

AGENDA
CITY OF STURGEON BAY
CITY PLAN COMMISSION
Wednesday, December 18, 2019
6:00 p.m.
City Council Chambers
421 Michigan Street, Sturgeon Bay, WI

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from October 16, 2019.
4. Consideration of: Tourist Rooming House regulations.
5. Consideration of: Recommendation from the Bicycle & Pedestrian Advisory Board regarding Memorial Drive path.
6. Comprehensive Plan Update.
7. Update regarding recent multifamily housing projects.
8. Public comment on non-agenda 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.

12/13/19
3:00 p.m.
CN

Plan Commission Members

Mayor David Ward
Ald. Kirsten Reeths
Ald. David Hayes
Mark Holey
Jeff Norland
Dennis Statz
Debbie Kiedrowski

CITY PLAN COMMISSION
Wednesday, October 16, 2019

A meeting of the City Plan Commission was called to order at 6:00 p.m. by Chairperson David Ward in the Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members David Hayes, Debbie Kiedrowski, Kirsten Reeths, Mark Holey, Dennis Statz, David Ward, and Jeff Norland were present. Also present were Alderperson Gary Nault, City Administrator Josh Van Lieshout, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson, Community Development Secretary Cheryl Nault, and several members of the public.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from September 30, 2019.
4. Consideration of: Combined Preliminary/Final Planned Unit Development (PUD) for Northpointe Development to develop 40 housing units, including converting the former West Side School, located at 17 W. Pine Street and a new addition extending into the West Side Field property, located at 37 W. Redwood Street.
5. Comprehensive Plan Update.
6. Public comment on non-agenda Plan Commission related items.
7. Adjourn.

Carried.

Approval of minutes from September 30, 2019: Moved by Ms. Reeths, seconded by Mr. Hayes to approve the minutes from September 30, 2019. All ayes. Carried.

Consideration of: Combined Preliminary/Final Planned Unit Development (PUD) for Northpointe Development to develop 40 housing units, including converting the former West Side School, located at 17 W. Pine Street and a new addition extending into the West Side Field property, located at 37 W. Redwood Street: Mr. Olejniczak provided an update on the project. He mentioned that staff prepared answers to questions that were asked during the public hearing and included them in the agenda packet.

Mr. Sullivan-Robinson stated that the Aesthetic Design & Site Plan Review Board approved the project in concept, with the expectation that a final review will occur at the time the building permit is applied for.

Mr. Hayes questioned how much of the City property would be sold. Mayor Ward responded that the portion of the property to be sold is unknown until the City knows that the developer has received the tax credits.

Mr. Olejniczak said that the developer offered that the City could keep some of the property for park space. However, the developer has indicated the potential for a Phase 2, which would provide additional units of senior housing.

Mr. Olejniczak went over the time frame for the project. It is all dependent on receiving the historic and WHEDA tax credits. They need to apply by December, 2019 and will be awarded in April

2020. If the tax credits are not received, the project will not go forward. The earliest construction would start would be in October, 2020.

Ms. Reeths stated that the field should not be given away. She added that she is not against the development, but it's just not the right piece of property to put it on. The City will not get anyone to move here without good wages and child care.

Mr. Olejniczak added that there is money in the proposed 2020 budget for replacing the softball field.

Mayor Ward opened up the floor for citizen comments.

Carl Bridenhagen, 1028 W Maple St., stated that in May he was promised an equal or better softball field. Why is there not a price tag on the field? There should be a deal in place. Taxes made off the development would be \$22,000 per year. The retention pond on the front yard looks terrible. This project should be put on hold. So many things related to the project change every week.

Pat Blizel, 69 W Pine St., stated that he doesn't like using public land for private investment. Housing has always been a problem. This needs to be done right the first time. Phase 2 scares him. A sports complex is a need. Green space builds community.

Richard Soukup, 819 N 4th Ave., brought up the housing study. Anything less than a 16-plex was not included. He asked the Commission members to look at the study. We need housing.

Chad Schmelzer, 336 Florida St., wondered what would happen with the YMCA softball program that is held at West Side Field.

Carl Bridenhagen spoke again regarding the first meeting that was held with City officials. He thought that the developer was to pay \$12,000 toward the new ballfield. He said that he was also told by the Economic Director for the County that there was a half million dollars to put toward the new ballfield.

Scott Moore, 947 Pennsylvania St., referred to the last Plan Commission meeting. The City should take advantage of the property to the north. Phase 2 would be located on the west side of the school. Why can't Phase 1 be located there? There were over 800 signatures on a petition to save the field. Over \$300,000 was given to charities from different events at the field. It is an irreplaceable field. It has to stay on the West Side. This can be reconfigured. There is also space on the East Side near the bowling alley for apartments.

Tom Strong, 5033 Shady Lane, Egg Harbor, stated he is employed with the Door County Economic Corporation. He referred to Erik Pfeifer's comments at the last meeting that the City needs a skilled workforce base, attainable and quality housing. We need to keep young people here.

Mr. Olejniczak went over the 10 conditions recommended by staff.

