## AGENDA CITY OF STURGEON BAY CITY PLAN COMMISSION

Wednesday, October 15, 2014 7:00 p.m. Council Chambers, City Hall 421 Michigan Street

- 1. Roll call.
- 2. Adoption of agenda.
- 3. Approval of minutes from September 17, 2014.
- 4. Public comment on non-agenda items.
- Conditional use request from Michelle Denil for a Bed & Breakfast establishment, located at 825 W. Elm Street.

Presentation
Public hearing
Consideration of

6. Presentation of:

Conceptual Planned Unit Development for Sawyer Hotel Development, LLC,

located at the former Door County Co-op property, 92 E. Maple Street.

7. Presentation of:

Conceptual Planned Unit Development for Conchco II, LLC dba Tugboat Sally's

Brewery & Restaurant, located at the former Door County Co-op property, 92 E.

Maple Street.

8. Adjourn.

#### NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

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

Plan Commission Members:
Dan Wiegand – Chair
Ed Ireland
Mike Gilson
Laurel Brooks
Jeff Norland
Steve Parent
Dennis Statz

3:00 p.m. 10/10/14 CN

#### CITY PLAN COMMISSION

Wednesday, September 17, 2014

A meeting of the City Plan Commission was called to order at 7:00 p.m. by Chairperson Dan Wiegand in Council Chambers, City Hall, 421 Michigan Street.

**Roll call:** Members Mike Gilson, Dennis Statz, Laurel Brooks, Steve Parent, Ed Ireland, Jeff Norland, and Dan Wiegand were present. Also present were Community Development Director Marty Olejniczak and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Statz, seconded by Ms. Brooks to adopt the following agenda:

- 1. Roll call.
- 2. Adoption of agenda.
- 3. Approval of minutes from July 30, 2014.
- 4. Public comment on non-agenda items.
- 5. Consideration of: Revised site plan for conditional use 8-unit apartment building on Lot 6 of Marina View Subdivision Thorn St.
- 6. Consideration of: Vacation of portion of N. Ithaca Avenue
- 7. Consideration of: Updates regarding West Waterfront Redevelopment Project.
- 8. Consideration of: Steering Committee for UW-Landscape Architecture Capstone Project.
- 9. Adjourn.

Carried.

**Approval of minutes from July 30, 2014:** Moved by Mr. Norland, seconded by Ms. Brooks to approve the minutes from July 30, 2014. Carried.

Public comment on non-agenda items: No one spoke during public comment.

Consideration of: Revised site plan for conditional use – 8-unit apartment building on Lot 6 of Marina View Subdivision – Thorn St.: Mr. Olejniczak stated that this building had been approved at the last meeting. Since then, Mr. Schott thought by turning the building 90 degrees it would be a better fit on the lot. This would allow the garage buildings to be further apart and the 5' x 5' bumpout for utilities can be relocated. It meets all setback requirements. The Aesthetic Design and Site Plan Review Board had also given their approval.

After a short discussion, it was moved by Mr. Gilson, seconded by Mr. Norland to approve the revised site plan, subject to all other conditions of the Plan Commission approval on July 30, 2014 remain in effect. All ayes. Carried.

Consideration of: Vacation of portion of N. Ithaca Avenue: Mr. Olejniczak stated that approximately 3 years ago the City received a request from the owner at the end of Ironwood Street to vacate the north end of Ithaca Street, which is a dead end street that has never been fully improved. Plan Commission recommended approval of the request, but the Council opted to narrow the right-of-way of Ithaca Ave. to 20 feet for the entire block, which would basically turn the street into an alley. The City Attorney drafted the necessary document, but was rejected by the Register of Deeds due to problems with the legal description. Since then, the problem has been resolved and is recommended to begin the process all over again. If a recommendation to Council is approved, a public hearing would be held. If the partial street

vacation is approved, each abutting property owner would receive 20' of property and the center 20' of the street would remain as right-of-way for access to the back of the lots.

Mr. Gilson asked how someone would turn around in the alley. Mr. Olejniczak responded that the only people using that alley should be the property owners. Some type of hammerhead could be made on the end.

After further discussion, it was moved by Mr. Wiegand, seconded by Ms. Brooks to recommend to Council to vacate the easterly 20 feet and the westerly 20 feet of Ithaca Avenue from Juniper Street north to the end. All ayes. Carried.

Consideration of: Updates regarding West Waterfront Redevelopment Project: Mr. Olejniczak presented a power point presentation in regard to the Westside Waterfront. He updated the Plan Commission regarding the evolving nature of the redevelopment and current status of the plans and projects. He explained the different grants that had been received relating to the grain elevator, soil testing, improvements, etc. He also explained that the City didn't have rights to the whole property to the bulkhead line. The land that was filled remains owned by the State under the Public Trust Doctrine.

Local developers have shown strong interest in constructing a boutique hotel, as well as a brewery/restaurant on the Co-op property. A Tax Increment Financing District has been developed for this area. There is also a potential residential developer interested in the property on the corner of Maple St. and Madison Ave. where the current Bargain Corner is located.

Mr. Olejniczak answered questions regarding environmental liability, but no action was necessary.

Consideration of: Steering Committee for UW-Landscape Architecture Capstone Project: Mr. Olejniczak stated that there is a student at UW Madison in the landscape architecture program that would like to complete his Senior Capstone Project by planning and designing for Egg Harbor Road. There would be no cost to the City, except possibly gas expense for a trip to Sturgeon Bay and materials. The student, Konner Kearney, has a summer home in Door County. As part of the project, he needs a local steering committee. Since the Plan Commission was the steering committee for the Comprehensive Plan, it was recommended that the Plan Commission be the steering committee for this project. The project would take place over the school year.

The Commission agreed that this would be a good project. Moved by Mr. Wiegand, seconded by Ms. Brooks that the Plan Commission become the steering Committee for the Capstone Project. All ayes. Carried.

**Adjourn:** Moved by Ms. Brooks seconded by Mr. Statz to adjourn. Carried. Meeting adjourned at 7:35 p.m.

Respectfully submitted.

