

AGENDA
CITY OF STURGEON BAY
CITY PLAN COMMISSION
Wednesday, November 16, 2016
7:00 p.m.
Council Chambers, City Hall
421 Michigan Street

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from October 19, 2016.
4. Consideration of: Cooperative ground sign for Tractor Supply Company and Pick 'n Save.
5. Consideration of: Jefferson Street corridor rezoning to Mixed Commercial-Residential (C-5).
6. Discussion of: Zoning code amendment to allow accessory dwelling units.
7. Consideration of: Future meeting time.
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

11/11/16
12:30 p.m.
CN

CITY PLAN COMMISSION
Wednesday, October 19, 2016

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

Roll call: Members Steven Hurley, Dennis Statz, Mike Gilson, and Ron Vandertie were present. Excused: Members Rick Wiesner, Jeff Norland, and Bob Starr. 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. Hurley, seconded by Mr. Gilson to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from September 21, 2016.
4. 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.
 - a. Presentation
 - b. Public Hearing
 - c. Consideration of
5. Discussion of: Jefferson Street corridor rezoning to Mixed Commercial-Residential (C-5).
6. Discussion of: Zoning code amendment to allow accessory dwelling units.
7. Consideration of: Future meeting time.
8. Public comment on Plan Commission related items.
9. Adjourn.

Carried.

Approval of minutes from September 21, 2016: Moved by Mr. Gilson, seconded by Mr. Hurley to approve the minutes from September 21, 2016. All ayes. Carried.

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:

Presentation: Pete Hurth, representing Maser DC 1, LLC, stated that Baudhuin, Inc. is renting the upstairs of the former Wellness Center, located at 312 N. 5th Avenue. The upstairs includes 2500 square feet. The first floor contains 3200 square feet. Maser DC 1, LLC would like to acquire the vacant parcel across the alley, owned by Elliot Goettelman, and construct a 16' x 20' storage building and a 24' x 28' storage building, along with a parking area. The lot is small and constructing a single-family home on the lot would be very tight. The front of the proposed storage buildings would resemble the Wellness Center. The lot is currently grass. They would also do some landscaping on the property.

Mr. Kernosky stated the property is currently zoned R-3 and are proposing to rezone to C-5. Within the Comprehensive Plan, this is an example of a Transitional Residential Commercial neighborhood. If this lot were to be sold in the future, the proposed lot should go along with the Wellness Center property.

Mr. Olejniczak added that if Plan Commission recommends the rezoning to Council, the design would also have to go before the Aesthetic Design & Site Plan Review Board, which includes approval of the storage buildings, landscaping, and signage.

Mr. Hurth stated that the smaller storage building would be built first, as well as adding the parking area that would be used for employee parking. The existing parking for the former Wellness Center would be for customers, and not only for Baudhuin, Inc., but whoever the first floor would be rented to.

Public Hearing: Vice-Chair Statz opened the public hearing at 7:10 p.m.

Kurt Kluge, 522 Jefferson Street, stated that he owns the adjacent parcel. He was concerned about an increase in traffic, concerned about aesthetics, and concerned that there was no storm sewer.

Vicki Kluge, 522 Jefferson Street, questioned what the difference was between the R-3 district and the C-5 district.

Elliot Goettelman, 26 N. 3rd Avenue, stated that he purchased the property three years ago. There had been a house located on the lot that he had torn down. He thought it made sense to rezone to C-5.

Ms. Nault read one letter of correspondence in opposition from Rob & Anne Kifer, Sister Bay, and property owner on Iowa Street.

The public hearing was declared closed at 7:21 p.m.

Consideration of: Mr. Kernosky said that considering the size and shape of the lot, it is not desirable for a single-family home.

Mr. Olejniczak stated that two issues would be resolved, including parking for the former Wellness Center building and what to do with the vacant parcel. It is a mixed area of homes, rentals, and seasonal homes. The stormwater management needs to be approved by the City Engineer.

Mr. Hurth added that Baudhuin, Inc. currently rents a storage building on the west side of town. They would not have to rent if they owned their own building. They may go in the building maybe once a week. A survey truck would be parked in the lot during the night. There would not be much additional traffic.

After further discussion, it would moved by Mr. Vandertie, seconded by Mr. Statz to act on this request at this meeting. All ayes. Carried.