Moved by Mayor Ward, seconded by Mr. Statz to recommend to Council approval of the proposed PUD, including the 10 conditions from staff as follows:

1. The underlying zoning district shall be R-4 (Multiple-Family Residential).

2. Installation of a water lateral stub running south from Redwood Street along the west edge of the property and creation of a 15-ft utility easement.
3. Installation of a sanitary lateral stub running south from the end of the main at the southeast corner of the site and creation of a 15-ft utility easement.
4. Relocation of the proposed fire hydrant out of the parking island and into the end of the W. Redwood Street right-of-way.
5. Providing easements for any portion of public water main or sanitary sewer main located outside of the public right-of-way.
6. Compliance with the street tree requirements of s. 8.07(10) of the municipal code, but the location of required street trees may be located outside of the street right-of-way, if approved by the City Forester.
7. Adjusting the location of the monument sign to comply with the vision clearance requirement of the sign code.
8. Approval by the Aesthetic Design and Site Plan Review Board.
9. Final approval of the stormwater management plan by the City Engineer.
10. A development agreement be entered into between the City and developer that addresses the sale of the property/softball field, utilities/easement issues, maintenance of the driveway within Redwood Street, maintenance of the retaining wall along Madison Ave, and other matters pertinent to the development project.

Ms. Kiedrowski said it feels like this is the last chance for the school. Everyone should be proud of the project's design. Redevelopment of the school is not possible without the expansion. She believed the softball field could be replaced, but not the school. She discussed the benefits of affordable housing and the need for population increase.

Mr. Norland likes the affordability and aesthetics of the project. It is up to the City to come up with a price for the field, which will be part of the development agreement. Things that involve the development agreement should be left to the Council.

Mr. Statz noted that it is a terrific project. The softball field can be moved, but the school can't.

Mr. Holey agreed with Ms. Kiedrowski and Mr. Statz. He is supportive of the project. It is in line with the Comprehensive Plan.

Ms. Reeths stated that for the new housing project being built on Amity Field, by the time you add utilities, water, heat, etc. rents exceed \$1000 per month. This property is the gateway to Sturgeon Bay. It is a million dollar view. It is too valuable of a piece of property for an apartment complex. She had concern over the driveway, especially with children. The City has buildings that have been sitting empty. She is not against the development, but should not rush into it.

Mr. Ward referred to an article in the Wall Street Journal regarding people making over \$100,000 per year rent rather than buy. The possibility of Phase 2 would help fill a huge hole in our housing market, since it would be senior housing. That project would take the rest of the ballfield.

Mr. Hayes wondered how the City will let the citizens know that they are committed to building another equal to or better ballfield. Mayor Ward responded that there is \$275,000 put in the 2020 budget for a new ballfield. There was additional discussion on replacing the ballfield and compensation from the developer.

A vote was taken on the motion. Motion carried 6-1, with Ms. Reeths voting no.

Comprehensive Plan Update: Vandewalle & Associates representative Jeff Maloney, who is the Principal-In-Charge, explained that the Comprehensive Plan is updated every 10 years. Four different stakeholder meetings were held today, involving business and community officials, members of the arts, and many other subgroups.

Meredith Perks, Project Manager, ran through the process of updating the Comprehensive Plan. They have a 20 year outlook as they complete the process.

Ms. Perks went over the purpose of the plan. She then discussed the Public Participation Plan, which includes Stakeholder Focus Groups, two workshops, a survey, an open house, Plan Commission meetings, and a public hearing.

In regard to the 2010 Comprehensive Plan, Ms. Perks asked if there are things still valid and if they should stay in the plan, if there should be things removed, or if anything should be changed or added. In summary, the Stakeholder interviews found the need for affordable and senior housing, along with development.

Goals and objectives found in the existing Comp Plan were then discussed. Commission members gave their thoughts to any changes or additions. Included were:

1. Adding healthcare under objective #2
2. Identifying Sturgeon Bay as a more sustainable community (a leading community for the county). Identify as an objective and a goal
3. Change Compact to Smartgrowth under #2 goal
4. Full use of existing infrastructure (plenty of capacity)
5. Older needs met?
6. Utilize resources to brighten up the town
7. Appreciate small town character
8. Can accommodate technology (digital infrastructure – Goal #1)
9. Place an emphasis on job value
10. Kids need to know how to develop a skill
11. Goal 4 – add disability
12. Goal 4 – keep up on technology
13. Goal 5 – add archaeology
14. Goal 5 – add cultural resources (natural & historic)
15. Parks – loss of trees
16. Environmental resiliency – energy preservation – water quality

Chris Kellems, 120 Alabama St., stated that she wanted the City to commit to the Comp Plan. She would like to see e-charging stations downtown, solar on the roofs, update the housing downtown, walkability, and a trolley system getting people to work and grocery stores.

Ms. Perks mentioned that the next step includes setting a date for the Community Engagement Workshop. They will provide flyers to disperse.

Ms. Reeths wondered if there was ever a follow-thru regarding what has been done over the past ten years.

Mayor Ward said a big failure is to put the Comp Plan on the shelf. An implementation plan should be devised. There needs to be priorities to address. Mr. Maloney added that some other communities will hold retreats.

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

Adjourn: Moved by Mr. Holey, seconded by Mr. Hayes to adjourn. All ayes. Carried. Meeting adjourned at 8:00 p.m.