Cherry noult

Cheryl Nault

Community Development Secretary

#### COMMUNITY DEVELOPMENT DIRECTOR'S REPORT to the CITY OF STURGEON BAY PLAN COMMISSION OCTOBER 10, 2014

#### Conditional Use - Bed & Breakfast Establishment - Denil

**Petition:** Michelle Denil petitions for a conditional use permit to operate a Bed & Breakfast Establishment within a Single-Family Residential (R-1) zoning district. The B & B would contain two bedrooms for rent to guests with a third bedroom potentially available if needed to accommodate a family. The subject property is 825 W. Elm Street (parcel #281-22-95000101).

**Existing Conditions:** The dwelling is a two-story single-family home owned recently purchased by Denil. It is located at the southeast corner of Duluth and Elm. The property has a driveway connecting to both Elm Street and Duluth Avenue. To the north across Elm Street is the Sunrise Shores Manufactured Home Park. To the south, east and west are single-family homes. The manufactured home park is zoned Residential - Manufactured Homes (R-M), while the rest of the adjoining parcels are zoned R-1.

**Comprehensive Plan:** The Future Land Use Map of the Sturgeon Bay Comprehensive Plan designates the subject parcel within the higher density single-family residential categories. This is an area comprised of predominantly single-family detached homes at a density of up to 8 dwellings per acre. There does not appear to be any recommendations or other provisions of the Comprehensive Plan that affect this proposal.

**Other Considerations:** Under the Sturgeon Bay Zoning Code, a B & B must be the owner's personal residence, be occupied by the owner at the time of rental, provide not more than eight rooms for guests, and the only meal served to guests is breakfast. In addition, the facility must be licensed by the state and have at least one off-street parking space per room (in addition to the two spaces required for the residence). Signage is limited to a single identification sign not to exceed eight square feet.

The subject site appears to comply with the minimum requirements. The applicant is expanding the parking area to accommodate five vehicles. This parking area must be paved.

The applicant currently resides at a different property in Sturgeon Bay. It is her intent to move to the subject property after selling the current residence. Her plan is for her adult child to operate the B & B and reside at the property until that time.

The restrictions placed on B & B's are designed to allow them to fit into residential neighborhoods without disrupting the overall character. Oftentimes, B & B's are well maintained buildings with neatly landscaped yards, thereby helping to enhance and protect the quality of the area.

**Fiscal Impact:** The B & B would be subject to the accommodations (room) tax. 5.5% of the rental fee is collected. The City retains 30% of this fee with the rest going to the Door County Tourism Zone for marketing purposes. There is not expected to be a significant impact on property taxes or municipal services.

**Recommendation:** The proposal is consistent with the criteria for conditional uses. The recommendation is for approval of the proposed B & B, subject to the following:

- 1. The establishment shall be restricted to three rooms for rent to transient guests.
- 2. The establishment shall be licensed by the Wisconsin Department of Health and Family Services.
- 3. The establishment shall meet all requirements for B &B's in the municipal code, including payment of the accommodations (room) tax.

### CITY OF STURGEON BAY CONDITIONAL USE PERMIT APPLICATION

Date Received:	9-11-14
Fee Paid \$	300
Received By:	<u> </u>

	APPLICANT/AGENT	LEGAL PROPERTY OWNER (if different)	
Name	Michelle Denil		
Company			
Street Address	839 Circle Ridge Circle		
	J		
City/State/Zip	Sturgeon Bay W1 54235 920-493-0824		
Daytime Telephone No.	927-493-0824		
Fax No.			
STREET ADDRESS OF SUBJECT PROPERTY: 825 W. Elm Stv. Location if not assigned a common address:			
TAX PARCEL NUMBER: _	281-2295000101		
CURRENT ZONING CLASSIFICATION: R-1			
CURRENT USE AND IMPROVEMENTS:  1 family residence to be used as Bed & Breakfast			
IDENTIFY MUNICIPAL CODE SECTION PERTINENT TO REQUEST AND STATEMENT OF SPECIFIC ITEM BEING REQUESTED FOR REVIEW:  Chapter 20- Zoning Code - Sub-chapter 20.09 Section 2 Item Sub-section 2- F			
ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:  North: R-M  South: R-1  East: R-1  West: R-1			

	DING PROPERTY UNDER COMPREHENS	IVE PLAN:
PROPOSED USE OF SURROUNI North: Residential	DING PROPERTY ONDER COM. TELLES	IVE : EAG.
South: Residential		
East: Residential		
West: Residential		
		!
HAVETHERE BEEN ANY VARIAN	ICES, CONDITIONAL USE PERMITS, ETC.	GRANTED PREVIOUSLY FOR THIS
PROPERTY? (D) IF YES, E	XPLAIN: Unaware of any variances	
<u> </u>		
		-
***	e plan (if site plan is larger than 8-1/2" x 11"	" alea include 15 large sized copies)
full legal description (preferably o	on disk), 8-1/2 x 11" location map, construc	ction plans for the proposed project
and Agreement for Reimburseme	ent of expenses. Site plan shall include	e dimensions of property, pertinen
structures and buildings, propos	ed site improvements, signature of perso	on who drew plan, etc.
W. 1 11 D.	$\mathcal{N}_{\mathcal{N}_{n}}$	8-28-14
Michelle Venil	Illichelle wenne	Date
Property Owner (Print Name)	Signature	Date
Applicant/Agent (Print Name)	Signature	Date
hbusan-s S	-	
I, Michelle Denil	, have attended a review meeting w	vith at least one member of staff
and understand that I am respon	nsible for sign placement and following a	ill stages listed on the check list in
regard to the applicant.		
	A1141.00 ()011.9	Martin Olejniczak
09-04-2014	Applicant Signature	Staff Signature
Date of review meeting	, Applicant Signature	Olun Olymun
*** 1		
Attachments: Procedure & Check List		
Agreement For Reimbursement	f of Expenses	
Agreement of terms		
STAFF USE ONLY		
Application conditions of approval	or denial:	
	The state of the s	
Date	Community Development Directo	

To: Sturgeon Bay Planning Commission

Subject: 825 W. Elm

My plan for this property is to open a Bed and Breakfast. As of this date I have enclosed property with cedar trees and knocked off the stone steps at the back entrance. The stone steps are in the process of being replaced with a small deck, with steps to the back entrance. My planned open date is February 1st....although its looking more like it may be March 1st. I would like to use March, April, May as a dry run for the "season". I will be open year round, actually, I think the winter might be as busy as the summer considering winter activities and the barn for "toy parking.