Moved by Mr. Hurley, seconded by Mr. Statz to recommend to Council approval of rezoning the vacant parcel, currently owned by Elliot Goettelman, from Two-Family Residential (R-3) to Mixed Commercial-Residential (C-5) for Maser DC 1, LLC, located on Iowa Street, between N. 5th Avenue and N. 6th Avenue, with the condition that there is a restrictive covenant tying the ownership to Maser DC 1, LLC at 312 N. 5th Avenue, within the deed prior to building permits being issued and that the Aesthetic Design & Site Plan Review Board reviews the project before approval. All ayes. Carried.

Discussion of: Jefferson Street corridor rezoning to Mixed Commercial-Residential (C-5): Mr. Kernosky stated that this item was brought up since there was an existing business on Jefferson Street that is intending to sell their property and convert the house into residential. The issue is that the existing property is zoned C-2. Within the C-2 district, you can have residential as part of it, however it can only be up to 50% of the floor area. If one of the buildings on Jefferson Street were to be sold and converted back to single-family residential, it can be done in a C-5 district, but not a C-2 district. In 2008 a neighborhood meeting was held in regard to rezoning the area to C-5. A few people showed up with concerns. The C-2 district does not require any off-street parking, but the C-5 requires half of the parking in existing buildings. A new building would require all the parking. There are more options available in the C-5 district, although signage is more restrictive. Staff is interested in holding another public meeting to see if there would be interest in rezoning the Jefferson Street corridor as a mass to C-5, rather than individual.

Members agreed that this would be worth taking another look at. Staff will put together a public informational meeting regarding a mass rezoning for the Jefferson Street corridor and report back to the Plan Commission. No other action was needed.

Discussion of: Zoning code amendment to allow accessory dwelling units: Mr. Olejniczak explained that an accessory dwelling unit is a smaller unit that would be secondary to the principal dwelling on a lot. Door County has recently added this to their code. Mainly in the older areas of town there are a lot of two-family homes that were created out of a single-family home that pre-dated the zoning code. Currently, the City only allows one dwelling unit per lot, unless the property is zoned for two-family. If the Plan Commission wished to pursue this further, additional language from other codes could be brought back to a future meeting.

Mr. Statz didn't think there was a lot of demand for this, but did like the idea.

Mr. Hurley thought this should be explored and to confer with other communities to see there were any challenges they have had.

Mr. Gilson stated this would address affordable housing issues and the aging population.

The consensus was for staff to go forward with the concept and come back with ideas and language.

Consideration of: Future meeting time: It was the consensus of the Commission to discuss this item when all Commission members are present.

Public comment on Plan Commission related items: There was no public comment.

Adjourn: Moved by Mr. Vandertie, seconded by Mr. Hurley to adjourn. Carried. Meeting adjourned at 8:14 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

EXECUTIVE SUMMARY

RE: Cooperative Ground Sign for Tractor Supply Company and Pick N' Save

Background: Tractor Supply Company (TSC) and Pick N' Save (PNS) have been working with City on signage problems for both businesses. As it currently exists, there is a Pick N' Save pylon sign located on the Tractor Supply Company parcel. There is no clear understanding how or why this sign got to where it is today. Pick N' Save wishes to keep a sign on Egg Harbor Road, and Tractor Supply Company wishes to install their own pylon sign. We have suggested using the cooperative ground sign option, which satisfies both parties desire for signage on Egg Harbor Road.

Under s. 27.12(7) of the sign code, a *cooperative ground sign* can be permitted under "circumstances where there is benefit to both the petitioning business or uses and the city."

Cooperative ground signs must be approved by the City Plan Commission.

Proposed Signage: Within your packets you will find the proposed cooperative ground sign for TSC and PNS. Under s. 27.12(7)(c) of the sign code, *the maximum height of the sign shall be 25 feet (with an extra two feet allowed for architectural enhancements) with a maximum surface area of 200 square feet and a maximum for any one use not to exceed 100 square feet. The width of the sign should normally not exceed one-half the height of the structure.*

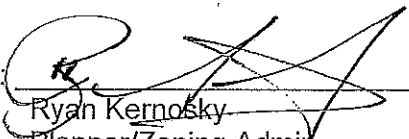
The proposed cooperative ground sign is 25' in height, 17' - 1" in width, and has two 99 sq ft signs totaling 198 sq ft in size. The proposed sign meets all requirements of s. 27.12(7)(c), with the exception of the width to height ratio recommendation. Staff feels the proposed sign is scaled proportionately, given its location near a central traffic corridor into the City.

The Chairman of the Aesthetic Design and Site Plan Review Board has reviewed and approved this sign.

Plan Commission Options: The Plan Commission has the following options:

- 1) Approve the sign as presented
- 2) Approve the sign, with added conditions such as design changes, materials and color, landscaping, size or dimension limitations, location
- 3) Deny the cooperative ground sign

Staff Recommendation: Staff is supportive of the cooperative ground sign, and feel it meets all requirements under section 27.12(7) of the sign code.

