WI 54235  
[920-743-4080](tel:920-743-4080) or [920-493-6589](tel:920-493-6589)  
[cap@wulfbrothers.com](mailto:cap@wulfbrothers.com)

Jill Jacobson  
1712 Delaware St  
Sturgeon Bay, WI 54235  
[314-740-5736](tel:314-740-5736)  
[Jilljacobson777@gmail.com](mailto:Jilljacobson777@gmail.com)

Jim Jacobson  
1732 Utah St  
Sturgeon Bay, WI\*54235  
[920-883-9336](tel:920-883-9336)  
[jamest130@hotmail.com](mailto:jamest130@hotmail.com)

Steve Mann and Laura Mann  
327 N Hudson Ave  
Sturgeon Bay, WI 54235  
[920-493-3387](tel:920-493-3387)  
[schweigen@hushmail.com](mailto:schweigen@hushmail.com)

**ELECTION INSPECTORS  
2024-2025  
UNAFFILIATED**

BARB SPUDE
MARY PENOVICH
NANCY FORD
ARNIE BERTO
ROSALIND SCHULZE
CAITLIN OLESON
PAUL PENOVICH
JUDY DREXLER
JOY BORDEAU
MIKE BARRY
HELEN BERTO
NORMAN WILSMAN
MARILYN MCALLISTER
EMILY GUILLETTE
BOB SPUDE
MARY GREEN
MARILYN KLEIST
CHARLENE VISTE
MARK JINKINS
MARY LARSEN
GEORGE KLEIST
SANDY ANDRE
BILL GRAF
JAN OLSON
JULIE GEBAUER
MADDIE BARKER
DAWN VANDEVOORT
LESLIE GAST
MARY LOU PLUMMER
CHAROLETTE BAIERL
JON GAST
MARY GREEN
ABBY ENGARD
DENNIS STATZ
JANET ZIEMANN
NANCY HUNSADER
LINDA ROCKWELL
CONSTANCE ROCKWELL
DEANNA PAULSEN
CARI WILD
LYNN GILCHRIST

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council repeal and recreate Section 1.21 – Weights and Measures Regulations, of the City of Sturgeon Bay Municipal Code.

Respectfully submitted,  
COMMUNITY PROTECTION AND SERVICES COMMITTEE  
By: Dan Williams, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 6, 2023

\* \* \* \* \*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.



## EXECUTIVE SUMMARY

**TITLE:** Ordinance repealing and recreating Section 1.21– Weights and Measures Regulations

**BACKGROUND:** Wisconsin Statute 98.04 requires municipalities having a population of more than 5,000 to do weights and measures testing on behalf of the State of Wisconsin. Municipalities required to establish a department of weights and measures do have the option to contract with the State of Wisconsin Department of Agriculture, Trade, and Consumer Protection to enforce the provisions of this chapter, rather than establishing its own department. For many years now, the City has contracted with the state for these services and the fee budgeted in 2024 for the service is \$6,000. The statute allows municipalities to recover the costs of the program by assessing fees onto those who receive the service. However, only the cost imposed by the state may be passed on, not the local administrative costs.

Per City ordinance 1.21 – Weights and Measures, the City contracts with the State to perform these services and the City does charge the beneficiaries of the program. The fee paid to the state is budgeted in Building/Zoning Department and there is an offsetting revenue programmed in the general fund.

Though the City contracts with the state for the testing work, administering the program does require staff time in both the Community Development Department and the Finance Department. Until this upcoming year, the City has had the luxury to utilize the personal property database created and maintained by Associated Appraisals to reach the businesses benefiting from the weights and measures program. Now that the State of Wisconsin has abolished the personal property tax program, Associated Appraisals has no reason to maintain the database. Therefore, the City will be required to take on the administrative work required, and the costs incurred to create and maintain the database needed to assess the beneficiaries for the program fees. In the past, Associated Appraisals would send out the weights and measures assessment worksheet when they sent out the personal property assessment worksheets saving the City staff time and printing and postage costs. Using Associated Appraisals to help with this program is no longer an option for the City.

Staff has contemplated many different ways to create and maintain an accurate database while guaranteeing a fair and equitable means of cost recovery in the absence of a personal property tax roll database. While it probably can be done with help from partners such as SBU, it appears that absorbing the additional cost of administering the cost recovery program will be significant and possibly will outweigh the recovered fees. It is at the City's discretion whether or not to charge the beneficiaries for the service. However, the City still must comply with the testing requirements and pay the State of WI for their services. When polling other communities, the results were that some passed the cost of the state contract onto the

beneficiaries, and some did not.

FYI – In 2023 the Finance Department sent out 84 weights and measures invoices. Fifteen of those invoices became overdue and were assessed a 10% administrative fee a total amount of \$72.26 Twenty-eight invoice adjustments were required to add the 1.5% interest penalty per month as per ordinance for a total of \$17.72. In addition to staff time to adjust these invoices, the City incurred costs for paper, envelopes, and postage,

**FISCAL IMPACT:** If the Fees Assessment within Section 1.21 is repealed, the annual fiscal impact will be the charge from the state of about \$6,000. If the Fees Assessment in Section 1.21 is retained the fiscal impact of the weights and measures program is the staff time required to administer the program.

- OPTIONS:**
- 1) Repeal and recreate Section 1.21 – Weights and Measures Regulations of the Municipal Code - Eliminating the Fees Assessment.
  - 2) Do not repeal and recreate Section 1.21 – Weights and Measures Regulations of the Municipal Code - Eliminating the Fees Assessment.

**RECOMMENDATION:**  
Repeal and recreate Section 1.21 – Weights and Measures Regulations of the Municipal Code - Eliminating the Fees Assessment.

**PREPARED BY:** Valerie J. Clarizio 12/4/23  
Valerie J. Clarizio Date  
Finance Director/City Treasurer

**REVIEWD BY:** Marty Olejniczak 12/4/2023  
Marty Olejniczak Date  
Community Development Director

**REVIEWED BY:** Joshua VanLieshout 12/4/23  
Joshua VanLieshout Date  
City Administrator

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

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

SECTION 1:

Section 1.21 Weights and Measures Regulations of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and created as follows:

- (1) *Application of state codes.* Except as otherwise specifically provided in this section, the statutory provisions provided in this section, the statutory provisions of ch. 98, Weights and Measures, Wis. Stats. and Wis. Admin. Code, ATP 92, Weighing and Measuring Devices, are hereby adopted and by reference made a part of this section as if fully set forth herein. Any act required to be performed or prohibited by any statute or code incorporated herein by reference is required or prohibited by this section. Any future amendments, revisions or modifications of the statutes incorporated herein or Wisconsin Administrative Code provisions incorporated herein are intended to be made a part of this section. This section is adopted pursuant to the provisions of ch. 98, Wis. Stats., including all amendments thereto.
- (2) *Appointment of inspectors.* In order to assure compliance with this section, the city hereby grants the authority and duties of sealers and inspectors required by this section to the State of Wisconsin Department of Agriculture, Trade and Consumer Protection.
- (3) *Definitions.*
  - (a) *Commercial weighing or measuring devices.* Devices used or employed in establishing the size, quantity, extent, area or measurement of quantities, things, produce or articles for sale, hire or award, or in computing any basic charge of payment for services rendered on the basis of weight of measure.
  - (b) *Weights and measures program.* The program that includes administration and enforcement of this section, ch. 98, Wis. Stats., and applicable Wisconsin Administrative Code provisions, and any related actions.

(4) *Fees assessment:*

~~(a) Annual report. The owner/possessor of weighing and measuring devices shall no later than March 1 of each year file an annual weights and measures assessment report with the city treasurer, listing the number and type of devices either owned or leased as of January 1 of each year.~~

~~(b) Annual assessment. The City of Sturgeon Bay shall annually assess fees to each person/business based on their number of weighing and measuring devices, either owned or leased, as of January 1 of each year. The~~

Formatted: List 1, Indent: Left: 1.33", First line: 0.17"

~~total of the fees assessed and the fees collected shall not exceed the actual costs of the weights and measures program.~~

~~(c) *Treasurer to prepare assessment schedule.* The city treasurer shall at least annually prepare a schedule of assessments and the city shall mail to each business an invoice of the amount of the fee assessment each business shall pay the fee assessed within 20 days after the date the invoice is mailed.~~

~~(d) *Failure to pay assessment.* If the assessed fee is not paid within 30 days of the date of the mailing of the invoice, an additional administrative collection charge of ten percent of the total fee shall be added to the amount due, plus interest shall accrue thereon at the rate of 1.5 percent per month or fraction thereof until paid. To the extent permitted by law, if the business owner is the owner of the real estate premises where the weights and measures devices are located, any delinquent assessment shall be extended upon the current or the next tax roll as a special charge against the real estate premises for current services.~~

~~(e) *Mailing of notices.* Schedules, notices and invoices shall be considered mailed to a business when mailed by first class mail, postage prepaid, to the business address.~~

~~(f) *Change of ownership.* The owner/possessor of weighing and measuring devices as of January 1 of each year shall be assessed for fees under this section, regardless of any change in ownership or possession of such devices during the year.~~

~~(5) *Penalty.* In addition to any other remedy, any person who fails to comply with the provisions of this ordinance shall, upon conviction thereof, forfeit not less than \$250.00 no more than \$500.00. Each day a violation exists or continues shall constitute a separate offense.~~

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

Approved:

---

David J. Ward  
Mayor

Attest:

---

Stephanie L. Reinhardt  
City Clerk

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council adopt the amendment to Section 15.02 State Building Codes – SPS 327 Camping Units, of the City of Sturgeon Bay Municipal Code.

Respectfully submitted,  
COMMUNITY PROTECTION AND SERVICES COMMITTEE  
By: Dan Williams, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 6, 2023

\* \* \* \* \*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

## EXECUTIVE SUMMARY

Title: Amendment to Sec. 15.02 Adoption of State Building Codes – SPS 327 Camping Units

Background: Under state and local regulations, property owners must submit construction plans and obtain building permits prior to commencing most construction work. The state allows certain qualifying municipalities to perform the plan reviews and inspections. These municipalities have Delegated Authority under SPS 361.60 of the Wisconsin Administrative Code. Sturgeon Bay has had this authority since 2016.

In order to retain its delegated authority, the City needs to be up to date with its codes and have credentialed plan reviewers and inspectors. Currently, Sturgeon Bay contracts with E-Plan Exam for plan reviews and just recently contracted with Inspection Specialists for inspection services. The Community Development Department worked with the Wisconsin Department of Safety and Professional Services (DSPS) to update the inspector info.


DSPS notified the City that it is due to renew its delegated authority. Part of the renewal process is ensuring that City's building ordinances have been updated to adopt various state administrative codes. There is one code – SPS 327 – that has not been adopted by Sturgeon Bay. This code relates to camping units and is a relatively new state code. Therefore, section 15.02 of the building regulations should be amended to include SPS 327 in the list of adopted state codes. The proposed amendment is attached.

Fiscal impact: There is no fiscal impact other than the cost to publish the ordinance. It is unlikely that enforcement of this code will have any measurable fiscal impact given that camping units as defined in the code are not prevalent in the City of Sturgeon Bay.

Recommendation: Adopt the amendment to section 15.02 as proposed.

Prepared by:   
Martin Olejniczak  
Community Development Director

11-28-2023  
Date

Reviewed by:   
Josh VanLieshout  
City Administrator

11/28/23  
Date



---

## Proposed Amendment to Section 15.02 of Chapter 15 – Building Regulations

### 15.02 State building codes adopted.

- (1) The following chapters of the Wisconsin Administrative Code are adopted and incorporated in this chapter by reference, including all amendments thereto:

Ch. SPS 302.31	Plan Review Fee Schedule
Ch. SPS 305	Credentials
Ch. SPS 316	Electrical Code
Chs. SPS 320—325	Uniform Dwelling Code
<u>Ch. SPS 327</u>	<u>Camping Units</u>
Chs. SPS 361—366	Commercial Building Code
Ch. SPS 375—[3]79	Buildings Constructed Prior to 1914
Chs. SPS 381—387	Uniform Plumbing Code

- (2) The provisions of Chs. SPS 320—325, Wis. Admin. Code, including all amendments thereto, shall apply to all one- and two-family dwellings where initial construction permits were issued prior to June 1, 1980.
- (3) Unattached garages and sheds, storage buildings and other structures not specifically included in subsections (1) and (2) are hereby expressly included therein and shall be constructed or altered to the standards required by this section.

(Code 1992, § 15.02; Ord. No. 1023-899, § 1, 8-17-99; Ord. No. 1080-0902, § 2, 9-17-02; Ord. No. 1309-0215, § 2, 2-3-15)

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the amendments to Section 12.03 – Compulsory Connection to Sewer and Water Mains, of the City of Sturgeon Bay Municipal Code.

Respectfully submitted,  
COMMUNITY PROTECTION AND SERVICES COMMITTEE  
By: Dan Williams, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 6, 2023

\* \* \* \* \*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.



**EXECUTIVE SUMMARY**  
**Compulsory Connection to Sewer and Water Mains Ordinance**

**Background:** At the previous Community Protection & Services Committee meeting, the City's ordinance for compulsory connection to sewer and water mains was discussed. This section of the municipal code generally requires existing buildings to hook up to the municipal sewer and water system if mains are extended adjacent thereto. Sturgeon Bay Utilities requested certain updates to the code based upon the current state administrative code. The Committee was receptive to the recommendation of SBU but withheld action to allow staff to consider other changes as well.