Respectfully Submitted,



Cheryl Nault
Community Development Secretary



MEMO

To: Plan Commission
From: Christopher Sullivan-Robinson
Date: December 11, 2019
Subject: Tourist Rooming House Ordinance Review

The Plan Commission has been reviewing the Tourist Rooming House ordinance for over a year now. This was originally requested for review by members of the community that had a growing concern of the effect Tourist Rooming houses are having on the City. This also presented a good opportunity to review the recently created ordinance. From a wider perspective there is the concern that this type of use may have a negative impact on the affordable housing stock, which in turn has secondary effects on our local economy. Another issue is on enforcement and also making sure municipalities are receiving the room tax from these units. At the August Plan Commission meeting, it was requested that staff bring in various versions of the Tourist Rooming House Ordinance illustrating the City's current regulations, and what was proposed for changes compared to a more restrictive ordinance. This information is included in your packet.

To summarize, the current ordinance allows tourist rooming houses with a City permit accompanied with the DCTZC permit, and DATCP permit. With the requested changes by member Dennis Statz, the ordinance would restrict any new tourist rooming houses to a 7-day minimum stay and the overall use of the property for this purpose not to exceed 180-days out of a calendar year. This would also allow all active permits to continue running under a grandfathered status provided that their permit does not lapse. If the City wanted to be more restrictive then, remove the nonconforming rules and add additional operational requirements. This would limit all properties to the 7-day / 180-day rule.

I have also included a map showing all the permitted properties in the City. There are a total of 49 active permits. Most of the permitted properties are located within the R-2 zone, which is single-family residential (higher-density). These are the City's historically smaller lots, which indicate that the properties used for this purpose are generally older homes. There are also a number of permits issued in the single-family low density residential (R-1) and central business district (C-2) zones. This year several properties chose to not renew their application and the City issued seven new permits.

In the previous staff report there was some additional information related to how other communities are regulating tourist rooming houses. Based on that information, it is fairly mixed on how municipalities are regulating this type of use.

The Commission needs to decide whether there is or is not an issue. If there are negative impacts, then what additional regulations are needed to correct the issue? Mr. Statz has suggested some changes. There can also be added inspections, proof of insurance, and other operational standards. If there is anything there are any specific items that need to be researched, please refer it to staff. If there are no changes needed, then the issue should be dropped.

ORDINANCE NO. 1315-0316

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

SECTION 1: Section 20.03 of the Municipal Code (zoning code) of the City of Sturgeon Bay, Wisconsin is hereby amended as follows:

Tourist rooming house: A dwelling unit in which sleeping accommodations are offered for pay to tourists or transients for periods of less than one calendar month or 30 days, whichever is less, counting the first day of the rental and not counting the last day of rental. It does not include a boardinghouse not accommodating tourists or transients, or bed & breakfast establishments. These facilities are sometimes referred to as vacation rentals.

SECTION 2: Section 20.09(1)(i) of the Municipal Code (zoning code) of the City of Sturgeon Bay, Wisconsin is hereby created as follows:

(i) Tourist rooming houses, subject to the following:

(1) The facilities shall be licensed by the Wisconsin Department of Health Services, the City of Sturgeon Bay, and the Door County Tourism Zone Commission.

a) New tourist rooming house permits issued by the City of Sturgeon Bay are valid for one year and expire on June 30. If a new tourist rooming house permit is issued after April 1, the City permit shall expire on June 30 the following year.

b) Renewal tourist rooming house permits are valid for two years and expire on June 30. Renewal Permits may be applied for no sooner than six months prior to expiration, but are not valid until July 1.

c) The Community Development Department will oversee the issuing or renewal of tourist rooming house permits. In the event City staff denies a permit, the applicant may appeal the denial decision to the City Plan Commission.

(2) The owner/operator must reside within Door, Kewaunee, or Brown Counties during periods in which the tourist rooming house is rented. This requirement may be waived if there is a

valid management contract with a management company located within Door County.

(3) Designated tourist rooming houses may have an unlit sign no larger than 2 square feet in size.

SECTION 3: Section 20.22(1)(k) of the Municipal Code (zoning code) of the City of Sturgeon Bay, Wisconsin is hereby created as follows:

(k) Tourist rooming houses. Subject to the requirements set forth in s. 20.09(1)(i).

SECTION 4: This ordinance shall take effect on the day after its publication

Approved:


Thad Birmingham, Mayor

Attest:


Stephanie Reinhardt, City Clerk

Date of 1st Reading: 02/16/16

Date of 2nd Reading: 03/01/16

Adoption: 03/01/16

Publication: 03/05/16

Effective Date: 03/06/16

20.09 - Use regulations for R-1 district.

The R-1 district is intended to provide a pleasant, safe and quiet neighborhood environment free from traffic hazards, incompatible land uses, or public annoyance for single-family residential development in the city.

(1) Permitted uses are:

(i) Tourist rooming houses, subject to the following:

1. **Licensing.** The facilities shall be licensed by the state department of health services, the city, and the Door County Tourism Zone Commission.

a. New tourist rooming house permits issued by the city are valid for one year and expire on June 30. If a new tourist rooming house permit is issued after April 1, the city permit shall expire on June 30 the following year.

b. Renewal tourist rooming house permits are valid for two years and expire on June 30. Renewal permits may be applied for no sooner than six months prior to expiration, but are not valid until July 1.

c. The community development department will oversee the issuing or renewal of tourist rooming house permits. In the event city staff denies a permit, the applicant may appeal the denial decision to the city plan commission.

2. **Management.** The owner/operator must reside within Door, Kewaunee, or Brown Counties during periods in which the tourist rooming house is rented. This requirement may be waived if there is a valid management contract with a management company located within Door County.

3. **Signage.** Designated tourist rooming houses may have an unlit sign no larger than 2 square feet in size.