We are also currently expanding the parking area to accommodate 5 vehicles off street.

The house is currently 4 bedroom 1 bath. I am adding a bath to the upstairs. I will only be using 2 bedrooms as part of the B&B, unless a family with children need to use the 3rd vacant bedroom. The final bedroom will be reserved for the B&B operator.

The properties location is high traffic to the park. Thus my focus group will be sports minded people who would also have use of the barn for there bikes, boats, skis etc.

#### PUBLIC HEARING NOTICE

The City of Sturgeon Bay Plan Commission will conduct a public hearing in the Council Chambers, 421 Michigan Street, Sturgeon Bay, Wisconsin on Wednesday, October 15, 2014, at 7:00 p.m. or shortly thereafter, regarding a petition from Michelle Denil, for a conditional use permit for a bed and breakfast establishment. The subject property is located at 825 W. Elm Street, parcel #281-22-95000101. The application is on file with the Community Development Department, located at 421 Michigan Street, and can be viewed weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to give testimony in favor or against the proposed conditional use, either in person at the hearing or in writing (must be received by 4:00 p.m., October 15<sup>th</sup>).

By order of: City of Sturgeon Bay Plan Commission

# Location Map Public Hearing - Denil Conditional Use Request

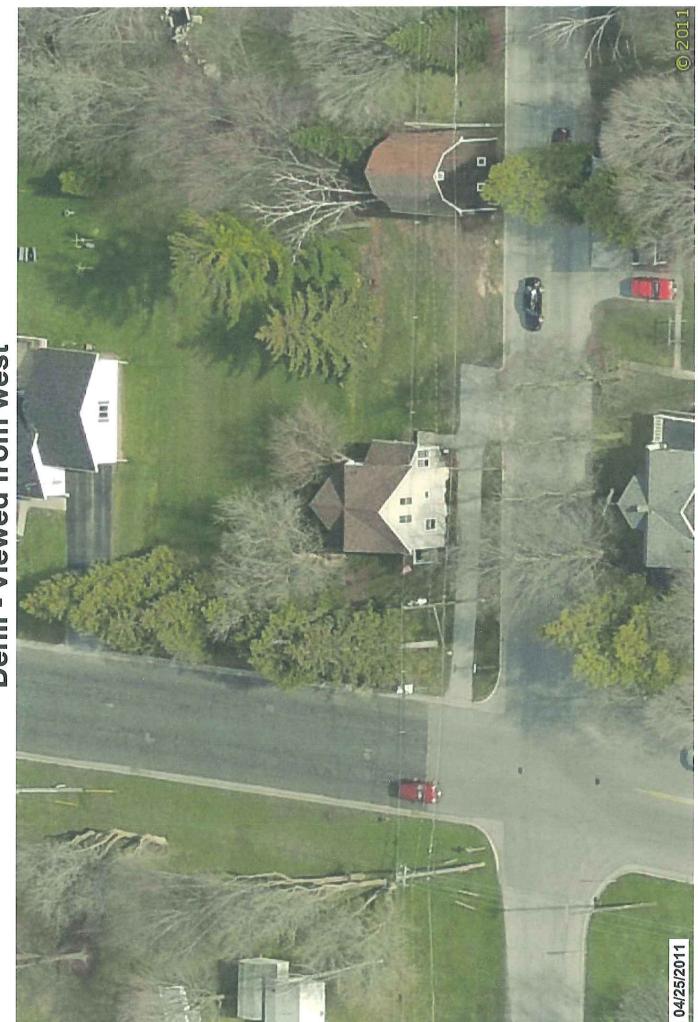




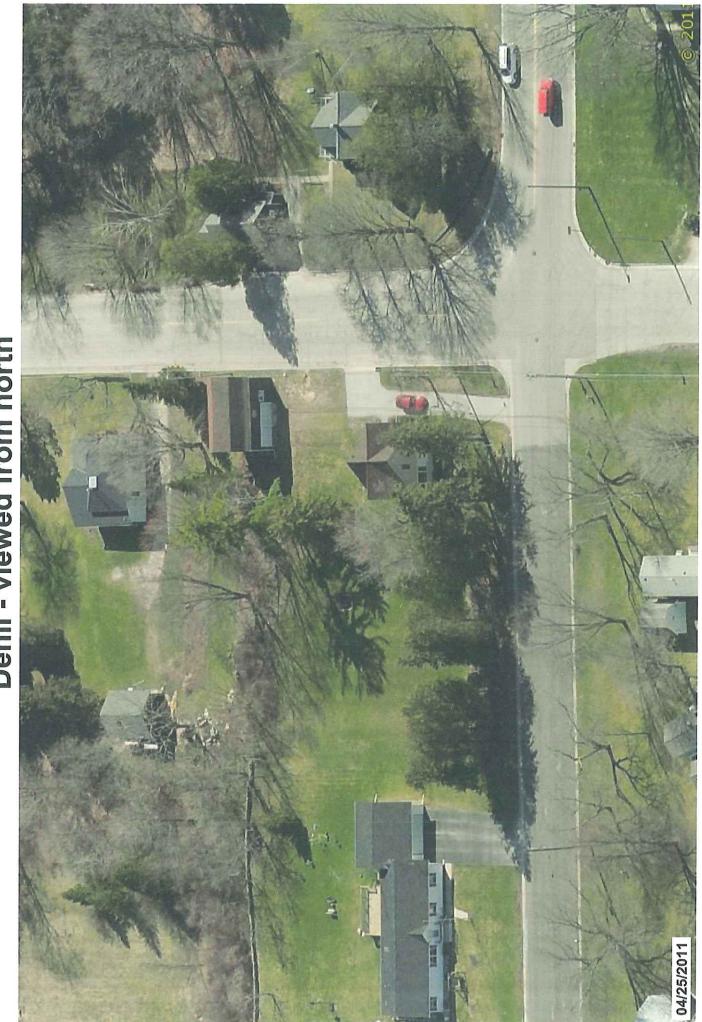
Subject Area

N

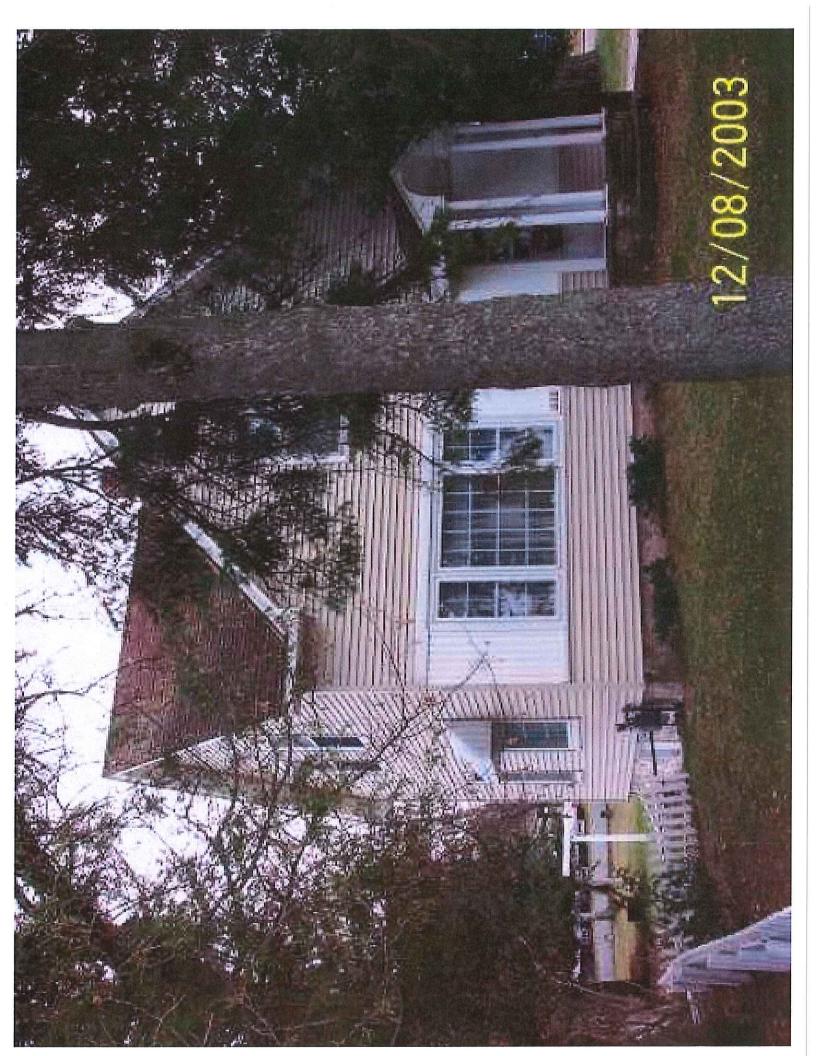
Note: Public Hearing to be held on October 15, 2014



Denil - viewed from west



Denil - viewed from north