Jeff Hoffman of SBU and Marty Olejniczak reviewed the overall code section and came to a consensus on the proposed changes. The changes consist of the following:

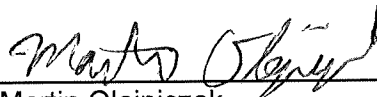
- Requires connection for all buildings generating sewage, not just those used for human habitation.
- Eliminates the exception for buildings on property that can create a new lot between the building and street. This is replaced with a general waiver procedure by the council after review/recommendation from the utility commission.
- Changes inspections for private systems to the Door County sanitarian and building inspector.
- General wordsmithing and updating of language.

The change to the waiver provision is desired because the current language doesn't cover all instances where a waiver may be warranted. In addition, the current language is difficult to administer and can lead to situations where a waiver defeats the purpose of the ordinance.

The proposed changes were also reviewed by the SBU general manager and the city administrator.

**Fiscal Impact:** Amending the code has no fiscal impact other than the cost of publication.

**Recommendation:** Approve the amendments to section 12.03 of the municipal code as presented.

Prepared by:   
Martin Olejniczak  
Community Development Director

11-27-2023  
Date

Reviewed by:   
Josh Van Lieshout  
City Administrator

11/27/23  
Date

---

### 12.03 Compulsory connection to sewer and water mains.

- (1) The owner or the agent of the owner of any building ~~used for human habitation that generates sanitary sewage as defined in section 13.04~~ and is located adjacent to a sanitary sewer or water main shall connect the building with to the sanitary sewer and water mains after notice as provided herein, unless connection is waived by the common council after review and recommendation from the utility commission. ~~If a building used for human habitation is located on a property in such a manner as to allow creation of a buildable lot, as per requirements of chapter 20, between the building and the street, with a remaining lot which meets the requirements of chapter 20, such remaining lot is deemed not to be adjacent to sewer and water and shall not be subject to the requirements of this section.~~
- (2) When a sanitary sewer or water main is adjacent to any building ~~used for human habitation that generates sanitary sewage~~, the utilities shall issue a notice of availability in writing to the owner or his/her owner's agent to connect the building thereto and to install such facilities ~~as may be reasonably necessary to municipal sewer and water mains~~. The notice shall be given either personally to the owner or his/her agent or by certified mail addressed to the last known address of the owner or his/her agent and shall prescribe the time ~~in~~ by which connection shall be made. The manner of connection shall be prescribed by the utilities.
- (3) The provisions and regulations of section 15.01 and chapter 16 of this Municipal Code shall apply herein.
- (4) If the owner or his/her agent fails to comply within the time prescribed in the availability notice, the utilities may cause connection to be made and the expense thereof as determined by the utilities shall be assessed as a special assessment tax against the property.
- (5) If the utilities undertake the connection pursuant to subsection (4) above, the owner, or his/her agent, may, within 30 days after the completion of the work, file a written option with the city clerk ~~treasurer~~ stating that he/she the owner cannot pay the cost of connection in one sum and electing that such sum be levied in accordance with the current policy in effect for installment payments for sewer and water main installation. The city clerk ~~treasurer~~ shall immediately notify the utilities of any written options filed.
- (6) Where sanitary sewer or water or both is not available, all facilities for the supply of water or the furnishing of sewage disposal shall be inspected and approved by the Door County Sanitarian and/or building inspector prior to use ~~by the utilities~~.
- (7) Whenever property ~~which~~ is annexed that contains a building or buildings that generate sanitary sewage and is adjacent to an existing sanitary sewer or water main, the provisions of sub (1) shall apply. In addition, such property shall be, by council action, charged a connection fee. Whenever a petition is received to annex property, the finance/purchasing and building committee shall recommend to the city council the total amount of the connection fee for each parcel, the number of installments allowed, the interest rate for installment payments and the disposition of the funds received. This information shall be made a part of the annexation study prepared incident to the annexation; upon annexation the above charges shall be levied.

(Code 1992, § 12.03)

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve amending the development agreement with Cobblestone Hotels Development, LLC to extend the deadline to acquire the property to May 31, 2024.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 12, 2023

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

## EXECUTIVE SUMMARY

**Title:** Amendment to Development Agreement with Cobblestone Hotels Development, LLC

**Background:** The City of Sturgeon Bay and Cobblestone Hotels Development, LLC entered into a development agreement on October 9<sup>th</sup> that provides financial assistance toward the construction of a 62-room hotel at the intersection of Egg Harbor Road and N. 12<sup>th</sup> Avenue. It took several months to finalize the details of the agreement. As a result, the deadline for completing the construction of the hotel was backed up 5 months from the original completion date of December 31, 2024 to June 1, 2025. But the deadline for Cobblestone to acquire the site was not similarly extended and remains December 31, 2023. Cobblestone is still raising equity and believes it will not have acquired the property in the short time frame available. Hence, they are requesting an extension to May, 2024.

The extension, if granted, will not have a material impact on the project or on Tax Increment District #6. The critical component is the actual construction date, which will not change as Cobblestone has not requested any changes to other provisions of the development agreement. An extension of 5 months is reasonable.

**Fiscal Impact:** None. The financial assistance agreed to by the City is not paid unless the hotel is completed. The extension of the deadline to acquire the property does not impact the hotel completion date.

**Recommendation:** Amend the Development Agreement with Cobblestone Hotels Development, LLC to extend the deadline to acquire the property to May 31, 2024.

Prepared by:

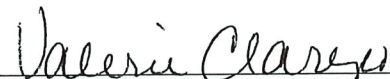


Martin Olejniczak, Community Development Director

12-7-2023

Date

Reviewed by:

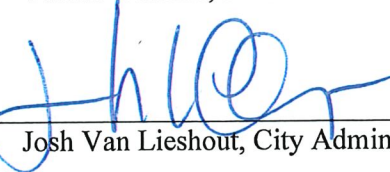


Valerie Clarizio, Finance Director

12/7/23

Date

Reviewed by:



Josh Van Lieshout, City Administrator

12/7/23

Date



December 6, 2023

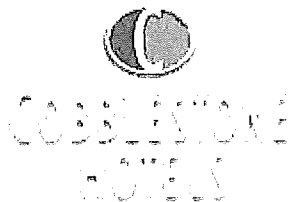
Hello Sturgeon Bay Community -

As many of you know, several folks have been working diligently to bring a Cobblestone Hotel and Suites to fruition in Sturgeon Bay. As we work on this development, we have run into increased interest rates as well as higher construction costs. Due to these challenges, we are required to raise more equity for this project. This equity raise has slowed things down in our development, which is why the ownership group has not yet acquired the hotel site.

We are requesting an extension of our property acquisition date be changed to May of 2024. The completion and approval of the original Development Agreement had taken more time than expected which is also a reason for our request. Since the completion date of the hotel was backed up, we hope the acquisition date can follow suit.

Bringing these elements of investment, land and banking together can be a time-consuming endeavor, but Cobblestone Hotels is committed to Sturgeon Bay. BriMark Builders is anxious to begin construction, and SHG Management Co. remains interested in managing this hotel. We are looking forward to a successful partnership now and for years to come!

Thank you!



**Anna Jakubek**  
*VP of Development*

phone: 920-230-2622 ext: 161  
mobile: 920-277-8897  
980 American Drive Neenah, WI 54956



# (Portion of Development Agreement)

## DEVELOPMENT AGREEMENT (Cobblestone Hotel)

This Development Agreement is made this 9<sup>th</sup> day of <sup>October</sup>~~September~~, 2023, between the CITY OF STURGEON BAY, WISCONSIN, a Wisconsin municipal corporation (the "City") and Cobblestone Hotels Development, LLC, a Wisconsin limited liability company ("Developer").

### RECITALS

A. Developer is obtaining fee title to an approximately 1.2-acre parcel abutting Egg Harbor Road and N. 12<sup>th</sup> Avenue, more particularly described in Section A.1 below (the "Property").

B. The City desires to foster redevelopment and improve the economic vitality of the Egg Harbor Road corridor and created Tax Increment District #6 to assist that endeavor.

C. Developer proposes to develop a Cobblestone Hotel on the Property as described in Section A.2 below (the "Project").

D. The City has determined it would be beneficial to the health, welfare and prosperity of its residents to provide financial assistance for the Project, in the form of reimbursement of certain of Developer's expenses relating to the Project and payments or credits from Tax Increments generated by the increased value of the Property in accordance with this Agreement.

E. The City has determined the development and fulfillment, generally, of the terms and conditions of this Agreement are in the vital and best interests of the City and its residents and serve public purposes in accordance with State and local law, because the Project will improve underutilized land, provide jobs, expand the City's tax base, and increase property tax revenues in Sturgeon Bay.

F. The City has determined that, but for the City's provision of financial assistance to Developer, the Project would not occur.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

#### A. The Property and Project.

1. Description of Project Site. The Property includes the westerly portion of Tax Parcels No. 2816215000104A and 2816215000111A as depicted in the concept plan (Exhibit A). It will have street frontage on both Egg Harbor Road and N. 12<sup>th</sup> Avenue. The specific property for the Project will be created via certified survey map and will contain enough land to accommodate the hotel footprint and associated outdoor facilities in compliance with the Sturgeon Bay zoning code.



2. Project Described. A four-story hotel with a building footprint of approximately 9,200 square feet with approximately 62 guest rooms. The hotel will include an outdoor patio, on-site parking spaces, and other amenities.

**B. Developer's General Obligations.**

\* 1. Site Assembly. Developer shall take all necessary steps to create and obtain ownership of the Property on or before December 31, 2023. If Developer fails to obtain fee ownership of the Property, this agreement shall automatically terminate and City nor Developer shall have any further liability or responsibility hereunder.

2. Financing. Prior to issuance of a building permit for the Project, Developer shall deliver to the City proof, satisfactory in the City's sole determination, that Developer has secured financing to construct the Project (exclusive of the financial assistance provided by the City) subject only to typical commercial financing conditions. Before commencing construction of the Project, Developer shall provide proof satisfactory to the City in its sole discretion that all conditions of such financing have been satisfied.

3. Approval of Plans. Prior to the commencement of construction, Developer shall take all necessary steps to obtain plan approval for the Project, including building architecture and site layout through a certificate of appropriateness from the Sturgeon Bay Aesthetic Design and Site Plan Review Board. Approval of the Project plans shall follow pertinent City ordinances and procedures. The Plans shall demonstrate that the Project, when completed, will comply with federal, state and municipal code requirements. At any time during the construction of the Project, Developer may submit to the City proposed revisions in the approved Plans in order to enhance the achievement of the objectives of this Agreement and to improve and refine the previously approved Plans.

4. Building Permits/Approvals. Developer is responsible to obtain, directly or through its agents, a building permit from the City and other permits or approvals required to construct the Project. Nothing in this Agreement shall be deemed prior authorization of City to issue permits or grant approvals.

5. Completion of Project. Construction of the improvements to the Property shall be commenced promptly after issuance of all required permits and shall proceed as provided in the approved construction schedule. Developer agrees that construction shall be substantially completed, subject to Force Majeure Events, by June 1, 2025.

6. General Construction Requirements. Developer shall abide by all of the following in the construction of the Project:

a. Compliance with Plans. Developer shall construct the Project in strict compliance with the Plans as approved by the City and any conditions imposed as part of the permitting and approval process of the State, the City or any other agency entitled to give approval.

b. Utilities. Developer shall have determined that major utilities including water, sanitary sewer, CATV, phone service, are adequately sized and available to service the Project.

c. Construction Contracts. The Developer shall have entered into a general contract for construction of the Project and such other contracts with third parties as deemed required by the Developer, all of which shall be in form acceptable to the City.

d. Quality of Work. All work to be performed by Developer in and on the Property and the construction and maintenance of the Project shall be performed in a good and workmanlike manner and consistent with the prevailing industry standards for high quality construction in the area of the City. Developer shall perform all work in compliance with all applicable laws, regulations, ordinances, and permits, and Developer shall at its sole cost and expense obtain and maintain all necessary permits and licenses for such work. Every contractor hired by the Developer shall be licensed and qualified to perform that part of the work assigned to it. Before any such contractor is allowed to perform any such work, the contractor shall comply with the insurance requirements set forth in Section E, below.

e. Compliance with Laws. All work upon the Project site and the Project shall comply with all applicable laws, codes and regulations of authorities having jurisdiction over the Project.

f. Access. Developer shall allow representatives of the City reasonable access to the Property at all reasonable times for the purposes of reviewing compliance with this Agreement, including, but not limited to inspecting all work being performed in connection with this Agreement.

g. Reports, Information and Inspections. During the period of construction, Developer shall provide the City with updates when requested by the City concerning the progress of the Project and any issues having a material effect on the Project. The City may come upon the Property to inspect the Project during normal hours of construction and, upon reasonable advance notice to Developer, which may be verbal notice, at any other time the City deems appropriate for the purpose of inspecting the Project and investigating its status and any matters that may affect the Project. The City may also discuss the status of construction with Developer's general contractor and any subcontractor or material supplier for the Project.

h. Debris. Until the Project is finished, without the requirement of notice from the City, Developer shall keep the Project Site and adjoining streets clean and free of construction debris. If the City does give Developer notice of the need to clean up any debris identified by the City, Developer shall complete such clean up within 24 hours of receipt of the City's notice. Any debris not so removed or cleaned up with the 24-hour period may be removed or cleaned by the City at Developer's expense.

