

**AGENDA**  
**CITY OF STURGEON BAY**  
**CITY PLAN COMMISSION**  
Wednesday, May 18, 2016  
7:00 p.m.  
Council Chambers, City Hall  
421 Michigan Street

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from March 16, 2016.
4. Consideration of: Memorial Drive shoreline improvements for Austad Family Trust, 942 Memorial Drive.
5. Presentation of: Zoning map amendment from Single-Family Residential (R-2) to Multi-Family Residential (R-4) for Doneff Land Company, LLC, for a vacant parcel located on N. 9<sup>th</sup> Avenue, east of the Big Hill Regency House, parcel # 281-62-17000105B.
6. Consideration of: Modification of PUD for Maritime Museum addition, 120 N Madison Avenue.
7. Consideration of: Approval of Certified Survey Map (CSM) for New Urban Focus (Bay Lofts), 49 N Madison Avenue.
8. Consideration of: Official name for new public street abutting the north side of Cadence (1425 S. Neenah Avenue).
9. Consideration of: Zoning code amendment relating to minimum roof pitch for dwellings.
10. Consideration of: Zoning code amendment relating to requiring a garage for all newly constructed dwellings.
11. Election of Vice-Chair.
12. Public comment on non-agenda items;

*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.

3:00 p.m.  
5/13/16  
CN

Plan Commission Members:  
Rick Wiesner – Chair  
Ron Vandertie  
Mike Gilson  
Jeff Norland  
Robert Starr  
Dennis Statz  
Steven Hurley

**CITY PLAN COMMISSION**  
Wednesday, March 16, 2016

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

**Roll call:** Members Rick Wiesner, Ron Vandertie, Mike Gilson, Laurel Brooks, Bob Starr, and Dennis Statz and were present. Excused: Member Jeff Norland. Also present were Planner/Zoning Administrator Ryan Kernosky, 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 February 17, 2016.
4. Public comment on non-agenda items.
5. Consideration of: Final Planned Unit Development for New Urban Focus, Inc., 49 N Madison Avenue.
6. Adjourn.

Carried.

**Approval of minutes from February 17, 2016:** Moved by Mr. Starr, seconded by Ms. Brooks to approve the minutes from February 17, 2016. All ayes. Carried.

**Public comment on non-agenda items:** Chris Kellems, 120 Alabama Street, had attended the WDRB meeting at noon. She wondered why more people don't attend meetings. She suggested to plan meetings and have open discussions. There should be a committee set up to plan how to keep youth here.

**Consideration of: Final Planned Unit Development for New Urban Focus, Inc., 49 N Madison Avenue:** Mr. Olejniczak stated that this is the third and final step of the planned unit development review and approval process. A conceptual plan was presented in October. A preliminary PUD and a public hearing was held in January. This is the final PUD which has more detail. The request is for a 35 unit multi-family building, with approximately 2300 square feet of commercial space facing Madison Avenue. The plans are to be reviewed, with a recommendation to Council since this is a zoning map amendment.

Developer and builder Jeff Gillis and Architect Joe Lee presented the final plans for The Bay Lofts.

Mr. Gillis stated that the 4 story building contains a footprint of approximately 14,500 square-feet of residential space, including 10 one-bedroom apartments, 22 two-bedroom apartments, and 3 three bedroom apartments. The second floor includes a fitness room overlooking Madison Avenue. The fourth floor will have a club room and roof top deck. There will be 28 surface parking spaces and 35 underground parking spaces, as well as 21 hanging bike racks and an electric vehicle charging station. They are doing a few more tweaks to the landscaping plan. The outside of the building will contain a creamy tan masonry brick on the retail corner and on the base of the building. Dark and light grey ribbed metal panels, along with a reddish flat accent panel, will be used to finish off the building. The ribbed panels will be used in horizontal and vertical fashion. It also breaks up the building facing Larch Street. It will have a contemporary element, with a warehouse look to it. The original submittal showed the building 47 feet tall. They are now asking for 48 feet tall due to the fourth floor having 10 foot ceilings instead of 9 foot ceilings.

Mr. Olejniczak mentioned that he has a cost estimate to relocate Sturgeon Bay Utilities underground along Larch Street. At & T and Charter Communications have been contacted about the wires being buried underground. Nothing has been decided at this time.

Mr. Gilson said he is in favor of less parking stalls in the parking garage, but larger stalls, so it would be easier for someone to park a truck. Mr. Lee responded there is one parking stall per unit. They are 8 feet wide and 18 feet deep.

Mr. Olejniczak stated that a revised landscaping plan was submitted with changes made to address the City's code. The types of trees were specified, such as the Honey Locust along the west edge, and the Autumn Blaze Maple street trees. The City Forester needs to approve the species. The rain garden was correctly shown. Also, the WDRB approved the building design, but the outdoor lighting and signage needs to come back for approval. It was noted that the WDRB would not accept any outdoor lighting other than full cut-off fixtures.

Mr. Gillis expanded on the lighting. All outdoor and common space lighting will be LED, as well as the majority of the lighting in the dwelling units. White roofing will be used instead of black. They will also be working on a street vacation with the triangular piece off of Madison Avenue and vacating 8 feet on Larch Street to widen the street.

Mr. Wiesner expressed his concern about the alley coming off of Madison and Lansing Avenues. Mr. Olejniczak stated that currently it is a right turn only as you approach Madison Avenue. If there was too much traffic the City could convert it to a one-way alley going west. Mr. Gillis added that another option would be to remove the entrance on Locust Ct.

Mr. Starr wondered about the street trees and how tall they will get. They could eventually block the view for the tenants ten to twenty years from now. The developers will work with the City Forester on the types of trees to be planted. Mr. Vandertie would prefer a variety of trees.

