



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
WEDNESDAY, JULY 5, 2023**

6:00 p.m.

**COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
DAVID J. WARD, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Public Comment on agenda items only.
6. Consideration of the following bills: General Fund – \$87,690.10, Capital Fund - \$3,808.78, Cable TV - \$6,053.22, TID #6 - \$2,495.50, TID #4 - \$4,035.93, and Solid Waste Enterprise Fund - \$2,544.57, for a grand total of \$106,628.10. [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 6/20/23 regular Common Council minutes.

* b. Place the following minutes on file:

- (1) Sturgeon Bay Utility Commission – 5/9/23
- (2) Zoning Board of Appeals – 5/23/23
- (3) Finance/Purchasing & Building Committee – 6/13/23
- (4) Local Arts Board – 6/14/23
- (5) City Plan Commission – 6/21/23
- (6) Parking & Traffic Committee – 6/26/23

* c. Place the following reports on file:

- (1) Bank Reconciliation – May 2023
- (2) Revenue & Expense Report – May 2023

* d. Consideration of: Approval of beverage operator licenses.

* e. Consideration of: Approval of Temporary Class B Beer license.

* f. Consideration of: Approval of Change of Agent for 2 Brews, LLC.

* g. Parking & Traffic Committee recommendation re: Place two No Parking Here to Corner signs, 60' from the intersection of Neenah Avenue and Deck Street.

- * h. Parking & Traffic Committee recommendation re: Purchase of new traffic lights for Maple & Madison Street, along with new poles.
 - * i. City Plan Commission recommendation re: Amend the Definition of the front lot line within Section 20 of the Municipal Code – Zoning Code.
 - * j. City Plan Commission recommendation re: Amend various references in Chapter 20 of the Municipal Code – Zoning Code – from building inspector and Community Development Director to Zoning Administrator, to eliminate the reference to Waterfront Design Review Board and to change the reference from zero side yard to lesser side yard in Section 20.27(3)(c) as presented.
8. Mayoral Appointments.
 9. Second reading of ordinance re: Amending Chapter 32 of the Municipal Code – Property Maintenance/Natural Landscape.
 10. City Plan Commission recommendation re: Approve a Zoning Map Amendment from Agricultural (A) to Light Industrial (Industrial Park) (I-A) for parcel 281-64-80000104 located at 1605 Shiloh Road.
 11. First reading of ordinance re: Rezone Parcel 281-64-80000104 located at 1605 Shiloh Road from Agricultural (A) to Light Industrial (Industrial Park) (I-A).
 12. First reading of ordinance re: Repeal and Recreate the Bicycle & Pedestrian Advisory Board and the Parking & Traffic Committee and create the Local Transportation Board.
 13. Finance/Purchasing & Building Committee recommendation re: Approve the transfer of funds of \$14,570 from line 10-400-000-59096 to cover additional project costs for heating and insulating the cold storage building. (3/4 vote required = 6 votes)
 14. City Administrator report.
 15. Mayor's report.
 16. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

6.30.23

Time:

12:00pm

By:

UM

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.

DATE 6.
TIME
ID:

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

6.

INVOICES DUE ON/BEFORE 07/05/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
04696	DOOR COUNTY TREASURER	ST WI DNR MFL53 PILT	01-000-000-24310	1.53
R0001784	E & I INVESTMENTS	SIGN DEPOSIT REFUND/E&I INVEST	01-000-000-23168	50.00
TOTAL LIABILITIES				51.53
TOTAL GENERAL FUND				51.53
CITY COUNCIL				
USBANK	US BANK	7 DCEDC ANNL MTG EVENT	01-105-000-55600	135.00
TOTAL				135.00
TOTAL CITY COUNCIL				135.00
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	05/23 TRAFFIC MATTERS	01-110-000-55010	8,075.00
AMUNDSEN	AMUNDSEN DAVIS, LLC	05/23 RIGHT OF WAY	01-110-000-55010	1,329.00
AMUNDSEN		05/23 GENERAL LEGAL MATTERS	01-110-000-55010	286.00
TOTAL				9,690.00
TOTAL LAW/LEGAL				9,690.00
CITY CLERK-TREASURER				
17700	QUILL CORPORATION	ASSORTED OFFICE SUPPLIES	01-115-000-51950	70.35
17700		HP BLACK TONER	01-115-000-51950	92.99
17700		HP CYAN TONER	01-115-000-51950	120.99
17700		HP YELLOW TONER	01-115-000-51950	120.99
17700		HP MAGENTA TONER	01-115-000-51950	120.99
TOTAL				526.31
TOTAL CITY CLERK-TREASURER				526.31
ADMINISTRATION				
USBANK	US BANK	3 DCEDC ANNL MTG EVENT	01-120-000-55600	315.00
USBANK		CMA MEMBERSHIP RENEWAL	01-120-000-56000	786.00
USBANK		PROCLAMATION FRAMING	01-120-000-54999	138.00
TOTAL				1,239.00
TOTAL ADMINISTRATION				1,239.00
COMPUTER				
02975	CAMERA CORNER	SERVER TROUBLESHOOT	01-125-000-55550	112.50
HEARTBUS	HEARTLAND BUSINESS SYSTEMS, LLC	HBS FLEX SERVICES	01-125-000-55550	15,000.00
USBANK	US BANK	3 FINEPRINT SOFTWARE	01-125-000-55550	142.43
USBANK		3 FINEPRINT SOFTWARE TAX CREDIT	01-125-000-55550	-7.43
USBANK		ZOOM	01-125-000-55550	63.99
TOTAL				15,311.49
TOTAL COMPUTER				15,311.49
Engineering				
USBANK	US BANK	GENERATOR FUEL	01-145-000-52700	20.34
USBANK		ENGINEER CELL PHONE	01-145-000-58250	38.55

INVOICES DUE ON/BEFORE 07/05/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
Engineering				
		TOTAL		58.89
		TOTAL Engineering		58.89
PUBLIC WORKS ADMINISTRATION				
USBANK	US BANK	STEVE/MIKE CELL PHONE	01-150-000-58250	77.10
		TOTAL		77.10
		TOTAL PUBLIC WORKS ADMINISTRATION		77.10
CITY HALL				
04966	EAGLE MECHANICAL INC	BACKFLOW PREVNTR TESTING	01-160-000-58999	180.25
23730	WPS	06/23 421 MICHIGAN STREET	01-160-000-56600	600.93
USBANK	US BANK	BLOWER MOTOR	01-160-000-55300	241.15
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHTS	01-160-000-55300	158.22
		TOTAL		1,180.55
		TOTAL CITY HALL		1,180.55
GENERAL EXPENDITURES				
US BANK	US BANK EQUIPMENT FINANCE	06/23 FIRE COPIER W4572	01-199-000-55650	102.25
US BANK		06/23 FIRE COLOR COPY OVERAGE	01-199-000-55650	10.47
US BANK		06/23 ADMIN COPIER W6640	01-199-000-55650	118.50
US BANK		06/23 ADMIN COLOR COPY OVERAGE	01-199-000-55650	66.55
		TOTAL		297.77
		TOTAL GENERAL EXPENDITURES		297.77
POLICE DEPARTMENT				
15890	PACK AND SHIP PLUS	SHIP SGT TESTS	01-200-000-57250	16.68
15890		EVIDENCE MAILING-MI STATE POL	01-200-000-57250	8.60
19959	SUPERIOR CHEMICAL CORP	SOAPY HAND WIPES	01-200-000-51950	62.65
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	45.75
US BANK	US BANK EQUIPMENT FINANCE	06/23 POLICE COPIER W4120	01-200-000-55650	218.24
US BANK		06/23 POLICE B/W COPY OVERAGE	01-200-000-55650	3.36
US BANK		06/23 POLICE COLR COPY OVERAGE	01-200-000-55650	51.48
USBANK	US BANK	TRAINING MEAL/HENRY	01-200-000-55600	19.54
USBANK		LODGING-TRAINING/HENRY	01-200-000-55600	120.75
USBANK		CSO BUSINESS CARDS	01-200-000-51600	33.75
USBANK		ETHERNET ADAPTER/FORENSICS LAB	01-200-000-55500	322.68
USBANK		LODGING/BRINKMAN	01-200-000-55600	180.00
		TOTAL		1,083.48
		TOTAL POLICE DEPARTMENT		1,083.48
PATROL BOAT				
02206	PATROL BOAT BAY MARINE	PATROL BOAT FUEL	01-205-000-51650	258.30
		TOTAL PATROL BOAT		258.30
		TOTAL PATROL BOAT		258.30
POLICE DEPARTMENT/PATROL				

INVOICES DUE ON/BEFORE 07/05/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT/PATROL				
02005	BAY ELECTRONICS, INC.	RADIO MAINTENANCE/ MUELLER	01-215-000-57550	177.00
02960	C & W AUTO	SQUAD TOW-FLAT TIRE	01-215-000-58600	85.00
03133	CELLCOM WISCONSIN RSA 10	05/23 CRADELPOINT PORT SEC CAM	01-215-000-58999	53.67
04590	HUMANE SOCIETY	3RD QTR ANIMAL CONTROL	01-215-000-55100	3,750.00
04696	DOOR COUNTY TREASURER	05/23 FUEL	01-215-000-51650	4,248.01
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD 50 MAINTENANCE	01-215-000-58600	510.50
NELSON	NELSON & ASSOCIATES LLC	UNIFORM SHIRT/ANNOYE	01-215-000-52900	189.20
NELSON		UNIFORM SHIRT/LOVAS	01-215-000-52900	189.20
NELSON		UNIFORM SHIRT	01-215-000-52900	94.60
NELSON		UNIFORM SHIRT/LOVAS	01-215-000-52900	94.60
NELSON		UNIFORM SHIRT/GANDER	01-215-000-52900	189.20
PATRIOT	PATRIOT MOTOR STURGEON BAY LLC	SQUAD 40 MAINTENANCE	01-215-000-58600	246.95
PATRIOT		CSO VEHICLE MAINTENANCE	01-215-000-58600	59.36
PATRIOT		SQUAD 10 VEHICLE	01-215-000-58600	59.36
PATRIOT		CSO VEHICLE MAINTENANCE	01-215-000-58600	40.00
PATRIOT		SQUAD 80 MAINTENANCE	01-215-000-58600	25.00
USBANK	US BANK	M-LOCK FOR GUN	01-215-000-54999	6.17
USBANK		FUEL	01-215-000-51650	50.98
USBANK		LODGING-TRAINING/HAJNY	01-215-000-55600	144.00
USBANK		FUEL	01-215-000-55600	20.34
USBANK		MEALS/DIVE CLASS/ALBERTSON	01-215-000-54999	69.99
USBANK		MEALS/DIVE TRAINING CLASS	01-215-000-55600	91.61
USBANK		MEALS/DIVE TRAINING CLASS	01-215-000-55600	79.99
USBANK		MEALS/DIVE TRAINING CLASS	01-215-000-55600	147.00
USBANK		MEALS/DIVE TRAINING CLASS	01-215-000-55600	126.87
USBANK		WEBSITE DOMAIN RENEWAL	01-215-000-58999	19.99
USBANK		DUTY BELT/HAACK	01-215-000-52900	41.13
USBANK		4 BATTERY STICK	01-215-000-52900	91.12
USBANK		LESB INSTRUCT REG/JENNERJOHN	01-215-000-55600	275.00
USBANK		FUEL	01-215-000-51650	37.80
TOTAL				11,213.64
TOTAL POLICE DEPARTMENT/PATROL				11,213.64
POLICE DEPT. / INVESTIGATIONS				
04652	DOOR COUNTY SHERIFFS DEPT	GRIFFEYE ANALYZE/ FORENSIC LAB	01-225-000-58999	1,145.00
PAULCONW	CONWAY SHIELD	6 HEAT/THERMAL CAMERAS	01-225-000-57950	3,200.00
ROCKY'S	SCOTT ROCKENDORF	UNLOCK STOLEN VEHICLE	01-225-000-57950	75.00
USBANK	US BANK	PBT MOUTHPIECES	01-225-000-57950	302.84
TOTAL				4,722.84
TOTAL POLICE DEPT. / INVESTIGATIONS				4,722.84
FIRE DEPARTMENT				
FIRE DEPARTMENT				
02005	BAY ELECTRONICS, INC.	5 BATTERIES	01-250-000-57550	437.50
02206	BAY MARINE	IMPELLER	01-250-000-53000	28.81
04575	DOOR COUNTY HARDWARE	GRILL IGNITER KIT	01-250-000-54999	19.99
04575		GAS BALL VALVE	01-250-000-54999	15.99
04575		FASTENERS	01-250-000-54999	0.60
04575		GRAND CONNECTOR	01-250-000-54999	18.99
04575		VEHICLE CLEANER	01-250-000-54999	20.57
04696	DOOR COUNTY TREASURER	05/23 DSL FUEL	01-250-000-51650	165.05
04696		05/23 FUEL	01-250-000-51650	131.36
11545	MAPLE STREET SIGN CO.	TRAILER GRAPHICS	01-250-000-53000	1,751.28
15890	PACK AND SHIP PLUS	SHIP TO TRACE ANALYTICS	01-250-000-56250	6.87
20725	T R COCHART TIRE CENTER	4 TIRES	01-250-000-53000	2,671.48
20725		TRUCK TIRE REPAIR	01-250-000-53000	30.00
20725		4 TIRES/CH 702	01-250-000-53000	1,040.00
GENERAL	GENERAL COMMUNICATIONS, INC.	DUAL BALL MOUNT	01-250-000-57550	384.00
GENERAL		SHIPPING	01-250-000-57550	20.00
JANDRIN	JANDRIN REFRIGERATION	2 MANITOWOC WATER FILTERS	01-250-000-54999	200.00
MILTON	MILTON PROPANE	4 20# PROPANE FILLS	01-250-000-52250	70.38
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	COP COIL	01-250-000-53000	36.93

INVOICES DUE ON/BEFORE 07/05/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
FIRE DEPARTMENT				
FIRE DEPARTMENT				
O'REILLY		OUTLET SEAL	01-250-000-53000	5.00
PATRIOT	PATRIOT MOTOR STURGEON BAY LLC	TIRE SENSOR CHECK	01-250-000-53000	21.95
PAULCONW	CONWAY SHIELD	CMC RESCUE ASCENDER	01-250-000-52350	219.85
PAULCONW		VEHICLE WASH	01-250-000-53000	110.00
PAULCONW		2 PULLEY	01-250-000-52350	300.00
PAULCONW		SHIPPING	01-250-000-52350	39.60
USBANK	US BANK	CHAINS/SAW CHAIN	01-250-000-51350	87.92
USBANK		DATA	01-250-000-58250	618.69
USBANK		NAILS/WOOD	01-250-000-51405	442.52
USBANK		E TOLL	01-250-000-55600	9.82
USBANK		UNIFORM PANTS	01-250-000-52900	53.95
USBANK		SHIPPING	01-250-000-52900	8.95
USBANK		RADIO MAINTENANCE-SET COM	01-250-000-57550	117.29
USBANK		CLEANING SUPPLIES	01-250-000-54999	36.78
USBANK		BADGE HOLDERS	01-250-000-51350	348.54
USBANK		KITCHEN ITEMS	01-250-000-54999	17.50
USBANK		CREDIT	01-250-000-51950	-9.96
WAUTIER	SHANE WAUTIER	UNIFORM BOOT/WAUTIER	01-250-000-52900	300.00
TOTAL FIRE DEPARTMENT				9,778.20
TOTAL FIRE DEPARTMENT				9,778.20
STORM SEWERS				
10750	PREMIER CONCRETE INC	CONCRETE	01-300-000-51150	141.50
10750		1/2 CY CONCRETE	01-300-000-51150	67.75
TOTAL				209.25
TOTAL STORM SEWERS				209.25
STREET SWEEPING				
25700	ZARNOTH BRUSH WORKS INC	DIRT SHOE RUNNER	01-330-000-51400	143.10
25700		REAR DIRT SHOE	01-330-000-51400	202.20
TOTAL				345.30
TOTAL STREET SWEEPING				345.30
ROADWAYS/STREETS				
USBANK	US BANK	ROAD CONES-AMAZON	01-400-000-54999	272.36
TOTAL				272.36
TOTAL ROADWAYS/STREETS				272.36
STREET SIGNS AND MARKINGS				
04276	DIAMOND VOGEL PAINT CENTER	24 PAILS WHITE ROAD PAINT	01-420-000-52100	3,648.00
19275	SHERWIN WILLIAMS	STRAINER BAGS	01-420-000-52100	53.80
TOTAL				3,701.80
TOTAL STREET SIGNS AND MARKINGS				3,701.80
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	EXACT BLADE	01-450-000-52700	24.04
04696	DOOR COUNTY TREASURER	05/23 FUEL	01-450-000-51650	1,486.01
04696		05/23 DSL FUEL	01-450-000-51650	2,800.93
08225	HERLACHE SMALL ENGINE	SUPPLIES	01-450-000-51400	9.99