Prepared by: 
Ryan Kernosky
Planner/Zoning Admin

11/9/2016
Date

Reviewed by: 
Marty Olejniczak
Community Development Director

11/9/2016
Date

From S. 27.12(7) of the sign code:

(7) *Cooperative ground signs.* A cooperative ground sign shall only be permitted under circumstances where there is benefit to both the petitioning business or uses and the city. Upon city plan commission approval, the sign inspector may issue a special sign permit for a cooperative ground sign identifying and/or advertising two or more separate uses or businesses, with the total land area consisting of five acres or more, subject to the following:

- (a) All uses which are to be identified upon the sign are located upon contiguous parcels of property, or are contiguous to an associated planned unit development.
- (b) The sign must be located upon a parcel occupied by one of the uses or businesses.
- (c) The maximum height of the sign shall be 25 feet (with an extra two feet allowed for architectural enhancements) with a maximum surface area of 200 square feet and a maximum for any one use not to exceed 100 square feet. The width of the sign should normally not exceed one-half the height of the sign structure.
- (d) Any user of the sign waives any right to the use of any other ground sign upon the street or right-of-way upon which the cooperative ground sign is located.
- (e) The lettering of the sign may not be changeable unless a portion thereof is required to be changeable by state or federal law.
- (f) Conditions as imposed by the city plan commission including, but not limited to design, materials, color, landscaping, content, size or dimension limitations, location, and elimination/avoidance of traffic or vision hazards.

**CITY OF STURGEON BAY
SIGN PERMIT**

I HEREBY REQUEST A PERMIT FOR THE ITEMS SPECIFIED BELOW.

Owner of Premises STEARNS INVESTMENT LLC (JIM SMITH) Telephone 918.592.1836

Address or Legal Description TRACTOR SUPPLY COMPANY, 1833 EGG HARBOR RD UNIT A, STURGEON BAY, WI

Owner of Sign or Banner TRACTOR SUPPLY COMPANY Telephone 615.440.4000

Manufacturer ID ASSOCIATES Telephone 334.836.1400

Installed by CREATIVE SIGN COMPANY Telephone 920.336.8900

ATTACH DRAWINGS OR PHOTO SHOWING BUILDING STREET SIDE, DIMENSION, SIGN DIMENSION, SHAPE, MESSAGE, AND SIGN LOCATION

Type Sign PYLON

Size 11'-5" x 17'-7" Height 25' OAH Clearance 13'-7"

Setback from Property Line: Right Side ~45, Left Side _____, Front _____, Driveways ~20'

Electric ☒ Yes ☐ No

Banners: Size N/A X _____ Location _____

Temporary Signs: Size N/A X _____ Location _____

List dates, not to exceed 30 days: _____

Portable Signs: Size N/A X _____ Location _____

List dates, not to exceed 30 days: _____

Pennants, Balloons and Similar Articles: Size N/A Height _____

Location _____

List dates, not to exceed 30 days total: _____

CERTIFICATE OF APPLICANT

I HEREBY CERTIFY THAT I AM FAMILIAR WITH, AND WILL CONFORM TO ALL THE REQUIREMENTS OF THE STATE CODE, AND CITY OF STURGEON BAY CODE COVERING THE WORK FOR WHICH THIS PERMIT IS REQUESTED, AND THAT I WILL NOTIFY THE CHIEF OF INSPECTION DEPT. WHEN SAID WORK IS READY FOR INSPECTION AS REQUIRED BY SAID CODE.

Signed _____

(PERSON MAKING APPLICATION)

PERMIT NO. _____ HEREBY ISSUED FOR THE ABOVE DESCRIBED WORK, AND IS TO BE COMPLETED IN ACCORDANCE WITH STATE AND CITY CODES.

PERMIT ISSUED _____ / _____ / _____

WORK MUST BEGIN NOT LATER THAN _____ / _____ / _____

THIS PERMIT EXPIRES _____ / _____ / _____

FEE \$ _____

Signed _____

(CHIEF, INSPECTION DEPART.)