Mr. Gillis added that Wisconsin Management will manage the property. He is not sure how many investors there will be.

Scott Moore, 947 Pennsylvania Street, gave a word of caution regarding a great deal of dissatisfaction in the City with development agreements, where the City is sharing costs of developments that exceed streets, gutters, etc. and the cost of the building itself being incurred by the City.

Mr. Olejniczak stated that the Commission can recommend to Council approval of the final PUD, deny it, or approve with conditions.

Discussion continued. Moved by Mr. Starr, seconded by Mr. Vandertie to recommend to Council approval of the Final Planned Unit Development for New Urban Focus, Inc., located at 49 N. Madison Avenue, subject to:

1. The landscaping plan shall include at least 4 canopy trees within 10 feet of the parking area, 6 street trees along Larch Street, and 3 street trees along Madison Avenue, with tree species to be approved by the City Forester.
2. The following zoning parameters shall be incorporated into the PUD zoning ordinance.
  - a. Building height is not to exceed 4 stories and 48 feet.
  - b. The proposed project is not to exceed 36 residential units.
  - c. Minimum yards and building setbacks shall conform to the final site plan, but in no case shall be less than 5 feet.
  - d. Up to 10 parking spaces within the indoor parking area may have reduced width (compact car spaces), provided the width of those spaces shall not be less than 8'-0".
  - e. Any exterior lighting needs to use the cutoff fixtures to prevent spillover onto

adjoining parcels.

3. Approval by the City of the vacation of the portion of the right-of-way off of Madison Avenue and dedication of the 8-foot strip of right-of-way along Larch Street.

A vote was taken on the motion. All ayes. Carried.

**Adjourn:** Moved by Mr. Statz, seconded by Ms. Brooks to adjourn. Carried. Meeting adjourned at 7:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cheryl Nault".

Cheryl Nault  
Community Development Secretary

## EXECUTIVE SUMMARY

**Landscaping plan and seawall plan - 942 Memorial Drive**

**Background:** Under s. 20.33 of the zoning code, the private property between Memorial Drive and the bay has restrictions. The restrictions are intended to protect a scenic easement that the City controls for this stretch of shoreline. No structure and no plantings can be placed in this area without the approval of the Council. In addition, and filling along the shore must be approved by the Council upon recommendation of the Plan Commission.

Austad Family Trust (Dan Austad and Amy Labott, agents) are petitioning to modify the shoreline area, and the landscaping at 942 Memorial Drive. The landscaping proposal is to create a 4' concrete sidewalk from the existing curb along Memorial Drive to the existing dock with a proposed concrete fire pit area and three deciduous trees with species to be approved by the City Forester. The seawall proposal would fill 4' towards the bay with a 2' wide seawall.

The project has been reviewed by the Public Works Director Bob Bordeau for impact on the scenic easement and the ability for the city to continue to maintain the lawn area along Memorial Drive. Mr. Bordeau has no objections to the project.

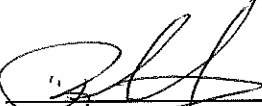
The Plan Commission has approved these modifications in the past with limitations on things like landscape height and approval by the DNR for the shoreline project

**Options:**

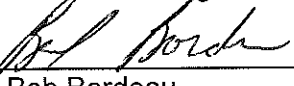
- 1) Recommend the project as presented to Common Council
- 2) Recommend the project to Common Council with any necessary conditions.
- 3) Deny the project. This would make the petitioners adjust their plan to resubmit, or abandon the project.

**Staff Recommendations:** Recommend the project to Common Council as presented with the following conditions:


- 1) Subject to approval of the DNR for the shoreline changes.
- 2) Subject to approval of the tree species and locations by City Forester

Prepared by:   
 Ryan Kernosky  
 Planner/ Zoning Admin

5/11/16  
 Date

Reviewed by:   
 Bob Bordeau  
 Municipal Service Director

5/11/16  
 Date

Reviewed by:   
 Marty Olejniczak  
 Community Development Director

5/11/16  
 Date

AMY LABOTT  
495.9094

Bruce Potter  
495.5507

DAVE LABOTT  
559-2380

AREA  
TO BE  
FILLED  
IN.

PROPOSED SEAWALL

EXISTING  
DOCK

6' Access

Bottom of Bank

Top of Bank

CONCRETE  
PAD FOR  
DOCK

File  
Rd

BIRD  
HOUSE

ELE  
PED

PROPOSED  
CONCRETE

FIRE PIT

AREA

EX. ELE  
LINE

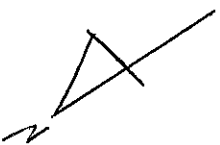
PROPOSED

4' concrete sidewalk

APPROX. LOT LINE

TOP OF CURB

1" = 10'



Existing Rd. - meadow drive

## DOOR COUNTY REAL PROPERTY LISTING

04/29/2016

## CURRENT ASSESSMENT

281 6227000206 R 2016

942 MEMORIAL DR

Geo.Loc. 15 281 4 27 26 08 2 04  
002

AUSTAD FAMILY TRUST,

**MAIL TO:**

AUSTAD FAMILY TRUST

Map#: 0824

**LEGAL DESCRIPTION**

08 27 26 Ac .00

SUBD 27 COM 349.5'SELY  
OF

908 RHODE ISLAND ST

INT N LN MEM DR&ELN S9TH  
N

STURGEON BAY WI 54235

25DE190'S68DE70'S24DW TO  
SHR NWLY ALG SHR TO  
PTS25DW**CURRENT TAX ASSESSMENT AS OF 2015**

CODE	ACRES	LAND	IMPROVE	TOTAL
L1	.38	124000	181300	305300
TOTALS	.38	124000	181300	305300

OF BEG N25DE TO BG EXC  
ST

DOC# 783459 QCD

DOC# 783458 QCD

DOC# 736146 QCD

V 180 P 542

SC SHR - SHIP CNL

**COMMENTS**CLOSE WINDOW




# Landscaping and Seawall Proposal

## Subject Area

### 942 Memorial Drive



#### Legend

 Subject Property



Ryan J. Kernosky  
Planner/Zoning Administrator  
421 Michigan Street  
Sturgeon Bay, WI 54235