### MEMO

To:

City Plan Commission

From:

Marty Olejniczak, Community Development Director MC

Date:

October 10, 2014

Subject:

Conceptual Planned Unit Development for Waterfront Hotel

Bob Papke is initiating a Planned Unit Development (PUD) to facilitate the development of an approximately 84-room hotel within the West Waterfront Redevelopment Area. Currently, the proposed site is generally vacant and consists of a portion of the former US Coast Guard storage yard and a portion of the former Door County Cooperative parcel. The current Central Business District (C-2) zoning classification allows the hotel as a permitted use. However, the PUD is requested because certain aspects of the overall hotel development will not meet specific aspects of the zoning code (such as building height or setbacks). The PUD section of the code encourages imaginative design of coordinated land uses and greater flexibility and design freedom than the basic zoning rules provided the overall development meets the spirit and intent of the ordinance.

The first formal step in a PUD process is a conceptual review. The conceptual review allows for the applicant to provide an overview of the project and for Plan Commission members to provide feedback and direction to the petitioner prior to proceeding with the formal hearing and review/recommendation. Official action is not necessarily required during a conceptual review, but it allows any pertinent issues to be discussed. It allows for feedback on the general acceptability of the concept and on specific aspects that should be included, excluded, or otherwise addressed as the project moves along.