7. Changes to Project. Without City's prior written consent, Developer will not materially change the scope, budget or uses of the Project.



8. Minimum Assessed Value Guaranteed. The Project shall generate a minimum assessed value of at least \$6,210,000 as of January 1, 2026. For any property tax year during the life of the TID on or after that date, if the Project has a lower assessed value lower than \$6,210,000, Developer shall pay to the City on or before January 31 of each year the amount of property tax owed on the difference between \$6,210,000 and the actual assessed value.

9. Restrictions on Transfer. Developer agrees to the following:

a. General Restrictions on Transfer. Any transfer of ownership of the property, or portion thereof, by Developer shall be subject to the City's written consent, as provided in section J 2 below.

b. No Transfer to Tax Exempt Entity. Developer shall not sell or otherwise convey any portion of the Property to a non-profit or tax-exempt organization.

c. Exceptions to Transfer Restrictions. Restriction B.9.a above does not preclude the creation of a mortgage, encumbrance or voluntary lien upon the Property for the purpose of financing or refinancing the construction of a building consistent with the terms of this Agreement.

10. Access Easement/Dedication of Right of Way. The City shall not be obligated to provide the financial incentives provided in Section C.1 below until Developer provides an easement or, alternatively, a conveyance of land to the City, for access purposes, for an approximately 30-foot wide by 331.44-foot long strip of property fronting on North 14<sup>th</sup> Avenue (the right of way is illustrated and described in Exhibit B).

11. Cooperation. Developer will fully cooperate with the City in the performance of its obligations under this Agreement.

**C. City's General Obligations.**

The City commits to the following:

1. Financial Incentive. The City shall provide a cash grant from tax increment district #6 in a total amount of \$1,200,000 to the Developer for the Project. This incentive shall be paid as follows:

a. A payment of \$810,000 shall be provided to the developer within 30 days after an occupancy permit has been issued for the hotel.

b. Fifteen annual payments of \$26,000 each shall be paid to the Developer. The payments shall commence with the first assessment year that the minimum assessed value guarantee under Section B.8 above is applied. Each payment shall be made within 30 days of the annual payment of property taxes by the Developer and the payment required under Section B.8 above, if applicable.

2. Utilities. The City shall ensure that municipal water and sanitary sewer service is available to Property along Egg Harbor Road and ensure there is capacity to serve the proposed Project.

3. Permits and Licenses. The City will cooperate in good faith with respect to all permits necessary for completion of the Project.

4. Cooperation. The City will reasonably cooperate with Developer in the performance of its obligations under this Agreement.

**D. Insurance.**

1. Coverage Types and Amounts. Developer shall deliver to the City certificates of insurance, copies of endorsements, and other evidence of insurance Developer is required to purchase and maintain, or cause to be purchased or obtained, in the types and amounts of coverage as listed below:

a. Workers Compensation and Related Coverage. Workers compensation coverage as required for state and federal workers, but, in no event less than the following limits: Bodily Injury by Accident - \$100,000 per accident; Bodily Injury by Disease - \$100,000 per employee; and \$500,000 policy limit.

b. Comprehensive General Liability Insurance. Commercial general liability insurance written on a commercial general liability form, protecting Developer and any subcontractor during the performance of work covered by this Agreement from claims or damages for personal injury, including accidental death, as well as claims for property damages arising from operations under this Agreement, whether such operations are by Developer itself, any contractor, subcontractor, or anyone directly or indirectly employed by any of them in such manner as to impose liability on the City. Such coverage shall include an endorsement for completed operations. The amounts of such insurance shall be subject to the following limits: General Aggregate Limit - \$2,000,000; Personal and Advertising Injury Limit (per person/organization) - \$2,000,000; Bodily Injury and Property Damage - \$2,000,000 per occurrence; Fire Legal Liability Damage Limit - \$100,000 per occurrence; Medical Expense Limit - \$10,000 per person.

c. Comprehensive Automobile Liability and Property Damage. Comprehensive Automobile Liability and Property Damage coverage protecting Developer and any subcontractor during the performance of work covered by this Agreement from claims or damages associated with operations of owned, hired, and non-owned motor vehicles. The amounts of such insurance shall be subject to the following limits: Bodily Injury - \$250,000 per person; \$1,000,000 per occurrence; and Property Damage - \$250,000 per occurrence.

d. Umbrella Coverage. Umbrella coverage protecting Developer, its general contractor and any subcontractor during the performance of work covered by this

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



Phone 920-746-2900  
Fax 920-746-2905  
sbmayor@sturgeonbaywi.org  
www.sturgeonbaywi.org

TO: Common Council

FROM: Mayor Ward

RE: January 2024 Council Meeting Dates

DATE: December 13, 2023

With the first meeting in January scheduled immediately following a holiday and January having five Tuesday's, I would like to propose to change the Common Council meetings in January (only) to January 9 and January 23.

Since the meeting days are set by the Council, this change will require Council approval.

---

**Sturgeon Bay Ordinance #\_\_\_\_\_****Repealing and recreating Section 16.08 Municipal Code of Sturgeon Bay  
Holding Tank Agreements**

As the State of Wisconsin has determined to establish statewide uniform standards and criteria for the design, installation, inspection and management of private onsite wastewater treatment systems, the City no longer has the authority to enter into holding tank agreements with City residents.

**Wherefore: the Common Council of the City of Sturgeon Bay, do ordain as follows:**

**Section 1:** Section 16.08 Municipal Code of the City of Sturgeon Bay: Holding Tanks, is hereby repealed and recreated to read as follows:

16.08 State Regulation of Private Onsite Wastewater Treatment Systems. No person shall install a holding tank or other private onsite wastewater treatment system without first complying with SPS Chapter 393 Wis. Ad. Code.

**Section 2:** All ordinances in conflict herewith are hereby repealed.

**Section 3:** This ordinance shall take effect upon its passage and publication according to law.

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

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

SECTION 1: Section 1.21 Weights and Measures Regulations of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and created as follows:

- (1) *Application of state codes.* Except as otherwise specifically provided in this section, the statutory provisions provided in this section, the statutory provisions of ch. 98, Weights and Measures, Wis. Stats. and Wis. Admin. Code, ATP 92, Weighing and Measuring Devices, are hereby adopted and by reference made a part of this section as if fully set forth herein. Any act required to be performed or prohibited by any statute or code incorporated herein by reference is required or prohibited by this section. Any future amendments, revisions or modifications of the statutes incorporated herein or Wisconsin Administrative Code provisions incorporated herein are intended to be made a part of this section. This section is adopted pursuant to the provisions of ch. 98, Wis. Stats., including all amendments thereto.
- (2) *Appointment of inspectors.* In order to assure compliance with this section, the city hereby grants the authority and duties of sealers and inspectors required by this section to the State of Wisconsin Department of Agriculture, Trade and Consumer Protection.
- (3) *Definitions.*
  - (a) *Commercial weighing or measuring devices.* Devices used or employed in establishing the size, quantity, extent, area or measurement of quantities, things, produce or articles for sale, hire or award, or in computing any basic charge of payment for services rendered on the basis of weight of measure.
  - (b) *Weights and measures program.* The program that includes administration and enforcement of this section, ch. 98, Wis. Stats., and applicable Wisconsin Administrative Code provisions, and any related actions.
- (4) *Fees-assessment:*

~~(a) Annual report. The owner/possessor of weighing and measuring devices shall no later than March 1 of each year file an annual weights and measures assessment report with the city treasurer, listing the number and type of devices either owned or leased as of January 1 of each year.~~

~~(b) Annual assessment. The City of Sturgeon Bay shall annually assess fees to each person/business based on their number of weighing and measuring devices, either owned or leased, as of January 1 of each year. The~~

Formatted: List 1, Indent: Left: 1.33", First line: 0.17"

~~total of the fees assessed and the fees collected shall not exceed the actual costs of the weights and measures program.~~

~~(c) Treasurer to prepare assessment schedule. The city treasurer shall at least annually prepare a schedule of assessments and the city shall mail to each business an invoice of the amount of the fee assessment each business shall pay the fee assessed within 20 days after the date the invoice is mailed.~~

~~(d) Failure to pay assessment. If the assessed fee is not paid within 30 days of the date of the mailing of the invoice, an additional administrative collection charge of ten percent of the total fee shall be added to the amount due, plus interest shall accrue thereon at the rate of 1.5 percent per month or fraction thereof until paid. To the extent permitted by law, if the business owner is the owner of the real estate premises where the weights and measures devices are located, any delinquent assessment shall be extended upon the current or the next tax roll as a special charge against the real estate premises for current services.~~

~~(e) Mailing of notices. Schedules, notices and invoices shall be considered mailed to a business when mailed by first class mail, postage prepaid, to the business address.~~

~~(f) Change of ownership. The owner/possessor of weighing and measuring devices as of January 1 of each year shall be assessed for fees under this section, regardless of any change in ownership or possession of such devices during the year.~~

~~(5) Penalty. In addition to any other remedy, any person who fails to comply with the provisions of this ordinance shall, upon conviction thereof, forfeit not less than \$250.00 no more than \$500.00. Each day a violation exists or continues shall constitute a separate offense.~~

SECTION 2:

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

Approved:

---

David J. Ward  
Mayor

Attest:

---

Stephanie L. Reinhardt  
City Clerk

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

An ordinance to adopt Chapter SPS 327 of the state building code

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

SECTION 1: Section 15.02(1) of the municipal code (building code) is hereby amended  
to read:

**15.02 State building codes adopted.**

- (1) The following chapters of the Wisconsin Administrative Code are adopted  
and incorporated in this chapter by reference, including all amendments  
thereto:

Ch. SPS 302.31	Plan Review Fee Schedule
Ch. SPS 305	Credentials
Ch. SPS 316	Electrical Code
Chs. SPS 320—325	Uniform Dwelling Code
Ch. SPS 327	Camping Units
Chs. SPS 361—366	Commercial Building Code
Ch. SPS 375—379	Buildings Constructed Prior to 1914
Chs. SPS 381—387	Uniform Plumbing Code

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

Approved:

\_\_\_\_\_  
David J. Ward, Ph. D.  
Mayor

Attest:

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

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

An ordinance to modify the requirements for  
compulsory connection to sewer and water mains

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

SECTION 1: Section 12.03 of the municipal code (health and sanitation) is hereby  
repealed and recreated as follows:

**12.03 Compulsory connection to sewer and water mains.**

- (1) The owner or the agent of the owner of any building that generates sanitary sewage as defined in section 13.04 and is located adjacent to a sanitary sewer or water main shall connect the building to the sanitary sewer and water mains after notice as provided herein, unless connection is waived by the common council after review and recommendation from the utility commission.
- (2) When a sanitary sewer or water main is adjacent to any building that generates sanitary sewage, the utilities shall issue a notice of availability in writing to the owner or owner's agent to connect the building thereto and to install such facilities to municipal sewer and water mains. The notice shall be given either personally to the owner or agent or by certified mail addressed to the last known address of the owner or agent and shall prescribe the time by which connection shall be made. The manner of connection shall be prescribed by the utilities.
- (3) The provisions and regulations of section 15.01 and chapter 16 of this Municipal Code shall apply herein.
- (4) If the owner or agent fails to comply within the time prescribed in the availability notice, the utilities may cause connection to be made and the expense thereof as determined by the utilities shall be assessed as a special assessment tax against the property.
- (5) If the utilities undertake the connection pursuant to subsection (4) above, the owner, or agent, may, within 30 days after the completion of the work, file a written option with the city clerk stating that the owner cannot pay the cost of connection in one sum and electing that such sum be levied in accordance with the current policy in effect for installment payments for sewer and water main installation. The city clerk shall immediately notify the utilities of any written options filed.
- (6) Where sanitary sewer or water or both is not available, all facilities for the supply of water or the furnishing of sewage disposal shall be inspected and approved by the Door County Sanitarian and/or building inspector prior to use.



- (7) Whenever property is annexed that contains a building or buildings that generate sanitary sewage and is adjacent to an existing sanitary sewer or water main, the provisions of sub (1) shall apply. In addition, such property shall be, by council action, charged a connection fee. Whenever a petition is received to annex property, the finance/purchasing and building committee shall recommend to the city council the total amount of the connection fee for each parcel, the number of installments allowed, the interest rate for installment payments and the disposition of the funds received. This information shall be made a part of the annexation study prepared incident to the annexation; upon annexation the above charges shall be levied.

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 vacate the unimproved portion of S. Madison Ave as shown on the attached map.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: November 14, 2023.