Phone: 920-746-2907  
Fax: 920-746-2905  
E-mail: rkernosky@sturgeonbaywi.org  
Website: www.sturgeonbaywi.org

## MEMO

To: City Plan Commission  
From: Ryan Kernosky, Planner & Zoning Administrator  
Date: April 29, 2016  
Subject: Zoning Map Amendment for Doneff Land Company LLC

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Doneff Land Company, LLC (Sarah Bonovich, Agent) is petitioning to rezone one parcel from Single-Family Residential (R-2) to Multi-Family Residential (R-4). The parcel is located on N 9<sup>th</sup> Court, east of the Big Hill Regency House. The parcel contains 1.60 acres of land and is currently vacant. A map of the subject parcel is located within this packet.

Per procedures for zoning map amendments, the first step in the process is the initial presentation before Plan Commission during the May 18, 2016 meeting. This allows for petitioners to explain the proposal and for the Commission members to provide feedback, ask questions, and to have general discussion. However, no formal action will be taken by the Plan Commission until after the required public hearing is held during a subsequent meeting of the Plan Commission.

Please let me know if you have any questions.

# CITY OF STURGEON BAY ZONING/REZONING APPLICATION

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

	APPLICANT/AGENT	LEGAL PROPERTY OWNER
Name	SARAH BONOVICH	ANTON DONEFF SR.
Company	DONEFF LAND COMPANY LLC	
Street Address	4563 CRY HWY E	
City/State/Zip	EGG HARBOR, WI 54209	
Daytime Telephone No.	920-559-6455	
Fax No.	920-682-4632	
STREET ADDRESS OF SUBJECT PROPERTY: Vacant Parcel off of N 9th Court Location if not assigned a common address: _____		
TAX PARCEL NUMBER: 281-62-17000105B		
CURRENT ZONING CLASSIFICATION: R-2 (Single Family Residential)		
CURRENT USE AND IMPROVEMENTS: Vacant parcel located adjacent to Big Hill Park and across from the Big Hill Regency House		
ZONING DISTRICT REQUESTED: R-4 (Multi-family Residential)		
COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: Multi-family residential		
PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN: North: Single Family Residential - Lower Density South: Open Space and Recreation East: Multiple Family Residential West: Mixed Residential		
ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES: North: R-2 Single-family Homes South: Big Hill Park East: Big Hill Regency House West: C-1 Single-family/ Commercial		

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? No IF YES, EXPLAIN: \_\_\_\_\_

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

X ANTON DONEFF SR.  
Property Owner (Print Name)

[Signature]  
Signature

27 April 2016  
Date

SARAH BONDVICH  
Applicant/Agent (Print Name)

[Signature]  
Signature

4/26/16  
Date

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

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

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

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

**Attachments:**

Procedure & Check List

Agreement For Reimbursement of Expenses

**STAFF USE ONLY**

Application conditions of approval or denial:

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

\_\_\_\_\_  
Date

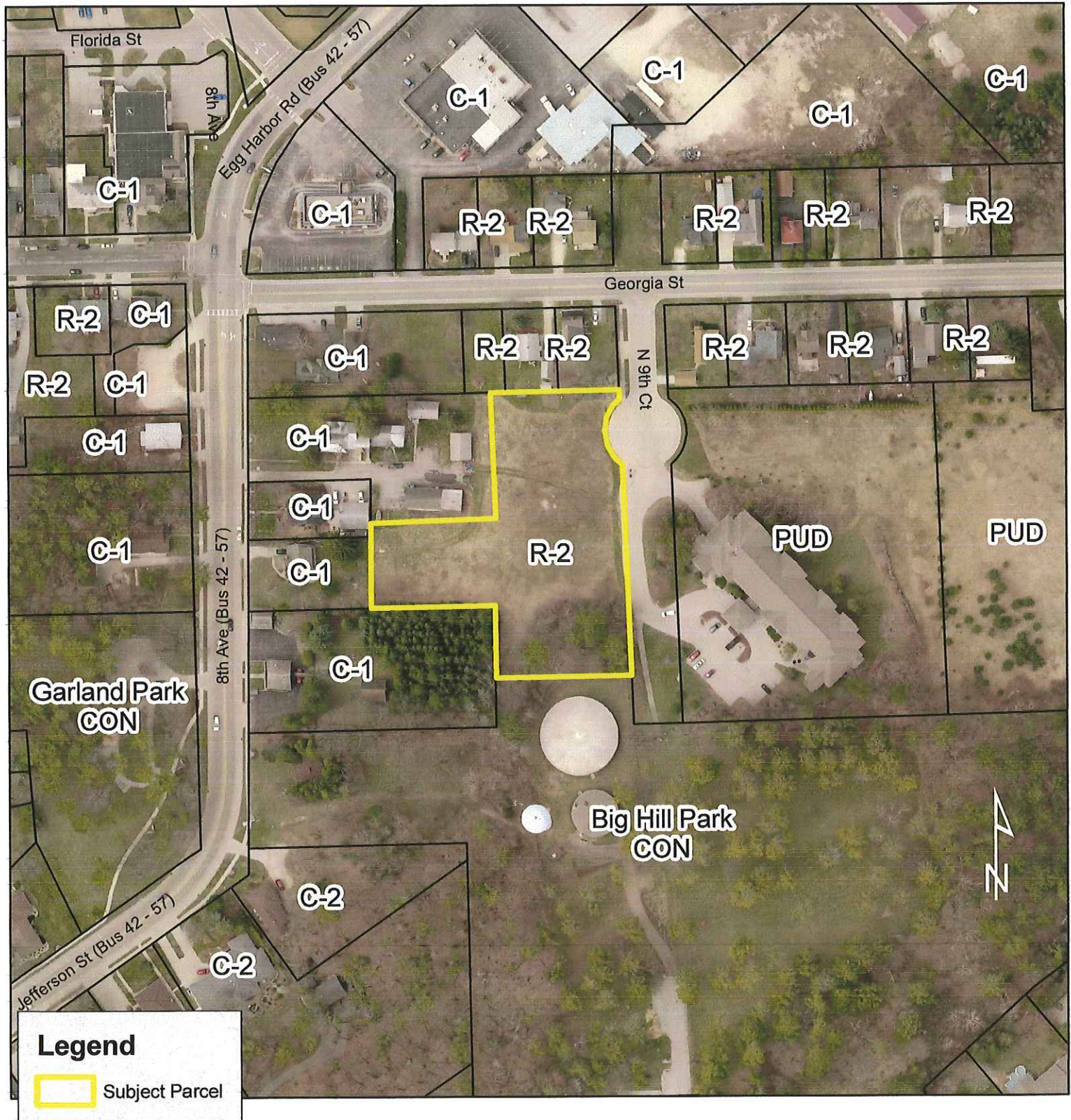
\_\_\_\_\_  
Community Development Director