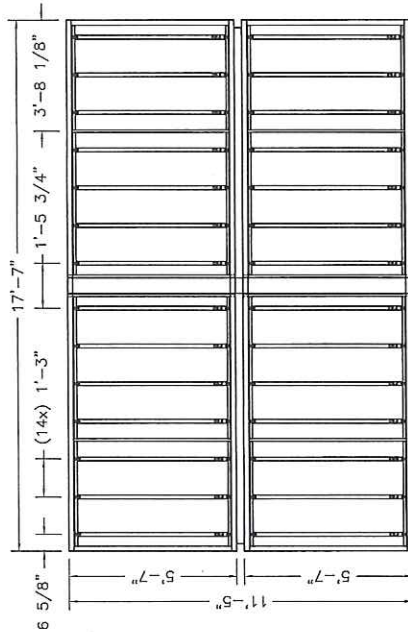
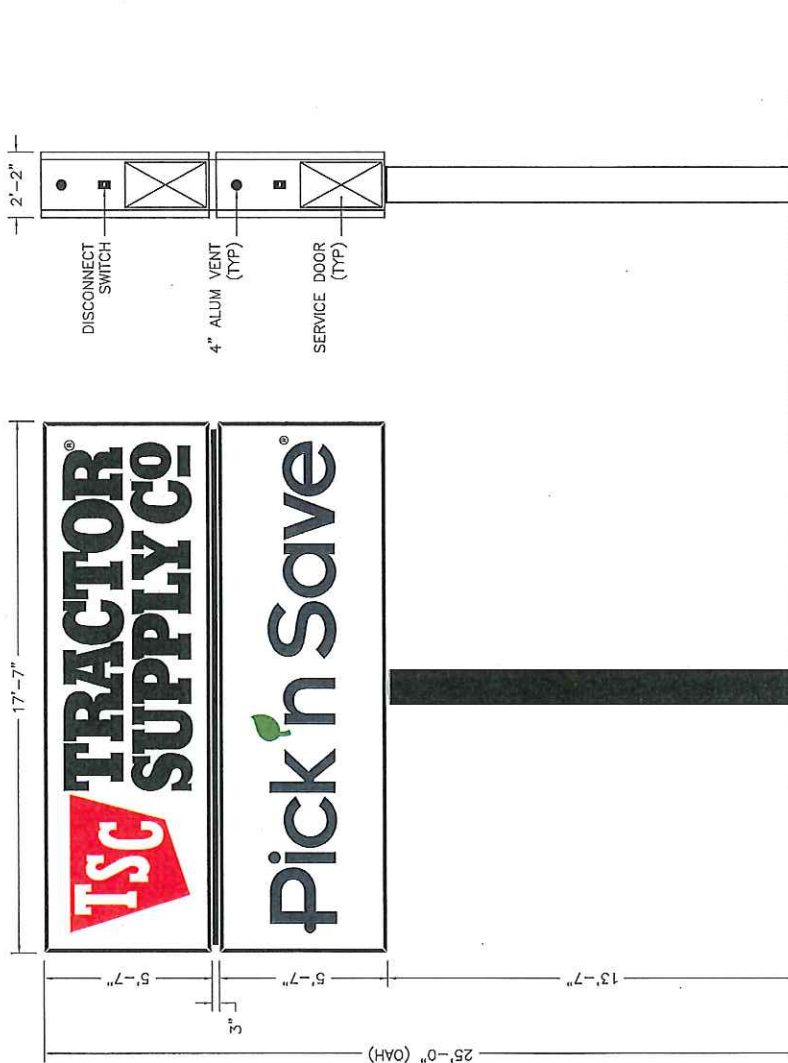
FOR OFFICE USE ONLY

WORK COMPLETED _____ / _____ / _____

INSPECTED _____ / _____ / _____

Signed _____

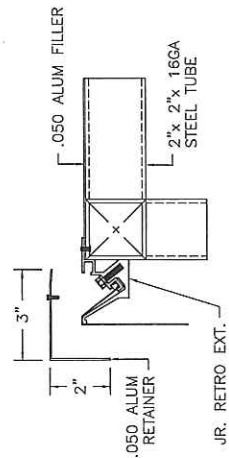
REVISION HISTORY		
REV	DESCRIPTION	DATE
1	NEW RELEASE	10/19/16
BY		RCB



NOTES:
SIGN INSTALLERS SHALL COORDINATE TIMING w/ G.C. & I.D. ASSOCIATES
2" x 2" x 16GA STEEL TUBE FRAME w/ 2" x 3/16" ANGLE IRON SAUDDLE
& 1" SQ x 16GA STEEL TUBE STIFFNER
.050 ALUM BLACK/WHITE FILLER & RETAINER
.063 ALUM REVEAL ATTACH TO CABINET
LIFT POINT AS REQ'D