INVOICES DUE ON/BEFORE 07/05/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
STREET MACHINERY				
BOBCAT	BOB CAT PLUS	FUEL GAUGE MAINTENANCE	01-450-000-58600	78.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	FUEL INJ	01-450-000-53000	64.56
O'REILLY		IGNITION COIL	01-450-000-53000	24.73
USBANK	US BANK	WATER PUMP/GASKETS	01-450-000-53000	620.26
USBANK		CORE CREDIT	01-450-000-53000	-50.00
TOTAL				5,058.52
TOTAL STREET MACHINERY				5,058.52
CITY GARAGE				
01766	AURORA MEDICAL GROUP	DOT DRUG SCREEN/CIHLAR	01-460-000-57100	52.00
TOTAL				52.00
TOTAL CITY GARAGE				52.00
CELEBRATION & ENTERTAINMENT				
USBANK	US BANK	FLAGS	01-480-000-51550	198.89
TOTAL				198.89
TOTAL CELEBRATION & ENTERTAINMENT				198.89
HIGHWAYS - GENERAL				
BLAKECIH	BLAKE CIHLAR	CLOTHING REIMBURSE/CIHLAR	01-499-000-56800	63.29
TOTAL				63.29
TOTAL HIGHWAYS - GENERAL				63.29
PARK & RECREATION ADMIN				
17700	QUILL CORPORATION	ASSORTED OFFICE SUPPLIES	01-500-000-51950	74.94
R0000807	MARK THIEDE	6 MOVIES IN THE PARK @ 350EA	01-500-000-52250	2,100.00
USBANK	US BANK	CANDY-SUMMER KICKOFF	01-500-000-52250	20.86
USBANK		OFFICE SUPPLIES	01-500-000-51950	28.88
USBANK		PARKS/WATER WEED CELL PHONE	01-500-000-58250	77.10
USBANK		WI BOAT ED COURSE/A HOBBS	01-500-000-55600	43.19
USBANK		WI BOAT ED COURSE/JAX LINDMANN	01-500-000-55600	40.95
USBANK		WI BOAT ED COURSE/J LINDMANN	01-500-000-55600	40.95
TOTAL				2,426.87
TOTAL PARK & RECREATION ADMIN				2,426.87
PARKS AND PLAYGROUNDS				
02206	BAY MARINE	WEED HARVESTER FUEL	01-510-000-51650	420.84
02206		WEED HARVESTER FUEL	01-510-000-51650	294.92
03025	CAPTAIN COMMODES INC	PORT A POTTI RENTAL-DOG PARK	01-510-000-58999	110.00
03025		PORT A POTTI RENTAL-COMPOST	01-510-000-58999	110.00
03025		PORT A POTTI RENTAL-BAYVIEW	01-510-000-58999	55.00
03025		PORT A POTTI RENTAL-E VINE ST	01-510-000-58999	55.00
04696	DOOR COUNTY TREASURER	05/23 FUEL CHARGES	01-510-000-51650	1,901.58
04696		05/23 DSL FUEL CHARGES	01-510-000-51650	273.52
DOGWASTE	DOG WASTE DEPOT	6 CASES DOG WASTE BAGS	01-510-000-54999	1,079.94
JBTREE	J & B TREE SERVICE,LLC	TREE REMOVAL	01-510-000-58450	474.75
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	OIL/FUNNEL	01-510-000-51900	92.97
USBANK	US BANK	HP TRIFOLD GLOSSY PAPER	01-510-000-58999	33.75
USBANK		VALVE	01-510-000-54999	27.99

INVOICES DUE ON/BEFORE 07/05/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
PARKS AND PLAYGROUNDS				
USBANK		ELECTRONIC TOOLS	01-510-000-52700	180.46
USBANK		BROOM HANDLES	01-510-000-54999	36.88
USBANK		METAL STAMP SET	01-510-000-54999	15.98
TOTAL				5,163.58
TOTAL PARKS AND PLAYGROUNDS				5,163.58
BALLFIELDS				
BALLFIELDS				
20900	TRUGREEN LIMITED PARTNERSHIP	KIWANIS FLD LAWN SPRAYING	01-520-000-58999	101.63
20900		ROTARY FLD SPRAYING	01-520-000-58999	101.63
20900		LIONS FLD SPRAYING	01-520-000-58999	101.63
20900		JAYCEE FLD SPRAYING	01-520-000-58999	133.88
20900		OPTIMIST/BAY FLDS SPARAYING	01-520-000-58999	156.18
20900		MEM FLD GRUB APPLICATION	01-520-000-58999	374.35
20900		PBI FLD SPRAYING	01-520-000-58999	81.80
20900		MEM FLD SPRAY	01-520-000-58999	192.12
20900		WEST SIDE FLD SPRAYING	01-520-000-58999	107.83
20900		MEM FLD LAWN PEST TREATMENT	01-520-000-58999	290.06
USBANK	US BANK	SPRAYER WANDS	01-520-000-54999	61.61
TOTAL BALLFIELDS				1,702.72
TOTAL BALLFIELDS				1,702.72
MUNICIPAL DOCKS				
20070	TRAFFIC & PARKING CONTROL INC	05/23 HOSTING FEE	01-550-000-58999	54.00
TOTAL				54.00
TOTAL MUNICIPAL DOCKS				54.00
WATER WEED MANAGEMENT				
04545	DOOR COUNTY COOPERATIVE/NAPA	BATTERY	01-560-000-51400	110.17
R0000655	TRANSMOTION, LLC	HYDRAULIC HOSE	01-560-000-51400	255.75
R0000655		FEMALE SWIVEL FITTING	01-560-000-51400	51.00
R0000655		PLUGS	01-560-000-51400	79.90
USBANK	US BANK	SAFETY/SUN GLASSES	01-560-000-54999	103.28
TOTAL				600.10
TOTAL WATER WEED MANAGEMENT				600.10
EMPLOYEE BENEFITS				
ERC	ERC INC	QUARTERLY EAP SERVICES	01-600-000-56553	712.50
TOTAL				712.50
TOTAL EMPLOYEE BENEFITS				712.50
TOTAL GENERAL FUND				76,185.28
CAPITAL FUND				
GENERAL EXPENDITURES				
14490	NEENAH FOUNDRY	2 LIDS	10-199-000-51525	334.00
14490		CREDIT RETURN 2 LIDS	10-199-000-51525	-248.00
TOTAL				86.00
TOTAL GENERAL EXPENDITURES				86.00

INVOICES DUE ON/BEFORE 07/05/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
PATROL				
USBANK	US BANK	GLOVES-AIRGAS	10-215-000-59050	206.65
		TOTAL PATROL		206.65
		TOTAL PATROL		206.65
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	CONWAY SHIELD	SHIELDS	10-250-000-59050	200.22
		TOTAL EXPENSE		200.22
		TOTAL FIRE DEPARTMENT		200.22
ROADWAYS/STREETS				
ROADWAYS/STREETS				
10750	PREMIER CONCRETE INC	OAK ST PARKING LOT	10-400-000-59100	245.00
10750		LANSING ALLEY	10-400-000-59100	551.75
		TOTAL ROADWAYS/STREETS		796.75
		TOTAL ROADWAYS/STREETS		796.75
CURB/GUTTER/SIDEWALK				
EXPENSE				
10750	PREMIER CONCRETE INC	14TH & EGG HRBR RD	10-440-000-59102	1,025.63
		TOTAL EXPENSE		1,025.63
		TOTAL CURB/GUTTER/SIDEWALK		1,025.63
PARKS AND PLAYGROUNDS				
PARKS AND PLAYGROUNDS				
10750	PREMIER CONCRETE INC	OTUMBA PARK SIDEWALKS	10-510-000-59075	1,493.53
		TOTAL PARKS AND PLAYGROUNDS		1,493.53
		TOTAL PARKS AND PLAYGROUNDS		1,493.53
		TOTAL CAPITAL FUND		3,808.78
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	7.5.23 CONTRACT	21-000-000-55015	5,442.42
USBANK	US BANK	TEAM VIEWER	21-000-000-51100	610.80
		TOTAL CABLE TV / GENERAL		6,053.22
		TOTAL CABLE TV / GENERAL		6,053.22
		TOTAL CABLE TV		6,053.22
TID #6 DISTRICT				
TID #6 DISTRICT				
TID #6 DISTRICT				
STANTEC	STANTEC CONSULTING SERVICE INC	ALABMA PL EXTND FINAL ENGINEER	22-360-000-59095	1,851.50
STANTEC		ALABMA PL EXTND CONSTR ADMIN	22-360-000-59095	644.00
		TOTAL TID #6 DISTRICT		2,495.50
		TOTAL TID #6 DISTRICT		2,495.50
		TOTAL TID #6 DISTRICT		2,495.50

INVOICES DUE ON/BEFORE 07/05/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

TID #4	DISTRICT			
	TID #4 DISTRICT			
	TID #4 DISTRICT			
AMUNDSEN	AMUNDSEN DAVIS, LLC	05/23 PLAZA MATTERS	28-340-000-55001	416.00
AMUNDSEN		05/23 GRANARY MATTERS	28-340-000-55001	3,541.93
AMUNDSEN		05/23 WDA MATTERS	28-340-000-55001	78.00
		TOTAL TID #4 DISTRICT		4,035.93
		TOTAL TID #4 DISTRICT		4,035.93
		TOTAL TID #4 DISTRICT		4,035.93
SOLID WASTE	ENTERPRISE			
	SOLID WASTE ENTERPRISE FUND			
	SOLID WASTE ENTERPRISE FUND			
04696	DOOR COUNTY TREASURER	05/23 DSL FUEL	60-000-000-51650	2,544.57
		TOTAL SOLID WASTE ENTERPRISE FUND		2,544.57
		TOTAL SOLID WASTE ENTERPRISE FUND		2,544.57
		TOTAL SOLID WASTE ENTERPRISE		2,544.57
		TOTAL ALL FUNDS		95,123.28

MANUAL CHECKS

SUPERIOR VISION INSURANCE	\$888.90
06/16/23	
Check # 92044	
06/23 Vision Insurance	
01-000-000-21540	
USDA, APHIS, WILDFIRE SERVICES	\$4,500.00
06/16/23	
Check # 92045	
Goose Round Up	
10-510-000-58999	
KWIK TRIP	\$1,900.29
06/19/23	
Check # 92047	
05/23 Fuel Statement Charges	
01-250-000-51650	
SPECTRUM	\$147.00
06/21/23	
Check # 92107	
05/23 Cable Statement Charges	
01-160-000-58999	
SOUTHERN DOOR SCHOOL DISTRICT	\$195.07
06/21/23	
Check # 92108	
05/23 Mobile Home Tax Payment	
01-000-000-41300	
STURGEON BAY SCHOOL DISTRICT	\$3,835.45
06/21/23	
Check # 92108	
05/23 Mobile Home Tax Payment	
01-000-000-41300	
DELTA DENTAL	\$38.11
06/21/23	
Check # D001410	
05/23 Dental Insurance	
01-510-000-50551	
TOTAL MANUAL CHECKS	\$11,504.82

DATE: 06/27/2023
TIME: 15:04:15
ID: AP4430ZN

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/05/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SUMMARY OF FUNDS:				
GENERAL FUND		76,185.28		87,690.10
CAPITAL FUND		3,808.78		
CABLE TV		6,053.22		
TID #6 DISTRICT		2,495.50		
TID #4 DISTRICT		4,035.93		
SOLID WASTE ENTERPRISE		2,544.57		

TOTAL --- ALL FUNDS		95,123.28		106,628.10

Helen Bacon June 27, 2023
Stth Winkler 6/27/2023

COMMON COUNCIL

June 20, 2023

A meeting of the Common Council was called to order at 6:01 p.m. by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Bacon, Statz, Williams, Gustafson, Nault, Wiederanders and Reeths were present.

Nault/Williams to adopt the agenda. Carried.

The following people spoke during public comment: Dennis Wessel, 1841 Memorial Drive; Josh Gregory, 1036 Superior St; melaniejane, 908 Georgia St; Cathy Grier, 153 S. 3rd Ave.

Nicole Matson, Granary Project Manager, presented a granary update.

Bacon/Reeths to approve following bills: General Fund – \$359,411.63, Capital Fund - \$211,624.80, TID #8 - \$78.00, TID #4 – \$2,475.50, Solid Waste Enterprise Fund - \$19,696.17, and Compost Enterprise Fund - \$128.59 for a grand total of \$593,414.69. Roll call: All voted aye. Carried.

Wiederanders/Nault to approve consent agenda:

- a. Approval of 6/6/23 regular Common Council minutes.
- b. Place the following minutes on file:
 - (1) Community Protection & Services Committee – 3/1/23
 - (2) Joint Parks & Recreation Committee/Board – 5/24/23
 - (3) Finance/Purchasing & Building Committee – 5/30/23
 - (4) Industrial Park Development Review Team – 6/5/23
 - (5) Board of Review – 6/6/23
- c. Place the following reports on file:
 - (1) Fire Department Report – April 2023
 - (2) Police Department Report – May 2023
 - (3) Fire Department Report – May 2023
- d. Consideration of: Approval of beverage operator licenses.
- e. Consideration of: Approval of Temporary Class B Beer licenses.
- f. Consideration of: Approval of Annual "Class B" Combination licenses, Class "B" Beer licenses, "Class A" Combination licenses, "Class C" Wine licenses.
- g. Consideration of: Approval of Sidewalk Café Permit for Bluefront Café.
- h. Consideration of: Approval of Sidewalk Café Permit for Sonny's Pizzeria.
- i. Consideration of: Street Closure Application for Open Door Pride.
- j. Consideration of: Street Closure Application for Door County Triathlon.
- k. Joint Parks & Recreation Committee/Board recommendation re: Installing the wind phone with Municipal Services Director direction & input.
- l. Joint Parks & Recreation Committee/Board recommendation re: Approve adding two members to the Local Arts Board.
- m. Finance/Purchasing & Building Committee recommendation re: Extend the current lease agreement with Door County Maritime Museum for the Tug Purves for one year and work to develop new lease.
- n. Community Protection & Services Committee recommendation re: Deny Class B Combination liquor license for AMAGMA, LLC based on non-use of license, per City ordinance. City will not reissue to another entity for a period of six months.

Carried.

Statz/Gustafson to confirm the following mayoral appointment:

HISTORIC PRESERVATION COMMISSION – 3 year term

J. Eric Paulsen (reappointment)
 Dave Augustson (reappointment)
 Chad Shefchik (reappointment)

Carried.

Williams/Reeths to confirm the following appointment:

ZONING BOARD OF APPEALS – 3 year term

William Chaudoir (reappointment)

Nancy Schopf (reappointment)

Carried.

Nault/Wiederanders to confirm the following appointment:

BOARD OF PARKS & RECREATION – 3 year term

Jay Renstrom (reappointment)

Carried.

Williams/Statz to confirm the following appointment:

BOARD OF REVIEW – 5 year term

Howie Phipps (reappointment)

Jon Kruse (reappointment)

Carried.

Statz/Gustafson to confirm the following appointment:

CABLE COMMUNICATION SYSTEM ADVISORY COUNCIL – 2 year term

Dan Tjernagel – Education (reappointment)

Carried.

Reeths/Nault to confirm the following appointment:

AESTHETIC DESIGN & SITE PLAN REVIEW BOARD – 3 year term

Dave Augustson (reappointment)

Carried.

Nault/Williams to confirm the following appointment:

INDUSTRIAL PARK DEVELOPMENT REVIEW TEAM – 3 year term

Sandy Hurley – Economic Development Corp. Rep. (reappointment)

Carried.

Wiederanders/Statz to confirm the following appointment:

DOOR COUNTY TOURISM ZONE – 1 year term

Cameryn Ehlers-Kwaterski

Josh VanLieshout

Carried.

RECOMMENDATION

We, the Community Protection & Services Committee, hereby recommend to approve the Natural Landscape Ordinance as presented.

COMMUNITY PROTECTION & SERVICES COMMITTEE

By: Dan Williams, Chr.

Introduced by Williams. Williams/Wiederanders to adopt. Carried.