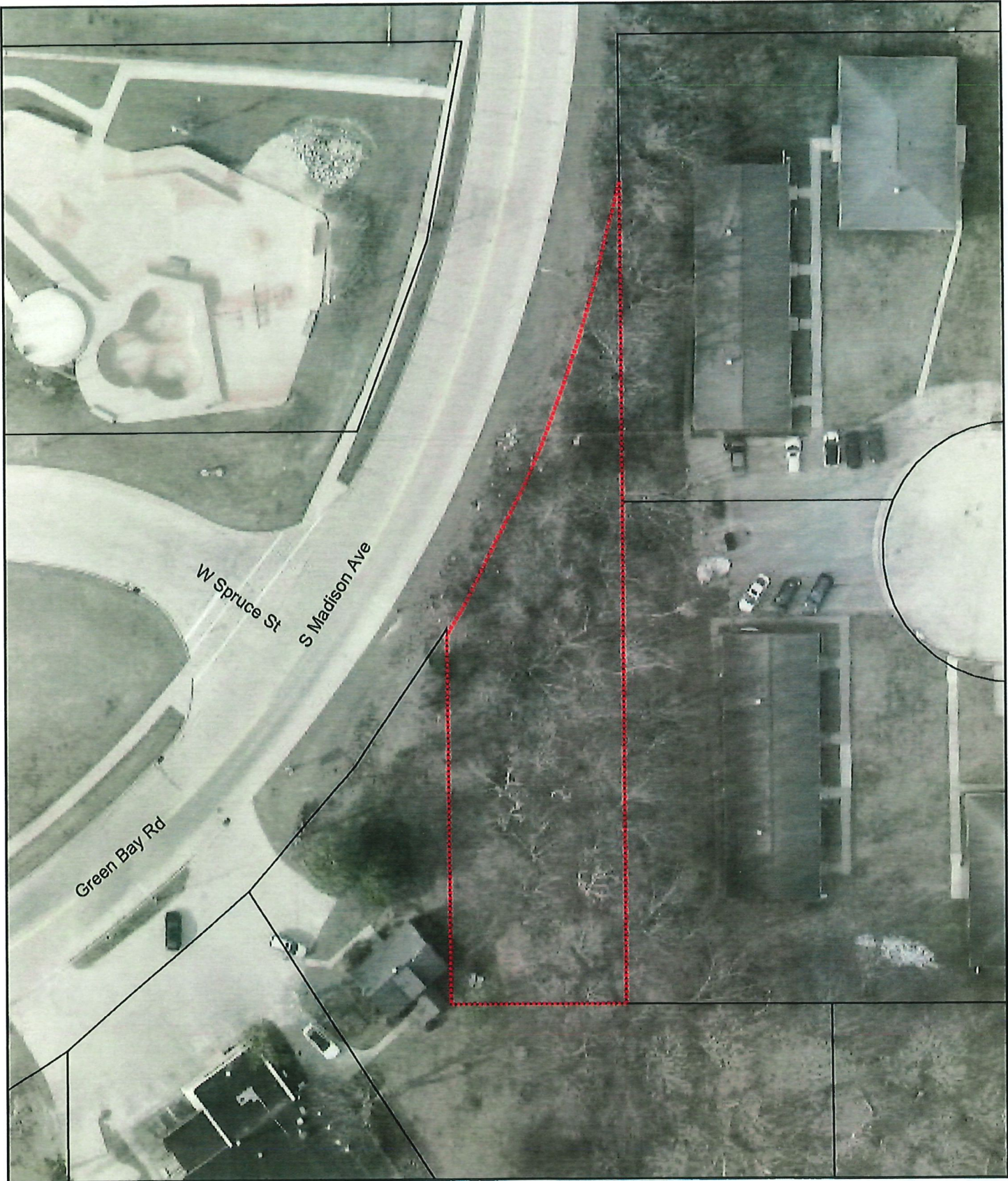
\*\*\*\*\*

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

# Proposal to Vacate Street Right-of-Way - S. Madison Ave



 Street R/W to be vacated



September 5, 2023

**PUBLIC NOTICE**

In the Matter of the Discontinuance of an Unimproved Street  
in the City of Sturgeon Bay, Door County, Wisconsin

TO WHOM IT MAY CONCERN:

NOTICE IS HEREBY GIVEN that the 19<sup>th</sup> day of December, 2023 at 6:00 p.m. or shortly thereafter, has been set as the time and the Council Chambers, City Hall, 421 Michigan Street, City of Sturgeon Bay, Wisconsin has been set as the place for the Common Council of the City of Sturgeon Bay to hold a public hearing and to take action on the following resolution hereinafter reproduced in full:

**CITY OF STURGEON BAY RESOLUTION  
RESOLUTION DISCONTINUING PORTION OF SOUTH MADISON AVENUE**

Sturgeon Bay, Wisconsin  
December 19, 2023

BY THE COMMON COUNCIL OF THE CITY OF STURGEON BAY:

WHEREAS, the Common Council, pursuant to § 66.1003 (4) of the Wisconsin Statutes finds the public interest requires that a portion of South Madison Avenue, as specifically depicted and described on the attached map marked Exhibit 1, be vacated and discontinued; and

WHEREAS: pursuant to § 66.1003(4) of the Wisconsin Statutes, prior to action on this resolution:

this resolution shall be introduced on November 7, 2023; and

the plan commission shall review the discontinuance; and

a hearing shall be held on the abandonment, vacation, and discontinuance of the above described right of way on December 19, 2023 at 6:00 PM in the Council Chambers, City Hall, 421 South Michigan Street, Sturgeon Bay, Wisconsin; and

a notice of such hearing shall be served, in the same manner provided for the service or a civil summons on the owners of the frontage of the lots and lands abutting the portion of the above described right of way at least 30 days before such hearing; and

notice of such hearing shall be published in the official newspaper of the City of Sturgeon Bay as a Class 3 notice, once a week for three successive weeks before the date of hearing; and

the City Attorney shall cause a lis pendens to be prepared and filed with the Register of Deeds for Door County, Wisconsin, pursuant to Sec. 840.11, Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED pursuant to § 62.1003(4) of the Wisconsin Statutes, the public interest requires that:

the portion of South Madison Avenue, as specifically depicted and described on the attached map marked Exhibit 1, be abandoned, vacated, and discontinued; and

the discontinuance of such right of way is hereby ordered; and

the real estate underlying the right of way shall revert to the adjacent property owners to the extent and in the manner provided by law; and

the City Attorney is directed to file a certified copy of this resolution with the Register of Deeds of Door County and to release the lis pendens.



CITY OF STURGEON BAY RESOLUTION  
RESOLUTION DISCONTINUING PORTION OF SOUTH MADISON AVENUE

Sturgeon Bay, Wisconsin  
December 19, 2023

BY THE COMMON COUNCIL OF THE CITY OF STURGEON BAY:

WHEREAS, the Common Council, pursuant to § 66.1003 (4) of the Wisconsin Statutes finds the public interest requires that a portion of South Madison Avenue, as specifically depicted and described on the attached map marked Exhibit 1, be vacated and discontinued; and

WHEREAS: pursuant to § 66.1003(4) of the Wisconsin Statutes, prior to action on this resolution:

this resolution shall be introduced on November 7, 2023; and

the plan commission shall review the discontinuance; and

a hearing shall be held on the abandonment, vacation, and discontinuance of the above described right of way on December 19, 2023 at 6:00 PM in the Council Chambers, City Hall, 421 South Michigan Street, Sturgeon Bay, Wisconsin; and

a notice of such hearing shall be served, in the same manner provided for the service or a civil summons on the owners of the frontage of the lots and lands abutting the portion of the above described right of way at least 30 days before such hearing; and

notice of such hearing shall be published in the official newspaper of the City of Sturgeon Bay as a Class 3 notice, once a week for three successive weeks before the date of hearing; and

the City Attorney shall cause a lis pendens to be prepared and filed with the Register of Deeds for Door County, Wisconsin, pursuant to Sec. 840.11, Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED pursuant to § 62.1003(4) of the Wisconsin Statutes, the public interest requires that:

the portion of South Madison Avenue, as specifically depicted and described on the attached map marked Exhibit 1, be abandoned, vacated, and discontinued; and

the discontinuance of such right of way is hereby ordered; and

the real estate underlying the right of way shall revert to the adjacent property owners to the extent and in the manner provided by law; and

the City Attorney is directed to file a certified copy of this resolution with the Register of Deeds of Door County and to release the lis pendens.

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

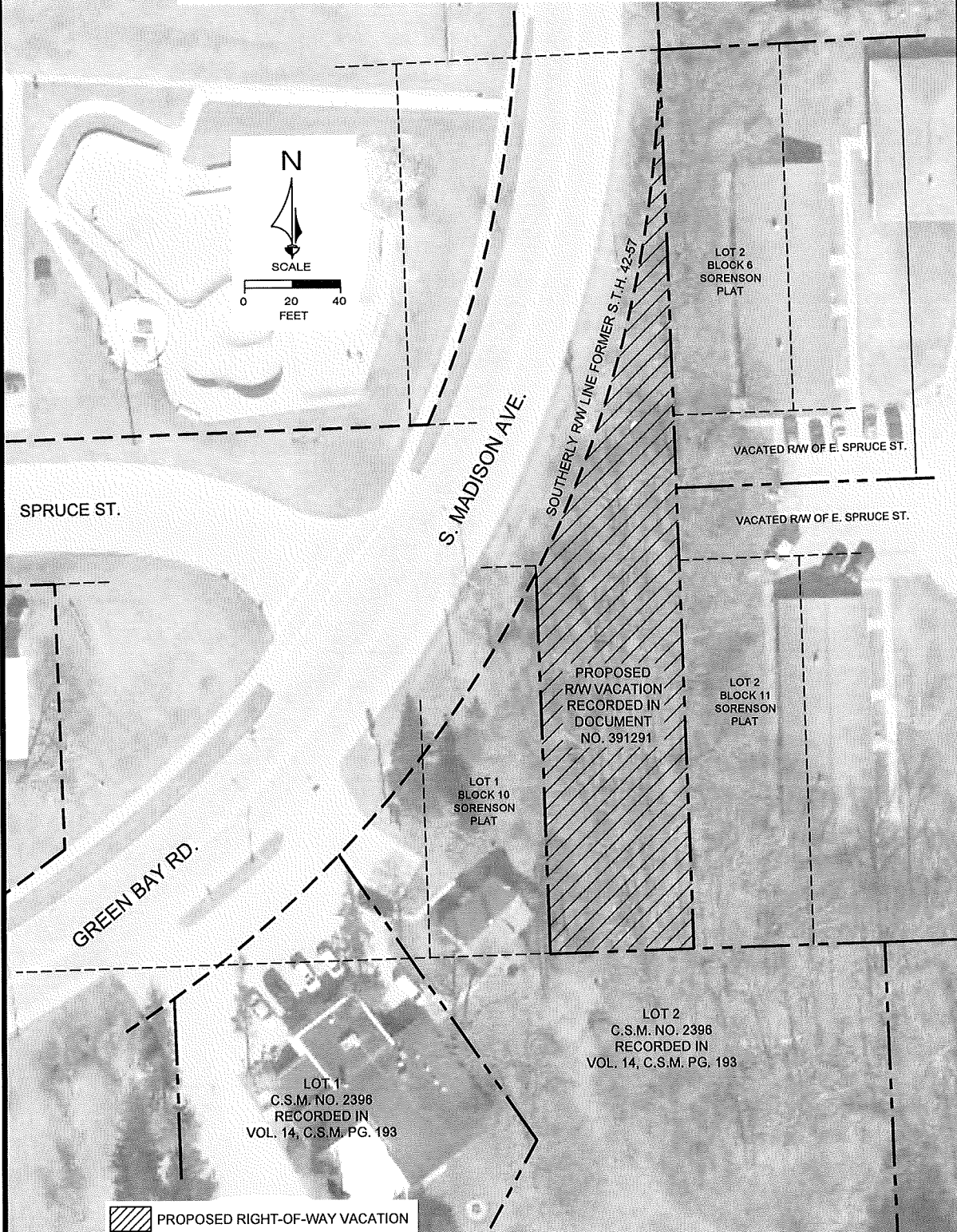
\_\_\_\_\_  
Clerk

Attachment

# EXHIBIT 1

## SITE PLAN

### PROPOSED RIGHT-OF-WAY VACATION - S. MADISON AVE.



#### Description: Proposed Vacation of South Madison Avenue

A strip of land varying in width from 60 feet to nothing, and having an average length of approximately 170 feet on centerline; being bounded on the north by the right-of-way of South Madison Avenue (formerly the right-of-way of State Highway 42-57); on the west and south by the boundary of Lot 2 of Certified Survey No. 2396 recorded in Volume 14 of Certified Survey Maps, Page 193; and on the east by Lot 2, Block 11, Sorenson Plat, the vacated right-of-way of Spruce Street, and Lot 12, Block 6, Sorenson Plat.

OCT, 2023



## EXECUTIVE SUMMARY

**Title:** Street Vacation (Discontinuance) – Portion of S. Madison Avenue

**Background:** The City has been requested by Rob Scaturo to discontinue (vacate) the unused portion of street right-of-way (S. Madison Ave) located south of Spruce Street. This is the right-of-way that is southerly of the curve where Madison Avenue turns into Green Bay Road. The street vacation would enable Mr. Scaturo to expand the dwelling on his abutting property because the right-of-way, if vacated, would be attached to the abutting owners.

The street right-of-way proposed to be vacated was created by the plat of Sorenson's Addition to the City of Sturgeon Bay in 1906. At that time the street was known as Union Street. Although the 60-foot wide right-of-way extends about 164 feet south of Spruce Street, the portion southerly of Spruce Street was never constructed.

There does not appear to be any need for the right-of-way by the City. There is a steep bluff that makes it extremely difficult to physically install a street. With the existing development in the surrounding area, it would be very difficult to connect the street to another street even if it were extended. There are no utilities impacted to staff's knowledge.