# Rezoning Request

## Doneff Land Company, LLC

### R-2 (Single-Family) to R-4 (Multi-Family)



**NOTE: PUBLIC HEARING TO BE HELD JUNE 15, 2016 AT 7:00 PM  
IN THE COUNCIL CHAMBERS (2ND FLOOR, 421 MICHIGAN ST)**

## EXECUTIVE SUMMARY

**Modification to Final PUD – Door County Maritime Museum – Observation Tower**

**Background:** The Door County Maritime Museum is requesting a minor modification to the Planned Unit Development (PUD) that was approved by the City Council in 2012. Per section 20.24(6) *"The plan commission may from time to time, approve minor changes within the project, but such changes shall not be of a nature that would affect the character and standard of the PUD."*

The proposed change is to shift the observation tower to the northeast corner of the building. The original plan had the tower in the center of the east side of the building. DCMM believes that the original tower was blocking a sizable area from inside the museum from being able to view the waterfront. The design of the tower itself has not been altered. It is still the same height and style. Just the location has been changed.


The new location for the tower addition will be about 2 feet further from the northeasterly (water side) lot line. The new site plan complies with the minimum 5' setback along the northwesterly side of the parcel as required under the PUD ordinance. There are no further zoning concerns.

It is noted that the PUD ordinance was approved in 2012 and the last of the allowed time extensions to begin construction was recently approved by the Council. If the PUD project has not commenced construction by April 22, 2017, the entire PUD will lapse and the Museum will be required to apply for a new PUD to continue the project.

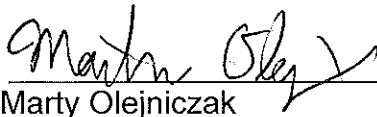
**Options:**

- 1) Approve the modification to the final PUD as presented
- 2) Deny the modification to the final PUD. This would make the DCMM stay with their original plan.
- 3) Determine that the proposed modification is a major change and require the Final PUD to be resubmitted and approved by the Common Council.