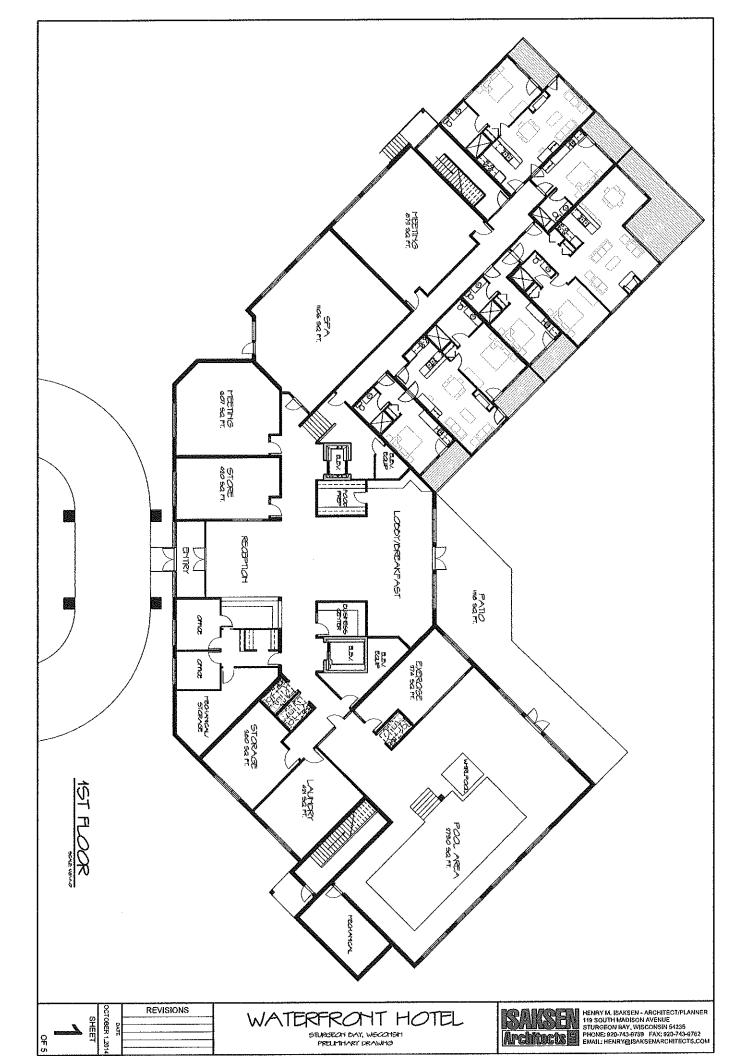
Mr. Papke is also seeking permission to follow the combined preliminary/final PUD procedures for the next phase of the PUD process. This is an option within the zoning code, but it requires approval of the Plan Commission at the time of conceptual review. Because this proposal involves a single building rather than a larger development project with multiple parcels, the combined preliminary/final procedures are appropriate in my opinion. With the combined review the developer needs to submit the plans for the site development (e.g. landscaping, utilities, etc.) and the plans for the building (e.g. elevations, floor plans, etc.) at the same time.

# CITY OF STURGEON BAY PLANNED UNIT DEVELOPMENT APPLICATION

Date Received: Fee Paid \$	9/25/14	
Received By:		

Application For: Conce	ptual X Preliminary Final irements for each of the above processes. A	Combined Preliminary/Final_separate application is required for each.	
NAME OF PROPOSED PLANNED UNIT DEVELOPMENT: West Waterfront Hotel			
	APPLICANT/AGENT	LEGAL PROPERTY OWNER	
Name	Bob Papke		
Company	Sawyer Hotel Dev. LLC		
Street Address	1241 N 18th Ave		
City/State/Zip	Sturgeon Bay, WI 54235		
Daytime Telephone No.	920-493-7316		
Fax No.			
STREET ADDRESS(s) OF SUBJECT PROPERTY: 92-100 E Maple St Location if not assigned a common address:  TAX PARCEL NUMBER(s): 281-12-10080101 & 281-24-15090101			
AREA OF SUBJECT PROPERTY AND NO. OF LOTS: 3.69 Acres of total redevelopment area, one lot of approximately 0.75 Acre proposed for hotel.  CURRENT ZONING CLASSIFICATION: C2			
CURRENT USE AND IMPROVEMENTS: Vacant			
COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: Tourist & Recreational Commercial			
WOULD APPROVAL OF THE PROPOSED PLANNED UNIT DEVELOPMENT CONFORM WITH THE COMPREHENSIVE PLAN? Yes X No Explain: Comp. Plan calls for Redevelopment consistent with tourist & Recreational Commercial uses.			

			DTIES.
CURRE	NT USE AND ZONING ( Water - No Zo	OF ADJACENT SURROUNDING PROPE	KIIES:
North: South:	CellCom & Gla	s Coffee Shop - C2	
East:	US Coast Guar	d & Sawyer Park - C2	
West:		um - C2	
		GNATION OF ADJACENT SURROUNDI	
North:	Central Busin	reational Commercial	
South: East:			
west:	Tourist & Rec	reational Commercial	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
S ANY	VARIANCE FROM CON	IPREHENSIVE PLAN, SUBDIVISION OR	DINANCE, OR ZONING ORDINANCE
BEING	REQUESTED? If yes, o	lescribe: or setback variances may	
Yes	- Lot size and	or setback variances may	be required.
		nce to allow a building ur	
	Parking to be	e provided off site by Cit	ty of Sturgeon Bay
PROPE	RTY? $^{ m NO}$ IF YES, $^{\circ}$	ANCES, CONDITIONAL USE PERMITS, E EXPLAIN:	
1 re	equest "combined	l" Primary & Final PUD.	
-			
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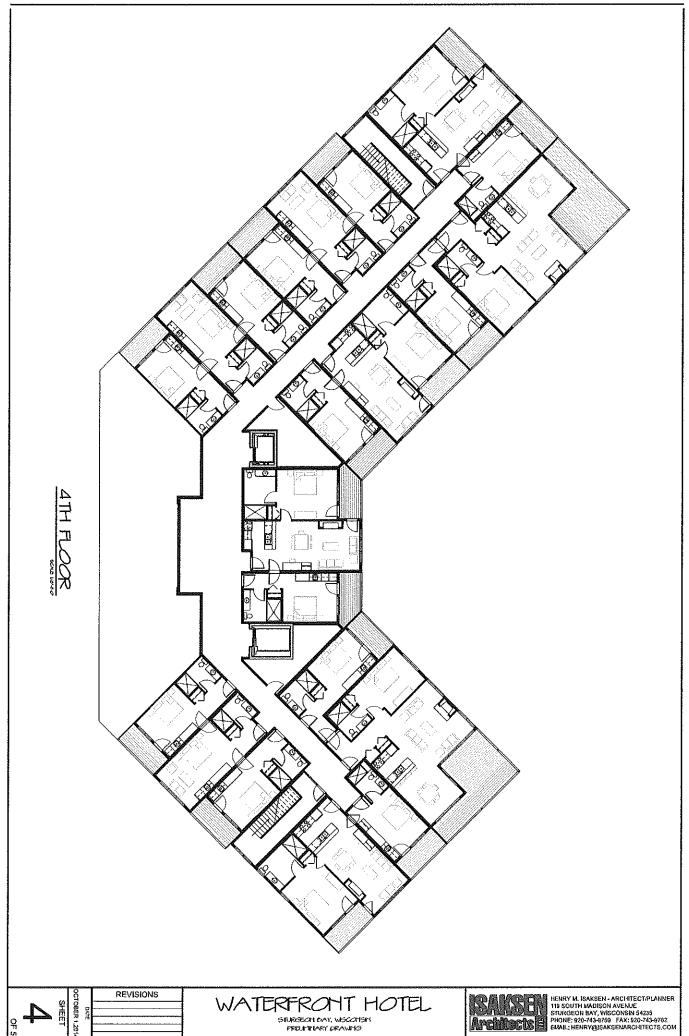
REVISIONS