**Process:** The formal process for the street to be vacated involves the Council introducing a resolution, serving notice on the abutting owners, holding a public hearing, and then adopting the resolution. For the street discontinuance, there are two abutting property owners, Scaturo and 24 E Spruce, LLC. If approved, the vacated street would be attached to those properties (30 feet each side). The public hearing is scheduled for December 19<sup>th</sup>. Thereafter, the Council can approve or disapprove the resolution to discontinue the street, which would then be recorded at the Register of Deeds.

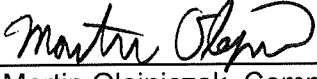
Both the Plan Commission and the Local Transportation Board reviewed this matter and both unanimously recommended discontinuing the street.

The City went through the process of vacating this portion of Madison Avenue back in 1976-77. The Council introduced the resolution and took steps to enact it including holding the public hearing, but it never completed the process. From the record it is not clear why, but possibly had to do with restrictions on the use of the land that the Council desired at that time (e.g., restriction on billboards).

**Scaturo's Parking Lot Issue:** The City Engineer and Mr. Scaturo have been working on resolving a stormwater management issue. When Scaturo's Restaurant expanded its parking area, it needed to install stormwater facilities. That was never done and the new proposal is to reduce the extent of the parking area such that additional stormwater facilities are not required. However, City staff requests that the resolution to vacate the right-of-way not be recorded until the parking area matter is resolved. That will provide an inducement to ensure compliance with the stormwater management code.

**Fiscal Impact:** There are minor costs for the street discontinuance process, including recording and legal fees, which would be covered by Mr. Scaturo as the applicant. If vacated, the additional land on the tax roll will have a modest impact on the property taxes paid by the abutting owners.

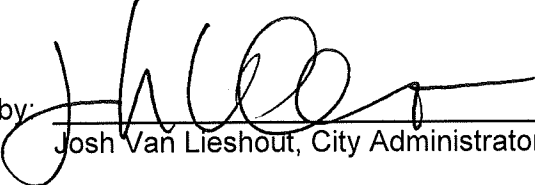
**Recommendation:** Approve the resolution to discontinue (vacate) the portion of S. Madison Avenue, subject to the condition that the resolution be recorded after compliance with the Sturgeon Bay stormwater management code is achieved for the Scaturo parking area.

Prepared by:   
Martin Olejniczak, Community Devel. Director

12-13-2023  
Date

Reviewed by: \_\_\_\_\_  
Chad Shefchik, City Engineer

\_\_\_\_\_  
Date

Reviewed by:   
Josh Van Lieshout, City Administrator

12/13/23  
Date

## RECOMMENDATION

### TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve amending the development agreement with JPEJ, LLC to include two additional lots located along Alabama Place.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 28, 2023

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

## EXECUTIVE SUMMARY

Title: Creation and Disposition of Lots on City-Owned Property Along Alabama Place

Background: The City of Sturgeon Bay purchased 1.5 acres of land from Dan Krueger in 2022. The property is located at the end of Alabama Place and was primarily needed for the street right-of-way to extend Alabama Place to N. 12<sup>th</sup> Place. A portion of the property is needed as a stormwater detention area to manage runoff from the street. The remainder is available for residential development. Due to a restrictive covenant single-family homes are the only permitted dwelling type. Given the amount of land left after accounting for the stormwater area, only two new lots can be created.

The storm sewer, sanitary sewer and water infrastructure has been installed. The street work is expected to be completed next spring. The City needs to record a certified survey map to create the right-of-way, stormwater area, and new lots. It also needs to decide how to dispose of the two new lots.

Options: Among the viable options are:

1. Amend the development contract with JPEJ, LLC to include two more lots. The City entered into a contract with JPEJ, LLC for the construction of homes in the Geneva Ridge subdivision. For that agreement, the developer constructs homes based upon pre-set plans and at pre-set prices for sale to the Door County workforce. The two Alabama Place lots, when created, could be constructed upon now because the sewer and water facilities are available whereas most of the Geneva Ridge lots won't be developable until next spring when the infrastructure is slated to be installed. Paul and Joe Shefchik, two of the principals of JPEJ, LLC, expressed a willingness to add these lots to their contract.
2. Transfer or sell the lots to a philanthropic housing organization such as Habitat for Humanity or the Door County Housing Partnership (DCHP). The City occasionally directs lots to these agencies at below-market price in order to spur affordable single-family homes. It is noted that the subject land is within Tax Increment District #6 so the DCHP model might not be as attractive since the land value of the lots will remain off the tax rolls.
3. Sell the lots for market value. Like with options 1 and 2, the City could include restrictive covenants such as prohibition on short term rentals, but selling at market value may or may not result in affordable workforce homes.

Fiscal impact: The street and utilities are being financed through TID #6. Property taxes from development on the subject lots and from other property within TID #6 will be used to recover the costs. The sale of lots could also help to recover the expenditures. Assuming all infrastructure is installed, the lots would probably be worth around \$30,000 each.

Recommendation: Staff recommends creating the two lots and rolling them into the development agreement with JPEJ, LLC.

Prepared by:   
Martin Olejniczak, Community Development Director

11-21-2023  
Date

Reviewed by:   
Chad Shefchik, City Engineer

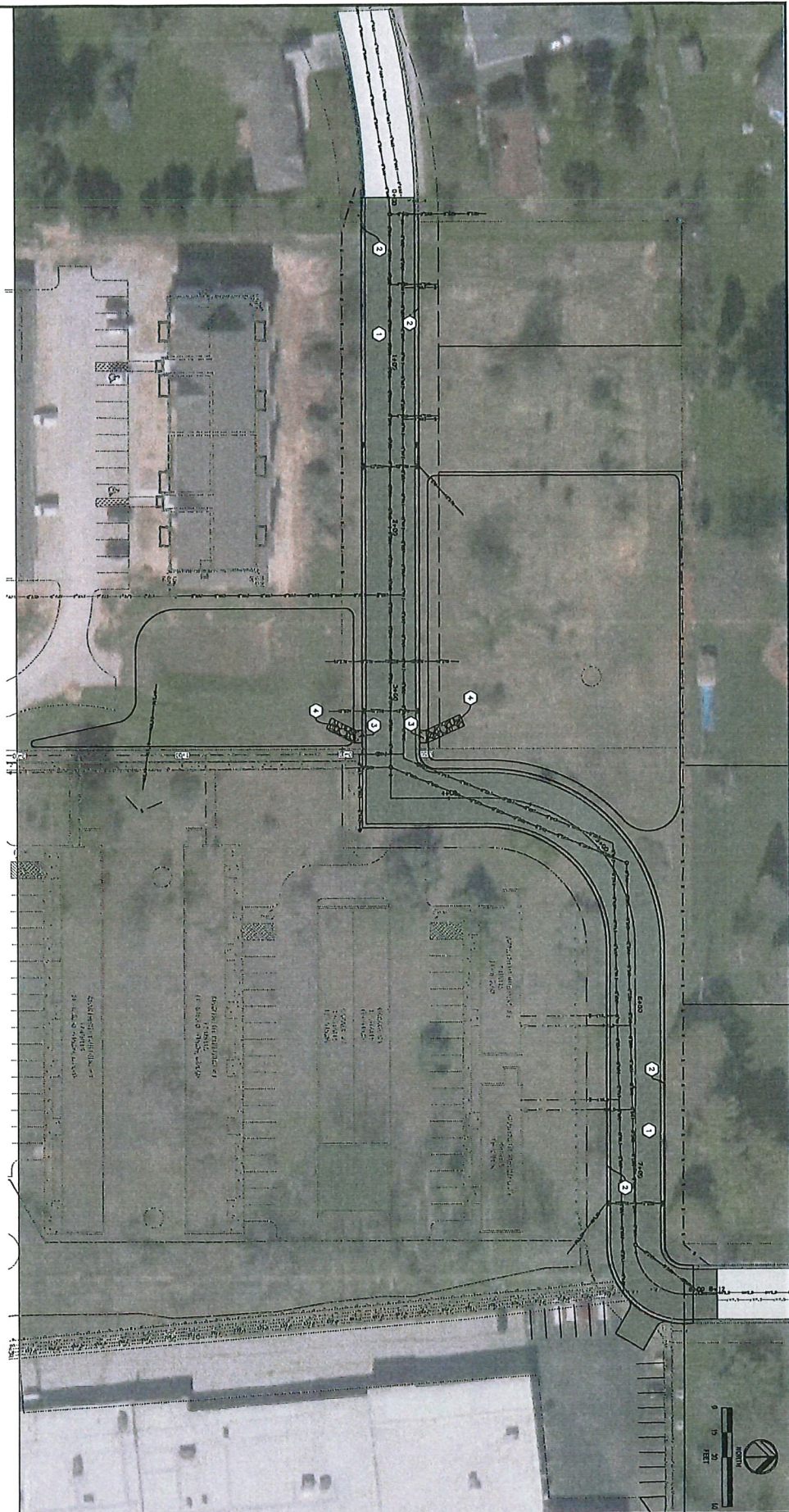
11-21-23  
Date

Reviewed by:   
Josh Van Lieshout, City Administrator

11/21/23  
Date



- ⑦ SHEET KEY NOTES**
1. ROADWAY - 35' OVERALL WIDTH. SEE DETAIL A SHEET C200
  2. 30" WIDE 6" TALL CURB AND GUTTER. SEE DETAIL B SHEET C200
  3. CONCRETE STORM WATER FLOWLINE, 8" WIDE, 4" THICK CONCRETE, 6" CURB HEAD
  4. RIP RAP, LIGHT DUTY WOOD



DATE OF REVISION		DRAWN		DATE	
1	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
2	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
3	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
4	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
5	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
6	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
7	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
8	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
9	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
10	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
11	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
12	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
13	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
14	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
15	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
16	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
17	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
18	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
19	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
20	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
21	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
22	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
23	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
24	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
25	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
26	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
27	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
28	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
29	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
30	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
31	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
32	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
33	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
34	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
35	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
36	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
37	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
38	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
39	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
40	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
41	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
42	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
43	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
44	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
45	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
46	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
47	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
48	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
49	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
50	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
51	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
52	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
53	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
54	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
55	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
56	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
57	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
58	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
59	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
60	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
61	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
62	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
63	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
64	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
65	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
66	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
67	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
68	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
69	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
70	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
71	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
72	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
73	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
74	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
75	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
76	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
77	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
78	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
79	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
80	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
81	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
82	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
83	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
84	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
85	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
86	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
87	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
88	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
89	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
90	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
91	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
92	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
93	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
94	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
95	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
96	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
97	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
98	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
99	05/09/2023	20034234	05/09/2023	20034234	05/09/2023
100	05/09/2023	20034234	05/09/2023	20034234	05/09/2023

**SITE PLAN**

**ALABAMA PLACE TO N 12TH PLACE - STREET CONNECTION**

For CITY OF STURGEON BAY, WI

421 MICHIGAN ST, STURGEON BAY, WI 54235

**Stantec**

312 14 5th Avenue  
 Sturgeon Bay, WI 54235  
 www.stantec.com

## RECOMMENDATION

TO THE COMMUNITY PROTECTION &amp; SERVICES COMMITTEE:

We, the City Plan Commission, hereby recommend to text amendments within section 9.05, Tourist rooming house permit, of the Municipal Code (Chapter 9 – Licenses and Permits) as shown on the attachment:

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

RESOLVED, that the foregoing recommendation be adopted.

Date: November 14, 2023

\*\*\*\*\*

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

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

Passed by the Community Protection & Services Committee on the \_\_\_\_\_ day  
of\_\_\_\_\_, 2023.



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

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

SECTION 1: Section 9.05 of the Municipal Code (Licenses and Permits) of the City of Sturgeon Bay is hereby repealed and recreated as follows:

**9.05 Tourist rooming house permit license.**

- (1) Permit License required. No property owner shall use their property for the purposes of short term renting within the city without obtaining a tourist rooming house permit license.
- (2) Definition. Tourist rooming house is a dwelling unit in which sleeping accommodations are offered for pay to tourists or transients for periods of less than one calendar month or 30 days, whichever is less, counting the first day of the rental and not counting the last day of rental. These facilities are sometimes referred to as vacation rentals. It does not include a lodging house as defined in section 20.03, boardinghouse not accommodating tourists or transients, or bed and breakfast establishments. ~~These facilities are sometimes referred to as vacation rentals.~~
- (3) Tourist rooming houses are subject to the following:
  - (a) The facility shall be licensed by the Wisconsin Department of Agriculture Trade and Consumer Protection, the City of Sturgeon Bay, and the Door County Tourism Zone Commission.
    1. New tourist rooming house permits/licenses issued by the City of Sturgeon Bay are valid for one year and expire on June 30. If a new tourist rooming house permit license is issued after April 1, the license from the city permit shall expire on June 30 of the following year.
    2. Renewal tourist rooming house permits/licenses are valid for two years and expire on June 30. Renewal permits/licenses may be applied for no sooner than six months prior to expiration, but are not valid until July 1.
    3. The community development department will oversee the issuing or renewal of tourist rooming house permits/licenses. In the event city staff denies a permit, the applicant may appeal the denial decision to the city plan commission.
  - (b) The owner/operator must reside within Door, Kewaunee, or Brown Counties a 90-minute driving time of the tourist rooming house, as determined by an internet-based mapping program during periods in which the tourist rooming house is rented. ~~This requirement may be waived if unless~~ there is a valid management contract with a management company located within Door County the 90-minute driving time referenced above.
  - (c) Designated tourist rooming houses may have an unlit sign no larger than two square feet in size.
  - (d) The property owner shall have and maintain homeowner's liability or business liability insurance for the premises used as a tourist rooming house. Written evidence of the liability insurance shall be submitted with the tourist rooming house application.
  - (e) The number of occupants in a tourist rooming house shall not exceed the limits set forth in Wisconsin Administrative Code ATCP 72.14.