**Staff Recommendations:** Approve the minor modification to the PUD.

Prepared by:   
 Ryan Kernosky  
 Planner/ Zoning Admin

5/11/16  
 Date

Reviewed by:   
 Marty Olejniczak  
 Community Development Director

5/11/16  
 Date

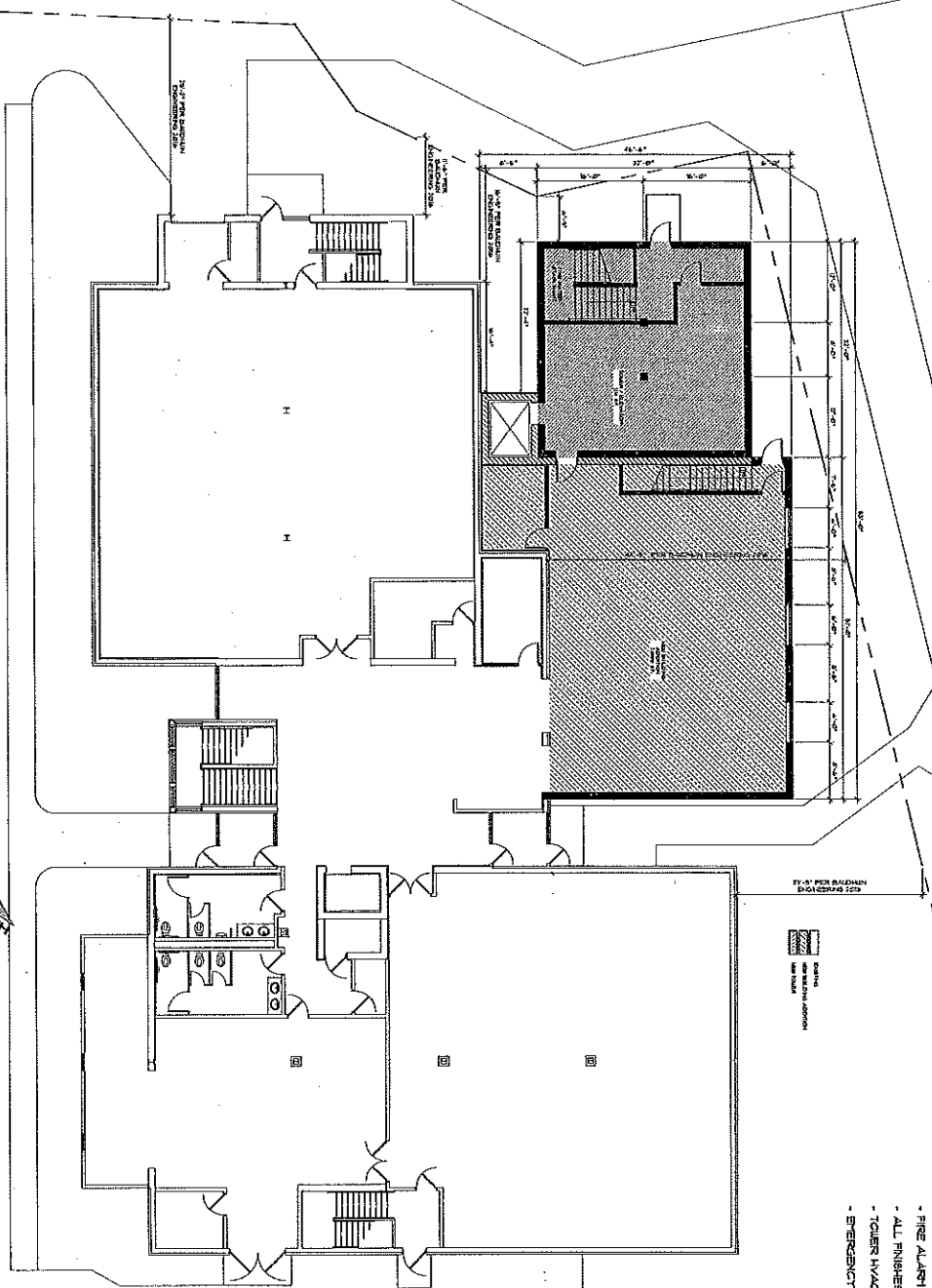


NORTH ELEVATION





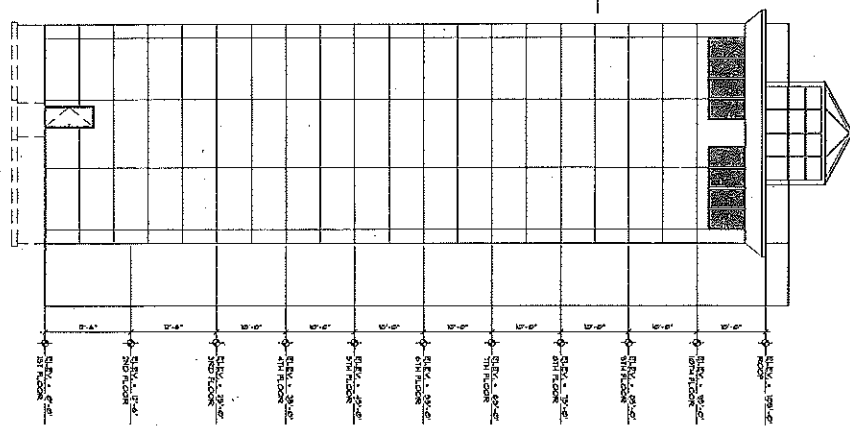
# **OBSERVATION TOWER FOR: DOOR COUNTY MARITIME MUSEUM 120 N. MADISON AVE. STURGEON BAY, WI 54235 DOOR COUNTY**



FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"



- TOWER / ELEVATOR  
2nd FLOOR - 114.9 SF  
3rd FLOOR - 114.9 SF  
TOTAL - 229.8 SF
- NEW BUILDING ADDITION  
1st FLOOR - 2,100 SF  
2nd FLOOR - 2,100 SF  
TOTAL - 4,200 SF
- TOTAL NEW CONSTRUCTION 5,429.8 SF.
- NEW BUILDING ADDITION VS CONSTRUCTION
- TOWER 114.9 CONSTRUCTION
- 4 HOUR FIRE WALL BETWEEN BUILDING AND TOWER (4'-0" HIGH ABOVE ROOF)
- STAIRWELL AND TOWER TO BE PRESSURIZED
- FIRE ALARM / SMOKE DETECTOR ON ALL FLOORS NEW AND EXISTING
- ALL FINISHES MATERIAL IS COMMERCIAL GRADE BATHING
- TOWER HVAC AND COOLING ISOLATED TO TOWER ONLY
- EMERGENCY GENERATOR



NORTH ELEVATION  
SCALE: 1/8" = 1'-0"

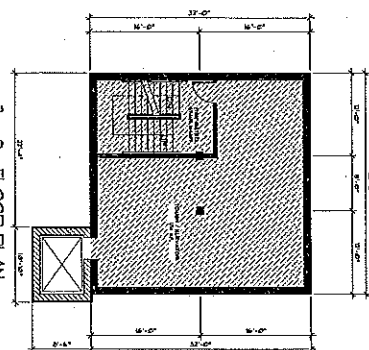


**BEN SCHENKELBERG  
ARCHITECT**  
3309 SPUR LANE, GREEN BAY, WI 54313  
PHONE: (920)662-2001 FAX: (920)662-2242  
E-mail: bmsarchitect@aol.com