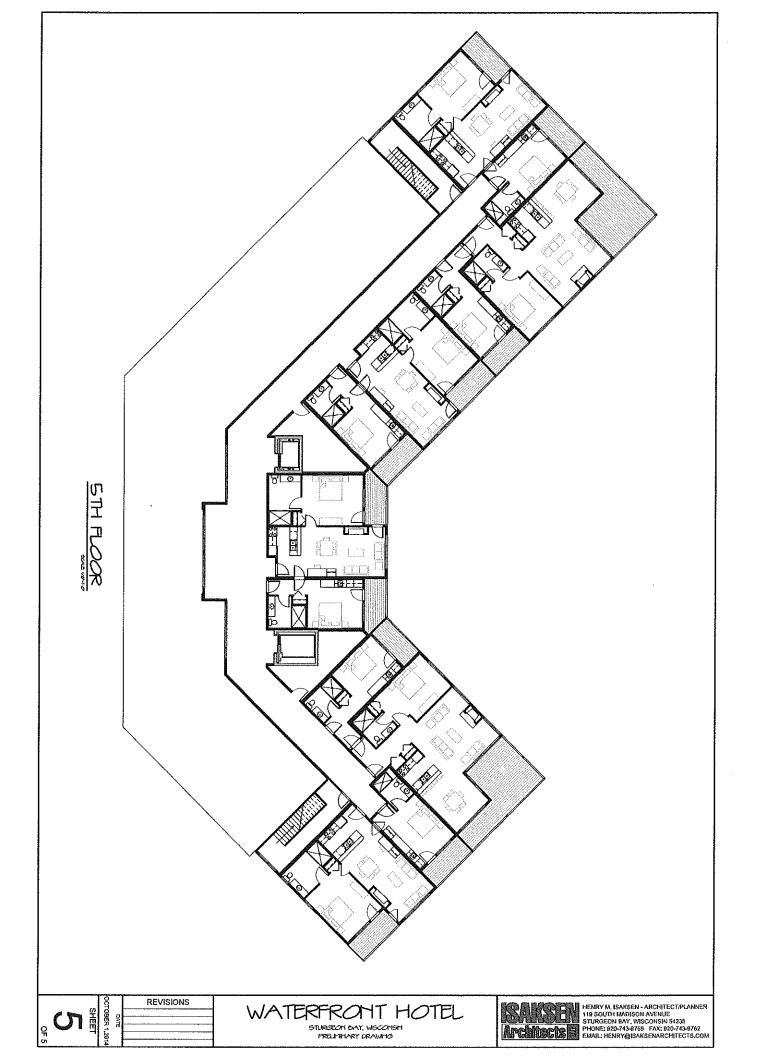
WATERFRONT HOTEL
STURBERT DAY, INSCARSIN
PRELITERARY DRAWING

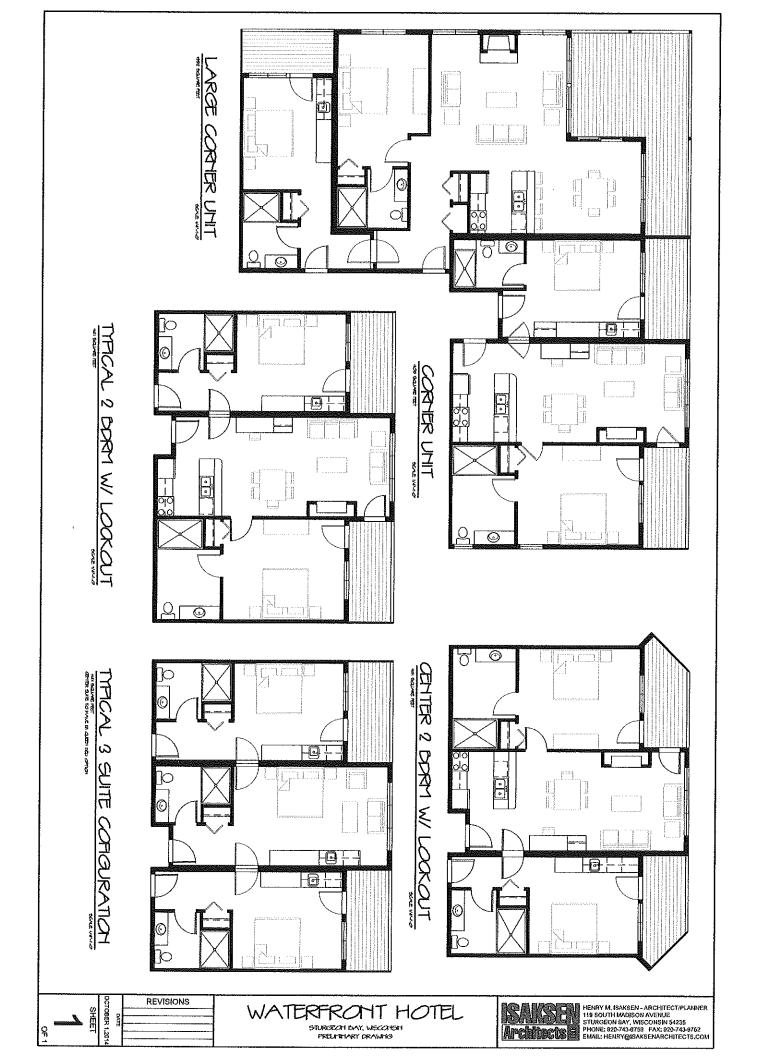


HENRY M, ISAXSEN - ARCHITECT/PLANNER
119 SOUTH MADISON AVENUE
STURGEON BAY, WISCONSIN 54235
PHONE: 920-743-9378 FAX: 920-743-9762
EMAIL: HENRY@ISAKSENARCHITECTS.COM