4. **Duration of stay.** Tourist rooming houses shall not be rented for periods of fewer than 7 days.

5. **Maximum annual rental days.** The total number of days within any consecutive 365-day period that the tourist rooming house may be rented shall not exceed 180 days. The maximum 180 days shall run consecutively within each 365-day period. The owner of the accessory dwelling unit shall notify the city clerk in writing when the first rental within a 365-day period begins.

6. Tourist rooming houses licensed under this section prior to July 1, 2019 shall be exempt from subsections 4 and 5 above, provided a valid license for the tourist rooming is maintained at all times and subject to the nonconforming use requirements of section 20.26(1).

City of Sturgeon Bay Permitted Tourist Rooming Houses

NOTES:

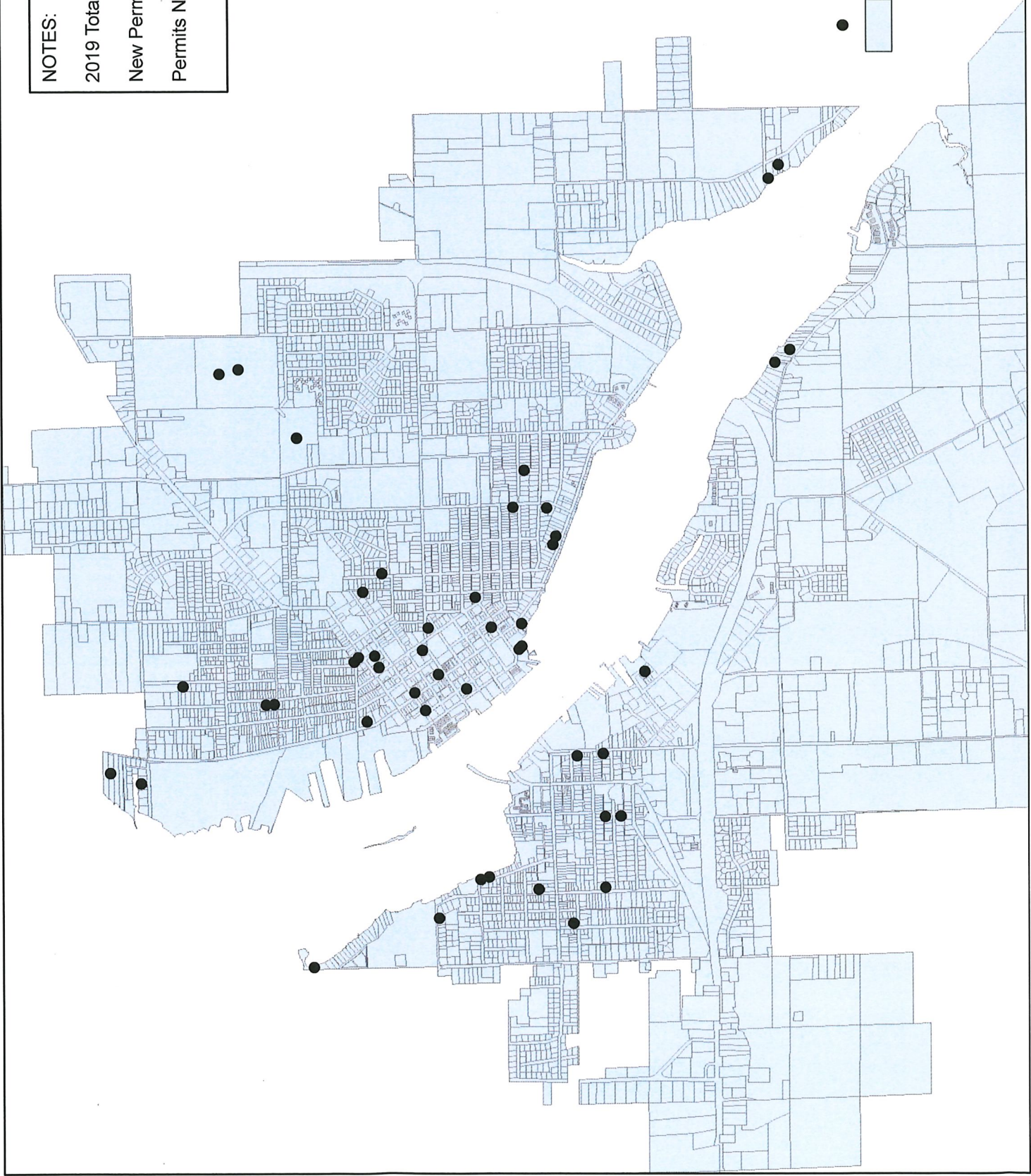
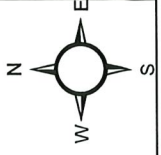
2019 Total Permits: 49

New Permits: 7

Permits Not Renewed: 5

● TRH Locations 2019

City Map



Staff Report Tourist Rooming House Ordinance Review

Tourist Rooming Houses (TRH) are dwelling units, which offer sleeping accommodations to transient guests for periods less than 30 days, not including boarding houses or bed and breakfast establishments. These are allowed within all the residential, commercial and agricultural districts. This ordinance has been in effect since March 1, 2016 and staff has seen continued growth over the last 3 years. Prior to that such short-term rentals were only allowed in the commercial and multi-family residential district, and a license from the City was not required. Now, property owners that wish to be permitted for this use must submit the City of Sturgeon Bay Tourist Rooming House application and a \$100.00 permit fee.

