

CITY PLAN COMMISSION MINUTES
December 21, 2022

A meeting of the City Plan Commission was called to order at 6:01 p.m. on Wednesday, December 21, 2022, by Chairperson David J. Ward in Council Chambers, City Hall, 421 Michigan Street, Sturgeon Bay.

Roll Call (#1): Members David Ward, Helen Bacon, Kirsten Reeths, Mark Holey and Debbie Kiedrowski were present. Member Jeff Norland was excused. Member Dennis Statz arrived at 6:02 p.m. Staff present were City Administrator Josh Van Lieshout, Community Development Director Marty Olejniczak and Community Development Administrative Assistant Cindy Sommer.

Agenda (#2): Motion by Reeths and seconded by Ms. Keidrowski to accept the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from November 30, 2022.
4. Public comment on non-agenda Plan Commission related items.
5. Consideration of: Zoning map amendment from General Commercial (C-1) to Mixed Residential-Commercial (C-5) for property located at 835 S. Duluth Avenue.
 - a. Presentation
 - b. Public Hearing
 - c. Consideration/Recommendation (*Note: The Plan Commission will not make a recommendation at this meeting, unless a motion is made and passed by ¾ of the members present to act on the request at this meeting.*)
6. Consideration of: Initial presentation of official zoning designation of General Commercial (C-1) for annexed property owned by Mark and Cindy Kerscher, parcels 020-01-13272522A-C.
7. Consideration of: Conceptual Planned Unit Development application from Jurgita and David Kana for property located at 114 N. 7th Avenue.
8. Consideration of: Zoning Code amendments pertaining to dimensional and residential density requirements.
9. Adjourn.

All ayes, motion carried.

Approval of minutes from November 30, 2022 (#3): Motion by Mr. Holey and seconded by Ms. Bacon to approve the minutes from November 30, 2022. All ayes. Motion carried.

Public Comment on non-agenda Plan Commission related items (#4): No members of the public presented for comment.

Consideration of: Zoning map amendment from General Commercial (C-1) to Mixed Residential-Commercial (C-5) for property located at 835 S. Duluth Avenue (#5):

Presentation (a): Mr. Olejniczak explained that this parcel was recently split from the former Woldt's Corners property, the larger portion of which was redeveloped into a 3-tenant commercial building with Starbucks as the anchor tenant. This portion of the parcel contains a single-family residence which is currently for sale. The owner is requesting a zoning map amendment to change this parcel from General Commercial (C-1) to Mixed-Residential Commercial (C-5) in order to conform to the municipal code.

Public Hearing (b): The mayor opened the hearing at 6:04 p.m. No one presented for the public hearing and it was closed at 6:05 p.m.

Consideration (c): Mr. Statz motioned to act on this matter at this time. Motion seconded by Ms. Kiedrowski. All ayes, motion carried. Mr. Holey moved to approve the zoning map amendment as presented. Motion seconded by Ms. Kiedrowski. All ayes, motion carried.

Consideration of: Initial presentation of official zoning designation of General Commercial (C-1) for annexed property owned by Mark and Cindy Kerscher, parcels 020-01-13272522A-C (#6):

Mr. Olejniczak explained that these parcels were annexed by the city, at which time a temporary zoning classification of General Commercial (C-1) was assigned. In order to assign an official zoning classification, this must go to a public hearing and staff is seeking guidance for a zoning recommendation in order to prepare for the public hearing.

Ms. Reeths moved to have General Commercial (C-1) zoning applied for purposes of the public hearing. Ms. Kiedrowski seconded motion, all ayes, motion carried.

Consideration of: Conceptual Planned Unit Development application from Jurgita and David Kana for property located at 114 N. 7th Avenue (#7):

Mr. Olejniczak explained that the applicants are out of the country and unable to attend tonight. They purchased the property at 114 N. 7th Avenue about two years ago. It was formerly a bed and breakfast and the applicants would like to convert it into a 4-unit multiple-family dwelling where they would live in one unit and rent out the other three units, preferable to J-1 workers. Owners were previous J-1 workers and are very aware of the shortage of housing for J-1 workers.

The Planned Unit Development is a special district designed for projects that don't fit into the normal zoning criteria. This is a conceptual plan at this point however the applicants are hoping to move forward so that two of the rental units would be ready by summer of 2023.

Paul LeClair of 4769 Dunn Road, Sturgeon Bay, is working with the applicants to redesign the property and comply with the commercial building code. He explained that there will be ample parking after a tree is removed from the driveway. Each unit will be self-contained with a full kitchen, washer/dryer, bedroom, bathroom and private entrance. They are planning to have one year lease terms on the rental units. Most of the work will be done to the interior of the structure with only minor changes to the exterior, including an addition of one additional entrance on the upper floor. They would like to move the project along and do the preliminary and final approval process in the same step.

The members discussed the need for affordable housing and commended the applicants on the work they've already done to clean up the property. The members also discussed the options of restricting short-term rentals and limits on the number of individuals in each unit, which is already dictated by the municipal code.

Mr. Statz moved to approve the use of the combined preliminary and final PUD review process. Motion seconded by Mr. Holey. All ayes, motion carried.

Consideration of: Zoning Code amendments pertaining to dimensional and residential density requirements (#8): This issue was brought before the Commission at previous meetings and staff was directed to make changes. Mr. Olejniczak provided a chart in the agenda packet showing the requested changes. The single family dwelling unit floor area in the R-1 district has been reduced from 1400 square feet to 1200 square feet, the minimum required lot size in the R-2 and R-3 districts has been reduced from 7500 to 6000 to allow for smaller lot sizes, with the minimum width changing to 50 feet. The minimum side yards in the R-2 and R-3 districts have been reduced from 10 feet to 8 feet.

Mr. Statz motioned to approve the changes as presented in the packet. Motion seconded by Ms. Kiedrowski.

The members discussed reducing the street yard setbacks in the R-2, R-3 and R-4 districts from 25 feet to 20 feet to allow for more buildable space.

Mr. Statz amended his motion to add reducing the street yard setbacks in the R-2, R-3 and R-4 districts from 25 feet to 20 feet. Ms. Kiedrowski seconded motion. All ayes, motion carried. This matter will move

on to public hearing at a future council meeting. Mayor Ward commented that he's heard positive feedback about the proposed changes from local real estate professionals.

Adjourn (#9): Prior to adjournment, the members gave a heartfelt thank you to Ms. Kiedrowski for her service on the Plan Commission. This is her last meeting but she will be serving on other boards in the future. Mr. Statz motioned to adjourn, seconded by Ms. Reeths. All ayes, motion carried. The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Cindy Sommer
Community Development
Administrative Assistant