- (f) Except for any tourist rooming house licensed for an existing dwelling with no or just one off-street parking space, Aa minimum of two off-street parking spaces shall be provided.
- (g) No recreational vehicles, campers, tents, or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations.
- (h) Trash containers shall be placed for collection no later than 7:00 a.m. on the day of collection and no more than 12 hours prior to collection date and shall be removed within 12 hours of that date.

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

Approved: \_\_\_\_\_  
David J. Ward, Mayor

Attest: \_\_\_\_\_  
Stephanie L. Reinhardt, City Clerk



# MEMO

**To:** Sturgeon Bay Plan Commission  
**From:** Stephanie Servia, Planner/Zoning Administrator & Marty Olejniczak, Community Development Director  
**Date:** October 12, 2023  
**Subject:** Tourist Rooming House Review for 2023

---

**Background:** Tourist Rooming Houses (TRH) are dwelling units which offer sleeping accommodations to transient guests for periods less than 30 days, not including boarding houses or bed and breakfast establishments. These are allowed within all the residential, commercial (excluding C-4) and agricultural districts. This ordinance has been in effect since March 1, 2016, and staff has seen continued growth over the last 7 years with a spike in popularity in 2021. Prior to that, such short-term rentals were only allowed in the commercial and multi-family residential districts, and a license from the city was not required. Now, property owners that wish to be licensed for this use must submit the City of Sturgeon Bay Tourist Rooming House application.

There has been significant growth in the past few years specifically with 26 new licenses in 2021, 22 new licenses in 2022, and 30 new licenses in 2023 (through 10/10/2023). In 2019 there were 41 TRHs, there are now 124 active licenses. The last time the City's requirements were amended was in 2021. Given the popularity of this use and its potential impacts, the Plan Commission previously decided that the City's short-term rental regulations and current data should be reviewed periodically. For the October Plan Commission meeting, staff will present information regarding the current status and recent trends of TRHs in the City. In addition, the current regulatory authority and recent legal issues will be discussed. The members can then decide if changes to the Sturgeon Bay requirements are warranted.

**Summary of current TRH data:** Attachments A and G show various statistical data for tourist rooming houses in Sturgeon Bay. Attachment B are maps showing the locations of the licenses that are currently active. Based upon this data, the following observations can be made:

1. As of October 10, 2023, there are 124 active license holders in the city. The City has 9% of the TRH's licensed in Door County.
2. Most TRHs are in the R-2 zoning district with 48% in that district, however the locations are somewhat evenly dispersed throughout the city.
3. 77% of TRHs are in residential districts, 23% are in commercial districts, and 1% are in Agricultural zoning. Every zoning district (except industrial and office districts) has at least one TRH.
4. 64% of the current TRH locations were previously used as single-family homes, 11% were two-family, 15% were multi-family, 1% was a manufactured home, and 10% were mixed use buildings with commercial/apartment space before becoming a short-term rental.

5. 53% of license holders are Sturgeon Bay residents. An additional 10% reside elsewhere in Door County, with about 10% residing in Kewaunee or Brown Counties. Hence, most license holders are city residents and about ¾ live in the nearby region. About 27% of the license holders are not within the regional area.
6. It is estimated that 15 of the active license holders use the residence as their primary residence based upon their mailing address. It is possible that some license holders use their dwellings for occasional personal use, but it is likely that the vast majority use the dwelling unit solely for short-term rentals.
7. From 2016 to present there were 143 total licenses issued. This means that 19 TRHs are no longer active. Some of these went back to being owner-occupied or long-term rental units, but it is unknown exactly how many.
8. Compared to other municipalities in the State, the city's fee of \$100 for initial license and \$100 for a two-year renewal license is one of the lowest fees for TRHs. Other municipalities require a fee every year with fees ranging from \$100 to \$1,500 per year. Under Wisconsin law fees established by municipalities must be commensurate with cost of administering the service. Hence, a city is not supposed to make a "profit" from the fee or set a higher than necessary fee as a means to discourage the use.
9. The city does obtain revenue from TRHs through room taxes that are collected by the Door County Tourism Zone Commission (DCTZC). Revenue statistics are included in Attachment F. From January to July of this year the City has received \$192,596 in room tax (not just for TRHs).

**Regulatory Issues:** A tourist rooming house requires a license from the City of Sturgeon Bay. There is a \$100 initial fee the first year, a renewal license is due the following year and then every two years after that. The City requires proof of insurance, a copy of their license from the Department of Agriculture Trade and Consumer Protection (DATCP), and the license number from the DCTZC. The City also has a few other requirements for operating a tourist rooming house.

Other municipalities in the County have made some changes this past year to their TRH ordinances which will be going into effect next year. For example, Sevastopol adopted an ordinance that all TRHs must be owner occupied for rentals 7 days or less. Sister Bay completely revamped their TRH ordinance and increased their fee to \$1,500 per year.

Wisconsin State Statute 66.1014 limits what municipalities can regulate relating to Tourist Rooming Houses (Attachment D). Per subsection 2(a), "Subject to par. (d), political subdivision may not enact or enforce an ordinance that prohibits the rental of a residential dwelling for 7 consecutive days or longer". Additionally, per subsection 2(d)(1),

"If a residential dwelling is rented for periods of more than 6 but fewer than 30 consecutive days, a political subdivision may limit the total number of days within any consecutive 365-day period that the dwelling may be rented to no fewer than 180 days. The political subdivision may not specify the period of time during which the residential dwelling may be rented, but the political subdivision may require that the maximum number of allowable rental days within a 365-day period must run consecutively. A person who rents the person's residential dwelling shall notify the clerk of the political subdivision in writing when the first rental within a 365-day period begins."

The city's ordinance [section 9.05(3)(f)] requires a minimum of two off-street parking spaces shall be provided by the property owner. Earlier this year the city attorney determined that the City cannot enforce this rule against properties that cannot provide the parking spaces, since it would have the effect of prohibiting the TRH. The City may still enforce this rule against properties that do have the parking spaces.

Additionally, the Wisconsin Realtor's Association (WRA) has threatened litigation against the City over §9.05(3)(b) of the Tourist Rooming House ordinance. This section states that "the owner/ operator must reside within Door, Kewaunee, or Brown Counties during periods in which the tourist rooming house is rented. This requirement may be waived if there is a valid management contract with a management company located within Door County." The WRA claims that with this section the City is infringing on a property owner's fundamental rights "by forcing property owners to reside either in Door, Kewaunee, or Brown Counties during any period of time when their Sturgeon Bay property is being rented. In other words, City of Sturgeon Bay Municipal Code§ 9.05(3)(b) imposes an unreasonable time, place, and manner restriction, and is not narrowly tailored to serve any significant governmental purpose." The WRA is demanding that this section of the ordinance be repealed and has threatened to sue if the city does not do this within 120 days after September 12, 2023 (January 10, 2024). Notably, the WRA is looking at ordinances throughout Wisconsin and has threatened litigation in other municipalities as well.

**Options:** There are a couple of different options that the Plan Commission could investigate:

- 1) Create a discussion group to gather more information from the community.
- 2) Recommend changes to the TRH regulations, such as amending the parking requirement, amending the residency requirement, increasing the fees, etc.
- 3) Make no changes and drop the issue from consideration for this year.
- 4) Table this discussion until other municipalities' ordinance changes go into effect.

**Attachments:**

- A: Data Sheet
- B: Maps
- C: Ordinance
- D: State Statute restricting municipal regulation of short-term rentals
- E: Municipal Fee Comparison
- F: Door County Tourism Zone Commission Revenue
- G: 2019-2021 TRH Data
- H: Minutes from previous meetings

## Tourist Rooming House Data (as of 10-10-2023)

Number of active TRH units: 124

### Licenses issued by year:

Year	New	Renewal
2016	8	
2017	10	1
2018	21	2
2019	16	33
2020 (decline due to Covid)	10	11
2021	26	47
2022	22	42
2023 (to 10/10/2023)	30	65

### Active licenses by dwelling type:

Prior Use	# of Licenses
Single Family	79
Two-family	14
Multi-family	18
Manu home park	1
Apartment(s) with commercial space below or adjacent	12

### Active licenses by zoning district:

Zoning District	# of Licenses
A	1
C-1	1
C-2	19
C-5	7
PUD	6
R-1	21
R-2	59
R-3	7
R-4	2
R-M	1
<b>Total active Licenses</b>	<b>124</b>

### Residency of license holders:

Location	# of Licenses
City	66
Elsewhere in Door County	13
Brown/Kewaunee Counties	12
Outside of 3 county area	33

### Valuation of Single-family TRH # of units

Less than \$150,000	30
\$150,000 - \$299,000	34
\$300,000 plus	15

### Primary Residence:

Approximately 15 of the active license holders use the tourist rooming house as their primary home. However, this figure is based upon their mailing address, which might not fully indicate residency.

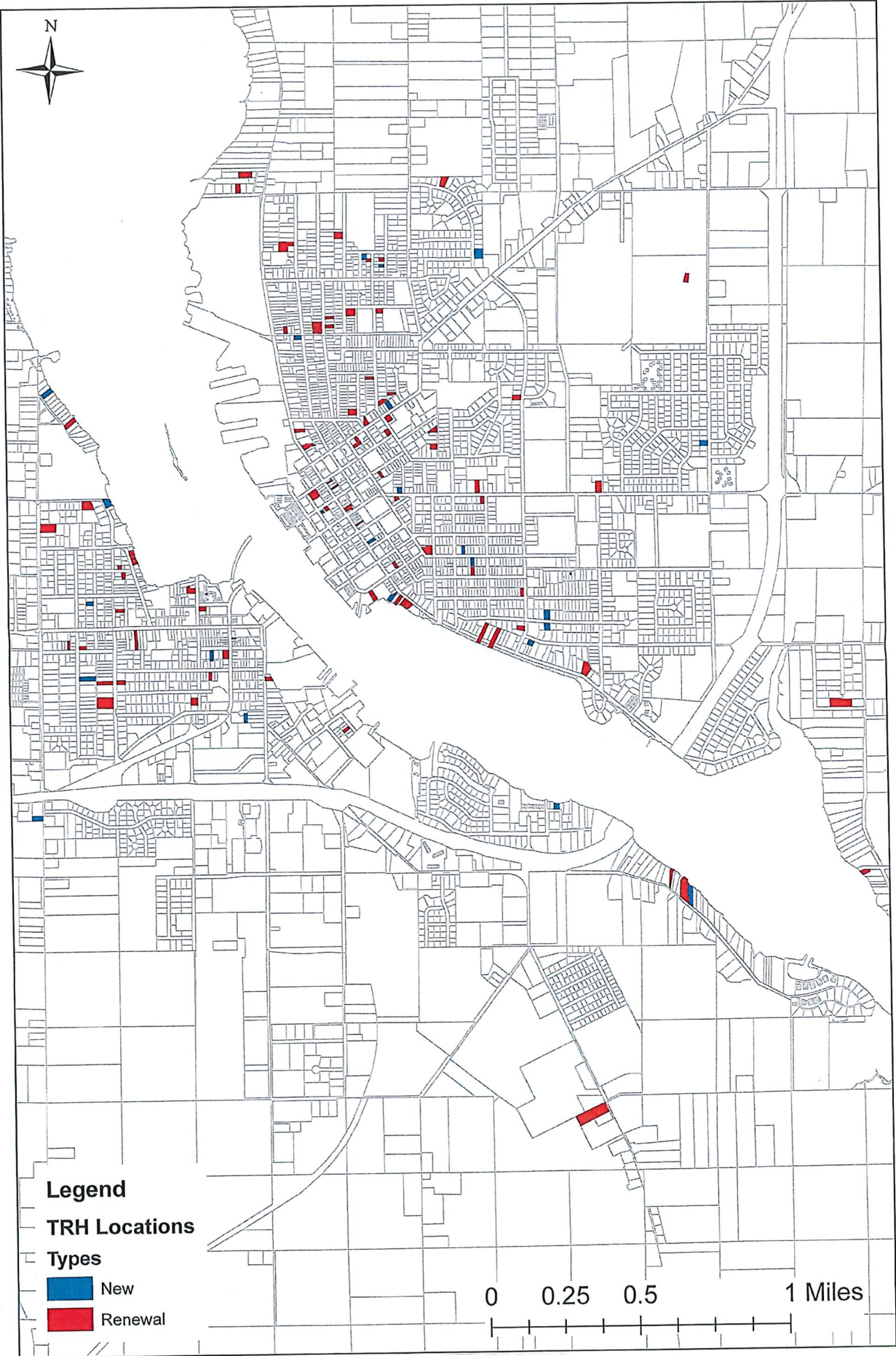
### Relinquished Licenses:

143 dwellings were granted licenses from 2016 to the present. 124 remain active and 19 have not been renewed. From what we can tell:

- 4 have stated they are no longer using as short-term rentals.
- 5 have been sold and no new licenses were issued.
- 2 are now being used as long-term rentals.
- 2 have lapsed and then later re-licensed, one of which was later sold and not relicensed.
- The rest are unknown. Either no letters were sent (that staff could find) or owners have not responded to letters.