Over this last winter, there has been a bit of pressure to take another look at this ordinance to better understand how the ordinance is affecting our City. Some of the comments made are as follows: This use has a negative impact on other lodging facilities such as hotels, motels, inns, and etc. These are facilities that are required to meet higher standards based on state building and health codes. This use has a negative impact on the declining year-round population of Sturgeon Bay. This takes away from the long-term residential homes and rentals. This use is practically unrestricted with no insurance requirements. Based on these topics and other concerns brought to our attention it would be a good idea to take a second look at this ordinance now that it has been active for a while.

Recently, the state has further complicated this issue by limiting municipalities from restricting property owners from conducting short term rental activity from 7-28 days with the ability to restrict the use to 180 days out of the year. Right now, the City ordinance meets state statute, but the Commission could tighten the ordinance up to the current maximum restrictions under the state statute. However, the City cannot go back to outright prohibiting tourist rooming houses.

In March, a discussion group was led by Chairman Dennis Statz and attended by Ald. Kelly Avenson, Planner/Zoning Administrator Chris Sullivan-Robinson, City Administrator Josh VanLieshout, several short-term renters, and some owners from lodging facilities. There was a wide variety of opinions from both sides of the topic, but no clear consensus. There were some who believe that by allowing Tourist Rooming Housing we are taking away affordable homes to long-term residential uses, which is having a domino effect on sustainable jobs within the community. While Sturgeon Bay continues to see growth in tourism, on the back end we have seasonal job vacancies and a lack of affordable housing. Tourist Rooming Houses might not be the main problem, but there are signs across the nation that should be taken into consideration. Heavier enforcements should be imposed to maintain equal economic opportunity and maintain our sense of community.

Following the discussion meeting, it was requested by Acting Chairman Statz that staff draft an ordinance that restricts new Tourist Rooming Houses based upon the maximum

restrictions in the state statute, but grandfathers Tourist Rooming Houses with existing licenses. That draft ordinance is in your packet. The content is in line with what the state statute allows the City to regulate. New Tourist Rooming Houses would have to have a 7-day minimum rental period and rentals of 7 days to 28 days would be allowed for only 180 consecutive days out of any 365-day period. So, new Tourist Rooming Houses could only do weekly rentals for half the year.

In addition, the draft ordinance grandfathers all Tourist Rooming Houses that have a valid license issued prior to July 1, 20##. This date was chosen because in Sturgeon Bay Tourist Rooming House licenses expire on June 30th and, secondly, that date should be close to the actual effective date if this draft ordinance is ultimately adopted by the Council. The grandfathered Tourist Rooming Houses would be subject to the standard nonconforming use rules of the zoning code.

In April, Plan Commission decided that staff should look at how other communities regulate short-term rentals, and the difference in regulations for hotels vs short-term rentals. So it has been a few months since this item was reviewed.

Based on what was requested last meeting, staff looked into regulatory requirements of hotels vs. STR's and reviewed other municipalities.

From a municipal standpoint, the biggest cost regulatory difference is between commercial building and residential building. From review of the Department of Agriculture Trade and Consumer Protection, depending on the number of rooms for a hotel use, the fee with the inspection can cost up to almost \$1700. STR's inspection and permit cost \$410 and a license can hold up to 4 units. All types of lodging facilities are regulated under the same section of Wisconsin State Statute. The regulatory bodies are the, DATCP, DOR, and municipalities.

Other Communities Regulations:


- Walworth County, WI – Require 7 Day minimum except in PUD's
- Green Bay, WI – Comparable to Sturgeon Bay
- Madison, WI – Host on site = no limitation; Host off site = max 30 days/year
- Racine, WI – Must be the primary residence
- Ashwaubenon, WI – 180 days / year
- Douglas County, WI – Comparable to Sturgeon Bay
- Town of Oconomowoc, WI – Comparable to Sturgeon Bay
- Albion, WI – 7 day minimum / 180 day out of a year
- Menasha, WI – Comparable to Sturgeon Bay

The Plan Commission has numerous options to consider, including:

1. Make no changes and drop the issue from consideration.
2. Recommend approval of the draft ordinance to Council as presented.

3. Consider other changes to the Tourist Rooming House regulations, such as applying the additional restrictions only to the residential zoning districts or adding additional provisions, such as local inspections or insurance.
4. Continue to gather input and data from the community, such as additional meetings of the discussion group or public info meetings, surveys, etc.
5. Table this discussion to a future date, such as this winter, to see if the trends relating to Tourist Rooming Houses in the City change in any way.

Prepared by


Christopher Sullivan-Robinson
Planner / Zoning Administrator

Date

8.15.19

RECOMMENDATION

TO THE PLAN COMMISSION:

We, the Bicycle and Pedestrian Advisory Board hereby recommend extend the existing sidewalk along the north side of Memorial Drive up to the existing connection on S 15th Avenue during the next scheduled capital improvement.

Respectfully submitted,
Bicycle and Pedestrian Advisory Board
By: Kelly Avenson - Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: November 4, 2019

EXECUTIVE SUMMARY

BACKGROUND: In January 2019, a former alderperson requested that the Plan Commission look into the restrictions on Memorial Drive and also whether a pedestrian / multi-modal path along the water-side should be planned. In your packet is a general map showing the area of interest. These properties are privately owned and restricted by section 20.33 of the Zoning Code. The property owners aren't allowed to place any buildings and are limited for landscaping on those properties. In addition, in the 1930's the City had obtained an easement, which granted the City certain rights regarding parkway and boulevard uses.

