

AGENDA
CITY OF STURGEON BAY
CITY PLAN COMMISSION
Wednesday, September 21, 2016
7:00 p.m.
Council Chambers, City Hall
421 Michigan Street

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from July 20, 2016.
4. Presentation of: Zoning map amendment from Two-Family Residential (R-3) to Mixed Commercial-Residential (C-5), for Maser DC 1, LLC, for a vacant parcel located on Iowa Street, between N. 5th Avenue and N. 6th Avenue, parcel #281-10-85400101.
5. Consideration of: Zoning code amendment relating to minimum roof pitch for dwellings.
6. Consideration of: Elimination of the Waterfront Design Review Code.
7. Consideration of: Consideration of: Sign Code update.
8. Public comment on Plan Commission related items.
9. 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:

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

9/16/16
9:00 a.m.
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CITY PLAN COMMISSION

Wednesday, July 20, 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, Steven Hurley, Bob Starr, Dennis Statz, Jeff Norland, Mike Gilson, and Ron Vandertie were present. Also present were Alderpersons Stewart Fett and Will Gregory, City Administrator Josh Van Lieshout, City Engineer Chad Shefchik, Planner/Zoning Administrator Ryan Kernosky, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Starr, seconded by Mr. Hurley to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from June 15, 2016.
4. Consideration 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. 9th Avenue, east of the Big Hill Regency House, parcel #281-62-17000105B.
5. Amendment to Planned Unit Development (PUD) zoning ordinance for The Bay Lofts, relating to the number of residential units and the number of parking spaces, located at 49 N. Madison Avenue.
Presentation
Public hearing
Consideration of
6. Conditional use request from County of Door for public garage, to utilize the former Door County Highway Shop for Emergency Services and Management, located at 916 N 14th Avenue.
Presentation
Public hearing
Consideration of
7. Consideration of: Zero lot line setback for Bellin Health, 311 N. Third Avenue, for proposed lot line adjoining Bay Shipbuilding Company.
8. Consideration of: Sign Code update.
9. Public comment on Plan Commission related items.
10. Adjourn.

Carried.

Approval of minutes from June 15, 2016: Moved by Mr. Statz, seconded by Mr. Hurley to approve the minutes from June 15, 2016. All ayes. Carried.

Consideration 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. 9th Avenue, east of the Big Hill Regency House, parcel #281-62-17000105B: Mr. Kernosky stated that this rezoning request was presented at the June Plan Commission meeting. The proposal is to construct 10-unit townhouses, which would require a conditional use permit. There would be a 6-unit building along with a 4-unit building. A public hearing was held in June. Several issues that were brought up at the hearing have been addressed by staff, such as pedestrian safety and bicycle safety concerns. With the 55-foot right-of-way and 33-foot street, Georgia Street does not offer enough space for sidewalks. An option would be to install pedestrian trails through Big Hill to get to the downtown and to the schools. Another concern was traffic on Georgia Street and 9th Ct. A three-way stop sign could be installed. A few bushes and utility poles could be removed. There were also concerns about whether or not the Planned Unit Development zoning classification for Big Hill Regency House applied to this parcel. The requirements placed on Big Hill Regency House do not

apply to this parcel. This is not considered spot zoning. Many other concerns, such as screening, lighting, etc., can be addressed during the conditional use permit stage if it is decided to proceed with the 10-unit townhouses.

Sarah Bonovich, Doneff Land Company, stated there is a need for this type of housing. There is a waiting list at Big Hill Regency House. She feels that with the Comprehensive Plan this is a good fit and there is a need to increase the safety on Georgia Street and surrounding area.

Paul Anschutz, 221 N. 6th Avenue, stated he is not against the project. He read a letter that he presented to the Plan Commission regarding safety.

Diane Konrad, 846 Georgia Street and property owner at 837 Georgia Street, stated that it would not be conducive to put a three way stop because it is at the top of the hill. Kids and senior citizens walk the cul-de-sac and would like it to remain as it is.

Robert Konrad, 846 Georgia Street and property owner at 837 Georgia Street, stated he was disappointed with the idea of stop signs on top of the hill. It should remain R-2.