Williams/Wiederanders to read in title only and adopt the first reading of the ordinance amending Chapter 32 of the Municipal Code – Property Maintenance/Natural Landscape. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the development agreement with Duquaine Development-Phase II, including financial assistance of \$330,000 and the changes to the annexation agreement.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Introduced by Community Development Director Olejniczak. Bacon/Williams to adopt. Carried.

Gustafson/Wiederanders to approve the ATC Settlement Agreement as drafted. Carried.

Community Development Director Olejniczak presented the amendments to the Development Agreement with WWP Development, LLC (Sturgeon Bay Plaza). The amendments related to the relocated ATC easement and compensation issue. The amendment also included the CDI grant approval language. Williams/Bacon to approve the amendment to the Development Agreement with WWP Development, LLC. Carried.

City Administrator VanLieshout gave his report.

Mayor Ward gave his report.

The Council did not convene in closed session.

Nault/Bacon to adjourn. Carried. The meeting adjourned at 6:56 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/HR Director

STURGEON BAY UTILITIES
Regular Meeting
May 9th, 2023

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:00 p.m. Roll call: President Stewart Fett, Mayor David Ward, Commissioners Seth Wiederanders, Dina Boettcher, Gary Nault, and Steve Christoferson were present. Dan Williams was excused. Also present were General Manager James Stawicki, Electric Utility Manager Jason Bieri, Water/Sewer Utility Manager Jeff Hoffman and recording secretary Laurie Bauldry.

Ward/Nault to adopt the agenda (complete copy on file at the Utility office). Motion carried.

There was no public comment.

Nault/Wiederanders to approve the minutes of the regular Commission meeting held on April 11th, 2023. Motion carried.

The Commission proceeded to review the bills for April in the amount of \$1,868,250.56. Fett/Boettcher to approve payment of the bills. Motion carried.

The March 2023 financials were presented. Christoferson/Ward to accept the financials. Motion carried.

General Manager Stawicki reported on the current investments and their allocations. No formal action was taken.

Electric Utility Manager Jason Bieri presented the proposed declaration of a surplus vehicle (2003 Chevrolet Silverado truck). He also recommended that we donate this vehicle to Crossroads at Big Creek, in lieu of our normal annual cash donation. Ward/Boettcher to accept the surplus declaration and authorize the donation to Crossroads. Motion carried.

The operations report was presented by Water/Sewer Utility Manager Hoffman and Electric Utility Manager Bieri. Fett/Boettcher to accept the operations report for April. Motion carried.

Council members updated the Commission members on City-related activities and developments.

The next item of business was the General Manager's report:

- a) Adjustments
- b) Focus on Energy report
- c) Typical bill comparison summary
- d) Supply chain/inflation issues

Wiederanders/Nault to adjourn. Motion carried. The meeting adjourned at 1:05 p.m.

Approved for publication:

Stewart Fett
President

Date: _____

James Stawicki
General Manager

Date: _____

Gary Nault
Secretary

Date: _____

**CITY OF STURGEON BAY
Zoning Board of Appeals
May 23, 2023**

The City of Sturgeon Bay Zoning Board of Appeals was called to order at 12:02 p.m. by Chairperson William Murrock in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members William Murrock, Dave Augustson, Morgan Rusnak and Bill Chaudoir were present. Member Nancy Schopf was excused. Staff present were Planner/Zoning Administrator Stephanie Servia and Community Development Administrative Assistant Cindy Sommer.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from February 14, 2023.
4. Public Hearing: Rear yard variance from Section 20.27(2) of the municipal code for Lee and Theresa Bailey located at 509 E. Compass Place, parcel #281-46-05001401.
5. Consideration of: Rear yard variance from Section 20.27(2) of the municipal code for Lee and Theresa Bailey located at 509 E. Compass Place, parcel #281-46-05001401.
6. Adjourn.

All ayes. Carried.

Approval of minutes from February 14, 2023: Moved by Mr. Augustson, seconded by Mr. Chaudoir to approve the minutes of February 14, 2023. All ayes. Motion carried.

Public Hearing: Rear yard variance from Section 20.27(2) of the municipal code for Lee and Theresa Bailey located at 509 E. Compass Place, parcel #281-46-05001401:

Chairperson Murrock opened the public hearing at 12:05 p.m.

Ms. Servia explained that the Baileys propose to construct a 15'x 30' addition to their existing garage and are requesting a variance of 13' from their rear yard. The property is located in the R-3 zoning district, which requires a 25' rear (south) yard. There is a 12' utility easement for overhead power lines along their rear property line which further hinders their property. The properties to the north, west and east are all in the R-3 zoning district, and the property to the south is zoned for agriculture use. The Baileys would like to make their existing garage larger in order to put both of their vehicles inside over the winter and still have room for storage. Their rear yard is the last lot on a corner with no other buildings to the south. The applicants submitted a petition signed by 14 of their neighbors in support of their plan. The Board has the option to approve their request as submitted, approve a modification of their request, or deny the request.

Mr. Chaudoir asked if the property to the south was likely to be developed and Ms. Servia explained there are no current plans to do so, although that could change in the future.

Lee Bailey explained that they have lived in this house that they built 25 years ago and the house is ready to be updated with new siding and they would like to add on to their garage and re-side the house at the same time. He indicated this is a very quiet area with only about a half dozen homes having been constructed since he built there. He stated that the property owners to the south intended to develop their land years ago but never followed through and Mr. Bailey even approached them about buying the lot next to his current one if they were to develop. Mr. Bailey indicated that he contacted every property owner within 300 feet and, with the exception of one, all property owners have responded and approve of his plan. He received no response from one property owner. He added that he doesn't intend to add onto his driveway and he just needs more storage space. He stated he wanted to make the addition larger but he was hindered by the utility easement.

No members of the public presented for the hearing. No letters were submitted other than those already provided. The public hearing was declared closed at 12:20 p.m.

Consideration of: Rear yard variance from Section 20.27(2) of the municipal code for Lee and Theresa Bailey located at 509 E. Compass Place, parcel #281-46-05001401:

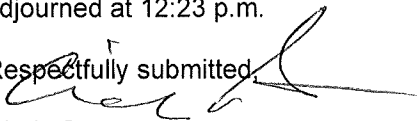
Mr. Augustson stated that, because the Baileys are on a corner lot, they essentially lose space for their rear yard and he would consider their rear yard to be the same as a normal side yard.

Mr. Augustson motioned to approve the variance request as presented with the reasoning that they have limited buildable space due being a corner lot. Mr. Chaudoir seconded the motion and added that the utility easement also creates an additional hardship. Roll call vote, all ayes. Motion carried.

Prior to adjournment, Mr. Murrock asked Ms. Servia to check on Sturgeon Bay Iron and Metal Works regarding painting their fence. He also commented that the landscaping in front of Bay Ship looks really nice and is very neat and clean.

Moved by Mr. Chaudoir, seconded by Ms. Rusnak to adjourn. All ayes. Motion carried. The meeting adjourned at 12:23 p.m.

Respectfully submitted,



Cindy Sommer

Community Development Administrative Assistant

FINANCE/PURCHASING & BUILDING COMMITTEE
June 13, 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 and Wiederanders were present. Alderperson Williams was excused. Also present: City Administrator VanLieshout, Finance Director/City Treasurer Clarizio, Municipal Services Director Barker, and Office Accounting Assistant II Metzger.

A motion was made by Alderperson Wiederanders, seconded by Alderperson Bacon 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: Insulating and Heating Cold Storage Building.
5. Review bills.
6. Adjourn.

Carried.

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

Consideration of: Insulating and Heating Cold Storage Building:

Municipal Service Director Barker explained the 2023 capital budget allocated \$25,000 to insulate and heat the cold storage building. Three bids were received for installation of the heating units. The cost to insulate is \$14,777 and electrical is estimated at \$1,000. The overall project totals \$39,570, which is \$14,570 over budget. The annual crack fill budget line, 10-400-000-59096, has a \$119,755 surplus available to transfer \$14,570 to 10-160-000-59015. A $\frac{3}{4}$ vote is needed from the Common Council to transfer the funds.

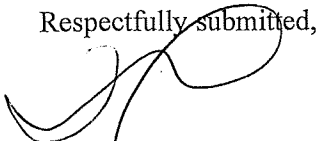
Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to approve the funds transfer of \$14,570 from line 10-400-000-59096 to cover the additional project costs for heating and insulating the cold storage building. Carried.

Review bills

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

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting adjourned at 4:42 pm.

Respectfully submitted,



Tricia Metzger



CITY OF STURGEON BAY
LOCAL ARTS BOARD MEETING
Wednesday, June 14, 2023, 9:00 A.M.
Council Chambers, City Hall, 421 Michigan Street

A meeting of the Local Arts Board was called to order at 09:00 A.M., by Chairperson/Alder Helen Bacon in Council Chambers, City Hall, 421 Michigan Street.

Roll Call [1]: Members present were Alder/Chair Helen Bacon, Margaret Lockwood, melaniejane, Claire Morkin, and Stephanie Trenchard. City Administrative Assistant Suzanne Miller, and City Planning/Zoning Administrator Stephanie Servia were also in attendance. Miller entered at 9:25 a.m.

Trenchard left at 9:47 a.m.

Adoption of the Agenda [2]: Moved by Trenchard and seconded by Lockwood to adopt the following agenda.

1. Roll Call.
2. Adoption of the agenda.
3. Review of Minutes from May 10, 2023.
4. Public comment on agenda items.
5. Chair's report.
6. Conversation about dog art piece (American Dog) at Edgewood Orchard Galleries.
7. Finalize brochure for Walkable Public Art Map.
8. Follow up with Nathan Hatch/*Horizon* and Steven Haas/*Crosswinds*.
9. Adjourn.

All in favor. Carried.

Review of Minutes from May 10, 2023 [3]: Motion to approve the minutes by Trenchard and seconded by melaniejane. All in favor. Motion carried.

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

Chair's report [5]: Ald Bacon believed the presentation at the Joint Parks and Recreation Board and Committee meeting by Trenchard and melaniejane for the Local Arts Board's proposal to add two more members went well. The proposal will be going before Common Council on Tuesday, June 20, 2023 for voting.

Ald Bacon discussed the idea of installing a wind phone Joshua Gregory had proposed and approved by the Joint Parks and Recreation Board and Committee. Ald Bacon recommended inviting Gregory to the next Local Arts Board meeting.

Ald Bacon discussed the mural painting project at the old Nicolet Bank. June 23, 2023 is the public community painting day.

Conversation about dog art piece (American Dog) at Edgewood Orchard Galleries [6]: Lockwood believes it is a good idea to incorporate interactive artwork like *American Dog*, created by Dale Rogers, in Sturgeon Bay. She suggested it as an idea for the promenade by on the West Side or Sunset Park.

Finalize brochure for Walkable Public Art Map [7]: Servia noted that 100 copies of the Walkable Public Art Map brochure have been distributed among the city. Any edits or updates will have to be done in the next version. Miller would like to see how many people are taking the brochures at Destination Sturgeon Bay. She noticed some art pieces that were missed.

Bacon mentioned updating the Parks and Recreation brochure to have a consistent look to the City's brochures.

melaniejane suggested having an easy domain name that might make it easier for people to find the Walkable Public Art Maps online and was willing to donate a domain name. There was a discussion involving the type of material to use for the QR code for the maps that are on the art pieces.

Follow up with Nathan Hatch/*Horizon* and Steven Haas/*Crosswinds* [8]: City Administrator Josh VanLieshout, Municipal Services Director Mike Barker, Ald Bacon, and sculptor Nathan Hatch met to discuss places for his sculpture *Horizon*. They found spots at Sunset Park, the West Side Promenade, as well as at Bayview Park. Hatch's first choice was by the granary on the West Side Promenade. The sculpture would not obscure the view. It would be planted with low grasses. Hatch is willing to lease it for 2 years, renewable annually. The board supports Hatch go with his first choice.

Possible Items for Next Meeting's Agenda:

1. Discussion regarding the Common Council's decision on the Local Art Board's proposal to add two members to the board.
2. Discuss possible recommendations for new members to the Local Arts Board.
3. Follow up with Nathan Hatch's *Horizon* Sculpture.
4. Update on the Walkable Public Art Map.
5. Update on the Call for Artists.

Motion to adjourn [9]: by Lockwood with second by melaniejane. All in favor. Motion carried. Meeting adjourned at 10:00 A.M.

Next Meeting Date: Wednesday, July 12, 2023 @ 09:00 A.M. – Council Chambers, City Hall.

Respectfully submitted,



Katie DeKeyser

CITY PLAN COMMISSION MINUTES
June 21, 2023

A meeting of the City Plan Commission was called to order at 6:00 p.m. on Wednesday, June 21, 2023, by Mayor Ward in Council Chambers, City Hall, 421 Michigan Street, Sturgeon Bay.

Roll Call (#1): Members David Ward, Dennis Statz, Helen Bacon, Spencer Gustafson, Mark Holey, Jeff Norland, and Amy Stephens were present. Staff present were City Administrator Josh Van Lieshout, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Stephanie Servia, and Community Development Administrative Assistant Cindy Sommer.

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

1. Roll call.
 2. Adoption of agenda.
 3. Approval of minutes from May 17, 2023.
 4. Public comment on non-agenda Plan Commission related items.
 5. Consideration of: Zoning map amendment petition by Doug Mueller from Agriculture (A) to Light Industrial (I-1A) for parcel #281-64-80000104 located at 1605 Shiloh Road.
 - a. Presentation
 - b. Public Hearing
 - c. Consideration/Recommendation
 6. Consideration of: Zoning Text Amendment – definitions of rear yard and rear lot line.
 7. Consideration of: Zoning Text Amendments relating to exceptions to yard requirements in the C-2 district and administration.
- All ayes. Motion carried.

Approval of minutes from May 17, 2023: Motion by Mr. Statz and seconded by Ms. Stephens to approve the minutes from May 17, 2023. All ayes. Motion carried.

Public Comment on non-agenda Plan Commission related items: No one presented for comment.

Consideration of: Zoning map amendment petition by Doug Mueller from Agriculture (A) to Light Industrial (I-1A) for parcel #281-64-80000104 located at 1605 Shiloh Road:

Presentation (a): Ms. Servia presented an application from Doug Mueller to change the zoning classification of the parcel at 1605 Shiloh Road from Agricultural (A) to Light Industrial (I-1A) to allow for the construction of commercial storage buildings, which would require a conditional use under the Light Industrial zoning classification but is not allowed under the Agricultural classification. The applicant proposes to clean up the items currently being stored, use the existing building for either storage or an office, and build two commercial storage buildings. The properties to the north are mostly industrial. The properties to the south, east and west are a mix of agricultural and residential. If the rezoning application is recommended, it will go to council for two readings before approval, at which point a conditional use application would follow. The members may consider this petition at the next meeting or they may vote to move on the issue tonight if $\frac{3}{4}$ of the members agree. Staff recommends approval of the zoning map amendment.

Brian Peters of Bayland Buildings, Inc. explained that they plan to remove all items being stored on the property now and build one 11-unit post-frame storage building on a cement slab with a later plan to add an additional 16-unit post-frame building with footings and a foundation once they see how well the first set of storage units goes and whether or not the sizes of the units should be changed to accommodate storage of larger items, such as boats and recreational vehicles.

Doug Mueller of 4381 Nicolet Drive, Green Bay, stated he is planning to purchase the property from his sister-in-law if the zoning amendment and conditional use is approved. He further explained that the existing building will be updated to match the new storage building. He stated they will have the lot surveyed and make sure that their plans comply with required setbacks prior to construction, which may alter the placement of their buildings a bit.

Public Hearing (b): Mayor Ward opened the public hearing at 6:11 p.m. Samantha Casey of 265 Leeward Street, which borders the subject property, is opposed to the building of the storage units and is concerned about the lights. She indicated she wants the property cleaned up but feels more storage units in the area are unnecessary and will decrease the value of her property.

Brian Peters of N9625 Bay Shore Lane in Luxemburg explained there will be no pole lights, only downward directed lighting around the buildings for security.

One letter from the Department of Natural Resources was read into the record. The public hearing was closed at 6:16 p.m.

Consideration (c): The members discussed the conditional use process and approval of the buildings through the Industrial Park Development Review Team. Mr. Statz motioned to move forward with this petition at tonight's meeting. Motion seconded by Mr. Norland. Roll call vote, all ayes, motion carried.

The members further discussed the distance of the Casey home to the proposed buildings and ways to improve the screening in that area. They also discussed conditions that could be placed on the proposal at the time of the conditional use petition.

