

CITY PLAN COMMISSION  
January 20, 2021

A meeting of the City Plan Commission was called to order at 6:01 p.m. by Chairperson David Ward in the Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members David Ward, Kisten Reeths, Helen Bacon, Mark Holey, Dennis Statz and Debbie Kiedrowski were present. Member Jeff Norland arrived at 6:09 p.m. Also present were City Administrator Josh VanLieshout, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson and Deputy Clerk/Treasurer Laurie Spittlemeister.

**Adoption of agenda:** Moved by Ms. Reeths, seconded by Mr. Holey to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from November 18, 2020.
4. Public comment on non-agenda Plan Commission related items.
5. Conditional use request from Patrick & Alexandra Cole for a home occupation to conduct onsite retail sales of baked goods, located at 364 S Duluth Avenue:
  - a. Presentation:
  - b. Public hearing:
  - c. Consideration of:
6. Conditional use request from Northpointe Development Corp. to convert the former Westside School building into 15 apartment units, located at 17 W Pine Street:
  - a. Presentation:
  - b. Public hearing:
  - c. Consideration of:
7. Consideration of: Potential rezoning of I-2 zoned properties along S. 1<sup>st</sup> Ave and S 2<sup>nd</sup> Ave.
8. Consideration of: Comprehensive Plan implementation – review of potential zoning ordinance amendments.
9. Adjourn.

All ayes. Carried.

**Approval of minutes from November 18, 2020:** Moved by Ms. Bacon, seconded by Ms. Kiedrowski to approve the minutes from November 18, 2020. All ayes. Carried.

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

**Conditional use request from Patrick & Alexandra Cole for a home occupation to conduct onsite retail sales of baked goods, located at 364 S. Duluth Avenue:**

**Presentation:** Mr. Olejniczak explained that upon approval, a recommendation does not have to then be forwarded to Common Council. Patrick & Alexandra Cole have requested to sell baked goods from their home. Since customers are going to them, it affects residential area.

Patrick Cole, owner of Door County Bagel Co. stated his company was created in October last year. Baked goods are made at their home, customers then have set times to pick up from their driveway. Deliveries will also be made in the area if requested.

Member Jeff Norland arrived at 6:09 p.m.

Mr. Cole continues that as of right now, a commercial kitchen is not needed if they sell directly to customers. A commercial kitchen is needed if they sell to a business that will resell or go over \$25,000 in sales for the year. Currently they are well below the dollar amount, bringing in around \$2,000 per month.

Ms. Reeths inquired who handles liabilities, such as a customer slips and falls in their driveway. Mr. Cole responded they are currently looking into getting business insurance.

**Public Hearing:** Mayor Ward opened the public hearing at 6:16 p.m.

Mr. Olejniczak read a testimony of opposition from Theresa Annoye, 346 S Duluth Ave.

Public hearing was declared closed at 6:19 p.m.

**Consideration of:** Moved by Mr. Statz, seconded by Ms. Bacon to approve the conditional use application as presented. All ayes. Carried.

**Conditional use request from Northpointe Development Corp. to convert the former Westside School building into 15 apartment units, located at 17 W. Pine Street:**

**Presentation:** Mr. Olejniczak explained process of conditional use. Northpointe Development, LLC representative Andy Dumke, 2062 Menomonee Drive, Oshkosh stated they intend to convert former Westside School into 15 apartment units: 1 studio, 7 one bedroom and 7 two bedroom apartments. Eight of the units will be affordable housing, where people applying for housing will need to fit into certain income criteria.

Jonathan Brinkley, 229 E Division Street, Fond du lac, is the architect for the project. He explained that a new entrance to the building will be through the old gym. They intend to utilize the original windows and stairs in the building and enhance the outside entrance with landscaping.

Questions from members were addressed. Mr. Dumke mentioned that they were not seeking out Federal and State historic tax credits, but would like to add the building to the local historic list. They intend to keep as many of the historic items in the building and utilize them in the units, including the chalk boards. Flooring and ceilings may need to be removed because of the asbestos.

**Public Hearing:** Mayor Ward opened the public hearing at 6:34 p.m.

Pat Blizel, 69 W Pine Street, expressed that the City needs to give positive and negative impacts to neighborhood and residents, such as property values, traffic, how much land will be taken away and pedestrian impact.

Jim Whitman, 537 Kentucky Street, lived in the area until December. He is concerned about road expansion is now being considered for the south side of Redwood Street. He asked the City to consider widening using property from the other side of the road, as there is more room to expand.