Mr. Kernosky mentioned that if the property remains R-2 Doneff can still subdivide and place duplexes on the property. The maximum density is 5-7 units. Doneff is requesting 10 units.

Mr. Olejniczak offered other potential options, such as rezoning the property to R-4, deny the rezoning, or rezone to a different zoning classification. A public hearing would be required with a request for more than 8 units. Twenty units are allowed.

A lengthy discussion took place. Safety concerns should be addressed whether the property is rezoned or not. Moved by Mr. Starr, seconded by Mr. Hurley to recommend to Council a zoning map amendment from Single-Family Residential (R-2) to Multi-Family Residential (R-4) for Doneff Land Company. All ayes. Carried.

Amendment to Planned Unit Development (PUD) zoning ordinance for The Bay Lofts, relating to the number of residential units and the number of parking spaces, located at 49 N. Madison Avenue.

Presentation: Mr. Olejniczak stated that the PUD is a special type of zoning classification for unique projects. A PUD has been approved for The Bay Lofts, which originally was approved for a 35 unit multifamily building with parking on the first level, as well as retail along Madison Avenue. They would like to add two more one bedroom units by changing the floor layout. There would not be an increase in the footprint. There would be one parking space below the required parking requirement. The application is to amend the ordinance. Currently, the PUD ordinance allows 36 units. In regard to the parking space, since the underlying zoning is C-2, they can apply for a waiver for parking with payment in lieu of in an amount of \$100-\$500.

Developer Chris Laurent stated that adding units had added revenue. There are a total of 61 parking stalls. They will be downsizing the clubhouse from 1300 sq. ft. in order to allow for a 700 sq. ft. one-bedroom apartment; the leasing space would be cut in half to 650 sq. ft., and the fitness center would be reduced from 1000 sq. ft. to 600 sq. ft.

Mr. Olejniczak added that if an additional space would be added, landscaping would have to be sacrificed. Public parking would be added along Larch Street.

Mr. Laurent explained the parking layout and indoor wall hangings for bicycles, as well as outside parking for bicycles.

Mr. Vandertie thought that the City should be given more than the \$100 – \$500 parking in lieu of fee.

Public hearing: Mr. Wiesner opened the public hearing at 7:45 p.m. No one spoke during the hearing. There was no correspondence. The public hearing was declared closed at 7:46 p.m.

Consideration of: Moved by Mr. Gilson, seconded by Mr. Norland to approve the modification of the PUD ordinance for The Bay Lofts, as follows:

1. Section B.2. is repealed and recreated as follows: Density. The minimum lot area per dwelling unit shall be ~~4,300~~ 1250 square feet. The total number of dwelling units within the PUD shall not to exceed ~~36~~ 37 residential units.
2. Section B.4. is amended as follows: Parking. The minimum number of required parking spaces may be reduced by one space. A maximum of 10 parking spaces within the indoor parking area may have less than 9 feet of width (compact car spaces), provided the width of those spaces shall not be less than 8'-0". All other spaces necessary to comply with the minimum number of parking spaces shall be at least 9 feet wide.

All ayes. Carried.

Conditional use request from County of Door for public garage, to utilize the former Door County Highway Shop for Emergency Services and Management, located at 916 N 14th Avenue:

Presentation: Mr. Kernosky stated that the County of Door is requesting to utilize the former Door County Highway Shop on 14th Avenue. Since it is in the City limits, a conditional use permit is required in order to utilize the public garage portion. They will be moving the ADRC Center and the Senior Resource Center facilities into the existing southern portion of the garage. A garage bay will be added to the northern portion of the garage for Emergency Services offices, training facility, and living quarters. Because of it being a public garage and ambulances going in and out, a conditional use is requested. The Aesthetic Design & Site Plan Review Board has approved the site plan and design.

Grant Thomas, Corporation Counsel for Door County, and Door County Building and Grounds Director Wayne Spritka presented the plans for the former highway shop. The property is already owned by the County and is underutilized. They were asking for a conditional use to utilize 10 garage bays for Emergency Services and two garage bays for vehicles for the Senior Resource Center.

Public hearing: Mr. Wiesner opened the public hearing at 7:56 p.m. No one spoke during the hearing. There was no correspondence. The public hearing was declared closed at 7:57 p.m.