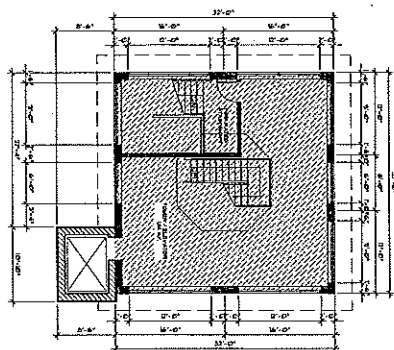
CONNECTICUT  
WISCONSIN  
MASSACHUSETTS

**OBSERVATION TOWER FOR:  
DOOR COUNTY MARITIME MUSEUM**  
120 N. MADISON AVE.  
STURGEON BAY, WI 54235

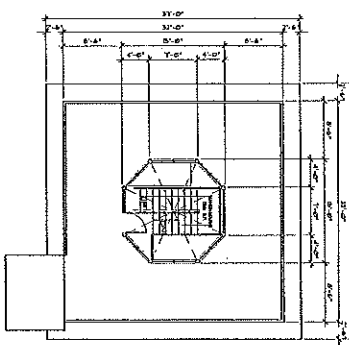
3RD-5TH FLOOR PLAN  
SCALE: 1/8" = 1'-0"



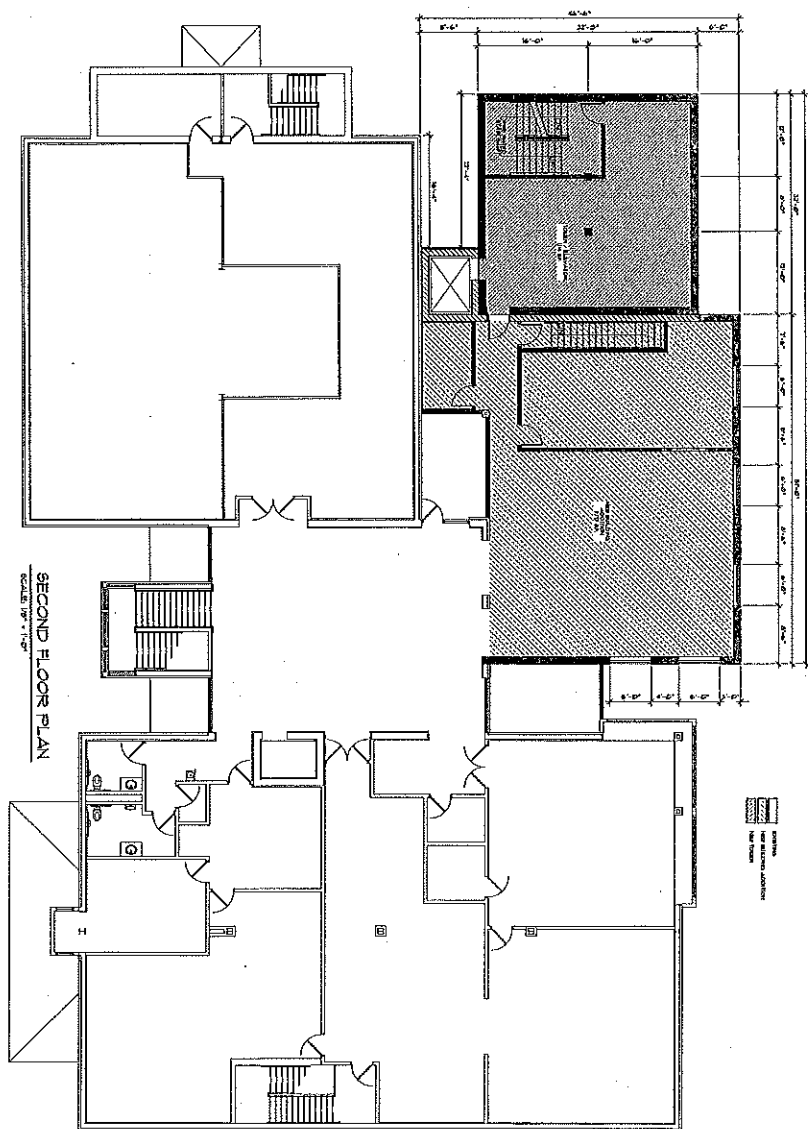
10TH FLOOR PLAN  
SCALE: 1/8" = 1'-0"



ROOF PLAN  
SCALE: 1/8" = 1'-0"



SECOND FLOOR PLAN  
SCALE: 1/8" = 1'-0"



NORTH

A-2



**BEN SCHENKELBERG  
ARCHITECT**

3309 SPUR LANE, GREEN BAY, WI 54313  
PHONE: (920)662-2001 FAX: (920)662-2242  
E-mail: bmsarchitect1@aol.com

CONNECTICUT  
WISCONSIN  
MASSACHUSETTS

**OBSERVATION TOWER FOR:  
DOOR COUNTY MARITIME MUSEUM**

120 N. MADISON AVE.  
STURGEON BAY, WI 54235

## EXECUTIVE SUMMARY

Title: Certified Survey Map for The Bay Lofts property

Background: Mike McCarty, surveyor for Baudhuin Inc., has submitted a certified survey map (CSM) for the parcel that is proposed for The Bay Lofts project. The CSM accomplishes three things:

- It combines the triangular piece of Madison Avenue right-of-way that is being vacated into the parcel. The Council is expected to act upon the street vacation resolution at its May 17<sup>th</sup> meeting.
- It creates a 12-foot easement for the existing sanitary sewer that is within the vacated right-of-way. This was a condition of the street vacation and allows the City to continue to maintain the sewer in the future.
- It dedicates an 8-foot strip of land along Larch Street as additional street right-of-way. This strip allows Larch Street to have the normal 60 feet of right-of-way width (30' each side). Currently, part of the street along this frontage only has 22 feet of width. The full width of the street will allow improvements to be installed by the developer along Larch Street, such as sidewalk and street trees. The dedication of the 8-foot strip is a requirement of the PUD ordinance for the development.