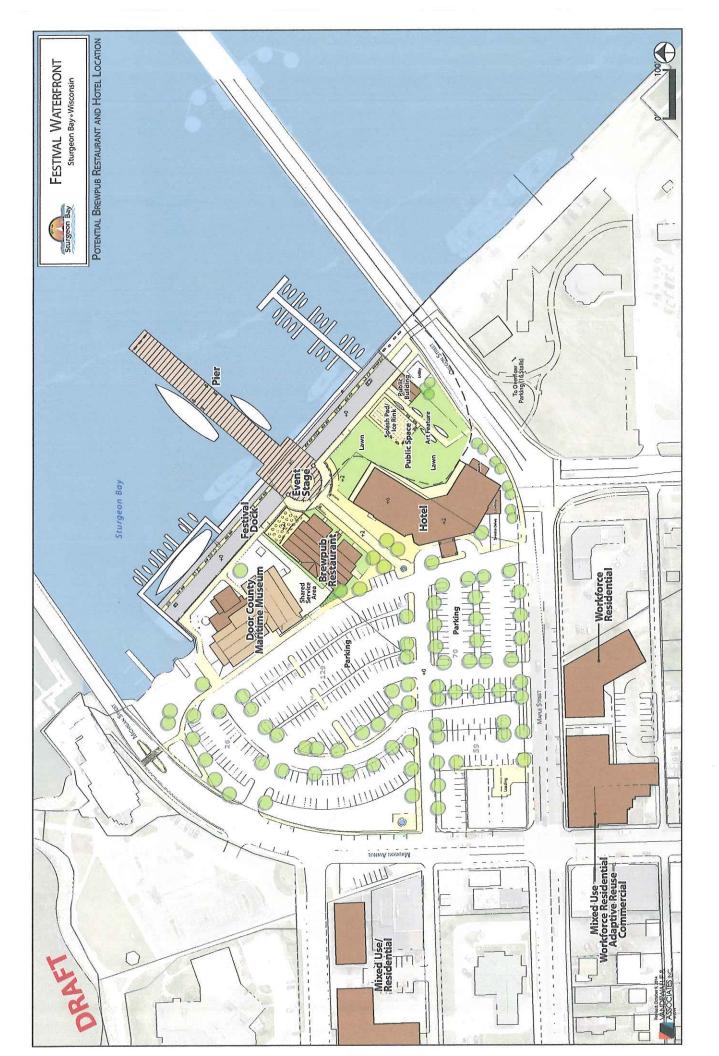












### MEMO

To:

City Plan Commission

From:

Marty Olejniczak, Community Development Director MC

Date:

October 10, 2014

Subject:

Conceptual Planned Unit Development for Waterfront Brew

House/Restaurant

Conch Co II and B & N Corp (Bob and Noreen Pollman) are initiating a Planned Unit Development (PUD) to facilitate the development of a brew house & restaurant along with retail sales within the West Waterfront Redevelopment Area. The site consists of a portion of the former Door County Cooperative parcel. The proposed site is vacant except for the unoccupied grain elevator. The current Central Business District (C-2) zoning classification allows the proposed uses. However, the PUD is requested because certain aspects of the overall development will not meet specific aspects of the zoning code (such as setbacks). The PUD section of the code encourages imaginative design of coordinated land uses and greater flexibility and design freedom than the basic zoning rules provided the overall development meets the spirit and intent of the ordinance.

The first formal step in a PUD process is a conceptual review. The conceptual review allows for the applicant to provide an overview of the project and for Plan Commission members to provide feedback and direction to the petitioner prior to proceeding with the formal hearing and review/recommendation. Official action is not necessarily required during a conceptual review, but it allows any pertinent issues to be discussed. It allows for feedback on the general acceptability of the concept and on specific aspects that should be included, excluded, or otherwise addressed as the project moves along.

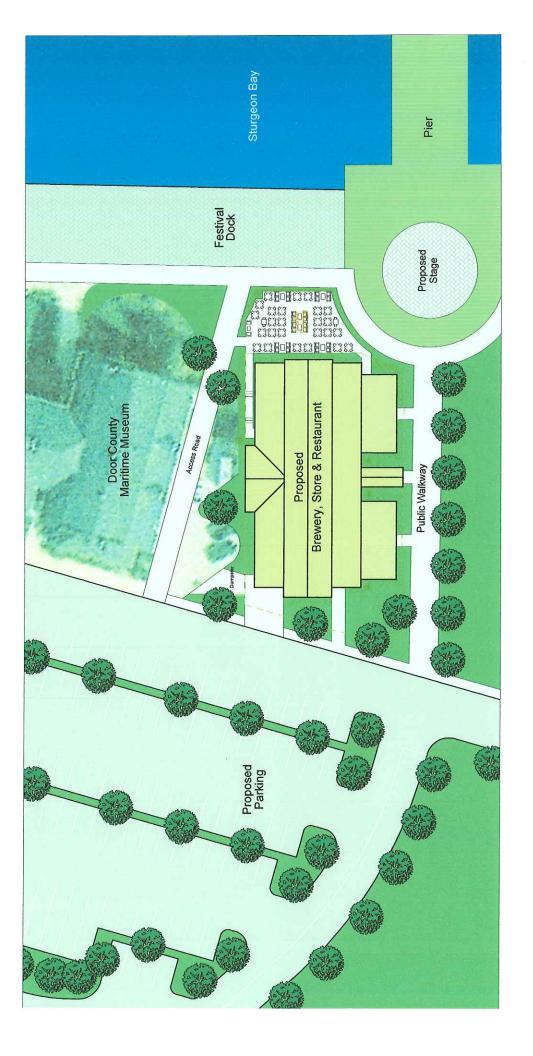
The applicants are also seeking permission to follow the combined preliminary/final PUD procedures for the next phase of the PUD process. This is an option within the zoning code, but it requires approval of the Plan Commission at the time of conceptual review. Because this proposal involves a single building rather than a larger development project with multiple parcels, the combined preliminary/final procedures are appropriate in my opinion. With the combined review the developer needs to submit the plans for the site development (e.g. landscaping, utilities, etc.) and the plans for the building (e.g. elevations, floor plans, etc.) at the same time.