Mr. Statz motioned to recommend the zoning map amendment to council as presented. Motion seconded by Mr. Gustafson. All ayes, motion carried.

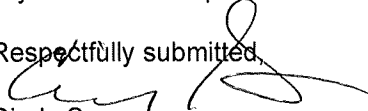
Consideration of: Zoning Text Amendment – definitions of rear yard and rear lot line. Mr. Olejniczak explained that there are many lots with multiple street frontages and odd shapes where the question often arises about which is the front lot line because the setbacks are different for front, rear and side yards. This often restricts use, which can require property owners to acquire variances. Staff recommends amending the zoning code to allow more flexibility. Other cities have made changes to their code allowing the zoning administrator to determine which lot line should be the front. The decision of the zoning administrator is always appealable to the zoning board of appeals. Allowing the zoning administrator to designate the front yard would permit the property owners to make better use of their lot without going through the variance process. The designation of the front yard would remain the same for the property and not change with new requests. If the Commission agrees to the amendments, this will move to council, where a public hearing will be scheduled if council chooses.

Mr. Holey motioned to recommend the zoning text amendments to council as presented. Ms. Bacon seconded the motion. All ayes, motion carried.

Consideration of: Zoning Text Amendments relating to exceptions to yard requirements in the C-2 district and administration. Mr. Olejniczak indicated there are a number of areas within the zoning code that designate the building inspector or community development director as the code enforcer, however the position of building inspector is now contracted out and staff recommends changing those references to zoning administrator. There is also a reference to the Waterfront Design Review Board, which is no longer in existence, and staff recommends this language be removed. Staff also recommends changing the reference in section 20.27(3)(C) from zero side yard to lessor side yard. If the Commission agrees to the amendments, this will move to council, where a public hearing will be scheduled if council chooses.

Mr. Norland motioned to recommend the zoning text amendments to council as presented. Mr. Statz seconded the motion. All ayes, motion carried.

Adjourn: Motion by Mr. Gustafson to adjourn, seconded by Mr. Holey. All ayes, motion carried. The meeting adjourned at 6:37 p.m.

Respectfully submitted,

Cindy Sommer

Community Development Administrative Assistant

**Parking & Traffic
June 26, 2023**

A meeting of the Parking & Traffic Committee was called to order at 4:32 p.m. by Chairperson Reeths in Council Chambers, City Hall, 421 Michigan Street.

Members Kirsten Reeths, Dennis Statz and Seth Wiederanders were present. Also present: Municipal Services Director Mike Barker, City Engineer Chad Shefchik and Municipal Services Administrative Assistant Colleen DeGrave.

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

1. **Roll call**
2. **Adoption of agenda**
3. **Approval of minutes from February 27, 2023**
4. **Public comment**
5. **Consideration of: Adding No Parking Here to Corner sign or eliminate parking on one side or both on Neenah Ave./Deck St. in the Industrial Park**
6. **Consideration of: Madison Avenue street parking additional signage**
7. **Consideration of: Traffic Signal Replacement at Maple and Madison Streets**
8. **Adjourn**

All in favor. Carried.

Moved by Ald. Reeths, seconded by Ald. Statz to approve the minutes from February 27, 2023. All in favor. Carried.

Public comment.

No Public Comment.

Consideration of: Adding No Parking Here to Corner sign or eliminate parking on one side or both on Neenah Ave./Deck St. in the Industrial Park. Ald. Reeths explained there are some visibility issues at the corner of Neenah Avenue and Deck Street when cars and/or delivery semis are parked so close to the corner. Ald. Statz asked if City staff had a chance to check on the available parking for those employees. Municipal Services Director Mike Barker stated he had checked out the parking situation, and it seemed as though if everyone utilized the parking lots, there would be ample parking for employees of Hatco and Thermo-Tron-X, and no need to park on the street. Ald. Reeths agreed. City Engineer Chad Shefchik suggested communication of some type with both businesses to have them educate their employees on the parking situation and urging them to utilize the company provided lots. Discussion took place regarding education of employees, and it was decided that would only last temporarily.

Moved by Ald. Reeths, seconded by Ald. Statz to recommend to Common Council placing two No Parking Here to Corner signs, 60' from the intersection of Neenah Avenue and Deck Street, on both sides of Deck Street. All in favor. Carried.

Consideration of: Madison Avenue street parking additional signage. Ald. Statz reported that patrons of the businesses on Madison Avenue were parking longer than allotted with the current two-hour signage, and thought maybe it might be helpful to post a few more signs. Ald. Wiederanders stated he didn't want to have too many signs around the City, and Municipal Services Director Mike Barker agreed. City Engineer Chad Shefchik agreed and thought maybe the current time limits would need enforcement. Discussion took place and it was decided that Ald. Reeths would speak with Chief of Police Clint Henry.

Consideration of: Traffic Signal Replacement at Maple and Madison Streets. City Engineer Shefchik explained the current traffic lights at Maple Street and Madison Avenue are outdated and unserviceable. He stated the options would be to continue operating on the current system, convert the intersection to a four-way stop, or to replace the traffic signals. He recommended replacing the traffic signals. Discussion took place.

Moved by Ald. Reeths, seconded by Ald. Statz, to recommend to Common Council, the purchase of new traffic lights for Maple and Madison street, along with new poles. All in favor. Carried.

Motion by Ald. Statz, seconded by Ald. Wiederanders to adjourn. Meeting adjourned at 5:35 p.m.

Respectfully Submitted,



Colleen DeGrave
Municipal Services Administrative Assistant

MAY 2023 BANK RECONCILIATION**CHECKING ACCOUNTS**

GENERAL FUND	ARPA
NICOLET	NICOLET
OR G/L BALANCE	662,258.73
REVENUE	299.38
DISBURSEMENTS	0.00
AMOUNT IN TRANSIT	0.00
ADJUSTMENTS	0.00
ENDING BALANCE	662,558.11

INVESTMENT ACCOUNTS

GENERAL/CAPITAL FUND	INVESTMENTS
	1,722,290.84
	3,775.73
	2,928.98
	0.00
	0.00
	1,723,137.59

BANK BALANCE	5,075,634.42	662,558.11
LESS OUTS, CHECKS	5,618.53	0.00
	5,070,015.89	662,558.11

	1,723,137.59
	0.00
	1,723,137.59

SAVINGS ACCOUNTS

GENERAL FUND	CAPITAL PROJECTS	CAPITAL PROJECTS DEBT	TIF #3 CONSTRUCTION	TIF #3 DEBT	TIF #5 DEBT SVC
STATE - #2	STATE #13	STATE #15	STATE - #14	STATE - #08	STATE - #4
PRIOR G/L BALANCE	3,887,712.93	1,005,121.42	159,754.33	5,349.99	796,320.50
REVENUE	99,150.14	4,278.53	431.35	22.77	5,328.03
DISBURSEMENTS	115,327.27	0.00	78,741.54	0.00	0.00
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	3,871,535.80	1,009,399.95	81,444.14	5,372.76	801,648.53
					7,127.52
BANK BALANCE	3,871,535.80	1,009,399.95	81,444.14	5,372.76	801,648.53
					7,127.52

AFFORDABLE HOUSING	TIF #2	TIF #2 DEBT 98A&B	TIF #2 AMENDED AREA	TIF #2 AMENDED AREA	TIF #4 DEBT SVC	TIF #4 CONSTRUCTION
TID	STATE - #1	STATE - #3	STATE - #10	CONST. - STATE - #06	CAP. INT. - STATE - #7	STATE - #12
PRIOR G/L BALANCE	584,916.77	11,966.33	4,598,846.14	56,510.29	91,388.53	57,732.22
REVENUE	41,827.00	50.94	84,980.01	240.55	5,751.22	3,564.18
DISBURSEMENTS	0.00	0.00	0.00	0.00	0.00	950.00
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	626,743.77	12,017.27	4,683,826.15	56,750.84	97,139.75	60,346.40
						719,559.24
BANK BALANCE	626,743.77	12,017.27	4,683,826.15	56,750.84	97,139.75	60,346.40
						719,559.24

6/22/2023

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CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 1
F-YR: 23

FOR FUND: GENERAL FUND
FOR 5 PERIODS ENDING MAY 31, 2023

ITEMT DESCRIPTION	MAY		% VARI- ANCE	FISCAL		YEAR-TO-DATE ACTUAL	% VARI- ANCE
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	ANNUAL BUDGET		
S	14,873,810.00	338,623.66	(97.7)	14,873,810.00	14,873,810.00	7,605,409.59	(48.8)
AL FUND	14,873,810.00	338,623.66	(97.7)	14,873,810.00	14,873,810.00	7,605,409.59	(48.8)
TOTAL REVENUES	14,873,810.00	338,623.66	(97.7)	14,873,810.00	14,873,810.00	7,605,409.59	(48.8)
EXPENSES							
GENERAL FUND	1,125,772.50	1,365.39	99.8	1,354,822.38	1,755,660.00	145,818.66	91.6
MAYOR	16,675.00	1,022.68	93.8	16,675.00	16,675.00	5,113.40	69.3
CITY COUNCIL	66,830.00	5,099.75	92.3	66,830.00	66,830.00	28,737.74	56.9
LAW/LEGAL	90,000.00	6,664.00	92.5	90,000.00	90,000.00	35,475.39	60.5
CITY CLERK-TREASURER	527,455.00	37,980.89	92.7	527,455.00	527,455.00	239,501.34	54.5
ADMINISTRATION	214,220.00	17,492.22	91.8	214,220.00	214,220.00	85,752.48	59.9
COMPUTER	201,450.00	5,853.50	97.0	201,450.00	201,450.00	79,573.83	60.4
CITY ASSESSOR	81,416.67	5,211.74	93.5	81,483.31	81,600.00	30,779.92	62.2
BOARD OF REVIEW	1,520.00	50.00	96.7	1,520.00	1,520.00	50.00	96.7
BUILDING/ZONING CODE ENFORCEM	113,580.00	13,276.12	88.3	113,580.00	113,580.00	57,649.25	49.2
MUNICIPAL SERVICES ADMIN.	269,175.00	19,966.85	92.5	269,175.00	269,175.00	98,625.38	63.3
PUBLIC WORKS ADMINISTRATION	249,720.00	21,396.18	91.4	249,720.00	249,720.00	102,404.92	58.9
ELECTIONS DEPARTMENT	16,840.00	364.96	97.8	16,840.00	16,840.00	13,884.03	17.5
CITY HALL	215,400.00	21,134.97	90.1	215,400.00	215,400.00	81,957.59	61.9
INSURANCE	317,140.00	32,498.00	89.7	317,140.00	317,140.00	185,674.00	41.4
GENERAL EXPENDITURES	1,918,140.00	17,551.42	99.0	1,918,140.00	1,918,140.00	16,779.80	99.1
POLICE DEPARTMENT	657,430.00	50,174.98	92.3	657,430.00	657,430.00	248,313.71	62.2
PATROL BOAT	17,385.00	0.00	100.0	17,385.00	17,385.00	0.00	100.0
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
POLICE DEPARTMENT/PATROL	2,368,590.00	160,183.25	93.2	2,368,590.00	2,368,590.00	798,311.04	66.2
POLICE DEPT. / INVESTIGATIONS	171,790.00	9,318.55	94.5	171,790.00	171,790.00	56,688.23	67.0
FIRE DEPARTMENT	2,215,760.00	159,599.37	92.7	2,215,760.00	2,215,760.00	881,994.38	60.1
STORM SEWERS	36,470.00	2,198.70	93.9	36,470.00	36,470.00	6,610.37	81.8
LARGE ITEM PICKUP / LEAF COLL	56,330.00	1,376.77	97.5	56,330.00	56,330.00	2,210.90	96.0
COMPOST/SOLID WASTE SITE	0.00	0.00	0.0	0.00	0.00	0.00	0.0
STREET SWEEPING	44,280.00	5,951.69	86.5	44,280.00	44,280.00	14,654.99	66.9
WEED ABATEMENT	2,935.00	0.00	100.0	2,935.00	2,935.00	0.00	100.0
ROADWAYS/STREETS	290,415.00	23,103.78	92.0	290,415.00	290,415.00	120,226.75	58.6
SNOW REMOVAL	232,565.00	9,593.85	95.8	232,565.00	232,565.00	120,148.53	48.3
STREET SIGNS AND MARKINGS	32,400.00	2,130.05	93.4	32,400.00	32,400.00	5,472.86	83.1
CURB/GUTTER/SIDEWALK	37,505.00	5,790.20	84.5	37,505.00	37,505.00	8,031.32	78.5
STREET MACHINERY	231,150.00	15,591.28	93.2	231,150.00	231,150.00	75,433.44	67.3
CITY GARAGE	82,620.00	3,410.39	95.8	82,620.00	82,620.00	29,190.12	64.6
CELEBRATION & ENTERTAINMENT	40,950.00	19,776.54	51.7	40,950.00	40,950.00	19,933.73	51.3
HIGHWAYS - GENERAL	511,690.00	33,649.48	93.4	511,690.00	511,690.00	174,008.18	65.9
RECREATION ADMIN	119,880.00	10,817.91	90.9	119,880.00	119,880.00	39,858.82	66.7
AND PLAYGROUNDS	570,575.00	35,223.90	93.8	570,575.00	570,575.00	149,520.24	73.7
IDS	21,275.00	742.01	96.5	21,275.00	21,275.00	918.18	95.6

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	%	FISCAL	FISCAL	%
				YEAR-TO-DATE	YEAR-TO-DATE	
				BUDGET	ACTUAL	
EXPENSES						
ICE RINKS	18,605.00	0.00	100.0	18,605.00	7,047.49	62.1
BEACHES	3,670.00	0.00	100.0	3,670.00	0.00	100.0
MUNICIPAL DOCKS	47,780.00	3,460.04	92.7	47,780.00	7,553.13	84.1
WATER WEED MANAGEMENT	154,405.00	57,166.93	62.9	154,405.00	66,540.40	56.9
WATERFRONT PARKS & WALKWAYS	88,930.00	6,891.51	92.2	88,930.00	27,900.13	68.6
EMPLOYEE BENEFITS	46,520.00	10,907.15	76.5	46,520.00	18,730.66	59.7
PUBLIC FACILITIES	59,400.00	0.00	100.0	59,400.00	16,335.53	72.4
BOARDS AND COMMISSIONS	1,220.00	0.00	100.0	1,220.00	107.70	91.1
COMMUNITY & ECONOMIC DEVLPMT	448,880.00	25,669.42	94.2	448,880.00	144,576.06	67.7
TOTAL EXPENSES	14,036,739.17	859,656.42	93.8	14,265,855.69	4,248,092.62	71.0
TOTAL FUND REVENUES	14,873,810.00	338,623.66	(97.7)	14,873,810.00	7,605,409.59	(48.8)
TOTAL FUND EXPENSES	14,036,739.17	859,656.42	93.8	14,265,855.69	4,248,092.62	71.0
SURPLUS (DEFICIT)	837,070.83	(521,032.76)	(162.2)	607,954.31	3,357,316.97	1521.8

