

CITY PLAN COMMISSION MINUTES
July 19, 2023

A meeting of the City Plan Commission was called to order at 6:00 p.m. on Wednesday, July 19, 2023, by Mayor Ward in Council Chambers, City Hall, 421 Michigan Street, Sturgeon Bay.

Roll Call: Members David Ward, Dennis Statz, Helen Bacon, Spencer Gustafson, Mark Holey, Jeff Norland, and Amy Stephens were present. Staff present were Community Development Director Marty Olejniczak, Planner/Zoning Administrator Stephanie Servia, Fire Chief Tim Dietman, Police Chief Clint Henry and Community Development Administrative Assistant Cindy Sommer.

Agenda: Motion by Mr. Holey and seconded by Ms. Bacon to accept the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from June 21, 2023.
4. Public comment on non-agenda Plan Commission related items.
5. Conditional Use Permit application by Richard Odea for manufacturing, production, processing, fabrication, packaging and assembly of goods in the General Commercial (C-1) zoning district located at 827 Egg Harbor Rd.
 - a. Presentation
 - b. Public Hearing
 - c. Consideration
6. Conditional Use Permit application from Crossroads at Big Creek, LLC for a recreation and community center in the Single Family Residential (R-1) zoning district located at 2022 Utah Street.
 - a. Presentation
 - b. Public Hearing
 - c. Consideration
7. Conceptual Planned Unit Development proposed by Estes Investments, LLP for multiple-family dwellings and commercial storage on property located at 1361 N 14th Avenue.
8. Consideration of: Draft project plan and boundaries for proposed tax increment district #9 for industrial development along S. Neenah Ave and Shiloh Road.
9. Adjourn.

All ayes. Motion carried.

Approval of minutes from June 21, 2023: Motion by Mr. Norland and seconded by Ms. Stephens to approve the minutes from June 21, 2023. All ayes. Motion carried.

Public Comment on non-agenda Plan Commission related items: Melaniejane of 908 Georgia Street stated she is concerned about noise pollution and would like the city to review its ordinance in order to protect the quality of life of its residents.

Conditional Use Permit application by Richard Odea for manufacturing, production, processing, fabrication, packaging and assembly of goods in the General Commercial (C-1) zoning district located at 827 Egg Harbor Rd:

Presentation (a): Ms. Servia presented an application from Richard Odea, doing business as Cuttings Boards & More, requesting a conditional use to operate a manufacturing facility at 827 Egg Harbor Road, which is in the General Commercial (C-1) zoning district. She indicated that there are several standards to be met in order to use the building as a manufacturing facility and Mr. Odea has met the city's requirements. Mr. Odea is not planning on using the location for retail sales, just small manufacturing of cutting boards and other wood products. Staff recommends approval of the conditional use, noting that building inspection and fire department conditions must be met prior to operation.

Mr. Richard Odea explained that his business is to produce quality cutting boards to restaurants around the country, as well as to sell his products out of his local retail space. He does not believe that his manufacturing will produce any noise issues. He does not have other employees. He stressed that this is the only facility he was

able to find in the area for his type of business and he wasn't aware of the conditions that needed to be met when he contracted with the owner for use of the building. He indicated he has been working hard to bring the building up to code and has been very frustrated that his manufacturing has been shut down, causing him to lose income needed to make the necessary changes.

Rose Miranda, part-owner of the company, explained that she runs the retail aspect of the business and they were forced to close down for over six months because they had to relocate the retail store, which has already caused them financial strain. She is requesting that the city approve the conditional use permit so they can keep the business running.

Public Hearing (b): Mayor Ward opened the public hearing at 6:22 p.m. No members of the public appeared for the hearing. The public hearing was closed at 6:23 p.m.

Consideration (c): Mr. Olejniczak explained that the Commission has the options to approve the application as presented, approve with conditions, or deny the application. He confirmed that there is a lack of space for this type of smaller manufacturing within the city and they are working on a multi-tenant building at this time. Unfortunately, that project will not be completed in time to help the applicant. The members discussed necessary steps to come into compliance with building and fire codes.