Consideration of: Moved by Mr. Norland, seconded by Mr. Statz to approve the conditional use request from the County of Door for the public garage, to utilize the former Door County Highway Shop for Emergency Services and Management, located at 916 N. 14th Avenue. All ayes. Carried.

Consideration of: Zero lot line setback for Bellin Health, 311 N. Third Avenue, for proposed lot line adjoining Bay Shipbuilding Company: Mr. Olejniczak explained that in the C-2 district there is language in the code stating with Plan Commission approval you can build right up to a lot line or street. In this case, the building is already there and they want to bring the lot line up to the building. The shifting of the lot line would help with the proposed security fencing around the former Palmer Johnson facility. Bellin Health is not in need of the back area of the building. There are other exit areas of the building. This was recommended to approve by the Waterfront Design Review Board.

Moved by Mr. Vandertie, seconded by Mr. Starr to approve a zero lot line setback for Bellin Health, 311 N. 3rd Avenue, for proposed lot line adjoining Bay Shipbuilding Company. All ayes. Carried.

Consideration of: Sign Code update: Mr. Olejniczak said this item is introductory. He and Mr. Kernosky would like to spend some time updating the sign code. This is mainly due to a Supreme Court verdict. A couple of years ago, the Supreme Court drastically changed how communities can

do sign regulation. Every rule has to be content neutral. Many communities are updating their codes. There are a lot of inconsistencies. Any ideas should be sent to Marty or Ryan.

It was the consensus of the Commission to direct staff to continue with the sign code update.

Public comment on Plan Commission related items: Chris Kellems, 120 Alabama Street, stated that the City should identify a parcel of land for a ride share program.

Mr. Kernosky responded there is an unofficial park & ride location at the K-Mart building.

Adjourn: Moved by Mr. Starr, seconded by Mr. Statz to adjourn. Carried. Meeting adjourned at 8:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cheryl Nault".

Cheryl Nault
Community Development Secretary


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

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MEMO

To: City Plan Commission
From: Ryan Kernosky, Planner & Zoning Administrator 
Date: September 14, 2016
Subject: Zoning Map Amendment for Maser DC 1, LLC

Maser DC 1, LLC (Pete Hurth & Elliot Goettelman, Agents) is petitioning to rezone a vacant parcel from R-3 (Two-Family Residential) to C-5 (Mixed Residential-Commercial). The subject parcel is located on Iowa Street, between N 5th Avenue and N 6th Avenue (ref. tax parcel # 281-10-85400101). The parcel contains 7,529 sq ft of land and currently sits vacant. Previously there was a home on this site, before being demolished in September 2012.

Maser DC 1, LLC wishes to build a garage, storage shed, and parking stalls on the subject parcel to accommodate Baudhuin Inc moving into the former Wellness Center (312 N 5th Ave).

Per procedures for zoning map amendments, the first step in the process is the initial presentation before Plan Commission during the September 21, 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. There will be no formal action taken by the Plan Commission until after the required public hearing is held during a subsequent meeting of the Plan Commission.

A map of the subject parcel and surrounding zoning is within the packet.