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	%	FISCAL YEAR-TO-DATE BUDGET	FISCAL ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
REVENUES	4,297,483.00	28,450.89	(99.3)	4,297,483.00	4,297,483.00	379,592.67	(91.1)
PATROL							
TOTAL REVENUES	4,297,483.00	28,450.89	(99.3)	4,297,483.00	4,297,483.00	379,592.67	(91.1)
EXPENSES							
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00	0.00	0.0
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00	0.00	0.0
COMPUTER	37,000.00	0.00	100.0	37,000.00	37,000.00	10,651.37	71.2
CITY ASSESSOR	10,000.00	0.00	100.0	10,000.00	10,000.00	0.00	100.0
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00	0.00	0.00	0.0
ELECTIONS	0.00	0.00	0.0	0.00	0.00	0.00	0.0
CITY HALL	110,000.00	14,554.61	86.7	110,000.00	110,000.00	34,640.52	68.5
GENERAL EXPENDITURES	174,250.00	78,741.54	54.8	174,250.00	174,250.00	149,995.03	13.9
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
PATROL BOAT	4,043.33	6,144.41	(51.9)	20,216.65	48,520.00	48,523.41	0.0
PATROL	305,105.00	47,644.95	84.3	305,105.00	305,105.00	164,938.87	45.9
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00	0.00	0.00	0.0
FIRE DEPARTMENT	611,210.00	117.70	99.9	611,210.00	611,210.00	331,279.21	45.7
STORM SEWERS	150,000.00	0.00	100.0	150,000.00	150,000.00	2,586.00	98.2
SOLID WASTE MGMT/REFUSE/RECYC	0.00	0.00	0.0	0.00	0.00	0.00	0.0
SOLID WASTE MGMT/SPRING/FALL	0.00	0.00	0.0	0.00	0.00	0.00	0.0
ROADWAYS/STREETS	1,893,698.00	0.00	100.0	1,893,698.00	1,893,698.00	6,823.19	99.6
SNOW REMOVAL	0.00	0.00	0.0	0.00	0.00	0.00	0.0
CURE/GUTTER/SIDEWALK	0.00	0.00	0.0	0.00	0.00	453.00	100.0
CITY GARAGE	45,000.00	0.00	100.0	45,000.00	45,000.00	0.00	100.0
PARKS AND PLAYGROUNDS	275,000.00	50,964.36	81.4	275,000.00	275,000.00	83,645.17	69.5
BALLFIELDS	0.00	0.00	0.0	0.00	0.00	0.00	0.0
ICE RINKS	0.00	0.00	0.0	0.00	0.00	0.00	0.0
BEACHES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
MUNICIPAL DOCKS	130,000.00	0.00	100.0	130,000.00	130,000.00	0.00	100.0
WATER WEED MANAGEMENT	505,500.00	0.00	100.0	505,500.00	505,500.00	3,563.00	99.2
WATERFRONT PARKS & WALKWAYS	10,000.00	0.00	100.0	10,000.00	10,000.00	0.00	100.0
SANITARY & WATER MAIN	0.00	0.00	0.0	0.00	0.00	0.00	0.0
PUBLIC FACILITIES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
COMMUNITY & ECONOMIC DEVLPMT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	4,260,806.33	198,167.57	95.3	4,276,979.65	4,305,283.00	837,098.77	80.5
TOTAL FUND REVENUES	4,297,483.00	28,450.89	(99.3)	4,297,483.00	4,297,483.00	379,592.67	(91.1)
TOTAL FUND EXPENSES	4,260,806.33	198,167.57	95.3	4,276,979.65	4,305,283.00	837,098.77	80.5
SURPLUS (DEFICIT)	36,676.67	(169,716.68)	(562.7)	20,503.35	(7,800.00)	(457,506.10)	5765.4

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: ARPA -AMERICAN RESCUE PLAN ACT
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	%	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
REVENUES							
ARPA / GENERAL	66.67	299.38	349.0	333.31	800.00	1,377.85	72.2
TOTAL REVENUES	66.67	299.38	349.0	333.31	800.00	1,377.85	72.2
EXPENSES							
ARPA / GENERAL	78,064.75	203,500.00	(160.6)	390,323.75	936,777.00	203,500.00	78.2
TOTAL EXPENSES	78,064.75	203,500.00	(160.6)	390,323.75	936,777.00	203,500.00	78.2
TOTAL FUND REVENUES	66.67	299.38	349.0	333.31	800.00	1,377.85	72.2
TOTAL FUND EXPENSES	78,064.75	203,500.00	(160.6)	390,323.75	936,777.00	203,500.00	78.2
SURPLUS (DEFICIT)	(77,998.08)	(203,200.62)	160.5	(389,990.44)	(935,977.00)	(202,122.15)	(78.4)

CITY OF SPOURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY		%	FISCAL	ANNUAL	FISCAL	
	BUDGET	ACTUAL				YEAR-TO-DATE ACTUAL	YEAR-TO-DATE VARI- ANCE
REVENUES							
CABLE TV / GENERAL	132,527.08	31,684.74	(76.0)	142,635.40	160,325.00	65,989.58	(58.8)
TOTAL REVENUES	132,527.08	31,684.74	(76.0)	142,635.40	160,325.00	65,989.58	(58.8)
EXPENSES							
CABLE TV / GENERAL	175,025.00	5,579.69	96.8	175,025.00	175,025.00	42,404.59	75.7
TOTAL EXPENSES	175,025.00	5,579.69	96.8	175,025.00	175,025.00	42,404.59	75.7
TOTAL FUND REVENUES	132,527.08	31,684.74	(76.0)	142,635.40	160,325.00	65,989.58	(58.8)
TOTAL FUND EXPENSES	175,025.00	5,579.69	96.8	175,025.00	175,025.00	42,404.59	75.7
SURPLUS (DEFICIT)	(42,497.92)	26,105.05	(161.4)	(32,389.60)	(14,700.00)	23,584.99	(260.4)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #6 DISTRICT
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #6 DISTRICT	614,180.00	0.00	100.0	614,180.00	614,180.00	0.00	100.0
TOTAL REVENUES	614,180.00	0.00	100.0	614,180.00	614,180.00	0.00	100.0
EXPENSES							
TID #6 DISTRICT	545,895.83	0.00	100.0	549,479.19	555,750.00	6,674.78	98.7
TOTAL EXPENSES	545,895.83	0.00	100.0	549,479.19	555,750.00	6,674.78	98.7
TOTAL FUND REVENUES	614,180.00	0.00	100.0	614,180.00	614,180.00	0.00	100.0
TOTAL FUND EXPENSES	545,895.83	0.00	100.0	549,479.19	555,750.00	6,674.78	98.7
SURPLUS (DEFICIT)	68,284.17	0.00	100.0	64,700.81	58,430.00	(6,674.78)	(11.4)

FOR FUND: TID #7 DISTRICT
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #7 DISTRICT	561,750.00	0.00	100.0	561,750.00	561,750.00	0.00	100.0
TOTAL REVENUES	561,750.00	0.00	100.0	561,750.00	561,750.00	0.00	100.0
EXPENSES							
TID #7 DISTRICT	533,416.67	0.00	100.0	540,083.35	551,750.00	150.00	99.9
TOTAL EXPENSES	533,416.67	0.00	100.0	540,083.35	551,750.00	150.00	99.9
TOTAL FUND REVENUES	561,750.00	0.00	100.0	561,750.00	561,750.00	0.00	100.0
TOTAL FUND EXPENSES	533,416.67	0.00	100.0	540,083.35	551,750.00	150.00	99.9
SURPLUS (DEFICIT)	28,333.33	0.00	100.0	21,666.65	10,000.00	(150.00)	(101.5)

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #8 DISTRICT
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY		MAY		% VARI- ANCE	FISCAL		FISCAL		% VARI- ANCE
	BUDGET	ACTUAL	ACTUAL	ANCE		YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	
EXPENSES										
TID #8 DISTRICT	0.00	0.00	0.0			0.00	0.00	0.00	0.0	
TOTAL EXPENSES	0.00	0.00	0.0			0.00	0.00	0.00	0.0	

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY		% VARI- ANCE	FISCAL		ANNUAL BUDGET	FISCAL		% VARI- ANCE
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET			YEAR-TO-DATE ACTUAL		
REVENUES									
TID DISTRICT #2	1,447,876.00	55,631.20	(96.1)	1,447,876.00		1,447,876.00	1,152,105.89	(20.4)	
TOTAL REVENUES	1,447,876.00	55,631.20	(96.1)	1,447,876.00		1,447,876.00	1,152,105.89	(20.4)	
EXPENSES									
TID DISTRICT #2	1,455,578.92	0.00	100.0	1,455,810.56		1,456,216.00	104,708.00	92.8	
TOTAL EXPENSES	1,455,578.92	0.00	100.0	1,455,810.56		1,456,216.00	104,708.00	92.8	
TOTAL FUND REVENUES	1,447,876.00	55,631.20	(96.1)	1,447,876.00		1,447,876.00	1,152,105.89	(20.4)	
TOTAL FUND EXPENSES	1,455,578.92	0.00	100.0	1,455,810.56		1,456,216.00	104,708.00	92.8	
SURPLUS (DEFICIT)	(7,702.92)	55,631.20	(822.2)	(7,934.56)		(8,340.00)	1,047,397.89	(2658.7)	

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: AFFORDABLE HOUSING TID
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY		%	FISCAL		FISCAL	%
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	ANNUAL BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES							
TID #1 DISTRICT	857,511.00	20,833.79	(97.5)	857,511.00	857,511.00	626,743.77	(26.9)
TOTAL REVENUES	857,511.00	20,833.79	(97.5)	857,511.00	857,511.00	626,743.77	(26.9)
EXPENSES							
TID #1 DISTRICT	857,511.00	0.00	100.0	857,511.00	857,511.00	0.00	100.0
TOTAL EXPENSES	857,511.00	0.00	100.0	857,511.00	857,511.00	0.00	100.0
TOTAL FUND REVENUES	857,511.00	20,833.79	(97.5)	857,511.00	857,511.00	626,743.77	(26.9)
TOTAL FUND EXPENSES	857,511.00	0.00	100.0	857,511.00	857,511.00	0.00	100.0
SURPLUS (DEFICIT)	0.00	20,833.79	100.0	0.00	0.00	626,743.77	100.0

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #3 DISTRICT
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY		%	FISCAL	ANNUAL	FISCAL		%
	BUDGET	ACTUAL				YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES								
TID #3 DISTRICT	82,884.00	3,419.65	(95.8)	82,884.00	82,884.00	70,463.21	(14.9)	
TOTAL REVENUES	82,884.00	3,419.65	(95.8)	82,884.00	82,884.00	70,463.21	(14.9)	
EXPENSES								
TID #3 DISTRICT	117,584.00	0.00	100.0	117,584.00	117,584.00	21,142.50	82.0	
TOTAL EXPENSES	117,584.00	0.00	100.0	117,584.00	117,584.00	21,142.50	82.0	
TOTAL FUND REVENUES	82,884.00	3,419.65	(95.8)	82,884.00	82,884.00	70,463.21	(14.9)	
TOTAL FUND EXPENSES	117,584.00	0.00	100.0	117,584.00	117,584.00	21,142.50	82.0	
SURPLUS (DEFICIT)	(34,700.00)	3,419.65	(109.8)	(34,700.00)	(34,700.00)	49,320.71	(242.1)	

FOR FUND: TID #4 DISTRICT
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY		%	FISCAL		ANNUAL	FISCAL		%
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	ACTUAL	BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE	
REVENUES									
TID #4 DISTRICT	420,592.00	4,054.63	(99.0)	489,592.00	610,342.00	111,615.03	(81.7)		
TOTAL REVENUES	420,592.00	4,054.63	(99.0)	489,592.00	610,342.00	111,615.03	(81.7)		
EXPENSES									
TID #4 DISTRICT	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
TID #4 DISTRICT	1,098,484.58	950.00	99.9	1,119,842.86	1,157,220.00	139,298.95	87.9		
TOTAL EXPENSES	1,098,484.58	950.00	99.9	1,119,842.86	1,157,220.00	139,298.95	87.9		
TOTAL FUND REVENUES	420,592.00	4,054.63	(99.0)	489,592.00	610,342.00	111,615.03	(81.7)		
TOTAL FUND EXPENSES	1,098,484.58	950.00	99.9	1,119,842.86	1,157,220.00	139,298.95	87.9		
SURPLUS (DEFICIT)	(677,892.58)	3,104.63	(100.4)	(630,250.86)	(546,878.00)	(27,683.92)	(94.9)		

FOR FUND: TID #5 DISTRICT
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY		%	FISCAL		FISCAL	%
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	ANNUAL BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES							
TID #5 DISTRICT	850,408.00	30.08	(99.9)	850,408.00	850,408.00	7,127.52	(99.1)
TOTAL REVENUES	850,408.00	30.08	(99.9)	850,408.00	850,408.00	7,127.52	(99.1)
EXPENSES							
TID #5 DISTRICT	765,446.00	0.00	100.0	765,446.00	765,446.00	71,790.00	90.6
TOTAL EXPENSES	765,446.00	0.00	100.0	765,446.00	765,446.00	71,790.00	90.6
TOTAL FUND REVENUES	850,408.00	30.08	(99.9)	850,408.00	850,408.00	7,127.52	(99.1)
TOTAL FUND EXPENSES	765,446.00	0.00	100.0	765,446.00	765,446.00	71,790.00	90.6
SURPLUS (DEFICIT)	84,962.00	30.08	(99.9)	84,962.00	84,962.00	(64,662.48)	(176.1)

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REVOLVING LOAN FUND (STATE)
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY		%	FISCAL		ANNUAL	FISCAL		%
	BUDGET	ACTUAL		YEAR-TO-DATE	BUDGET		YEAR-TO-DATE	ACTUAL	
REVENUES									
REVOLVING LOAN FUND (STATE)	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
EXPENSES									
REVOLVING LOAN FUND (STATE)	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.0

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
SOLID WASTE ENTERPRISE FUND	615,276.25	48,090.86	(92.1)	618,401.25	623,870.00	240,836.83	(61.3)
TOTAL REVENUES	615,276.25	48,090.86	(92.1)	618,401.25	623,870.00	240,836.83	(61.3)
EXPENSES							
SOLID WASTE ENTERPRISE FUND	631,342.91	53,065.56	91.5	654,354.47	694,625.00	180,595.87	74.0
TOTAL EXPENSES	631,342.91	53,065.56	91.5	654,354.47	694,625.00	180,595.87	74.0
TOTAL FUND REVENUES	615,276.25	48,090.86	(92.1)	618,401.25	623,870.00	240,836.83	(61.3)
TOTAL FUND EXPENSES	631,342.91	53,065.56	91.5	654,354.47	694,625.00	180,595.87	74.0
SURPLUS (DEFICIT)	(16,066.66)	(4,974.70)	(69.0)	(35,953.22)	(70,755.00)	60,240.96	(185.1)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: COMPOST SITE ENTERPRISE FUND
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
COMPOST SITE ENTERPRISE FUND	22,456.68	13,930.63	(37.9)	72,283.24	159,480.00	67,625.54	(57.5)
TOTAL REVENUES	22,456.68	13,930.63	(37.9)	72,283.24	159,480.00	67,625.54	(57.5)
EXPENSES							
COMPOST SITE ENTERPRISE FUND	8,670.44	4,785.18	44.8	43,351.80	104,045.00	14,751.43	85.8
TOTAL EXPENSES	8,670.44	4,785.18	44.8	43,351.80	104,045.00	14,751.43	85.8
TOTAL FUND REVENUES	22,456.68	13,930.63	(37.9)	72,283.24	159,480.00	67,625.54	(57.5)
TOTAL FUND EXPENSES	8,670.44	4,785.18	44.8	43,351.80	104,045.00	14,751.43	85.8
SURPLUS (DEFICIT)	13,786.24	9,145.45	(33.6)	28,931.44	55,435.00	52,874.11	(4.6)

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

MUNICIPAL REPORT TOTALS
FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	VARI- ANCE	FISCAL		FISCAL	
				YEAR-TO-DATE BUDGET	ANNUAL BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
TOTAL MUNICIPAL REVENUES	24,776,820.68	545,049.51	(97.8)	24,909,147.20	25,140,719.00	10,328,887.48	(58.9)
TOTAL MUNICIPAL EXPENSES	24,564,565.60	1,325,704.42	94.6	25,211,647.32	26,344,042.00	5,870,207.51	77.7
SURPLUS (DEFICIT)	212,255.08	(780,654.91)	(467.7)	(302,500.12)	(1,203,323.00)	4,458,679.97	(470.5)

BEVERAGE OPERATOR LICENSES

1. Haese, Heather M.
2. Hobbs, Ann M.
3. Hubbard, Krystn C

TEMPORARY CLASS B WINE LICENSE

Amvets Weber Tess Post 51
P O Box 183
Sturgeon Bay, WI 54235
Agent: William Forry
Door County Fair 812 North 14th Avenue
Date: August 9-13, 2023

CHANGE OF AGENT

2 Brews, LLC
DBA: Wickman's 2 Brews
154 S. 3rd Avenue
Sturgeon Bay, WI 54235
New Agent: Jeffrey A. Jahnke

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

We, the Parking & Traffic Committee, hereby recommend placing two No Parking Here to Corner signs, 60' from the intersection of Neenah Avenue and Deck Street, on both sides of Deck Street. Respectfully submitted,

PARKING & TRAFFIC COMMITTEE

By: Kirsten Reeths, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 26, 2023

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2023.





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

We, the Parking & Traffic Committee, hereby recommend, the purchase of new traffic lights for Maple and Madison street, along with new poles. Respectfully submitted,

PARKING & TRAFFIC COMMITTEE

By: Kirsten Reeths, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 26, 2023

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2023.