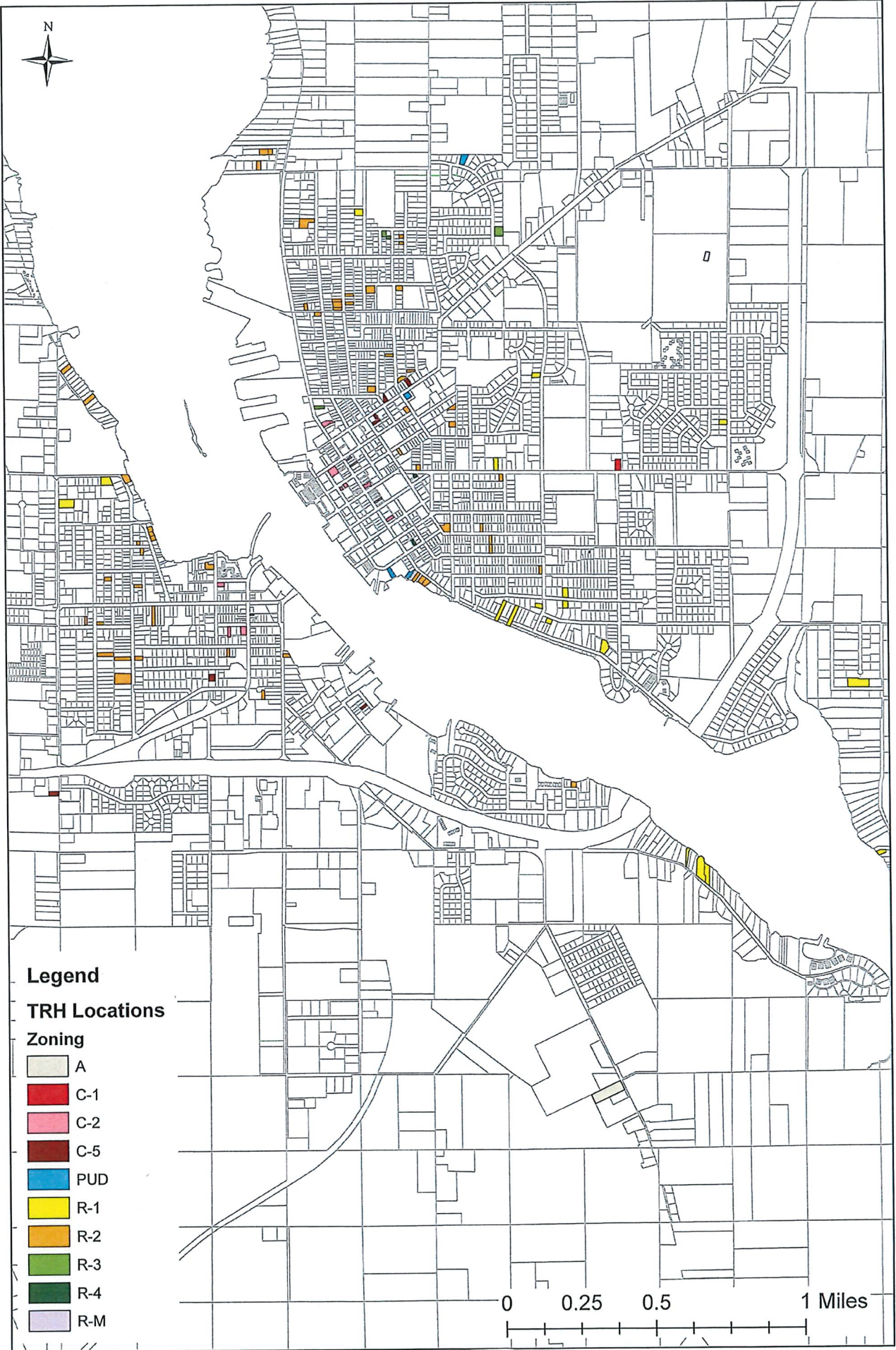


# City of Sturgeon Bay Tourist Rooming House Inventory





# City of Sturgeon Bay Tourist Rooming House Inventory





MUNICIPALITY	# OF PERMITS	UNITS	YEAR ROUND UNITS	# OF NEW PERMITS SINCE 12-8-22	HOTEL 50	HOTEL UNITS	RESORT 51	RESORT UNITS	INN 52	INN UNITS	CONDO 53	CONDO UNITS	B&B 54	B&B UNITS	HOMES 56	HOMES UNITS	OTHER 59	OTHER UNITS
BAILEY'S HARBOR	127	393	235	14	5	80	3	100	5	30	4	4	2	17	107	138	1	24
BRUSSELS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLAY BANKS	12	12	9	3	0	0	0	0	0	0	0	0	0	0	12	12	0	0
EGG HARBOR TOWN	121	397	328	3	1	4	3	239	0	0	37	44	2	9	77	84	1	17
EGG HARBOR VILLAGE	77	341	220	3	3	85	3	153	1	10	31	34	0	0	39	59	0	0
EPHRAIM	89	515	228	4	6	120	8	263	2	11	7	6	1	18	65	97	0	0
GIBRALTAR	184	624	334	8	10	305	3	86	3	14	49	64	2	12	115	140	2	3
FORESTVILLE TOWN	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0
FORESTVILLE VILLAGE	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JACKSONPORT	69	167	95	2	2	37	1	48	1	1	6	5	0	0	58	69	1	7
NASEWAUPEE	64	178	136	2	0	0	3	79	0	0	0	0	0	0	61	99	0	0
LIBERTY GROVE	194	485	220	11	7	110	4	142	1	11	7	16	0	0	175	206	0	0
SEVASTOPOL	91	244	164	4	2	24	4	116	0	0	3	0	2	12	80	92	0	0
SISTER BAY	125	605	522	8	6	167	5	247	3	69	36	39	0	0	75	83	0	0
STURGEON BAY CITY	134	830	793	11	10	319	2	225	3	42	5	73	11	44	101	125	2	2
STURGEON BAY TOWN	40	46	26	3	0	0	0	0	0	0	1	1	0	0	39	45	0	0
GARDNER	39	87	65	2	1	18	1	21	0	0	1	1	1	2	35	45	0	0
UNION	13	13	5	1	0	0	0	0	0	0	0	0	0	0	13	13	0	0
WASHINGTON ISLAND	79	212	71	1	6	47	3	40	2	13	0	0	0	0	65	95	3	17
<b>TOTALS</b>	<b>1459</b>	<b>5150</b>	<b>3451</b>	<b>80</b>	<b>59</b>	<b>1316</b>	<b>43</b>	<b>1759</b>	<b>21</b>	<b>201</b>	<b>187</b>	<b>287</b>	<b>21</b>	<b>114</b>	<b>1118</b>	<b>1403</b>	<b>10</b>	<b>70</b>

	Permits	%		Units	%
Hotels	59	4.04%	Hotels	1316	25.55%
Resort	43	2.95%	Resort	1759	34.16%
Inn	21	1.44%	Inn	201	3.90%
Condo	187	12.82%	Condo	287	5.57%
B&B	21	1.44%	B&B	114	2.21%
Home	1118	76.63%	Home	1403	27.24%
Other	10	0.69%	Other	70	1.36%
	<b>1459</b>	<b>100.00%</b>		<b>5150</b>	<b>100.00%</b>

Permits that utilize Online Marketplace Platforms, owner/agent websites, facebook etc.

81.01%

Agent managed properties: 388 properties or 27.20%

26.59%



Door County Tourism Zone Commission  
Units Available, Occupancy ADR Summary by Municipality - Comparative

Checks to be issued for July 2023 reports  
Room Tax Collection Annual 2023 Summary by Municipality - Comparative

	Jan-22	Jan-23	Feb-22	Feb-23	Mar-22	Mar-23	Apr-22	Apr-23	May-22	May-23	Jun-22	Jun-23	Jul-22	Jul-23	2022 YTD Total	2023 YTD Total	2023 Lines YTD	YTD Variance	%
Baileys Harbor	\$ 8,381	\$ 7,813	\$ 10,773	\$ 7,565	\$ 10,125	\$ 8,859	\$ 10,161	\$ 9,930	\$ 53,891	\$ 53,477	\$ 124,972	\$ 121,875	\$ 194,471	\$ 176,040	\$ 412,776	\$ 390,746	\$ 5,186	\$ (22,029)	-5.34%
Brussels	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Clay Banks	\$ 251	\$ 444	\$ 95	\$ 309	\$ -	\$ 464	\$ -	\$ 381	\$ 700	\$ 2,300	\$ 3,760	\$ 5,077	\$ 7,502	\$ 10,069	\$ 12,398	\$ 19,704	\$ 7,306	\$ 7,306	0.00%
Egg Harbor-Town	\$ 14,144	\$ 13,274	\$ 20,304	\$ 16,485	\$ 22,777	\$ 17,369	\$ 20,250	\$ 16,570	\$ 55,665	\$ 56,923	\$ 144,602	\$ 141,436	\$ 217,243	\$ 227,820	\$ 494,957	\$ 492,718	\$ 2,842	\$ (2,269)	-0.46%
Egg Harbor - Village	\$ 14,162	\$ 16,029	\$ 14,486	\$ 15,232	\$ 15,082	\$ 16,545	\$ 17,315	\$ 17,311	\$ 51,642	\$ 44,698	\$ 113,712	\$ 114,796	\$ 190,064	\$ 196,865	\$ 416,462	\$ 426,030	\$ 6,614	\$ 11,568	2.78%
Ephraim	\$ 8,956	\$ 9,105	\$ 12,195	\$ 10,340	\$ 9,256	\$ 8,257	\$ 11,768	\$ 9,030	\$ 66,588	\$ 64,324	\$ 185,432	\$ 184,389	\$ 294,259	\$ 280,104	\$ 588,453	\$ 568,462	\$ 2,503	\$ (19,991)	-3.40%
Forestville-Town	\$ -	\$ -	\$ 145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 212	\$ 50	\$ 324	\$ -	\$ 741	\$ 572	\$ 1,423	\$ 1,020	\$ 398	\$ (403)	-28.31%
Forestville-Village	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Gardner	\$ 1,874	\$ 2,594	\$ 3,700	\$ 2,733	\$ 2,384	\$ 1,636	\$ 2,053	\$ 1,977	\$ 7,255	\$ 8,365	\$ 17,837	\$ 17,646	\$ 29,937	\$ 29,576	\$ 65,070	\$ 64,899	\$ 372	\$ (171)	-0.26%
Gibraltar	\$ 20,766	\$ 20,292	\$ 25,219	\$ 20,866	\$ 17,479	\$ 13,397	\$ 24,489	\$ 22,015	\$ 86,748	\$ 82,195	\$ 204,907	\$ 199,082	\$ 312,958	\$ 296,458	\$ 692,567	\$ 661,861	\$ 6,556	\$ (30,705)	-4.43%
Jacksport	\$ 3,515	\$ 2,288	\$ 3,579	\$ 2,778	\$ 3,201	\$ 1,541	\$ 3,156	\$ 1,805	\$ 12,904	\$ 10,786	\$ 34,632	\$ 34,903	\$ 68,839	\$ 51,340	\$ 129,946	\$ 106,135	\$ 695	\$ (23,811)	-18.32%
Liberty Grove	\$ 7,760	\$ 6,777	\$ 6,977	\$ 6,994	\$ 8,020	\$ 8,026	\$ 8,839	\$ 8,656	\$ 39,010	\$ 41,804	\$ 117,400	\$ 118,040	\$ 201,354	\$ 210,030	\$ 393,390	\$ 413,364	\$ 13,237	\$ 24,174	6.21%
Nasewaupee	\$ 8,163	\$ 7,678	\$ 13,942	\$ 10,278	\$ 7,774	\$ 9,031	\$ 7,528	\$ 9,131	\$ 24,698	\$ 23,091	\$ 47,999	\$ 47,552	\$ 78,752	\$ 59,772	\$ 188,556	\$ 167,999	\$ 1,466	\$ (20,857)	-11.04%
Sevrenopol	\$ 17,174	\$ 16,106	\$ 16,739	\$ 14,796	\$ 13,757	\$ 15,530	\$ 21,759	\$ 17,922	\$ 42,043	\$ 40,427	\$ 91,261	\$ 87,011	\$ 147,316	\$ 141,520	\$ 355,149	\$ 333,709	\$ 396	\$ (21,440)	-6.04%
Sister Bay	\$ 29,976	\$ 34,251	\$ 29,764	\$ 32,437	\$ 30,784	\$ 30,980	\$ 31,815	\$ 37,398	\$ 95,779	\$ 109,347	\$ 213,755	\$ 235,928	\$ 336,581	\$ 365,860	\$ 768,454	\$ 849,872	\$ 3,671	\$ 81,418	10.59%
Sturgeon Bay-City	\$ 41,506	\$ 35,915	\$ 57,224	\$ 47,428	\$ 53,047	\$ 45,826	\$ 46,981	\$ 38,968	\$ 90,433	\$ 84,728	\$ 159,425	\$ 147,126	\$ 344,053	\$ 229,921	\$ 792,680	\$ 631,845	\$ 1,933	\$ (160,835)	-20.29%
Sturgeon Bay-Town	\$ 2,118	\$ 790	\$ 1,532	\$ 818	\$ 1,877	\$ 1,621	\$ 2,222	\$ 2,459	\$ 6,189	\$ 6,123	\$ 15,992	\$ 13,201	\$ 24,987	\$ 26,628	\$ 54,917	\$ 52,556	\$ 915	\$ (2,361)	-4.30%
Union	\$ 601	\$ 279	\$ 279	\$ 43	\$ 62	\$ 107	\$ 250	\$ 290	\$ 1,835	\$ 1,075	\$ 6,538	\$ 5,215	\$ 9,152	\$ 5,536	\$ 18,817	\$ 12,543	\$ -	\$ (6,274)	-33.34%
Washington Island	\$ 1,024	\$ 983	\$ 958	\$ 879	\$ 1,059	\$ 798	\$ 1,324	\$ 1,408	\$ 8,154	\$ 8,283	\$ 31,055	\$ 25,684	\$ 48,744	\$ 39,040	\$ 92,318	\$ 79,212	\$ 2,107	\$ (13,105)	-14.20%
TOTALS	\$ 180,371	\$ 174,618	\$ 217,950	\$ 190,043	\$ 201,684	\$ 179,986	\$ 209,911	\$ 196,251	\$ 643,838	\$ 637,995	\$ 1,513,864	\$ 1,499,479	\$ 2,507,043	\$ 2,347,152	\$ 5,472,682	\$ 5,274,876	\$ 49,851	\$ (199,786)	-3.65%
30% MUNI	\$ 54,111	\$ 52,385	\$ 65,385	\$ 57,013	\$ 60,505	\$ 53,996	\$ 62,973	\$ 58,875	\$ 193,151	\$ 191,398	\$ 454,159	\$ 449,844	\$ 752,113	\$ 704,146					
66% / 70% DDC	\$ 126,260	\$ 122,233	\$ 152,565	\$ 133,030	\$ 141,179	\$ 125,990	\$ 146,938	\$ 137,376	\$ 450,687	\$ 446,596	\$ 1,059,705	\$ 1,049,635	\$ 1,754,930	\$ 1,643,007					
	\$ 180,371	\$ 174,618	\$ 217,950	\$ 190,043	\$ 201,684	\$ 179,986	\$ 209,911	\$ 196,251	\$ 643,838	\$ 637,995	\$ 1,513,864	\$ 1,499,479	\$ 2,507,043	\$ 2,347,152					
Available	\$ 87,420	\$ 84,426	\$ 79,937	\$ 78,642	\$ 87,485	\$ 85,589	\$ 86,589	\$ 96,692	\$ 123,537	\$ 127,042	\$ 136,273	\$ 140,545	\$ 143,389	\$ 130,100	\$ 748,150	\$ 730,176			
Rentied	\$ 17,511	\$ 15,243	\$ 21,270	\$ 17,875	\$ 21,175	\$ 19,053	\$ 20,047	\$ 19,003	\$ 48,885	\$ 47,120	\$ 64,412	\$ 61,035	\$ 117,356	\$ 102,522	\$ 330,150	\$ 301,651			
%	\$ 20,03%	\$ 17,24%	\$ 26,79%	\$ 22,67%	\$ 24,20%	\$ 21,77%	\$ 23,15%	\$ 21,92%	\$ 37,00%	\$ 37,00%	\$ 61,94%	\$ 57,66%	\$ 80,72%	\$ 78,30%	\$ 44,25%	\$ 40,84%			
Average	\$ 134	\$ 147	\$ 133	\$ 137	\$ 124	\$ 124	\$ 136	\$ 134	\$ 169	\$ 173	\$ 226	\$ 208	\$ 270	\$ 270	\$ 210	\$ 222			
Total Revenues	\$ 23,341,063	\$ 22,239,454	\$ 23,822,429	\$ 22,655,774	\$ 22,622,318	\$ 22,559,468	\$ 22,716,395	\$ 22,571,169	\$ 88,181,238	\$ 88,165,104	\$ 19,077,645	\$ 19,077,645	\$ 31,691,023	\$ 29,646,693	\$ 689,451,552	\$ 689,451,552			
Adjustments for comparative purposes																			
Life Collections	\$ 180,371	\$ 174,618	\$ 217,950	\$ 190,043	\$ 201,684	\$ 180,217	\$ 209,911	\$ 196,251	\$ 643,838	\$ 642,469	\$ 1,513,864	\$ 1,503,803	\$ 2,507,043	\$ 2,347,152	\$ 5,474,662	\$ 5,274,876	\$ 0	\$ (199,786)	-3.65%
Total	\$ 180,371	\$ 174,618	\$ 217,950	\$ 190,043	\$ 201,684	\$ 180,217	\$ 209,911	\$ 196,251	\$ 643,838	\$ 642,469	\$ 1,513,864	\$ 1,503,803	\$ 2,507,043	\$ 2,347,152	\$ 5,474,662	\$ 5,274,876	\$ 0	\$ (199,786)	-3.65%
Increase/Decrease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/31/2023																			