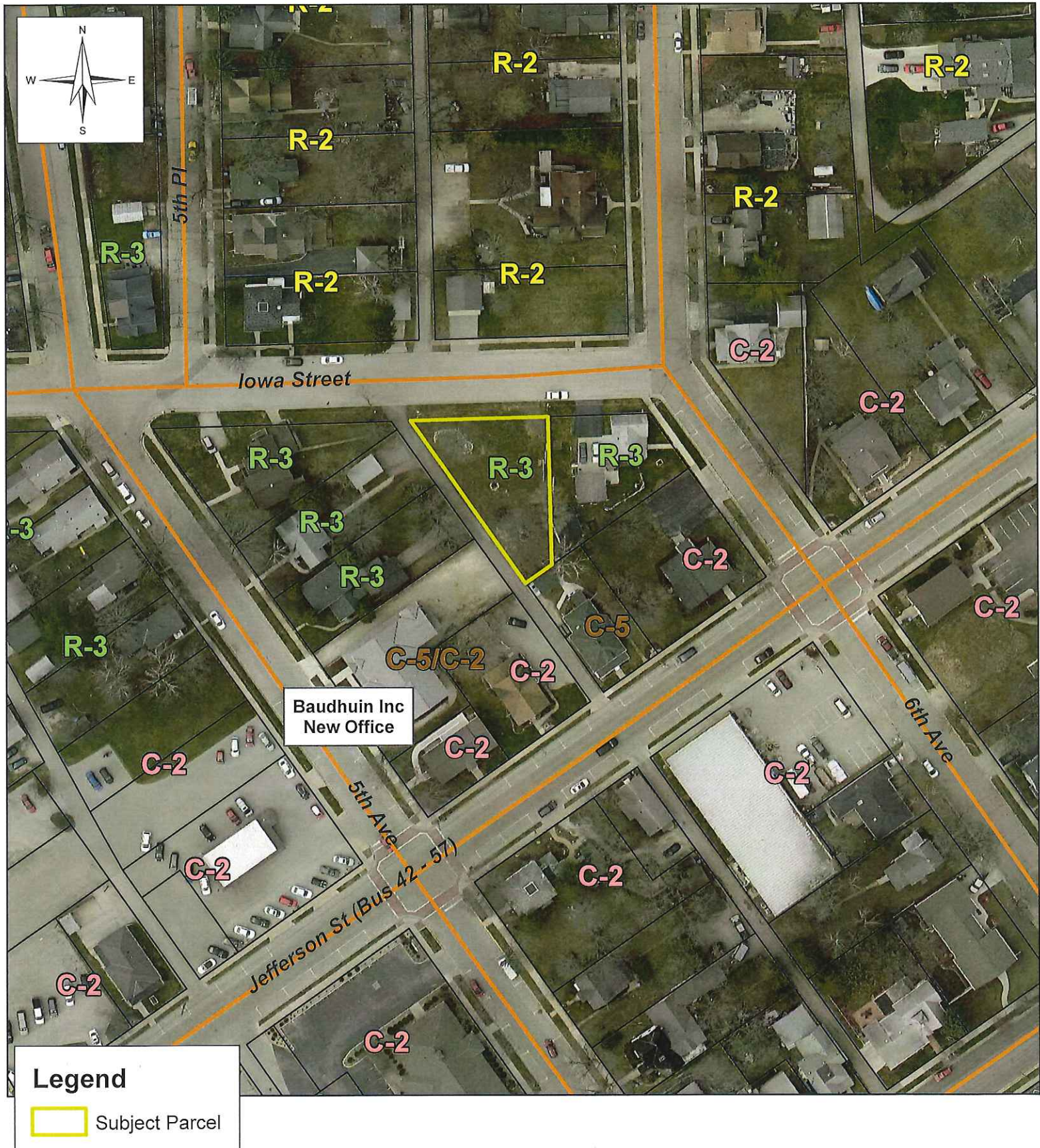
CITY OF STURGEON BAY ZONING/REZONING APPLICATION

Date Received:	9-13-16
Fee Paid \$	
Received By:	

	APPLICANT/AGENT	LEGAL PROPERTY OWNER
Name	PETE HURTH	ELLIOT GAETTELMAN
Company	MASER DC 1 LLC	
Street Address	312 N. 5TH AVE	728 GEORGIA ST
City/State/Zip	STURGEON BAY WI 54235	STURGEON BAY WI 54235
Daytime Telephone No.	920-495-9101	920-333-0323
Fax No.	phurthebandhuin.com	elliote@greendawndrafting.com
STREET ADDRESS OF SUBJECT PROPERTY:		
Location if not assigned a common address: VACANT LOT ON S. SIDE OF IOWA STREET BETWEEN 317 N. 6TH AVE & 332 N. 5TH AVE		
TAX PARCEL NUMBER: 281-10-85400101 R		
CURRENT ZONING CLASSIFICATION: R3		
CURRENT USE AND IMPROVEMENTS: VACANT LOT PREVIOUSLY A HOME THAT WAS TORN DOWN SEVERAL YEARS AGO		
ZONING DISTRICT REQUESTED: C-5 MIXED COMMERCIAL - RESIDENTIAL		
COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: TRANSITIONAL COMMERCIAL AND SINGLE FAMILY RESIDENTIAL - HIGHER DENSITY		
PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:		
North:	STAND ALONE 2 1/2 CAR GARAGE - SINGLE FAMILY RESIDENTIAL (HIGHER DENSITY)	
South:	TRANSITIONAL COMMERCIAL	
East:	SINGLE FAMILY RESIDENTIAL (HIGHER DENSITY)	
West:	TRANSITIONAL COMMERCIAL AND SINGLE FAMILY RESIDENTIAL (HIGHER DENSITY)	
ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:		
North:	R-2 - LOT WITH 2 1/2 CAR GARAGE (AND PRINCIPAL STRUCTURE)	
South:	C-2 - RESIDENTIAL PLUS OFFICE/RETAIL	
East:	R-3 - RESIDENTIAL	
West:	R-3, C-2, C-5 - RESID + OFFICE/CLINIC/PARKING LOT	