Under the Sturgeon Bay Subdivision Code, a CSM requires a recommendation from the Plan Commission and approval by the Council whenever streets or other lands are being dedicated.

The CSM has been reviewed by staff and is supported. It accomplishes the conditions of the approval of the proposed Bay Lofts development.

Fiscal impact: There is no cost to the City to accept the dedication of the 8-foot strip. The cost of the CSM is the responsibility of the developer. The land value of the subject property might be slightly affected by the loss of the 8-foot strip, but this is more than offset by the addition of the vacated Madison Avenue right-of-way for a slight net gain in lot acreage.

Recommendation: Provided the vacation of the Madison Avenue right-of-way is approved by the Council, staff recommends approval of the CSM.

Prepared by:

  
Martin Olejniczak

Community Development Director


5/12/16  
Date

Reviewed by:

  
Chad Shefchik  
City Engineer

5-13-16  
Date

Approved by:

  
Josh Van Lieshout  
City Administrator

5-13-16  
Date

# Certified Survey Map

BEING:

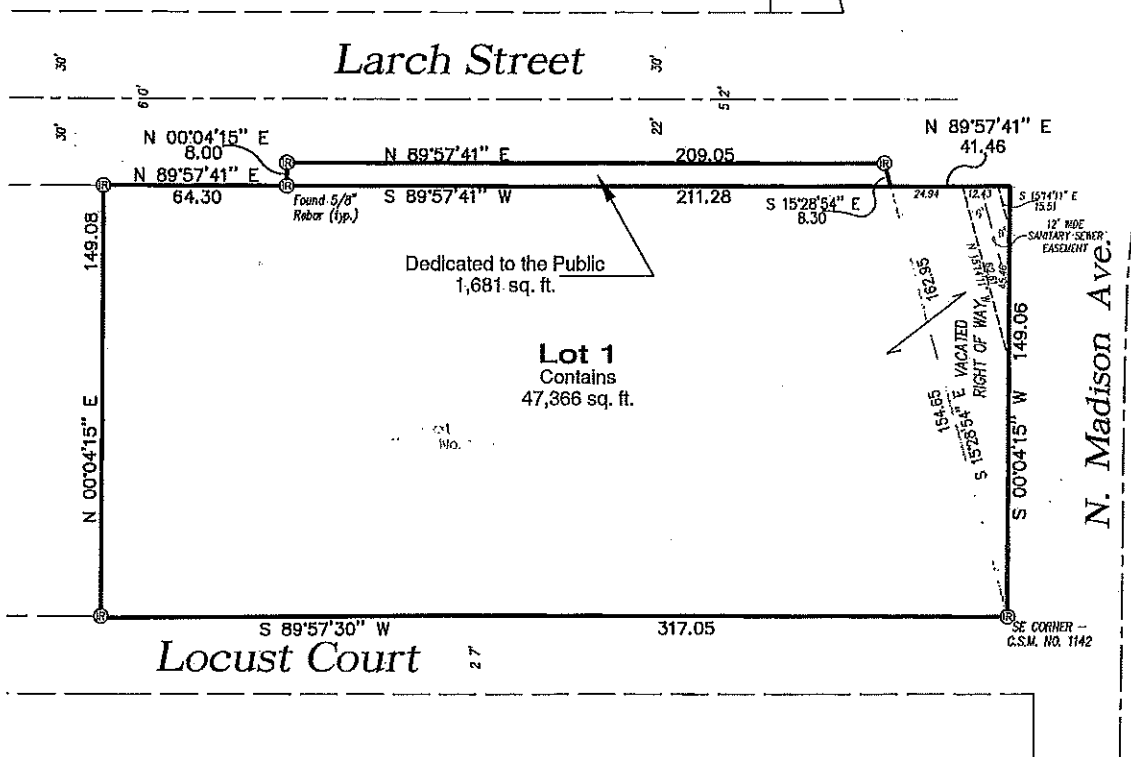
A DIVISION OF LOT 1 OF C.S.M. NO. 1142, AS RECORDED AT  
VOL. 6, PAGE 298 AS DOCUMENT NO. 601466, AND A PORTION OF  
THE RIGHT OF WAY OF N. MADISON AVENUE.

LOCATED IN:

GOVERNMENT LOT 3 OF SECTION 7,  
TOWNSHIP 27 NORTH, RANGE 26 EAST,  
CITY OF STURGEON BAY, DOOR COUNTY,  
WISCONSIN.



NORTH



Scale 1" = 50'

## EXECUTIVE SUMMARY

## Naming of New Road in Industrial Park

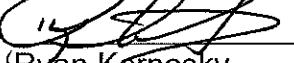
**Background:** The City has dedicated a new street off of South Neenah Ave in the industrial park. This road will be used for future access for more potential development on the western side of the industrial park, and will serve the loading docks for Cadence when completed. The Plan Commission needs to name the new street so EMS, fire, and DPW can update their information.

Under chapter 8 of the municipal code, the City has a uniform street naming system. The east-west running streets on the west side of the bay in the industrial park are required to have nautical terms as names. Furthermore, these streets are required to be in alphabetical order. This street will begin with an "H" or "I".


**Options:** The following names have been compiled by staff, but if Commissioners have any further ideas, please don't hesitate to offer them. The suffix will be street.

Inwale	Helmsman
Intercoastal	Hogging
Irons	Hoist
Ironclad	Halyard
Isthmus	Harpings
Inboard	Headsail
Inshore	Helm
Idler	Hoy
Immersed	
Inlet	

It should also be noted that the County has an ordinance to prevent duplicate street names for emergency response reasons. Common nautical street names such as "Island" and "Harbor" have already been used throughout the County and, therefore, should not be picked. The names presented above are not duplicates and can be selected.