Mr. Statz motioned to approve the conditional use application as presented, with the conditions that any requirements of the building inspection and fire departments must be met. Mr. Gustafson seconded motion. All ayes, motion carried.

Conditional Use Permit application from Crossroads at Big Creek, LLC for a recreation and community center in the Single Family Residential (R-1) zoning district located at 2022 Utah Street:

Presentation (a): Ms. Servia presented an application from Crossroads at Big Creek requesting a conditional use permit to convert an existing barn into a pavilion to serve as a field station for small classes. The property is in the Single Family Residential (R-1) zoning district, which requires a conditional use for recreation and community centers. She further explained that the current barn is dilapidated, and the applicants are in the process of completely restoring the building. Staff is supportive of the application and recommends approval.

Nick Lutzke, Maintenance Manager for Crossroads, explained that the building was ready to fall down, and restoration is a massive project. The building will be used for kids' programs and science programs, as well as storage of instruments and implements. Craig Carlson of Carlson Erickson Builders explained that they are recreating the whole barn to look the same as it used to, and it was in very bad shape and in need of major reconstruction.

Public Hearing (b): Mayor Ward opened the public hearing at 6:37 p.m. No members of the public appeared for the hearing. The public hearing was closed at 6:38 p.m.

Consideration (c): Mr. Gustafson motioned to approve the conditional use application as presented. Mr. Holey seconded motion. All ayes, motion carried.

Conceptual Planned Unit Development proposed by Estes Investments, LLP for multiple-family dwellings and commercial storage on property located at 1361 N 14th Avenue: Ms. Servia explained that this property has been before the Commission in both 2021 and 2022. The applicants are already approved to build a 22-unit multiple-family dwelling on the east side of the property with 12 commercial storage buildings on the west side. The developer is proposing to build an 8-unit condo building in place of the southerly 8 storage units. This is the first step in the Planned Unit Development (PUD) process, and the only decision before the members tonight is whether or not to approve a combined preliminary/final PUD procedure at a future meeting.

Dave Phillips of Bayland Buildings explained that there will be no garages under the proposed 8-unit condo building. The garages will only be under the 22-unit condo building. There will be stairs to the lower level and no elevators are planned. Storage unit owners will drive through the 8-unit condo area to get to the four storage units in the back of the property. There will be 4'x8' storage units made available to the tenants within an additional storage building if they choose to rent them. The detention pond has been designed to handle the density.

The members noted that they like the idea of adding housing rather than storage units. They also discussed the exceptions to the density requirements.

Mr. Holey motioned to approve the combined preliminary/final Planned Unit Development procedure. Ms. Bacon seconded motion. All ayes, motion carried.

Consideration of: Draft project plan and boundaries for proposed tax increment district #9 for industrial development along S. Neenah Ave and Shiloh Road: Mr. Olejniczak introduced potential new Tax Increment District (TID) #9 in the Industrial Park consisting of a proposed industrial flex building with multiple tenant spaces ranging from about 5,000 to 20,000 square feet to help create additional space for existing manufacturers and spur new smaller businesses. If the members are supportive, this would likely go to public hearing in August.

Adam Ruechel of R.W. Baird presented a PowerPoint outlining the proposed parameters of the TID, including the projected timeline. A copy of the PowerPoint was provided in the agenda packet. The boundaries of the TID could be amended up to four times during its life, and the life of the TID could extend out to 20 years if needed. He further explained that the city is doing well with their other TIDs.

Mr. Olejniczak went on to explain that the numbers are very conservative. The surrounding properties are all zoned Industrial. TID #1 recently closed, which leaves the city with ample room to create new TIDs. Members were in support of moving forward with a new TID. No formal action was taken.

Adjourn: Motion by Mr. Statz to adjourn, seconded by Mr. Norland. All ayes, motion carried. The meeting adjourned at 7:09 p.m.

Respectfully submitted,

Cindy Sommer
Community Development Administrative Assistant