Josh Van Lieshout
City Administrator

421 Michigan Street ▪ Sturgeon Bay, WI 54235
Phone: 920-746-2900 ▪ Fax: 920-746-2905
jvanlieshout@sturgeonbaywi.org ▪ www.sturgeonbaywi.org

To: Parking and Traffic Committee

From: Josh Van Lieshout, City Administrator

Re: Maple and Madison Traffic Signals

Date: June 22, 2023

You are all most certainly aware of the challenges the City has had in recent years with the traffic signals at the Maple and Madison Street Intersection. The signal control system is quite old and has become prone to failure. Parts are difficult to source and the service for maintenance and repair is sourced from Green Bay. The City has been advised that the signal system is at its absolute end of life.

The City has explored internally options including four way stop, stop on Maple St. only, and replacement of the signal system. Given the traffic patterns, impacting land uses and activities, staff feels it is appropriate to replace the traffic signals with new, modern signal system.

City Engineer Chad Shefchik has obtained estimates, both include video detection and new cabinet. Option 2 has all new poles.

Option #1 new wire, new signal heads, new cabinet, new video detection. \$97,923.00

Option #2 new wire, new signal heads, new cabinet, new video detection, new poles. \$125,958.65

Replacement of the traffic signals is a part of the TID 4 project and is carrying a fund balance. Staff believes this is a good time to replace the signals as the next failure will likely result in a prolonged and inconvenient four way stop at this intersection.

Options:

- Continue to operate current system
- Convert intersection to four way or two way stop
- Replace traffic signals

Recommendation: Recommend to Common Council purchase of new signals for Maple and Madison Street.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to amend the definition of the front lot line within section 20.03 of the Municipal Code (Zoning Code) as follows:

Section 20.03 definitions:

Lot line, front: That boundary of a lot which abuts an existing or proposed public street, ~~and, in the case of a lot which abuts more than one street, the lot line along the street which provides the street address for the lot~~ the zoning administrator is authorized to determine which boundary is the front lot line.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: June 21, 2023

Introduced by_____.

Moved by Alderperson_____, seconded by Alderperson_____
_____that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2023.



MEMO

To: City Plan Commission
From: Marty Olejniczak, Community Development Director
Date: June 15, 2023
Subject: Definitions of Front Lot Line - Impacting Required Minimum Yards (Setbacks)

The Sturgeon Bay Zoning Code sets various yard requirements (minimum setbacks). The specific yard requirement is based upon whether the lot line is a street R/W, a side lot line, or a rear lot line, which are defined in the zoning code. Those definitions work fine for traditional rectangular lots with a single street frontage. But for lots with multiple street frontages, they sometimes cause problems or limit buildable area. For those lots with multiple frontages the rear lot line is defined as the lot line opposite the front lot line, which is defined as the lot line along the street that provides the address for the lot. Because the minimum rear yard is wider than the required side yard, it matters whether the lot line is a rear lot line or a side lot line. Often variances are required to allow building on portions of multiple-frontage lots, which would not be needed for same sized "regular" lots.

An example of this conundrum is Healthy Way Market. The lot is bordered by three streets. Because its address is taken from Third Ave, the fourth side of the lot along the alley opposite Third Ave is considered a rear lot line. In the C-2 district, the side yard is only 5 feet while the rear yard is 25 feet. Thus, their proposed addition along the alley for a cooler does not fit. The Council granted a temporary use approval for an interim cooler, which provides time for either a change to the zoning code or a variance or other special approval to be obtained by Healthy Way Market. This example is just one of several that impact various lots around the City.

In order to provide more flexibility for the lots with multiple street frontages, staff suggests changing the definition of front lot line to the zoning administrator to designate the front lot line. This allows flexibility for facing the building because the side and rear yards can be interchanged as needed to fit the proposed site plan for the development. On corner lots there still would be one side yard and one rear yard. On lots with three street frontages, such as Healthy Way, the fourth lot line would always be considered a side lot line. Lots with multiple street frontages tend to have relatively less buildable area due to the minimum street yards. Thus, being more flexible with the side and rear yards will make it easier to construct conforming buildings, without unduly impacting adjoining parcels.

The suggested change to the definition of front lot line is attached. For the June 21st meeting, the Plan Commission should review the proposed change. It can then decide whether to pursue a formal zoning code amendment, work on further changes, or drop the matter from consideration. If the Plan Commission agrees to make an amendment, it can recommend the amendment to the Common Council. Prior to adoption, the Council would hold a public hearing.

Zoning Text Amendments

Definitions of Yards and Lot Lines

The following proposed change to the definition of “front lot line” within the Sturgeon Bay Zoning Code is intended to provide greater flexibility for developing lots with multiple street frontages. No changes to the definitions of rear lot line and side lot line are necessary. Those definitions are shown for reference purposes only.

Section 20.03 definitions:

Lot line, front: That boundary of a lot which abuts an existing or proposed public street, ~~and, in the case of a lot which abuts more than one street, the lot line along the street which provides the street address for the lot~~ **the zoning administrator is authorized to determine which boundary is the front lot line.**

Lot line, rear: The boundary of a lot which is opposite the front lot line, except, if the rear lot line is less than ten feet in length or if the lot lines form a point at the rear, the rear lot line shall be a line ten feet in length within the lot, parallel to, and at the maximum distance from, the front lot line.

Lot line, side: Any boundary of a lot which is not a front lot line or a rear lot line.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to amend various references in chapter 20 of the Municipal Code (Zoning Code) from building inspector and community development director to zoning administrator, to eliminate the reference to Waterfront Design Review Board and to change the reference from zero side yard to lesser side yard in section 20.27(3)(c) as presented in the attachment.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: June 21, 2023

Introduced by_____.

Moved by Alderperson_____, seconded by Alderperson
_____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2023.



MEMO

To: City Plan Commission
From: Marty Olejniczak, Community Development Director *ms*
Date: June 15, 2023
Subject: Zoning Code – Changing “Building Inspector” and “Community Development Director” to “Zoning Administrator” and eliminating reference to Waterfront Design Review Board

The City of Sturgeon Bay used to employ a full-time building inspector. That position was also responsible for administering the zoning code. The code contains numerous references to “building inspector” having authority over certain provisions in the code. After the City switched to a contracted building inspection service, the duties for administering the zoning code went to the Community Development Director and more recently to the Planner/Zoning Administrator. But the code was never updated to reflect that change.

Amendments to the code that were made after the Community Development Director started administering the code, but prior to the Planner/Zoning Administrator position, used “community development director” when referencing administration of the ordinance provisions. Most of those references are also out of date.

Staff would like to change the references to “building inspector” and “community development director” to “zoning administrator”. Regardless of what specific city position is directed to administer the code, the phrase “zoning administrator” will suffice. This change will clear up any potential confusion both now and in the future. There are many instances in the code that would be amended. See attached.

Another proposed amendment to the zoning code involves section 20.27(3)(c), which relates to yard exemptions in the C-2 district. The Plan Commission can authorize lesser setbacks in the Waterfront Redevelopment District after review by the Waterfront Design Review Board. But the Waterfront Design Review Board no longer exists and the Waterfront Redevelopment District is close to becoming an antiquated term as well. Staff proposes to retain the Plan Commission’s authority over lesser setbacks, but remove the references to Waterfront Redevelopment District and Waterfront Design Review Board.

The boundaries of the C-2 district and Waterfront Redevelopment District are very similar so the elimination does not affect much property. The WDRB was replaced by the Aesthetic Design & Site Plan Review Board. Thus, if the Plan Commission wants a recommendation prior to authorizing a lesser setback, it could switch the WDRB to the ADSPRB in the code as an alternative to dropping that reference altogether.

For the June 21st meeting, the Plan Commission should review the proposed changes. It can then

decide whether to pursue a formal zoning code amendment for these changes, continue to work on further changes, or drop the matter from consideration. If the Plan Commission agrees with the changes, it can recommend them to the Common Council. Prior to adoption, the Council would hold a public hearing.

Zoning Text Amendments

Administration of the zoning code & lesser setbacks in the C-2 district

Section 20.03 definitions:

Conditional use permit: A permit, authorized by the city plan commission and issued by the ~~building inspector~~ zoning administrator, stating that a conditional use may be established, expanded, or enlarged subject to any conditions placed on the authorization and the provisions of this chapter.

Dwelling, multiple-family: A building, or portion thereof, designed for and occupied by three or more families, including a structure manufactured after June 15, 1976 which is certified and labeled as a manufactured home under 42 U.S.C. § 5401-5426, as amended, which when placed on-site:

- (a) Has any wheels, axles and pulling apparatus removed and is fastened or attached to a completely enclosed foundation in accordance with subchs. III, IV and V of ch. ILHR 21, Wis. Adm. Code, as amended. The ~~city building inspector~~ zoning administrator may require a plan to be certified by a registered architect or engineer to insure proper support for the home; and
- (b) Is installed in accordance with the manufacturer's instructions; and
- (c) Is properly connected to utilities.

Dwelling, single-family: A detached building designed for or occupied exclusively by one family, including a structure manufactured after June 15, 1976 which is certified and labeled as a manufactured home under 42 U.S.C. § 5401-5426, as amended, which when placed on-site:

- (a) Has any wheels, axles and pulling apparatus removed and is fastened or attached to a completely enclosed foundation in accordance with subchs. III, IV and V of ch. ILHR 21, Wis. Adm. Code, as amended. The ~~city building inspector~~ zoning administrator shall require a plan to be certified by a registered architect or engineer to insure proper support for the home; and
- (b) Is installed in accordance with the manufacturer's instructions; and
- (c) Is properly connected to utilities.

Dwelling, two-family: A detached or semi-detached building used for residential occupancy by two families living independently of each other, including a structure manufactured after June 15, 1976 which is certified and labeled as a manufactured home under 42 U.S.C. § 5401-5426, as amended, which when placed on-site:

- (a) Has any wheels, axles and pulling apparatus removed and is fastened or attached to a completely enclosed foundation in accordance with subchs. III, IV and V of ch. ILHR 21, Wis. Adm. Code, as amended. The ~~city building inspector~~ zoning administrator shall require a plan to be certified by a registered architect or engineer to insure proper support for the home; and
- (b) Is installed in accordance with the manufacturer's instructions; and

- (c) Is properly connected to utilities.

Section 20.07(7) General provision – aesthetic requirements:

(7) *Aesthetic requirements.* All dwellings located in the R-1, R-2, R-3 and R-4 residential districts shall comply with the following requirements:

- (a) Be fastened or attached to a completely enclosed continuous foundation in accordance with subch. III, IV and V, ch. ILHR 21, Wis. Adm. Code, or set on a comparable enclosed continuous foundation system approved by the ~~building inspector~~ zoning administrator, who may require a plan for such foundation to be certified by a registered architect or engineer to ensure proper support;

Section 20.27(3)(c) Exceptions to yard requirements:

- (c) ~~Within that portion of the C-2 district that is also within the Waterfront Redevelopment District, the city plan commission may, after review and recommendation by the Waterfront Design Review Board,~~ authorize a zero ~~lesser~~ side yard and/or a lesser street yard (setback) than required under subsection (2). The intent of this provision is to provide relief from the yard requirements in locations where it is desirable to create, recreate, or maintain a traditional downtown development pattern and character.

Section 20.31(2)(b) Off street parking requirements – unspecified uses:

- (b) *Unspecified uses.* In the case of a use not specifically mentioned in this section, the requirements for off-street parking facilities shall be the same as for the above mentioned uses which, in the opinion of the ~~building inspector~~ zoning administrator, shall be deemed most similar.

Section 20.32(1) Development standards for I-1A and I-2A districts – plan approval required:

- (1) *Plan approval required.* All new development within these districts is required to receive plan approval from the development review team. New developments include but are not limited to projects that involve new exterior building walls, fences, landscaping, parking lots, driveways, signs or other exterior improvements. The ~~building inspector~~ zoning administrator shall have the authority to give plan approval for minor improvements in accordance with the rules and regulations of the development review team and the development standards. Improvements existing on August 20, 1991, are not required to comply with these standards.

Section 20.35(1)(a) Board of appeals – powers:

- (a) To hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by the ~~building inspector~~ **zoning administrator** or plan commission.

Section 20.36(1), (2), (5), and (6) Enforcement:

- (1) The city council hereby designates the ~~building inspector~~ **zoning administrator** to enforce this chapter by means of land use permits, the cost of which shall be established by the city council.
- (2) The ~~inspector~~ **zoning administrator** shall not issue a permit for a structure or a use that is not allowed by this chapter. No structure shall be built, moved or altered, and no land use shall be substantially altered, until a land use permit has been issued, except that no permit shall be required for farm structures that are not intended to shelter humans.
- (5) Under rules established by the city council, the ~~inspector~~ **zoning administrator** may issue temporary permits of up to one year's duration.
- (6) In any district where public right-of-way exists, but a travelable street has not been developed, no permits for building purposes shall be issued until written certification, signed by the city engineer, is filed with the ~~building inspector~~ **zoning administrator** stating that a travelable street to serve the property will be developed within 90 days of date of certification.

Section 20.43(4)(b)3. Aesthetic design and site plan review – exemptions:

- 3. Uses or improvements that do not affect the exterior of buildings or site layout as determined by the ~~community development director~~ **zoning administrator** and which are consistent with the purposes of this section.

Section 20.43(5)(b) Aesthetic design and site plan review – procedures:

- (b) *Staff review.* The ~~community development director (or designee)~~ **zoning administrator** shall review the plans and accompanying material for conformance to the municipal code and shall coordinate additional review as may be appropriate by other city departments. The application shall then be referred to the aesthetic design and site plan review board for its consideration.

Section 20.43(7) Aesthetic design and site plan review – compliance:

- (7) *Compliance.* Upon the granting of a certificate of appropriateness the project plans and other materials upon which the certificate was granted shall be used by the ~~community development director~~ **zoning administrator** and/or building inspector to determine that the project is completed in compliance with the certificate of appropriateness and that there are no unauthorized deviations. Failure to correct any deficiency identified by the

~~community development director~~ **zoning administrator** or building inspector will constitute a violation of this section.

ORDINANCE # _____

**AMENDING CHAPTER 32 STURGEON BAY MUNICIPAL CODE PROPERTY MAINTENANCE BY
ADDING NATURAL LANDSCAPE AND PROVIDING REGULATIONS THEREFORE**

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

**SECTION 1 Section 32.04 of the Sturgeon Bay Municipal Code: Definitions, is repealed and
recreated to read as follows:**

32.04 Definitions.

For the purpose of this chapter, the following words and phrases will be defined as follows:

- (1) *Accessory structure.* A structure, the use of which is incidental to that of the main building and which is attached thereto or located on the same premises.
- (2) *Basement.* That portion of a building, the floor line of which is below the surface of the ground immediately adjoining it and its ceiling not more than four feet above lot grade.
- (3) *Building.* A combination of materials to form a construction adapted to permanent or temporary use for residence, business or storage.
- (4) *Deterioration.* The condition or appearance of a building or structure or part thereof, characterized by breaks, holes, rot, crumbling, cracking, peeling, rusting, inadequate paint or other evidence of decay or neglect.
- (5) *Dwelling.* Any structure designed for use by human occupants for sleeping and living purposes, whether occupied or vacant.
- (6) *Extermination.* The control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping; or by any other recognized and legal pest elimination methods approved by the health commissioner or county health department.
- (7) *Fence.* An independent structure forming a barrier at grade or between lots, between a lot and a street or an alley, or between portions of a lot or lots and includes a wall or lattice work screen but excludes a hedge or natural growth, or a barrier of less than eighteen inches in height which is used to protect plant growth.
- (8) *Garbage.* Garbage is all waste, animal, fish, fowl or vegetable matter incident to and resulting from the use, preparation and storage of food for human consumption.
- (9) *Infestation.* The presence of insects, rodents, vermin or other pests on the premises which constitute a health hazard.