COLOR NOTES:
FACE - PANAGRAPHICS III FLEX FACE w/ GRAPHIC OVERLAYS:
TOP - 3M #3630-33 RED
BOTTOM - GREY, TO MATCH PMS 432C
GREEN, TO MATCH PMS 576C

CABINET FILLER/RETAINER - .050 ALUM BLACK/WHITE
PYLON EXTERIOR - STEEL TO BE PAINTED BLACK
ELECTRICAL NOTES:
(28x) - F040 T8 LAMPS
(8x) - QHE4 BALLAST (120V/277V - 0.91 AMPS EA)
(2x) - QHE3 BALLAST (120V/277V - 0.69 AMPS EA)
TOTAL AMPS - 8.66A
(1) 20A CIRCUIT



EXTRUSION/RETAINER SIDE DETAIL
SCALE: 12x

ITEM NUMBER		CUSTOMER	
103903-000		TRACTOR SUPPLY Co.	
DESCRIPTION		STURGEON BAY, WI	
(25'-0" OAH) 5'-7" x 17'-7" DOUBLE CABINET		R. BEEBE	
INTERNALLY ILLUMINATED		B. HOLLAND	
LOCATION		STURGEON BAY, WI	
GROUP, DATE		128244	
10/19/2016		APPROVAL DATE	
11/23/2016		WIND LOAD	
200 MPH		30 PSF	
103903-000		103903-000	

creative Sign
company inc

505 Lawrence Dr. De Pere, WI 54115
920-326-8900 creative@signco.com

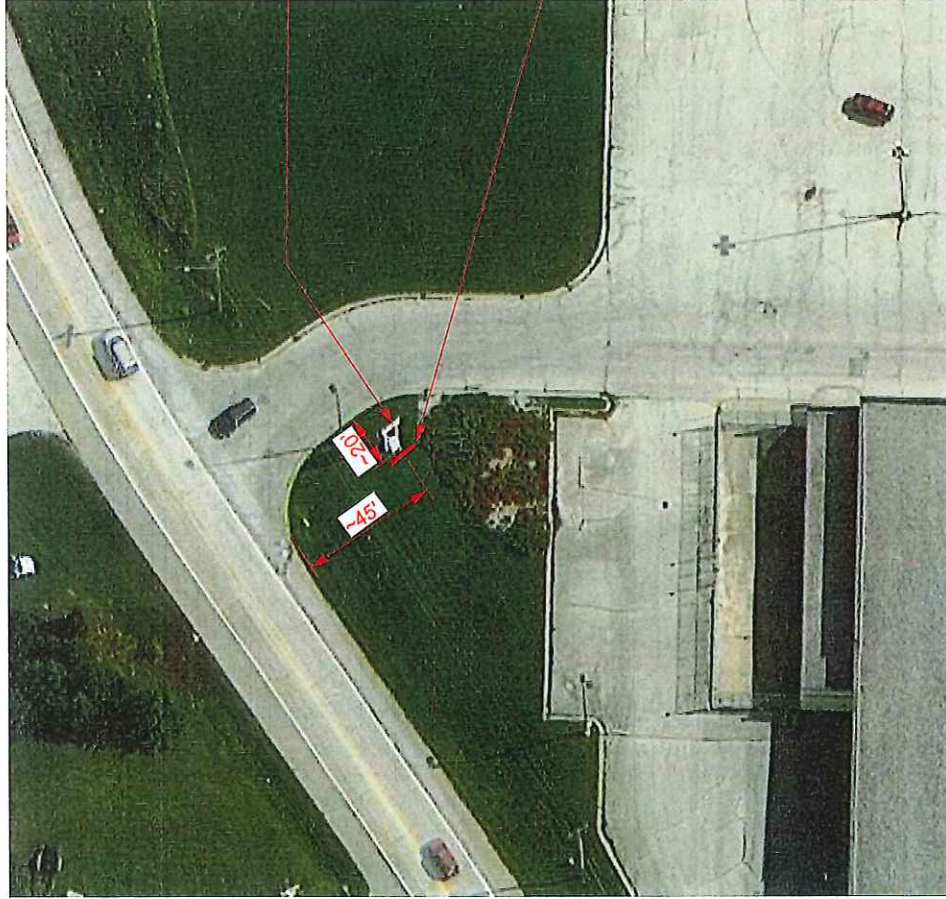
CLIENT: ID ASSOCIATES

OWNER: TRACTOR SUPPLY COMPANY

ADDRESS: 1833 EGG HARBOR RD
STURGEON BAY, WI

CSC JOB #: 26532

NEW PYLON



EXISTING SIGN (TO BE REMOVED
ONCE NEW SIGN IS ERECTED)

PROPOSED LOCATION OF
NEW INTERNALLY ILLUMINATED
DOUBLE FACED PYLON SIGN



TRACTOR SUPPLY COMPANY
1833 EGG HARBOR RD
STURGEON BAY, WI



5.