Location: 60W 58N ESE 100' / SW 1/4 of R14E S27E W4E
T14N R14E S27E W4E

Rezoning Request
Maser DC 1, LLC
R-3 (Two-Family Res.) to C-5 (Mixed Res & Com.)



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.

Plan Commission Recommendation: The Plan Commission preferred the idea of retaining the roof pitch requirement of 4:12, but was open to allowing the Aesthetic Design and Site Plan Review Board to approve a lower pitched roof in the event a home builder wanted a more contemporary style. Plan Commission sent that recommendation to the Common Council to hold a public hearing on.

Public Hearing on August 2nd, 2016: Members of the public spoke in favor of Plan Commission amendment, and also in favor of completely removing the requirement within our code.

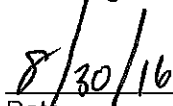
Common Council Action: During the deliberation on the roof pitch minimum requirement, the recommended amendment was amended to strike s. 20.07(7)(c) from the zoning code completely. This amendment passed the Common Council 3-3 with Mayor Birmingham casting the deciding vote in favor of the amendment to eliminate the roof pitch requirement all together.

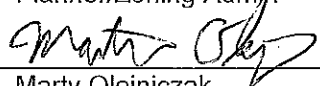
Because the intention of the proposed amendment was changed by the Common Council, City Plan Commission needs to review the revised amendment and make its recommendation.

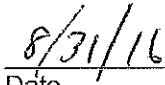
In addition, another public hearing on this amendment is required, along with a subsequent vote by the Common Council in order to adopt it.

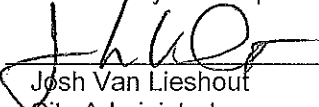
Staff Recommendations: City staff recognizes the need to update our zoning code to reflect more contemporary building styles and trends. With our roof pitch minimum, we may be limiting architectural freedom and unique housing styles. Staff is supportive of removing the requirement completely.

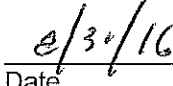
Prepared by: 
 Ryan Kernosky
 Planner/Zoning Admin


 Date

Reviewed by: 
 Marty Olejniczak
 Community Development Director


 Date

Reviewed by: 
 Josh Van Lieshout
 City Administrator


 Date

EXECUTIVE SUMMARY

Combining Waterfront Design Review Code and Aesthetic Design & Site Plan Review Code

Background: The Waterfront Design Review Code was adopted in the 1990's when the initial phase of waterfront redevelopment was getting underway. It applies to Waterfront Redevelopment District, which generally covers the downtown areas on both sides of the bay. At that time the area was not governed by any special design criteria for development (except for the Historic Preservation District along Third Ave). The WRA and Council felt that the new development and redevelopment should have to be reviewed and meet minimum standards for quality and design.

The City now has an overall design review section of the zoning code that applies to all nonresidential and multiple-family residential development in the city. A separate design review board handles the review of projects. But, the Waterfront Redevelopment District is exempt from that code since the Waterfront Design Review Code already applies. In addition, the Historic Preservation District and Industrial Park also have their own review boards and design criteria and are exempt from the overall design review code.