At the February Plan Commission meeting, this issue was reviewed and determined to have some level of interest. It was recommended the Bicycle and Pedestrian Advisory Board research, develop options, and make a recommendation back to Plan Commission.

From March – November, the Advisory Board developed six options that incorporated multi-modal travel. (1) Install a 5-10 foot wide path along the south r.o.w (abutting the curb). This would extend from Utopia Circle to the west side of 8th Ave. (2) Install a 5-10 foot wide path on the south side of Memorial Drive partially or entirely outside of the r.o.w. The path could run parallel with the street or meander. (3) Paint 5-foot wide bike lanes between the drive lanes and the curb. This would narrow the drive lanes and removed on-street parking. (4) Extend and repair the existing sidewalk along the north side of the r.o.w. up to the existing connection on S. 15th Avenue. Bicycles would continue to share the road with motor vehicles. (5) Paint a shared 10-foot lane along one side of the street. Thus, on-street parking would be removed from one side of the street and motor vehicle lanes would be narrowed.

Public Feedback: There were a number of public participants from that area, which were primarily the affected property owners. Their information presented a number of concerns. Memorial Drive is primarily a residential zone and has low traffic speed. The bicyclists and pedestrians are generally safe sharing the existing road width. There is no need to install a path along or within these waterfront properties. The existing pedestrian facilities are underutilized and are in need of repair. To remove parking on either side of the street would have a negative impact on the adjacent property owners.

From staff review, there are a number of potential complications affecting the installation of a formal path. The most recent issue is the rising water levels in conjunction with this low land. The r.o.w. narrows to the northwest and the utility poles sit tight to the curb. The easement ends to the southeast just before the first dwelling. Either additional easements would be needed or the design / location adjusted. In addition, the intersections are not proper, which would put pedestrians and bicyclists back into the street at Utopia Circle. There are also several of fire hydrants in the middle of the 10 feet of additional right-of-way. Legal opinion presented some capability of doing the path based on the details outlined in the easement document. However, there are complications that make the project less desirable.

In November, the Advisory Board recommended to not pursue a multi-modal path along the south side of Memorial Drive at this time, but to extend the existing sidewalk along the north side of Memorial Drive during the next scheduled capital improvement.

OPTIONS: The Commission has a number of options to consider.

1. Approve the recommendation of the Bicycle and Pedestrian Advisory Board and the City staff will make the adjustment to the Infrastructure Capital Plan.
2. The Commission could have the Comprehensive Plan consultant review this item and incorporate it into the Comprehensive Plan Update.
3. The Commission can choose one of the other options reviewed by the Advisory Board.
4. The Commission can drop the matter.

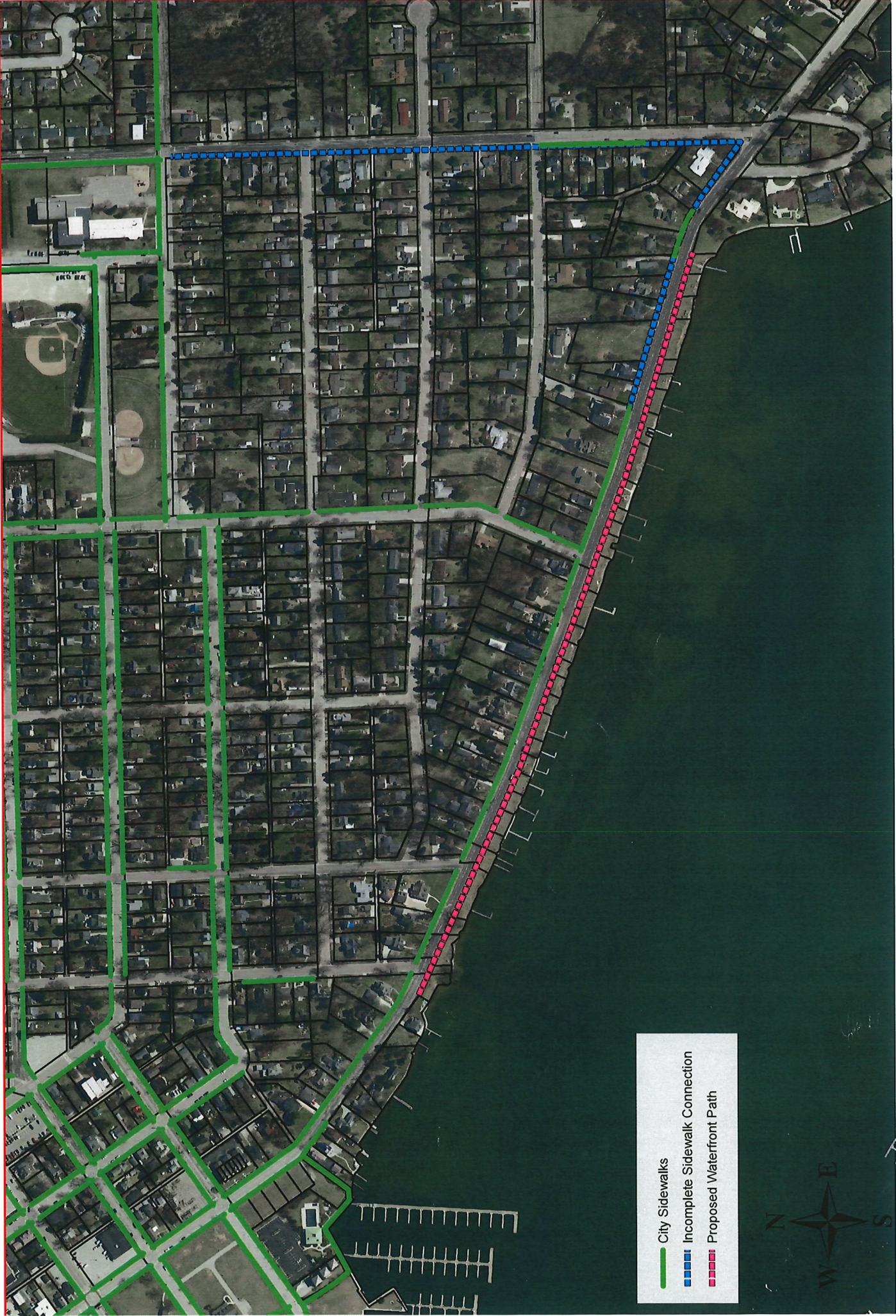
Recommendation: Extend the existing sidewalk as recommended by the Bicycle and Pedestrian Advisory Board.