# CITY OF STURGEON BAY PLANNED UNIT DEVELOPMENT APPLICATION

Date Received:	10/6/14	
Fee Paid \$		
Received By:	······································	

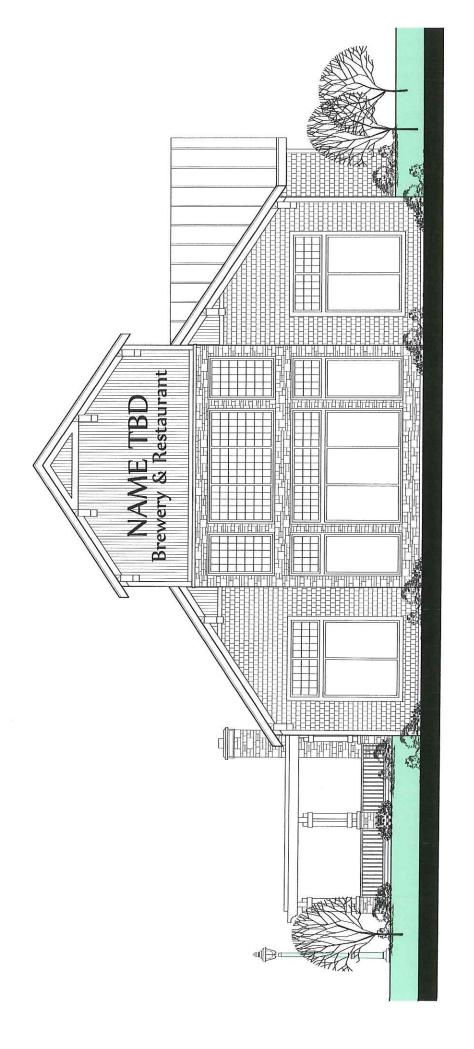
Application For: Conce	eptual 👤 Preliminary Final_ uirements for each of the above processes. A	Combined Preliminary/Finalseparate application is required for each.	
NAME OF PROPOSED PLANNED UNIT DEVELOPMENT: ConchanTille dba Tugboat Suller Bruvery and Restourant			
	APPLICANT/AGENT	LEGAL PROPERTY OWNER	
Name	Robfollman II	Robers , Noreen Pollman	
Company	ConcheOTT LLC	B+N Corp	
Street Address	Po Box 87	PO BOX 87	
Clty/State/Zip	Egg Harba Wi 54209	Egg Harbar Wi 54209	
Daytime Telephone No.	920-743 7431 X	920 868 2767 K134	
Fax No.	920 743 5999	920 868 9413	
Location if not assigned a common address:  TAX PARCEL NUMBER(s): 28/-12-10 080/0/  AREA OF SUBJECT PROPERTY AND NO. OF LOTS: frogosed parcel is approx. 0.50 gere  Overall water from Redevel. area is 3.7 acre  CURRENT ZONING CLASSIFICATION: C.2			
CURRENT USE AND IMPROVEMENTS: Vacant			
COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: Joinst & Recreation AL			
WOULD APPROVAL OF THE PROPOSED PLANNED UNIT DEVELOPMENT CONFORM WITH THE COMPREHENSIVE PLAN? Yes X No Explain: Comp Plan Calls for Redevelopment Consistent with turist a recreational Commercal			

PLEASE IDENTIFY SPECIFIC PE PARTICULAR LOT, LOCATION,	ROPOSED LAND USES, USES MUBUILDING, ETC. <u>Brewer</u> y	st identify and corf Refore and R	RESPOND TO A  PRIMARY SYNT
11	FADJACENT SURROUNDING PRO ONING Alas Coffee Shop C JARD & SAWYEC PACK MUSEUM - C2		Noter C2
Novihe Toutage	ENATION OF ADJACENT SURROUM  Conception Comment  Conception Comment  Pecreatural Comment	ercial.	
IS ANY VARIANCE FROM COMP BEING REQUESTED? If yes, do les — Depending	PREHENSIVE PLAN, SUBDIVISION escribe: con final property lines	ORDINANCE, OR ZONIN	A geeded
HAVE THERE BEEN ANY VARIAN PROPERTY? IF YES, E	NCES, CONDITIONAL USE PERMIT XPLAIN:	S, ETC. GRANTED PREV	OUSLY FOR THIS
112" X 11"), full legal description ownership, and Agreement for F property, structures, building element for F CO/IMAN SR.	plan (if site plan is larger than 8-1/n (preferably on disk), location make impursement of expenses. Site vations, proposed site improvements.	ap with site boundaries	marked, proof of ude dimensions of who drew plan, etc.
Property Owner (Print Name)	Signature		Date
Robert P. Pollman Applicant/Agent (Print Name)	Carpa		10-3-14 Date
Applicant/Agent (Print Name)	Signature		Date
I, and understand that I am respo regard to the applicant.	, have attended a review me nsible for sign placement and folk	eeting with at least one rowing all stages listed o	nember of staff n the check list in
Date of review meeting	Applicant Signature	Staff	Signature





Proposed Restaurant and Brewery Site Plan



Proposed Restaurant and Brewery Bay Side Elevation