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

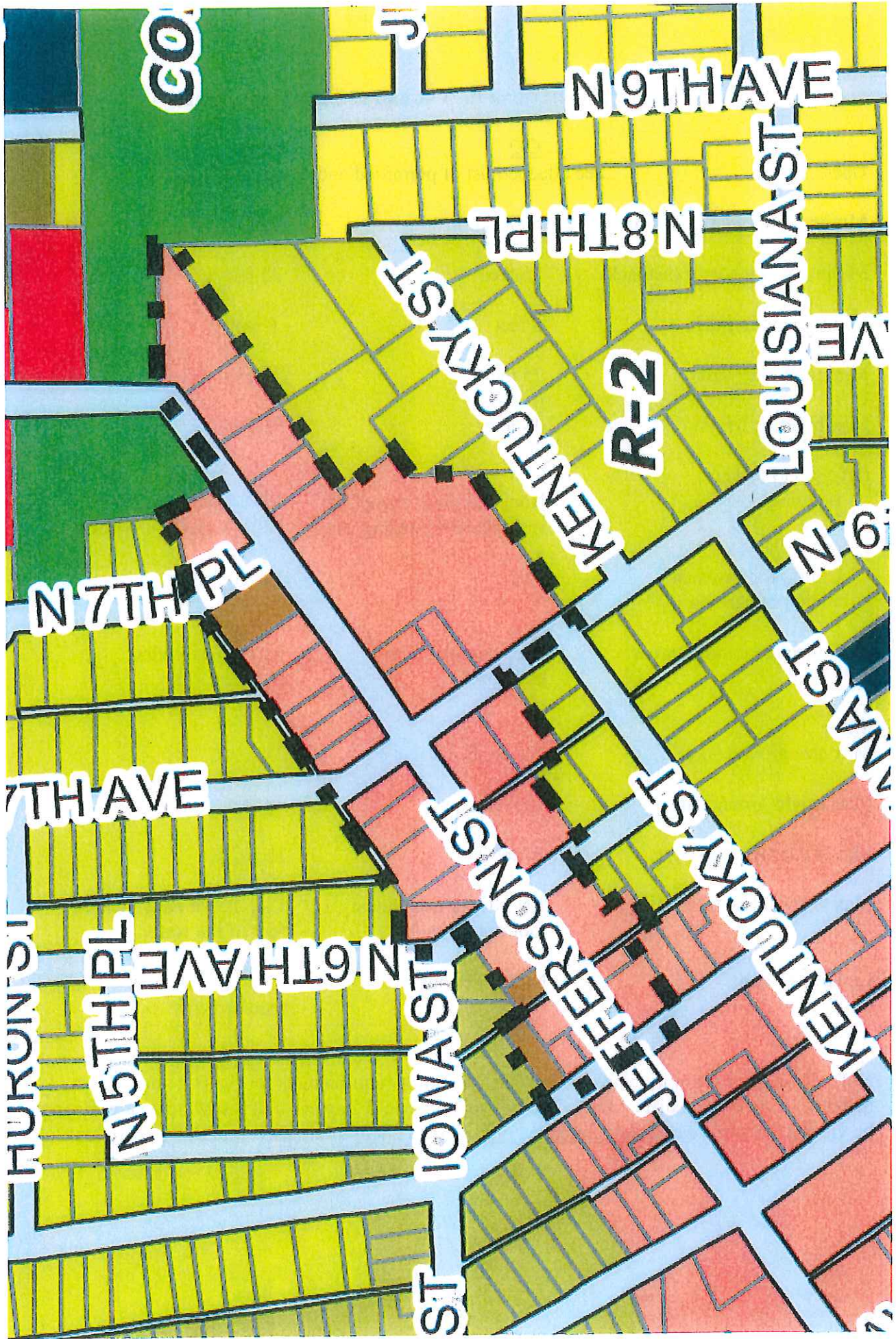
MEMO

To: Plan Commission
From: Ryan Kernosky, Planner & Zoning Administrator
Date: October 11, 2016
Subject: Meeting for Jefferson Street Corridor Rezoning

Per the Plan Commission's direction, city staff has scheduled a neighborhood meeting for the potential rezoning of the Jefferson Street corridor from C-2 (Central Business District) to C-5 (Mixed Commercial-Residential). That meeting is scheduled for Tuesday November 15, 2016 at 5:30 pm in City Hall (Community Room).