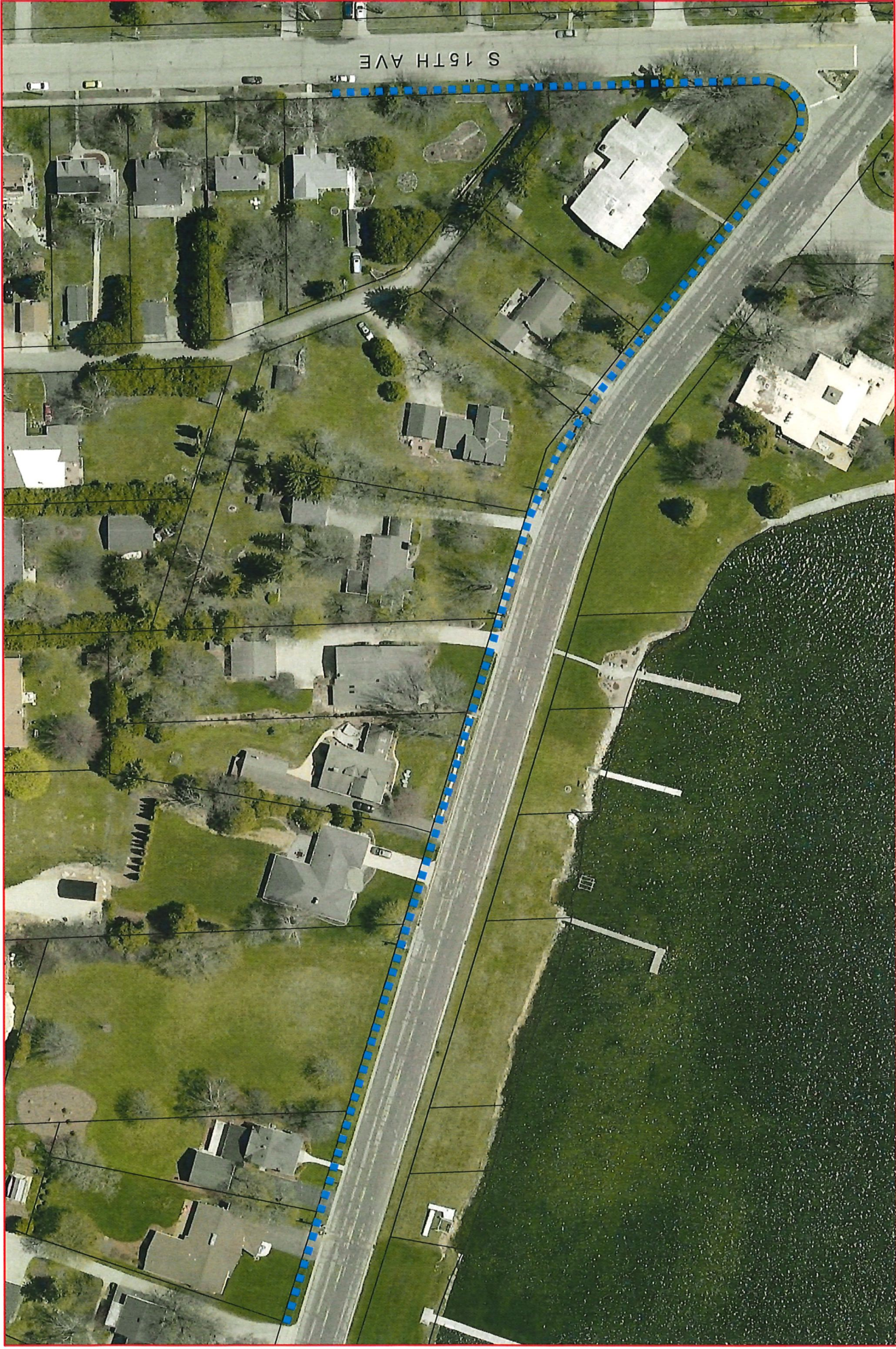
Prepared by:


Planner / Zoning Administrator

Date: 12.13.19

Memorial Drive Pedestrian Access





1 inch = 100 feet

Legend

■ Sidewalk_Extension

□ Parcels



VANDEWALLE & ASSOCIATES INC.