- (10) *Junk*. Any old or scrap metal, metal alloy, synthetic or organic material or waste, or any junked, ruined, dismantled or wrecked motor vehicle or machinery, or any part thereof, whether salvageable or not. An un-licensed motor vehicle, at the discretion of local law enforcement officers, may be construed to be a junked motor vehicle.
- (11) *Lawn*. An area within the property that is planted in turf grasses and is kept mowed.
- (12) *Natural Landscape*. An area that would typically be planted in turf grasses but is planted in natural and or native grasses, plants, edible plants, or ground cover which may exceed the maximum height outlined in this chapter. The term natural lawn can be substituted for natural landscape throughout this ordinance. **(A natural landscape is not an unkempt lawn.)**
- (13) *Nuisance*.
- (a) Any public nuisance known at common law or in equity jurisprudence, or as provided by the statutes of the State of Wisconsin, or in the ordinances of the City of Sturgeon Bay.
 - (b) Any attractive nuisance which may prove detrimental to the health or safety of children in a building, on the premises of a building, or upon an unoccupied lot. This includes, but is not limited to: basements, excavations, abandoned iceboxes, refrigerators, motor vehicles, any structurally unsound fences or structures, lumber, trash, fences, debris or vegetation such as poison ivy, oak sumac, which may prove a hazard for inquisitive minors.
- (14) *Occupant*. Any person occupying or having use of a building, structure or premise or any part thereof.
- (15) *Operator*. Operators shall mean any person who has charge, care or control of a building, structure or premise or a part thereof.
- (16) *Owner*. Any person who alone, jointly, or severally with others, shall hold title to a building, structure or premise, or who shall be in actual possession of, or have charge, care or control of a building, structure or premises as an employee or agent of the title holder, or who shall be trustee or guardian of the estate or person of the title holder. For purposes of providing notice under this chapter, the city may rely on the presumption that the owner is the person or persons designated on the tax roll with respect to the premises.
- (17) *Person*. The word "person" shall include a corporation, firm, partnership, association, organization and any other group acting as a unit as well as individuals, including a personal representative, receiver or other representative appointed according to law. Whenever the word "person" is used in any section of this chapter prescribing a penalty or fine, as to partnerships or associations. The word shall include the partners or members hereof, and as to corporations, shall include the officers, agents or members thereof who are responsible for any violation of such section.
- (18) *Premises*. When used herein, the word "premises" shall include land, buildings, structures or any part thereof.

- (19) *Refuse*. All solid waste (except body waste) including but not limited to: garbage, rubbish, ashes, street cleanings, abandoned, nonlicensed or inoperable motor vehicles and solid market and industrial wastes.
- (20) *Repair*. To restore to a state of operation, serviceability or appearance in conformity with this chapter.
- (21) *Replace*. To remove an existing item or portion of a building or structure and to construct or install a new item of similar or improved quality as the existing item when it was new. Replacement will ordinarily take place when the item is incapable of repair.
- (22) *Rubbish*. Rubbish is the miscellaneous waste material, combustible and noncombustible, resulting from housekeeping and ordinary mercantile enterprises, and includes but is not limited to boxes, cartons, excelsior, paper ashes, cinders, tin cans, bottles and broken glass, rubber, grass clippings, brush, leaves and garden plants.
- (23) *Structure*. Anything construed or erected which requires location on the ground or is attached to something having location on the ground, including a building, fence free standing wall, sign or other advertising medium, whether detached or projecting.
- (24) *Substandard*. All buildings which do not conform to the minimum standards established by this chapter and by any other provisions of this Code or Ordinances or by the State of Wisconsin Administrative Code.
- (25) *Weathering*. Deterioration, decay, or damage by exposure to the elements.
- (26) *Yard*. An open space at grade on the same lot as a building or structure located between such building or structure and the adjoining lot line, and/or street line.

SECTION 2: Sections 32.06(2) and (3) of the Sturgeon Bay Municipal Code: Duties and Responsibilities of Owners and Operators, are repealed and recreated to read as follows:

- (2) *Maintenance and appearance of land*.
 - (a) The land surrounding the buildings and structures shall be kept free of hazards and clear of debris including, but not limited to, brush, weeds, broken glass, stumps, roots, obnoxious growths, filth, garbage, trash, refuse, old tires, and junk. The sole exception is where said debris has been properly placed for pickup by the city's waste disposal contractor, or other permitted outdoor storage pursuant to chapter 20 of the Municipal Code.
 - (b) Yards shall be provided with adequate lawn, ground cover or other acceptable decorative lawn treatment common in the Sturgeon Bay area unless areas are designated a natural landscape. Natural landscaped areas shall comply with section (3) of this chapter. Yards shall be trimmed to maintain a neat appearance. Turf lawns allowed to grow ten inches or taller shall be considered overgrown and in violation of this chapter. Any temporarily exposed areas shall be treated to prevent dust or the blowing or scattering of dust particles.

- (c) Every yard, court, driveway or other portion of the land shall be graded or drained so as to prevent the accumulation of stagnant water on any such surface. Driveways shall be maintained in good condition and repair.

(3) *Natural Landscape*

- (a) No registration required. Any owner of record of a property, may implement a planned natural landscaping area on their property up to 25% of front and side yard, and 50% of the back yard without registration or approval from the Weed Commissioner.
- (b) Registration required. Any owner of record of a property, may implement a planned natural landscaping area on their property up to 50% of front and side yard and 75% of the back yard upon approved registration with the Weed Commissioner. Registration shall include the following information:
 - 1. Natural landscapes must be registered and approved through the City's Weed Commissioner (Municipal Services Director) prior to the natural lawn being installed. The registration application form is on the City's website and is available in the Municipal Services office.
 - 2. A plan of the property drawn to scale, indicating the location of all property boundaries, structures, sidewalks, driveways, and roadways, and the boundaries of the proposed planned natural landscaping area. No boundary survey is required. Property boundaries and other information may be indicated on an aerial photograph or other suitable and readily available base map.
 - 3. A clear description, illustration, or photograph of the type(s) of edging proposed, including materials, height, and proposed placement. A raised edging is not required. A shoveled edge maintained by mowing and/or trimming is acceptable.
 - 4. A planting plan indicating the plant species and/or seed mixes to be used.
 - 5. Any proposed change in grade or excavation required beyond standard excavation and soil replacement for establishment of the planned natural landscaping area.
 - 6. Prior to choosing to implement periodic open burning to maintain any plants, flowers, or prairie landscape, contact the Fire Chief. Periodic mowing is the preferred maintenance option and open burning is not typically permitted unless done by a professional.
- (c) Natural landscaped areas must adhere to the following standards:
 - 1. Types of plantings:
 - a) Plantings may include forbs, grasses, edible plants, shrubs, or trees.
 - b) Plantings may be designed as rain gardens with plantings and grading specifically designed to receive and infiltrate rainwater or clear water flows.
 - c) Plantings shall be deliberately selected and arranged as part of a coherent overall plan. Overgrowth of conventional turf grasses or weeds, or any other

unmanaged vegetation growth, shall not constitute a planned natural landscaping area.

- d) No species listed on the Wisconsin Department of Natural Resources' Regulated Invasive Plants list, whether designated as Prohibited or Restricted, shall be permitted.
- e) Edging required. A planned natural landscape area must have a distinct and clearly defined border. The border may consist of any combination of mowed grass, fencing up to three feet in height, a permitted fence installed along a property line, or natural materials neatly arranged to create the appearance of an edge to contain the planned natural landscape.
- f) Plant height at maturity. Plant height shall be maintained at the appropriate maximum height at maturity for the specific species. University of Wisconsin Horticulture, Division of Extension shall be consulted in the event of dispute as to the appropriate maximum height for a particular plant.

(d) Location and maximum areas:

1. The natural landscaped area located in the front and/or side yard(s) is limited in size to less than fifty percent (50%) of the total square footage of the front and side yards.
2. The natural landscaped area located in the back yard or setback behind the rear plane of the principal building is limited in size to less than seventy-five (75%) of the back yard area.
3. A minimum distance of six feet (6') from streets, public sidewalks, shared driveways and fire hydrants.
4. Planned natural landscaping areas are strictly prohibited within City right of way.
5. Natural landscape areas shall not obstruct the vision triangle at intersection as outlined in Chapter 11.02(4)(v)2.

(e) Review and enforcement.

1. The City may at any time determine that a planned natural landscaping area violates the terms of this section. If this determination is made, the Weed Commissioner will notify the property owner in writing of the violation and give the property owner twenty-one (21) days to make corrections. The property owner will be required to contact the Weed Commissioner within ten (10) days to discuss the plan to correct the violation. If the Weed Commissioner finds an ongoing violation of the terms and conditions of the registered plan (fails to correct issues after notification), or if the Weed Commissioner determines that the planned natural landscaped area is harboring vermin or other pests.
2. Noncompliance. In the event of noncompliance with the citation, the Weed Commissioner may cause the premises to be mowed, or otherwise maintained and shall report the cost thereof in writing to the clerk-treasurer. This cost shall be entered on the tax roll as a special tax to be collected in the same manner as other

taxes. If noncompliance continues, the Community Protection and Services Committee may order the revocation of the registration of the natural landscaped area.

3. Appeal. Appeals may be made by submitting a letter in writing to the City Clerk asking for this issue to be reviewed by the Common Council.
- (f) Natural landscapes larger than described areas. Waivers for natural landscapes beyond the maximize size outlined in (3)(d) of this section will be considered on a case by case basis. If a resident would like to apply for a waiver the following steps must be followed.
1. Application for natural landscape. Any owner of land in the City of Sturgeon Bay may apply for approval of a land management plan for a natural landscape, one where grasses exceed the inches in height and are of a size larger than outlined in (3)(d) of this section, with the City Clerk. Approvals, conditional approvals or denials of the land management plan shall be by majority of the community protection and services committee.
 - a) *Land management plan* means a written plan relating to management of the landscaped area which contains a description of the area of the lawn upon which the ground covering will exceed ten inches in height, a statement of intent and purpose for said area, a general description of the vegetation types, plants, and plant succession involved, and the specific management and maintenance techniques to be employed. The land management must include provisions for maintaining areas within the setbacks as outlined in (3)(d) of this section.
 - b) *Revocation of the land management plan.* The land management plan may be revoked for failure to comply with the general requirements of this chapter, solely as modified by an approved land management plan. Notice of intent to revoke a land management plan may be issued by majority vote of the community protection and services committee. The community protection and services committee's decision may be appealed to the Common Council. All applications for appeal shall be submitted to the City Clerk's office within 15 days of notice of intent to revoke a land management plan, or the right of appeal shall be deemed waived.
 - c) *Application requirements.* Each application for a land management plan shall be on an application form provided by the city clerk. A copy of the application shall be mailed by the city clerk or given personally by the city clerk to each of the owners of record, as listed in the office of the city assessor, who are owners of the property situated in whole or in part within 200 feet of the boundaries of, the properties affected. The city clerk shall certify that such owners have been duly notified. The notified property owners shall have 15 days from the date of notice to file written objections to the application with the city clerk. Following said 15-day period, the city clerk shall refer the application materials and objections, if any, to the community protection and services committee for hearing and

decision at the next regularly scheduled community protection and services committee meeting. The applicant and those property owners who filed written objections shall be notified of the meeting. Notice shall be by the city clerk mailing copies of the agenda to said persons no less than five days prior to the meeting. If there is insufficient time to mail such notice, the hearing and decision shall be set over to the next subsequent meeting unless the applicant provides written waivers of notice from the applicant and the objecting property owners.

2. *Application for appeal.* The owner or operator of land in the City of Sturgeon Bay may appeal a decision of the board of appeals refusing to grant a land management plan. The fee for appeals shall be set by resolution of the common council. All appeals shall be to the board of appeals which shall hear such appeals as necessary. All applications for appeal shall be submitted within 15 days of notice of denial of the land management plan, or the right of appeal shall be deemed waived.

SECTION 3: Section 32.06(4) of the Sturgeon Bay Municipal Code: Duties and responsibilities of owners and operators; Application to All Premises, is created to read as follows:

(4) *Application to all premises.* This chapter applies whether or not the premises are temporarily or continuously occupied or unoccupied, inhabited or uninhabited, commercial or noncommercial, and whether or not there is a structure, building or other improvement on the land.

Section 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5: This ordinance shall take effect on and after its passage and publication.

Adopted by the Common Council of the Surgeon Bay, Wisconsin, this ____ day of _____, 2023

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to approve a zoning map amendment from Agricultural (A) to Light Industrial (Industrial Park) (I-1A) for parcel #281-64-80000104 located at 1605 Shiloh Road owned by Christine M. Mueller.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: June 21, 2023

Introduced by_____.

Moved by Alderperson_____, seconded by Alderperson
_____that said recommendation be adopted.

Passed by the Council on the _____day of_____, 2023.

Staff Report
Zoning Map Amendment: A to I-1A
1605 Shiloh Road: Parcel #281-64-80000104

Background: Doug Mueller, who is representing his sister-in-law, the current owner of the land, requests the rezoning of the parcel located at 1605 Shiloh Road from agriculture (A) to light industrial (I-1A). The property is parcel #281-64-80000104 which is 2.187 acres in size. The parcel currently contains a building, and the rest of the property has been used as outdoor storage for Mueller Trucking and Repair. Mr. Mueller wishes to build commercial storage buildings on the property which would clean up the existing outdoor materials. Commercial storage buildings are not a permitted use in the agricultural district; however, they are a conditional use in the I-1A district.

Existing Conditions: Currently the parcel is zoned agricultural. It has been used as an outdoor storage space for a long time for various semi-trailers and other materials. There is an existing building on the west side of the property that will remain. To the north of the property is zoned heavy-industrial (I-2) and is where the city's industrial park lies while to the west, south, and east is all zoned agricultural. To the east of the property is the Ahnapee State trail and there are residences on the other agriculture parcels surrounding the site.


Comprehensive Plan: The 2040 Comprehensive Plan's Future Land Use Designation for the lot is Agricultural/Rural. That land use category is established to preserve productive agricultural and forest lands in the long-term and protect existing farm operations from encroachment by incompatible uses. It borders the Industrial classification. The site is not farmland and is not adjacent to agricultural operations. Given that it is already developed into an industrial/commercial, it is not compatible with the future land use designation. If the property were rezoned to Light Industrial, it would be no less conforming with the agricultural/rural land use designation under the comprehensive plan. The City could consider a Comprehensive plan amendment for the future land use map.

Other Considerations: The main reason to go with I-1A over I-1 or other zoning classifications is that the I-1A district has additional development standards. Per 20.08(1)(I), "the I-1A district is intended to provide space for the same industrial and manufacturing uses permitted in the I-1 district, but subject to the additional development standards contained in section 20.32 of this chapter. This district provides property owners additional protection by requiring specific landscape and building design criteria for new development. It is intended primarily for the Sturgeon Bay Industrial Park." This area could become an extension of the industrial park.

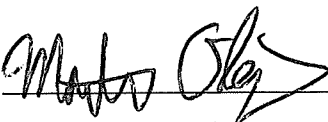
This project would remove the current materials on the property and would be an improvement to what currently exists on this parcel. It is noted that if the rezoning is approved, the project would also require a conditional use approval and approval from the Industrial Park Development Review Team.

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

Recommendation: Approve the zoning map amendment for parcel #281-64-80000104 from Agricultural (A) to Light Industrial (I-1A).

Prepared By: 
Stephanie Servia
Planner / Zoning Administrator

6/14/2023
Date

Reviewed By: 
Marty Olejniczak
Community Development Director

6/16/2023
Date

C230503-6

**CITY OF STURGEON BAY
ZONING/REZONING
APPLICATION**

STAFF USE:

Date Received:

Fee Paid:

Received By:

5/3/2023

\$ 400.00 + 50.00 = 450.00

CS

	APPLICANT/AGENT	LEGAL PROPERTY OWNER (if different)
Name	David O'Brien	Doug Mueller
Company	Bayland Buildings	1605 Shiloh Road
Street Address	P.O. Box 13571	5822 W Whitefish Bay Road
City/State/Zip	Green Bay, WI 54307	Sturgeon Bay 54235
Daytime Telephone #	920-371-6200	920-655-8573
Email	dobrien@baylandbuildings.com	douglas.mueller@jmsquared.com
STREET ADDRESS OF SUBJECT PROPERTY: <u>1605 Shiloh Road</u>		
Location if not assigned a common address: _____		
TAX PARCEL NUMBER: <u>2816480000104</u>		
CURRENT ZONING CLASSIFICATION: <u>Agricultural (A)</u>		
CURRENT USE AND IMPROVEMENTS: <u>VACANT</u>		
ZONING DISTRICT REQUESTED: <u>1-1A light Industrial</u>		
COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: <u>Agriculture/Rural</u>		
PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:		
North:	<u>Heavy Industrial</u>	
South:	<u>Ag/Rural State Trail / Residential</u>	
East:	<u>Ag/Rural State Trail / Residential</u>	
West:	<u>Ag/Rural Residential</u>	

ZONING AND USES OF SURROUNDING PROPERTIES:

North: Heavy Industrial ; Salvage/Recycling facility
South: Ag ; Ahnapee Trail + Residential
East: Ag ; Residential
West: Ag ; Residential

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? Yes or No (circle) IF YES, EXPLAIN: No

Attach an 8-1/2"x 11" detailed site plan (if site plan is larger than 8-1/2"x 11", also include 15 large sized copies), full legal description (preferably digital), 8-1/2"x 11" location map, construction plans for the proposed project, and Agreement for Reimbursement of expenses. Site plan shall include dimensions of property, pertinent structures and buildings, proposed site improvements, signature of person who drew plan, etc.