Staff will be presenting information to property owners and gathering feedback. We will have an update for you at the November 16th Plan Commission Meeting.

City Zoning Map – Jefferson St Region



General Comparison of the C-2 and C-5 Zoning Districts

	<u>C-2</u>	<u>C-5</u>
Uses:	See attached list of permitted and conditional uses.	
Minimum lot area (new lots):	6000 sq. ft.	7500 sq. ft.
Minimum street yard (setback)	15 feet	20 feet
Minimum side yard	5 feet	8 feet
Minimum rear yard	25 feet	25 feet
Max building height	45 feet	35 feet
<u>Off-Street Parking</u>		
- Required # spaces	None required, except for residential & lodging uses	50% -uses in existing bldgs 100% - uses in new buildings
- Option for payment in lieu of parking	Yes	Yes
- Collective parking areas	Each space counts as 1 space	Each space counts as 1.5 spaces
<u>Signs</u>		
Max size ground sign	100 sq. ft.	25 sq. ft.
Max height ground sign	20 feet	8 feet
Max size projecting sign	24 sq. ft.	16 sq. ft.
Max size wall sign	1 sq. ft. per each lineal foot of the wall	1 sq. ft. per each lineal foot of the wall
Lighting of signs	No restrictions	Must meet certain requirements

Note: This chart is not intended to show all the zoning requirements for the C-2 and C-5 districts, just the main differences. The full zoning code (Chapter 20 of the Municipal Code) can be viewed online at www.sturgeonbaywi.org or at the Community Development Department.

20.15 - Use regulations for C-2 district.

The C-2 district is intended for the central business district on both the east and west sides of the city. It is intended to provide development and redevelopment opportunities consistent with the historic development pattern of the areas. Targeted uses shall be those commercial uses which do not detract from this area because of noise, smoke, odors, or disruption of traffic patterns.

(1) Permitted uses are:

- (a) Any use listed as a permitted use in the C-1 district, except gasoline service stations; automobile repair establishments; automobile, recreational vehicle or farm implement sales lots; commercial storage facilities; and lumber and building supply yards.
- (b) Residential use, provided such use covers not more than 50 percent of the combined floor area of all principal buildings within the lot.

(2) Conditional uses are:

- (a) Communication towers.
- (b) Colleges and vocational schools.
- (c) Public utilities.
- (d) Multiple-family dwellings.
- (e) Community living arrangements, except as regulated in § 62.23(7)(i), Wis. Stats., and provided, however, that the 2,500-foot distance described in § 62.23(7)(i)2r.a., Wis. Stats., shall not apply.
- (f) Hospitals.
- (g) Water-related uses such as marinas, launch ramps, charter boating or fishing and ferry terminals.
- (h) Gasoline service stations.
- (i) Automobile repair establishments.
- (j) Automobile or recreational vehicle sales lots.
- (k) Commercial establishments with drive-through facilities.
- (l) Bed and breakfast establishments, provided the facility is licensed by the Wisconsin Department of Health and Social Services.
- (m) Commercial housing facilities.

(Ord. No. 961-1195, § 3, 11-7-95; Ord. No. 1099-0603, § 4, 6-17-03; Ord. No. 1118-0104, § 4, 1-6-04; Ord. No. 1144-0305, § 4, 3-15-05; Ord. No. 1277-0612, § 1, 6-19-12)

20.175 - Use regulations for C-5 district.

The C-5 district is intended for areas of the city where residential properties are converting to commercial uses or vice versa, especially areas where it is desired to maintain the existing buildings or architectural character of the neighborhood. It is also intended for areas of the city where a continued mixture of residential and commercial uses are desirable. The uses permitted are those uses which are generally compatible in areas with a combination of both residential and commercial properties.

(1) *Permitted uses are:*

- (a) Single-family dwellings established within an existing building, including repairs/reconstruction of such dwellings and additions up to 50 percent of the original floor area.
- (b) Two-family dwellings established within an existing building, including repairs/reconstruction of such dwellings and additions up to 50 percent of the original floor area.
- (c) Any use listed as a permitted use in the C-2 district, except bus depots and those uses listed separately as conditional uses under subsection (2). Such uses shall only occupy an existing building or occupy a new building with a building footprint not exceeding 3,000 square feet.