To: Mayor David Ward, City of Sturgeon Bay Plan Commission, City of Sturgeon Bay Staff
From: Jeff Maloney and Meredith Perks, Vandewalle & Associates
Date: Thursday, December 12, 2019
Re: Comprehensive Plan Update

The memo below provides the City of Sturgeon Bay Plan Commission an update on the progress of the Comprehensive Plan. The project is in the public input phase and we have conducted a Community Visioning Workshop, published a community survey, and are drafting plan deliverables, including the Vision Graphic and Target Planning Areas map.

Planning Process Update:

- Community Visioning Workshop – On November 20, 2019, Vandewalle & Associates, with the assistance of City staff, facilitated a Community Visioning Workshop. Approximately 35 participants completed individual and group exercises focused on identifying the key values, goals, and priorities for the City and the Comprehensive Plan. Key topics identified included:
 - Sturgeon Bay's many assets, including its small town character, natural beauty, access to the waterfront, safety, school system, and mix of industry.
 - Attracting young families and retaining young people in the community; providing important support services, particularly for families with children, like childcare and family-friendly amenities is important for attracting and retaining young families; city maintenance of amenities and infrastructure; expanding diverse, high-quality, and affordable housing options; and maintaining a strong sense of place were identified as important goals for the future.
 - Potential improvements to Sturgeon Bay's public amenities were also discussed. Suggested improvements included, making parks true destinations with attractions and facilities that bring residents and visitors, creating opportunities for more personality and character in the parks and public spaces in Sturgeon Bay through public art and other amenities that connect to



VANDEWALLE & ASSOCIATES INC.

the surrounding neighborhood, improving wayfinding throughout the city and expanding connections to public destinations, provide more public access to the waterfront, particularly for residents or short-term users, focusing on quality over quantity in terms of parkland and making sure they are maintained at a high level, and adding to City staff to expand the capacity and expertise to maintain and improve the parks and public facilities in Sturgeon Bay.

- Vandewalle & Associates is continuing to review and synthesize the input from the workshop for consideration and incorporation into the plan.
- Community Survey – City staff and Vandewalle & Associates worked to published a community survey via the City's Polco account. The survey asks for input on topics similar to those discussed in the workshop, and asks for the public's experience and perception of a number of issues including, housing, transportation, bicycle and pedestrian accessibility, economic development, redevelopment, and public services. The survey will remain live through December 31, 2019.
- Target Planning Area Map – Vandewalle is updating the draft of the Target Planning Area Map to incorporate input gathered through the workshop, stakeholder meetings, and feedback from City staff.
- Vision Graphic – Vandewalle is drafting an initial Vision Graphic, which will serve as a guiding document for the formulation of the plan. Vandewalle will incorporate input from the workshop, stakeholder interviews, and conversation from the kick-off meeting with the Plan Commission.
- Work products like the Vision Graphic and Target Planning Area Map will be shared with the Plan Commission and discussed at a future meeting.
- Next steps for the Comprehensive Plan include setting a date for the Target Area Plan workshop in January/February.



MEMO

To: Plan Commission
From: Christopher Sullivan-Robinson
Date: December 11, 2019
Subject: Multi-Family Housing Update

The Plan Commission Chair requested that this item be put on the agenda. Since 2017 the City has approved the construction of 168 units of apartments throughout the City, not including the 40 unit approved for the West Side School Development. Attached is a spread sheet outlining occupancies for all of those developments. Two of the four developments are completed built with an average occupancy of 95%. The projects still under construction are seeing rapid absorption as the units are becoming available. Both developments have occupancies equal to or greater than 90%. The total occupancy for all of the projects is 93%. Based on the information that we have and conversations with these developers, there is a higher demand for 1-bedroom apartments and 3-bedroom apartments. There is also a demand for more apartment units. There is a mix of occupants within all developments including elderly, transitional families, young professionals and etc.

Multi-Family Occupancy Update

Projects	Year		Year		Total Units at		Detached		Attached		# of Bathrooms	Utilities Included	Rents
	Approved	% Completed	Completed	Year	Completion	% Occupancy	Garages	Garages					
SCS Sturgeon Bay Apartments	2017	100%		2019	56	90%	YES	NO			1	ALL	845-895
	1 Bedroom	16			16	15					1		
	2 Bedroom	24			24	20					1		975-1025
	3 Bedroom	16			16	16					2		1095-1145
Harbor Ridge Townhouses	2017	100%		2019	14	100%	NO	YES				NONE	
	1 Bedroom	5			5	5					1.5		799-825
	2 Bedroom	9			9	9					1.5-2.5		1025-1200
	3 Bedroom	0			0	0					0		\$ -
Tall Pine Estates Apartments	2018	75%		N/A	64	94%	YES	NO				ALL	
	1 Bedroom	6			8	6					1		\$ 895
	2 Bedroom	42			56	39					1,2		920-1105
	3 Bedroom	0			0	0					0		\$ -
Maritime Heights Townhouses	2018	29%		N/A	34	90%	YES	NO				WATER	
	1 Bedroom	0			0	0					0		\$ -
	2 Bedroom	8			26	7					1		\$ 795
	3 Bedroom	2			8	2					1.5		\$ 995
Cumulative Unit Total		128			168	119							
1 Bedroom		27			29	26							
2 Bedroom		83			115	75							
3 Bedroom		18			24	18							
Cumulative Occupancy %						93%							