Report does not include prior year revenues collected in 2023, and current year sales are included in the green total comparative section.

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the changes to Section 9.05 – Tourist Rooming House, of the City of Sturgeon Bay Municipal Code as presented.

Respectfully submitted,  
COMMUNITY PROTECTION AND SERVICES COMMITTEE  
By: Dan Williams, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 6, 2023

\* \* \* \* \*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

## Executive Summary

**Title:** Tourist Rooming House Ordinance (TRH)

**Background:** The City has been doing reviews of the TRH ordinance every couple of years since it was created. At the October Plan Commission meeting the first review of the City's Tourist Rooming House ordinance occurred for this year. At that meeting, data compiled by the City was presented and a consensus was made that a few minor changes should be made to the ordinance. This was mainly the result of potential legal concerns against the City by the Wisconsin Realtor's Association.

At the November Plan Commission meeting, a draft ordinance was presented that showed the minor changes discussed at the previous meeting. Those changes included modifying the permit to be renewed annually rather than every other year and changing the requirement that the owner/operator must reside within Door, Kewaunee, or Brown counties to the owner/operator must reside within a 90-minute driving time of the TRH or have a valid management contract with a management company located within the 90-minute driving time. The language for 9.05(3)(f) was also updated so that existing residential properties that do not already have parking are not prohibited from operating a TRH.

There was support to have the Finance Committee evaluate the fee schedule as well. State law requires that the fee charged must relate to the actual costs for administering and enforcing the code. Staff will review the actual time and expenses involved in processing the permits and will suggest a fee based upon that. If the fee is proposed to rise, the Finance Committee will review and recommend it to Common Council.

Since the last Plan Commission meeting it was also mentioned by the City Attorney that the word "permit" should be replaced with "license".

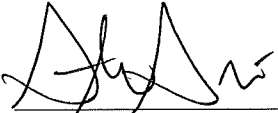
**Options:** The Community Protection & Services Committee has the following options:

1. Recommend approval of the draft ordinance and forward to the Common Council.
2. Amend the draft ordinance and forward to the Common Council.
3. Send the draft ordinance back to the Plan Commission with direction.
4. Recommend denying the draft ordinance.
5. Hold a public hearing regarding the proposed changes. A public hearing is not required for changes to Chapter 9, but the Council (or the Plan Commission of CP&S Committee could decide to hold one).

**Fiscal Impact:** The fiscal impact of this ordinance change would be associated with the annual renewal change, and potentially the fee change. Changing the license to be

renewed annually would increase revenue but also increase staff time to review the applications.

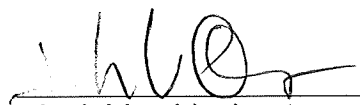
**Recommendation:** City Staff recommends that the draft ordinance be adopted.

Prepared by:   
Stephanie Servia  
City Planner/Zoning Administrator

11-27-2023  
Date

Reviewed by:   
Marty Olejniczak  
Community Development Director

11-27-2023  
Date

Reviewed by:   
Josh Van Lieshout  
City Administrator

11/27/23  
Date



---

## 9.05 Tourist rooming house ~~permit~~ license.

- (1) ~~Permit License~~ required. No property owner shall use their property for the purposes of short term renting within the city without obtaining a tourist rooming house ~~permit~~license.
- (2) Definition. Tourist rooming house is a dwelling unit in which sleeping accommodations are offered for pay to tourists or transients for periods of less than one calendar month or 30 days, whichever is less, counting the first day of the rental and not counting the last day of rental. ~~These facilities are sometimes referred to as vacation rentals.~~ It does not include a ~~lodging house as defined in section 20.03,~~ boardinghouse not accommodating tourists or transients, or bed and breakfast establishments. ~~These facilities are sometimes referred to as vacation rentals.~~
- (3) Tourist rooming houses are subject to the following:
  - (a) The facility shall be licensed by the Wisconsin Department of Agriculture Trade and Consumer Protection, the City of Sturgeon Bay, and the Door County Tourism Zone Commission.
    1. New tourist rooming house ~~permits~~licenses issued by the City of Sturgeon Bay are valid for one year and expire on June 30. If a new tourist rooming house ~~permit~~license is issued after April 1, the ~~license from the city permit~~ shall expire on June 30 of the following year.
    2. Renewal tourist rooming house ~~permits~~licenses are valid for ~~two~~one years and expire on June 30. Renewal ~~permits~~licenses may be applied for no sooner than six months prior to expiration, but are not valid until July 1.
    3. The community development department will oversee the issuing or renewal of tourist rooming house ~~permits~~licenses. In the event city staff denies a permit, the applicant may appeal the denial decision to the city plan commission.
  - (b) The owner/operator must reside within ~~Door, Kewaunee, or Brown Counties~~ a 90-minute driving time of the tourist rooming house, as determined by an internet-based mapping program during periods in which the tourist rooming house is rented. ~~This requirement may be waived if unless~~ there is a valid management contract with a management company located within ~~Door County~~ the 90-minute driving time referenced above.
  - (c) Designated tourist rooming houses may have an unlit sign no larger than two square feet in size.
  - (d) The property owner shall have and maintain homeowner's liability or business liability insurance for the premises used as a tourist rooming house. Written evidence of the liability insurance shall be submitted with the tourist rooming house application.
  - (e) The number of occupants in a tourist rooming house shall not exceed the limits set forth in Wisconsin Administrative Code ATCP 72.14.
  - (f) ~~Except for any tourist rooming house licensed for an existing dwelling with no or just one off-street parking space,~~ A minimum of two off-street parking spaces shall be provided.
  - (g) No recreational vehicles, campers, tents, or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations.
  - (h) Trash containers shall be placed for collection no later than 7:00 a.m. on the day of collection and no more than 12 hours prior to collection date and shall be removed within 12 hours of that date.

(Ord. No. 1381-0421, § 1, 4-6-21)

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

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

SECTION 1: Section 9.05 of the Municipal Code (Licenses and Permits) of the City of Sturgeon Bay is hereby repealed and recreated as follows:

9.05 Tourist rooming house license.

- (1) License required. No property owner shall use their property for the purposes of short term renting within the city without obtaining a tourist rooming house license.
- (2) Definition. Tourist rooming house is a dwelling unit in which sleeping accommodations are offered for pay to tourists or transients for periods of less than one calendar month or 30 days, whichever is less, counting the first day of the rental and not counting the last day of rental. These facilities are sometimes referred to as vacation rentals. It does not include a lodging house as defined in section 20.03, boardinghouse not accommodating tourists or transients, or bed and breakfast establishments.
- (3) Tourist rooming houses are subject to the following:
  - (a) The facility shall be licensed by the Wisconsin Department of Agriculture Trade and Consumer Protection, the City of Sturgeon Bay, and the Door County Tourism Zone Commission.
    - 1. New tourist rooming house licenses issued by the City of Sturgeon Bay are valid for one year and expire on June 30. If a new tourist rooming house license is issued after April 1, the license from the city shall expire on June 30 of the following year.
    - 2. Renewal tourist rooming house licenses are valid for one year and expire on June 30. Renewal licenses may be applied for no sooner than six months prior to expiration, but are not valid until July 1.
    - 3. The community development department will oversee the issuing or renewal of tourist rooming house licenses. In the event city staff denies a permit, the applicant may appeal the denial decision to the city plan commission.
  - (b) The owner/operator must reside within a 90-minute driving time of the tourist rooming house, as determined by an internet-based mapping program during periods in which the tourist rooming house is rented unless there is a valid management contract with a management company located within the 90-minute driving time referenced above.
  - (c) Designated tourist rooming houses may have an unlit sign no larger than two square feet in size.
  - (d) The property owner shall have and maintain homeowner's liability or business liability insurance for the premises used as a tourist rooming house. Written evidence of the liability insurance shall be submitted with the tourist rooming house application.
  - (e) The number of occupants in a tourist rooming house shall not exceed the limits set forth in Wisconsin Administrative Code ATCP 72.14.

- (f) Except for any tourist rooming house licensed for an existing dwelling with no or just one off-street parking space, a minimum of two off-street parking spaces shall be provided.
- (g) No recreational vehicles, campers, tents, or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations.
- (h) Trash containers shall be placed for collection no later than 7:00 a.m. on the day of collection and no more than 12 hours prior to collection date and shall be removed within 12 hours of that date.

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

Approved: \_\_\_\_\_  
David J. Ward, Mayor

Attest: \_\_\_\_\_  
Stephanie L. Reinhardt, City Clerk