Prepared by:   
 Ryan Kernosky  
 Planner/Zoning Admin

5/12/16  
 Date

Reviewed by:   
 Marty Olejniczak  
 Community Development Director

5/12/16  
 Date

Reviewed by:   
 Josh Van Lieshout  
 City Administrator

5-13-16  
 Date



# Street Name Location Map



0 215 430 860 1,290 1,720 Feet



## EXECUTIVE SUMMARY

### Roof Pitch Minimums

**Background:** Under section 20.07(7)(c) of the Zoning Code, all dwellings in the residential districts are required to have a 4:12 roof pitch (four feet in height for each 12 feet in width). While several new dwellings that are submitted to the Community Development Department greatly exceed the 4:12 pitch requirement, many newer contemporary-style homes have a lower pitch for aesthetic reasons.

The City has received a few requests over the last several years to change this requirement within our zoning code. More recently, Virge Temme has requested that the Plan Commission take a serious look into whether or not this aesthetic requirement is outdated.

Recently, a focus group of 24 people was brought together by Virge Temme and Scott Strang for design guidance on a home Scott Strang is planning on building. The focus group was asked to rank from 10 different house designs according to the individuals design preference. Overwhelmingly the group chose a contemporary, flat-roofed plan over all other plans showing more traditional gabled rooflines. This reflects a national trend in home designs. Virge Temme has also been kind enough to supply ample examples of low roof pitches that are throughout the City. Those examples are included in the packet.

**Options:** The Plan Commission has a few options:

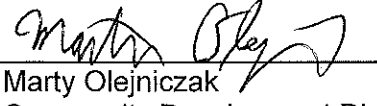
- 1) Remove the roof pitch minimum from the aesthetic requirements within the zoning code
- 2) Leave the roof pitch minimum in the aesthetic requirements within the zoning code
- 3) Lower the roof pitch minimum requirement
- 4) Write into the code that the aesthetic requirements can be waived if approved by the Aesthetic Design and Site Plan Review Board

If the Plan Commission is interested in either removing or changing the minimum, City staff would prepare a zoning code amendment to reflect the decision of the Plan Commission. It would then go to Common Council for a 1<sup>st</sup> and 2<sup>nd</sup> reading, and a public hearing.

**Staff Recommendations:** City staff recognizes the need to update our zoning code to reflect more contemporary building styles and trends. With our roof pitch minimum, we may be limiting architectural freedom and unique housing styles. Therefore, staff is supportive of removing the minimum roof pitch requirement from the zoning code, and feels that it would not have any adverse effects on neighborhoods.

Prepared by:   
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Planner/Zoning Admin

5/12/16  
Date

Reviewed by:   
Marty Olejniczak  
Community Development Director

5/12/16  
Date

# MEMO

**To:** City Plan Commission  
**From :** Marty Olejniczak, Community Development Director  
**Date:** May 12, 2016  
**Subject:** Requiring Garage To Be Constructed With All New Dwellings

Currently, the City of Sturgeon Bay does not require a garage or other storage building to be built when a new dwelling is constructed. The vast majority of new homes include either an attached or detached garage, but there are some without any associated storage building. This has to concerns about outdoor storage on those lots. The Zoning Code has regulations preventing the outdoor storage of various objectionable items and junk materials.

For homes without storage buildings, there are fewer options for storing materials. Even non-regulated items such grills, bikes, refuse containers, boats and lawn furniture often must be stored outdoors leading to potential aesthetic issues. Requiring a storage building with new dwellings might help prevent such storage issues.

Therefore, it has been suggested that Sturgeon Bay should require a garage with new dwellings. The only homes constructed in recent years without garages have been constructed by Habitat for Humanity. It is noted that Habitat for Humanity used to routinely include a small garage with their homes, but due to a national Habitat for Humanity policy, the Door County chapter only includes a garage when required by the local municipality.

If a garage requirement is supported, the provision will need to consider whether it should be attached to the dwelling or detached and also a minimum size. The garage requirement would likely fit into the aesthetic requirements found under section 20.08(7). Sample ordinance language is shown below. The Plan Commission should consider whether a required storage building should be required for new dwellings and the specific language it desires. The Commission has the options of doing nothing (no changes to the code); recommending a specific change to the Council, or requesting staff to draft different ordinance language for review at a future meeting. If a code change is recommended, it would then go to Council for its approval followed by the adoption procedures which include a public hearing.

Potential ordinance provisions:

Option 1 (require attached garage): Add section 20.08(7)(i) as follows: *(i) All dwellings constructed after the effective date is this paragraph shall have an attached garage with a minimum floor area of [240] square feet.*

Option 2 (require either attached or detached): Add section 20.08(7)(i) as follows: *(i) For All dwellings constructed after the effective date is this paragraph, an either attached or detached accessory building with a minimum floor area of [240] square feet shall be constructed.*



## MEMO

To: Sturgeon Bay Plan Commission  
From: Ryan Kernosky, Planner & Zoning Administrator *P*  
Date: 5/13/2016  
Subject: Electing a Vice-Chair

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During the May 18<sup>th</sup> meeting, the Commission will be electing a vice-chairman. The duties can be described as the following:

*"The vice-chairman shall perform the duties of the chair whenever the chair is absent from a meeting or has relinquished the chair due to a conflict of interest"*

Pursuant with s. 1.12(6) of the Sturgeon Bay Municipal Code, the City Plan Commission needs to elect a vice-chairman. Mr. Statz has held the position most recently.

Mayor Birmingham has the authority to appoint the chairman of the Plan Commission; he has reappointed Alderman Weisner to chair.