There has been previous consideration to combining some of the design districts/codes to streamline the review process. Since the guidelines and procedures for the Waterfront Redevelopment District are very similar to the overall design review code, perhaps the Waterfront Design Review Code could be repealed, with the overall Aesthetic Design and Site Plan Review Board taking over the review and approval of projects. The design standards for the Waterfront Redevelopment District could still be rolled into the overall citywide standards and used by the Design Review Board when considering projects in the waterfront area.

At recent meetings of their respective boards, the members of the Aesthetic Design and Site Plan Review Board and the Waterfront Design Review Board had no objection to combining the two ordinances into one design review code. The discussed proposal was to repeal the Chapter 29 (Waterfront Design Review Code) and to amend the design review section of the zoning code (s. 20.43) to include the waterfront redevelopment area into the purview of that overall design review code and to add two members to the Aesthetic Design & Site Plan Review Board. While the Mayor and Council have final authority over the appointments, the additional two members would presumably be taken from the Waterfront Design Review Board.

To implement the insertion of the Waterfront Redevelopment Area into the design review ordinance, a public hearing and approval of the Common Council is required.

Staff Recommendation: City staff believes having one overall code will create consistency and streamline the process. The Waterfront Design Review Code served its purpose, but now that the overall city code is in place, it no longer is necessary.

Therefore, staff recommends repealing Chapter 29 Waterfront Design Review Code and making amendments to section 20.43 of the zoning code to include the Waterfront Redevelopment Area for applicability and to add two additional members to the Aesthetic Design & Site Plan Review Board.

Prepared by: Marty Olejniczak
Marty Olejniczak
Community Development Director

9/15/16
Date

Reviewed by: Ryan Kernosky
Ryan Kernosky
Planner/Zoning Admin

9/15/16
Date

Reviewed by: Josh Van Lieshout
Josh Van Lieshout
City Administrator

9/15/16
Date

The recommended zoning code changes to include the Waterfront Redevelopment District under the Aesthetic design and site plan review section of the zoning code, along with increasing the membership of the review board, are shown below.

20.43 - Aesthetic design and site plan review.

- (1) *Title and authority.* This section shall be known as, referred to or cited as the "Aesthetic Design and Site Plan Review Code of the City of Sturgeon Bay, Wisconsin." This section is created under the authority granted by Wis. Stats. §§ 66.0101, and 62.23(7).
- (2) *Purpose.* The purposes of the design and site plan requirements set forth below are as follows:
 - (a) To ensure that new development is consistent with the desired character under the Sturgeon Bay Comprehensive Plan or other adopted plans.
 - (b) To encourage that the design and construction of new development is compatible with, and integrated into, adjacent and nearby land uses — both existing and planned.
 - (c) To maintain and protect significant existing natural features on the development site and in general promote the quality of the environment of the surrounding region.
 - (d) To protect existing adjacent residential development from potential adverse impacts of new development.
 - (e) To encourage high quality architectural designs.
 - (f) To promote accessibility to/from new developments by both vehicular traffic and alternative means of transportation, as appropriate.
 - (g) To identify and resolve potential site planning problems prior to the preparation of final construction plans.
 - (h) To protect and enhance property values.
 - (i) To promote the health, safety and welfare of current and future residents of the city.
- (3) *Sturgeon Bay Aesthetic Design and Site Plan Review Board.*
 - (a) *Creation and composition.* There is hereby created an aesthetic design and site plan review board, which shall consist of five **seven** citizen members appointed by the mayor, subject to confirmation by the common council.
 - (b) *Terms.* ~~Of the initial members appointed, one shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of three years. Thereafter, the term for each member shall be three years, except that initial terms may be staggered such that terms will expire in different years.~~
 - (c) *Powers and duties.* The board shall have the following powers and duties:
 1. After review of an application in accordance with the procedures outlined in subsection (5) of this chapter, grant or deny a certificate of appropriateness for any project required to undergo review under this section.
 2. Make recommendations to the common council regarding changes or additions to the set of design guidelines serving as criteria for review and approval of development applications.
 3. Develop educational manuals and other materials to assist architects, builders, engineers, and owners of property in meeting the established design criteria.
- (4) *Certificate of appropriateness required.*