D. Mueller
Property Owner

5/3/2023
Date

[Signature]
Applicant/Agent

5/3/2023
Date

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

5/3/2023
Date of review meeting.

Applicant signature

Staff signature

Attachments:

Procedure & Check List

Agreement for Reimbursement of Expenses

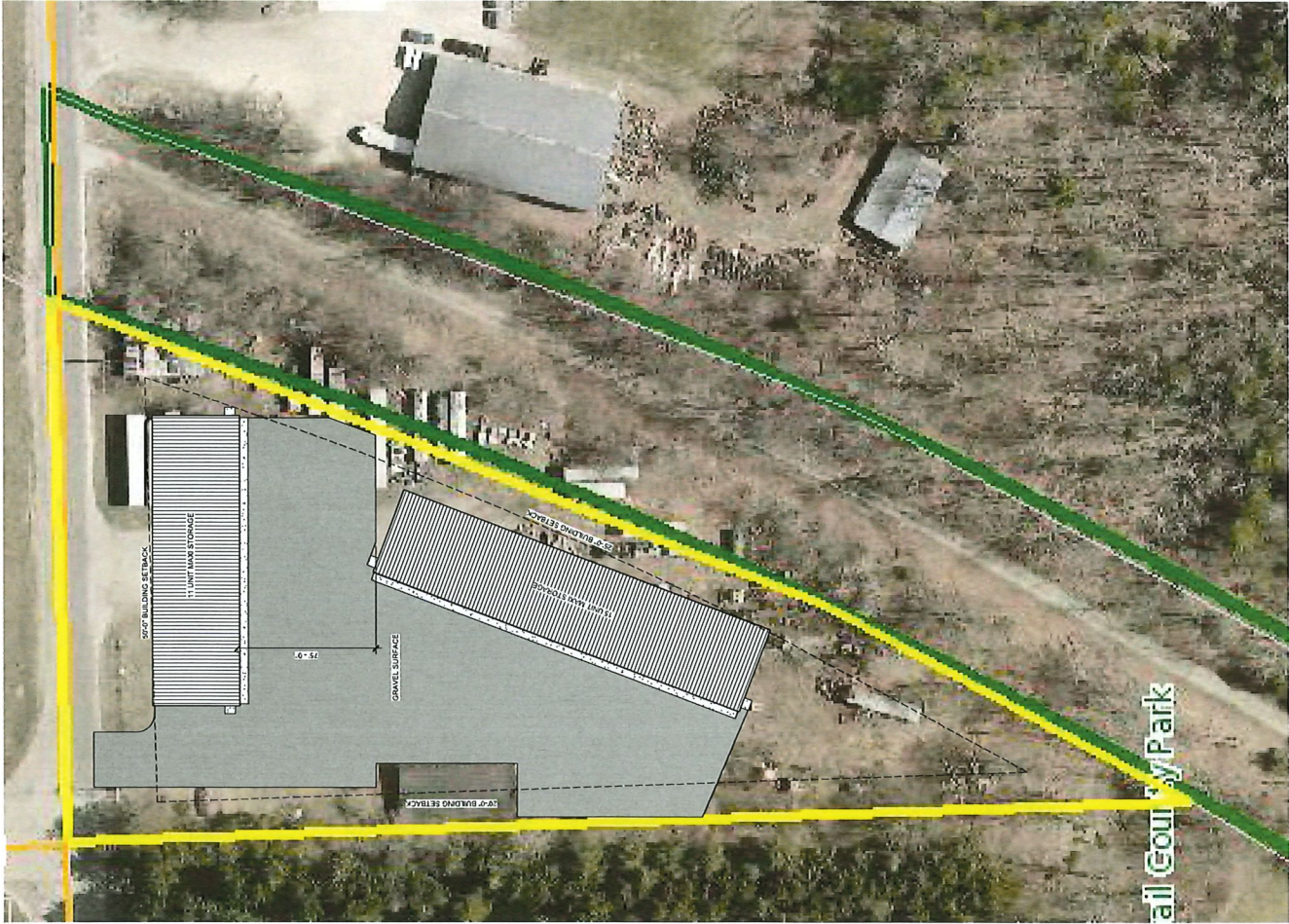
STAFF USE ONLY

Application conditions of approval or denial:

Date

Community Development Director

Conceptual Plan



SITE PLAN - PROPOSED
1/4" = 1' SCALE

SITE CALCULATIONS & INFORMATION

TOTAL LOT AREA *	50 FT.	ACRES
BUILDING AREA (EXISTING) *	50 FT.	
ASPHALT AREA (EXISTING) *	50 FT.	
ASPHALT AREA (PROPOSED) *	50 FT.	
CONCRETE AREA (EXISTING) *	50 FT.	
CONCRETE AREA (PROPOSED) *	50 FT.	
GRAVEL AREA *	50 FT.	
TOTAL IMPERVIOUS SURFACE *	50 FT.	
GREENSPACE AREA *	50 FT.	
TOTAL PARKING STALL COUNT *	50 FT.	
ADA STALLS REQUIRED	50 FT.	

ISSUED FOR: CHECKED DATE: BY:

☒ PRELIMINARY

☐ BID SET

☐ DESIGN REVIEW

☐ CHECKSET

☐ CONSTRUCTION

SITE PLAN

C1.0

BAYLAND

BAYLAND BUILDINGS
P.O. BOX 13571 GREEN BAY, WI 53007
P.O. BOX 13571 GREEN BAY, WI 53007
920-352-7870 FAX 920-352-7870
WWW.BAYLANDBUILDINGS.COM

DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR: 23-3032

CITY, WISCONSIN; COUNTY OF:

SCALE VERIFICATION

JOB NUMBER: 23-3032

PROJECT EXECUTIVE: BRIAN PETERS (920) 352-7870

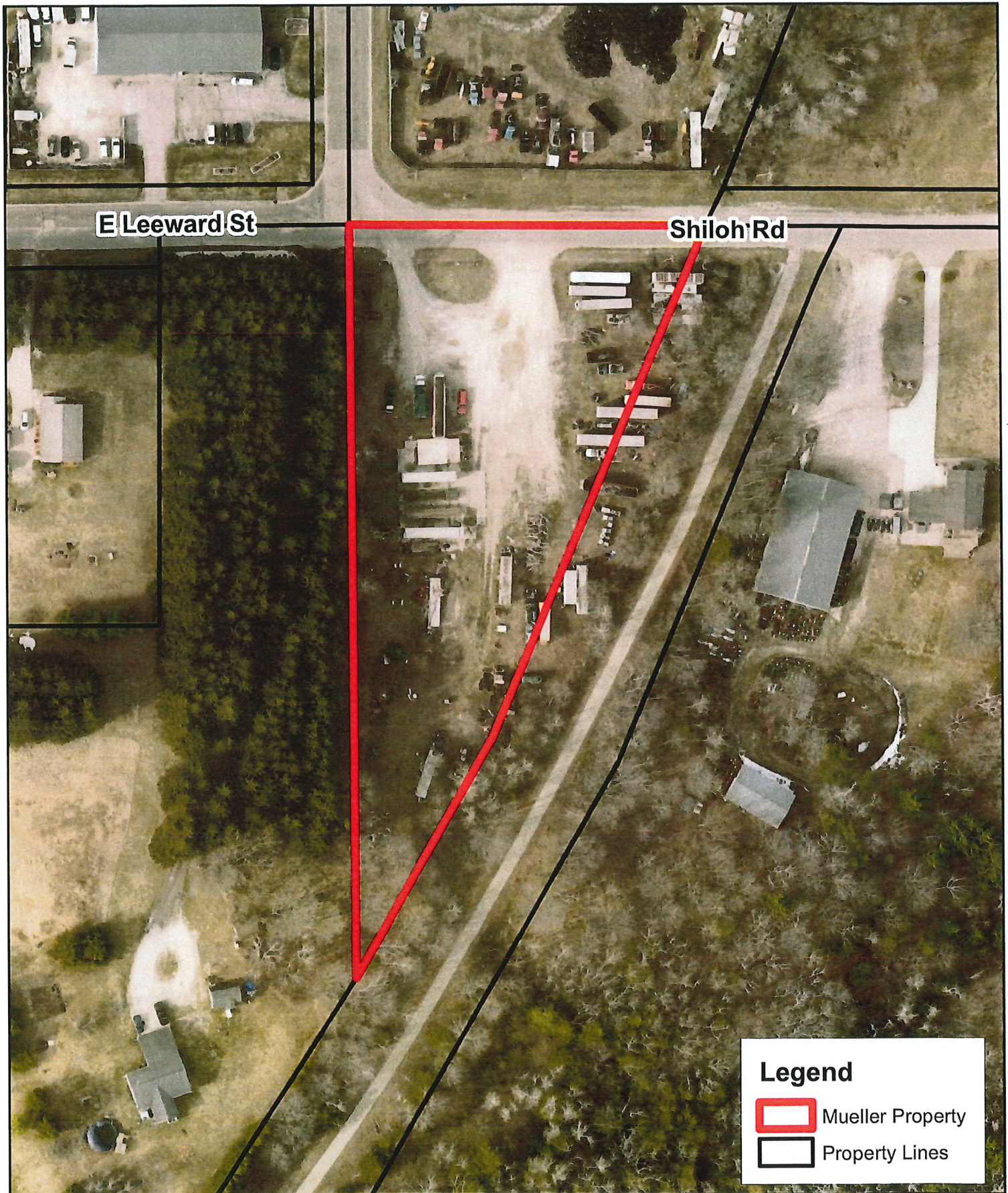
DRAWN BY: DPO

DATE: 3-10-2023

REVISIONS:



Mueller Maxi Storage Parcel # 281-64-80000104



0 0.015 0.03 0.06 0.09 Miles

Mueller Trucking Aerial



© All EagleView Technology Corporation

ORDINANCE NO. _____

An Ordinance to Rezone Parcel #281-64-80000104 located at 1605 Shiloh Road.

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

SECTION 1: The following described property is hereby rezoned from Agricultural (A) to
Light Industrial (Industrial Park) (I-1A):

A parcel of land located in Section 20, Township 27 North, Range 26 East,
City of Sturgeon Bay, Door County, Wisconsin and more particularly
described as that portion of Subdivision 80 lying westerly of the former
Ahnapee & Western Railroad right-of-way being a part of the NW ¼ of the
NW ¼, Section 20, Town 27 North, Range 26 East.

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

Approved:

David Ward
Mayor

Attest:

Stephanie Reinhardt
City Clerk

Executive Summary Local Transportation Board Ordinance

Background: In March the Common Council approved a recommendation from the Parking & Traffic Committee to combine the Parking & Traffic Committee with the Bicycle and Pedestrian Advisory Board. In order to implement that recommendation, an ordinance is required. This ordinance repeals the Bicycle and Pedestrian Advisory Board and replaces it with the new board called the Local Transportation Board. The name of the new board can be modified if desired. The Parking & Traffic Committee is also repealed from the list of standing committees of the Council. However, if the Council desires to retain a separate parking & traffic standing committee, it could eliminate that part of the new ordinance.

The proposed ordinance establishes the purpose, membership, and duties of the Local Transportation Board. The listed duties are intended to cover both the items that currently the Parking & Traffic Committee typically addresses and the items that the BPAB typically addresses.

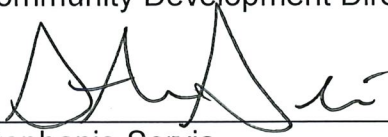
Two readings of the ordinance are required to enact it.

Options: The Council can approve or reject the ordinance. It also could modify specific provisions within the ordinance.

Recommendation: Staff recommends approval of the ordinance

Prepared by: 
Marty Olejniczak
Community Development Director

6/29/2023
Date

Reviewed by: 
Stephanie Servia
Planner/Zoning Administrator

6/29/2023
Date

Reviewed by: 
Josh Van Lieshout
City Administrator

6/29/23
Date

ORDINANCE NO. _____

An ordinance to repeal the Bicycle & Pedestrian Advisory Board and the Parking & Traffic Committee and create the Local Transportation Board

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

SECTION 1: Section 1.167 of the Municipal Code (Bicycle and Pedestrian Advisory Board) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

- (1) *Created.* The Local Transportation Board of the City of Sturgeon Bay is hereby created.
- (2) *Purpose.* The purposes and tasks of the Local Transportation Board are to assist the common council in creating and implementing plans, goals, and policies involving vehicular, transit, bicycle, and pedestrian traffic and parking issues (transportation) for the City of Sturgeon Bay; to assist in the future planning and budgeting for municipal transportation and parking related facilities; and to promote all modes of local transportation including recreational travel.
- (3) *Membership; officers.* Members of Local Transportation Board shall be appointed by the mayor, subject to confirmation by the common council. The board consists of five members as follows:
 - a. Three alders from the common council.
 - b. Two citizen members who shall be residents of the city. The citizen members shall serve a term of three years except that of the initial members so appointed, one member shall serve a term of three years and one member shall serve a term of two years. Thereafter, the term for each citizen member shall be three years. Members may be reappointed.
 - c. *Officers.* The mayor shall appoint one of the members from the common council to serve as the chairperson. The board shall elect a vice-chairperson.
- (4) *Duties.* The Local Transportation Board shall act in an advisory capacity to the common council. It may also make recommendations to the parks and recreation committee and plan commission as necessary. The board shall have the following duties:
 - a. Review existing plans and policies related to modes of transportation and parking facilities and prioritize implementation

measures. Advise and assist the city regarding the details of plans, goals, policies, and activities relating to such plans.

- b. Develop funding ideas for implementation of improvements.
- c. Pursue grants and other related local transportation facility enhancement funding.
- d. Develop and/or promote educational and marketing materials including safety tips, promotion of the benefits of biking/walking, and maps.
- e. Review requirements for gaining recognition for the city's efforts in providing bicycle and pedestrian transportation and recreation facilities (e.g. Bicycle Friendly Community, etc.) and recommend steps for the city to qualify for such recognition or status, if appropriate.
- f. Review locations and design of public parking facilities, restrictions for on-street public parking (no parking zones, time limits, accessible spaces, etc.).
- g. Review traffic signage, crosswalks, and speed limits along local streets.
- h. Other tasks as needed or delegated to it by the common council as related to the board's stated purpose in subsection (2).

SECTION 2: Section 2.03 (2) of the Municipal Code (Committees) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

(2) *Standing committees.* The following standing committees shall be appointed annually at the first meeting after election: board of public works, finance/purchasing and building committee, personnel committee, community protection and services committee, ~~parking and traffic committee~~ and parks and recreation committee.

SECTION 3: The ordinance shall take effect on the day after its publication.

Approved:

David Ward
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the funds transfer of \$14,570 from line 10-400-000-59096 to cover the additional project costs for heating and insulating the cold storage building.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING COMMITTEE
By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 13, 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

Date: June 7, 2023

Title: Insulating and Heating Cold Storage Building

Background: I reached out to three separate heating contractors in the area for pricing to develop a plan for state approval, submit plan, plumb and install heating units in the cold storage building.

Eagle Mechanical
850 S. Lansing Ave
Sturgeon Bay, WI
Price: \$23,793

Wulf Bros.
155 E. Walnut St.
Sturgeon Bay, WI
Price: \$32,085

August Winter & Sons, Inc
2323 N. Roemer Rd
Appleton, WI
Price: \$48,764

Price to insulate is \$14,777

Price for electrical work is estimated at \$1000

Total project cost: \$39,570


The 2023 capital budget line 10-160-000-59015 included \$25,000 for the project.

The 2023 capital budget line 10-400-000-59096 Annual Crack Fill line had \$191,000. The contract for the project was awarded at \$71,245 leaving a balance of \$119,755

Fiscal Impacts: \$33,790 for the entire project as outlined in RFP.

Recommendation: Staff recommends transferring \$14,570 from budget line 10-400-000-59096 to cover the additional costs of the project.

Prepared By:



Mike Barker
Municipal Services Director

Date: 6-7-23

Prepared By:



Chad Shefchik
City Engineer

Date: 6-7-23

Reviewed By:

Valerie Clarizio
Finance Director

Date: _____

Reviewed By:

Josh VanLieshout
City Administrator

Date: _____