(2) *Conditional uses are:*

- (a) New single-family dwellings.
- (b) New two-family dwellings.
- (c) Additions to existing dwellings that exceed 50 percent of the original floor area.
- (d) Multiple-family dwellings.
- (e) Uses listed under subsection (1)(c) that are located within a new building with a building footprint that is 3,000 square feet or larger.
- (f) Restaurants and taverns.
- (g) Hotels and motels.
- (h) Parking lots.
- (i) Rest homes.
- (j) Community living arrangements, except as regulated in § 62.23(7)(i), Wis. Stats., and provided, however that the 2,500-foot distance described in § 62.23(7)(i)2r.a., Wis. Stats., shall not apply.
- (k) Public utilities.
- (l) Massage parlors.
- (m) Liquor stores.
- (n) Payday lending institutions.
- (o) Pawn shops.



MEMO

To: City Plan Commission
From: Marty Olejniczak, Community Development Director
Date: November 10, 2016
Subject: Accessory Dwelling Units

At the previous Plan Commission meeting the members believed it was worth considering an amendment to the zoning code to allow accessory dwelling units. An accessory dwelling unit is smaller secondary unit in addition to the principal dwelling on the lot. These are often referred to as "granny flats" or "mother-in-law apartments." The extra unit can either be a stand-alone structure or be incorporated into the principal dwelling.

Potential requirements for accessory dwelling units have been drafted and are included in a separate handout. Most of these were adapted from other zoning codes, including the Door County Zoning Ordinance. Some of these regulations might not be needed for Sturgeon Bay and the potential rules could be loosened or strengthened, depending upon the desires of the members.

At this meeting, please be prepared to discuss the requirements in order to gain consensus on a formal zoning text amendment.

Accessory Dwelling Units

Definition: An accessory dwelling unit means a smaller, secondary home on the same lot as a principal dwelling. Accessory dwelling units are independently habitable and provide the basic requirements of shelter, heating, cooking and sanitation.

Purpose: The allowance for accessory dwelling units and the requirement for such use are intended to accomplish the following:

- Increase the diversity of housing options while maintaining the character of predominately single-family residential neighborhoods.
- Create more affordable housing within existing single-family neighborhoods.
- Enhance neighborhood stability by providing extra income that potentially could allow homeowners to live in their houses longer and maintain their property better.
- Provide homeowners with a means of accommodating extended families, security, or services through tenants in either the accessory dwelling unit or principal dwelling.
- Provide the necessary on-site supervision through owner-occupancy in order to enhance maintenance and the preservation of the neighborhood.
- Ensure that new accessory dwelling units meet standards for housing and architecturally fit the neighborhood.

Requirements: Accessory dwelling units shall be added to the list of permitted uses in the pertinent zoning district subject to the following:

Not more than one accessory dwelling unit shall be permitted on a lot.

Accessory dwelling units may be attached to or detached from the single family residence.

Accessory dwelling units shall not exceed 800 square feet in floor area and shall have a minimum floor area of 250 square feet. If the accessory dwelling unit is created from a portion of the principal dwelling unit, the floor area of the principal dwelling unit shall not be reduced below the minimum floor area required for the zoning district in which it is located.

Detached accessory dwelling units shall be subject to the requirements of section 20.29 *Accessory building height and area regulations*, except that the minimum yards for accessory dwelling units shall be as required for principal buildings regardless of whether the accessory dwelling unit is detached from or attached to the principal building.

Accessory dwelling units shall be allowed only on a lot having at least 5,000 square feet.

The property owner of record must reside in either the primary dwelling unit or the accessory dwelling unit as their permanent and legal address.

A minimum of one off-street parking space for the accessory dwelling unit shall be provided in addition to off-street parking spaces required for the primary dwelling unit.

The accessory dwelling unit shall be clearly incidental to the principal dwelling unit and the building's exterior shall appear to be single-family.

Location of entrances. Only 1 entrance may be located on the facade of the primary dwelling unit facing the street, unless the primary dwelling unit contained additional entrances before the accessory dwelling unit was created. An exception to this regulation is entrances that do not have access from the ground such as entrances from balconies or decks.

Exterior stairs. Fire escapes or exterior stairs for access to an upper level accessory dwelling shall not be located on the front of the primary dwelling unit.

The accessory dwelling unit shall not be leased for a period of less than 30 days at a time. A restrictive agreement shall be recorded to this effect.

The accessory dwelling unit shall not be conveyed or separated in ownership from the primary dwelling unit.

The accessory dwelling unit shall comply with the Sturgeon Bay Housing Code (chapter 22 of the municipal code) and with all pertinent building codes.

Approval by the Community Development Department is required for all accessory dwelling units. Applications shall include site plan, floor plan, building elevations, and any other information necessary to determine compliance with these requirements.