- (a) *Applicability.* Any development activity that requires the issuance of a permit from the city shall require approval of a certificate of appropriateness prior to the issuance the permit. Development activity includes buildings, additions to buildings, exterior structural modifications, parking lots, driveways and curb cuts, signs, and grading.
 - (b) *Exemptions.* The following shall be exempt from these regulations:
 - 1. Development activity related to single-family and two-family dwellings.
 - 2. Any property or site that is subject to the Historic Preservation Code (chapter 28 of this Code), ~~the Waterfront Design Review Code (chapter 29 of this Code)~~, or the Development standards for I-1A and I-2A districts (section 20.32 of this Code). However, the reviewing bodies for those properties or sites may refer to the overall design criteria established under this section.
 - 3. Uses or improvements that do not affect the exterior of buildings or site layout as determined by the community development director and which are consistent with the purposes of this section.
- (5) *Procedures.*
- (a) *Submission.* An application for a certificate of appropriateness (design approval) and the applicable fee shall be submitted to the community development department. The application shall be accompanied by the written material and other information required in subsection (6).
 - (b) *Staff review.* The community development director (or designee) 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.
 - (c) *Board review.* When reviewing an application, the aesthetic design and site plan review board shall consider the set of design guidelines formally established for the city as well as any pertinent recommendations and objectives of the Sturgeon Bay Comprehensive Plan or other adopted plans. The action of the aesthetic design and site plan review board shall be to approve the certificate of appropriateness with or without conditions, deny the proposed project design or defer it for further study or additional information. The aesthetic design and site plan review board shall approve or deny the application within 30 days of receipt of the application, unless such time is mutually extended to allow for further study or submission of additional information.
 - (d) *Written determination.* The board shall file a written decision within ten days after its final hearing considering the application for a certificate of appropriateness, with a copy of such decision to be sent to the applicant. If the certificate of appropriateness is approved, the applicable city permits (building permit, driveway permit, sign permit, etc.) may be issued if all other municipal regulations are met.
 - (e) *Appeals.* Appeals of decisions of the aesthetic design and site plan review board shall be heard by the common council. An appeal must be made in writing within 30 days after the date of the written determination of the aesthetic design and site plan review board. In considering an appeal, the common council shall balance the purposes of this chapter and the interest of the public against the interest of the owner in using the subject property for his/her own purposes. The common council may then affirm the decision of the aesthetic design and site plan review board, or reverse or modify such decision if it finds that, owing to unique conditions pertaining to the specific piece of property, failure to approve the site plan will preclude the reasonable use of the property or will cause serious hardship for the owner.
 - (f) *Changes to approved plans.* Changes to an approved project shall require approval in the same manner as required for the original plan design.
 - (g) *Approval time limit.* A certificate of appropriateness shall lapse after two years from the date of approval, unless the pertinent permit is issued and the project commenced within such two-year period. Time extensions may be authorized by the aesthetic design and site plan review board,

provided the applicant demonstrates that there are circumstances, difficulties or practical hardships which make compliance with the original two-year period unreasonable.

(6) *Application requirements.*

(a) Applications for a certificate of appropriateness (design approval) shall be accompanied by a description and illustration of the proposed work that is of sufficient detail and scope to enable the aesthetic design and site plan review board to readily understand the nature of the proposed work. Whenever pertinent the application shall at a minimum consist of the following:

1. Name, location, owner/developer and designer of the project.
2. A map showing the location and dimensions of the property, and showing pertinent existing features, including existing buildings, driveways and parking areas, vegetation, drainage features, 100-year floodplain limits, wetlands, and significant topography.
3. A proposed site plan drawn to a convenient scale depicting all building locations, access driveways and circulation, parking areas, bicycle and pedestrian facilities, stormwater management facilities, and other improvements.
4. Building elevations, including indications of proposed materials, and colors.
5. Landscaping plans and planting schedules.
6. Grading plan, utilities plan, and stormwater management plan.
7. Plans for signage including location, dimensions, materials, and lighting of signs.
8. Exterior lighting plan.
9. Additional information as necessary to aid in review of the application.

(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 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 or building inspector will constitute a violation of this section.

(Ord. No. 1279-0912, § 1, 9-18-12)