Carl Bridenhagen, 1028 W Maple Street, is glad they are no longer using Westside Field and they are getting funding from the County. Mr. Bridenhagen asked for Northpointe Development to install a net so home runs do not hit any vehicles in the new parking lot.

Public hearing was declared closed at 6:39 p.m.

**Consideration of:** Moved by Mr. Norland, seconded by Ms. Kiedrowski to approve the conditional use application based upon the submitted plans with the following conditions:

1. Easements must be recorded for the sanitary sewer, water, and storm sewer mains on the site.
2. Approval by SBU of the final plan for water service, including having separate laterals for fire protection service and domestic service.
3. The developer is responsible for added costs associated with widening Redwood Street, if applicable.
4. All exterior lighting shall be shielded to prevent lighting from being cast skyward or onto adjoining properties.

Mr. Brinkley mentioned W Redwood Street expansion to the north is just as feasible as it is to the south. Mr. Statz inquired on the time frame of the garages. Mr. Dumke responded that there is contingency within the construction budget. Depending on the how the project develops and the amount of funds left, the garages may be able to be built 3-4 months after the apartments are complete. Ms. Reeths inquired if a retention pond is still needed, which Mr. Olejniczak stated that with the scaled down plan a retention pond is no longer needed. Additional comments and inquires from Members were addressed by Mr. Dumke. They include the number of surface parking spaces if garages are built and suggestion of including a small playground on the property. If approved, construction would start late spring/early summer and may take up to 9 months.

Vote was taken on the motion. All ayes. Carried.

**Consideration of: Potential rezoning of I-2 zoned properties along S. 1<sup>st</sup> Ave and S 2<sup>nd</sup> Ave:** Mr. Sullivan-Robinson explained there are a few parcels on S 1<sup>st</sup> Ave and S 2<sup>nd</sup> Ave that are still zoned Heavy Industrial (I-2). This was due to Peterson Builders and Palmer Johnsons owning the properties. Over time, properties were sold and rezoned to accommodate their new uses. The City is asking the Plan Commission if they would like to rezone the properties now or wait until property owner makes that request.

Mr. Olejniczak continued explained property list and gave the following options for the commission. Wait for rezoning request from property owners, rezone some of the properties, rezone all of the properties. Discussions would take place at several meetings before making a final decision.

Moved by Ms. Reeths, seconded by Mr. Statz to initiate the potential of rezoning I-2 zoned properties along S 1<sup>st</sup> Ave and S 2<sup>nd</sup> Ave. All ayes. Carried.

**Consideration of: Comprehensive Plan implementation – review of potential zoning ordinance amendments:** Mr. Olejniczak explained Jackie Mich from Vandewalle & Associates, Inc. came up with 9 suggestions to clean up City of Sturgeon Bay comp plan. They are as follows:

1. Zoning Districts for High-Impact Activities – need to have evidence, such as traffic study.
2. Land Use Categories – use broad categories so many things can fall under the same one. The City has started this process, but has not completed.
3. Land Use Organization – have a chart or list for each district. Currently overlapping rules cause issues within a different district.
4. Short-Term Rentals – Plan Commission has already elected not to do anything at this time.
5. Small Lot Single Family Zoning District – Example of homes built in neighborhoods with smaller houses. Most developers willing to build bigger homes than what is in code.
6. Design Standards – the Aesthetic Design & Site Plan Review Board already handles a lot of these items. Look at each design standard so new buildings do not look out of place.
7. Mixed Use Development – A parcel can have 2 different buildings with 2 different uses. Currently the parcel owner would need to do a PUD. The same would hold true for a single building with multiple uses.
8. Performance Standards – Need to allow C-3 in all districts. Example of this is Starboard Brewery where they brew in the rear of the building and have a taproom for people to purchase.
9. Landscaping – suggestion to have one section in the code that uniforms all landscaping requirements. Right now landscaping requirements are in at least three different areas.

Mr. Olejniczak looked to the members for direction on how to proceed. They could tackle a couple at a time by doing them in order or picking which ones to accomplish first. Members stated which items they had preference to accomplishing prior to others. Mayor Ward and Mr. Olejniczak will work together to place higher priority items on the next agenda.

No action was needed.

**Adjourn:** Moved by Mr. Holey, seconded by Ms. Kiedrowski to adjourn. All ayes. Carried. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Laurie A. Spittlemeister  
Deputy Clerk/Treasurer