

**AGENDA
CITY OF STURGEON BAY
PLAN COMMISSION**

Tuesday, November 14, 2023, at 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 18, 2023.
4. Public comment on non-agenda Plan Commission related items.
5. Consideration of: Zoning map amendment from Central Business District (C-2) to Mixed Commercial-Residential (C-5) for property located at 346 Oregon St.
 - a. Presentation
 - b. Public Hearing
 - c. Consideration *(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: Amending municipal code section 9.05 - Tourist rooming house permit.
7. Consideration of: Final plat of Geneva Ridge.
8. Consideration of: Vacation of street right-of-way - S. Madison Ave.
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.

11/9/23
10:30 a.m.
cs

Plan Commission Members

Mayor David Ward
Ald. Helen Bacon
Ald. Dennis Statz
Ald. J. Spencer Gustafson
Mark Holey
Jeff Norland
Amy Stephens

CITY PLAN COMMISSION MINUTES
October 18, 2023

A meeting of the City Plan Commission was called to order at 6:04 p.m. on Wednesday, October 18, 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, Amy Stephens and Mark Holey were present. Member Jeff Norland was excused. Staff present were City Administrator Josh VanLieshout, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Stephanie Servia, and Community Development Administrative Assistant Cindy Sommer.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from August 30, 2023.
4. Public comment on non-agenda Plan Commission related items.
5. Consideration of: Preliminary plat of Geneva Ridge subdivision.
6. Consideration of: Initial presentation of zoning map amendment petition from Central Business District (C-2) to Multiple-Family Residential (R-4) for property located at 346 Oregon St.
7. Consideration of: Tourist Rooming Houses.
8. Adjourn.

All ayes. Motion carried.

Approval of minutes from August 30, 2023: Motion by Mr. Gustafson and seconded by Mr. Statz to approve the minutes from August 30, 2023. All ayes. Motion carried.

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

Consideration of: Preliminary plat of Geneva Ridge subdivision: Mr. Olejniczak explained that the plat consists of five acres on the west side of S. Hudson Avenue designed for single-family, Door County workforce housing. A development agreement has been signed to provide assistance with infrastructure costs. The project consists of 24 lots with homes to be built and sold for \$269,000-\$305,000. Three lots were already previously created by Certified Survey Map so this plat is for lots 4-24 and Outlot 1. The lots all have Two-Family Residential (R-3) zoning designations. The outlot on the northeast corner is for stormwater retention. State approval of the plat was received today. Staff recommends approval of the plat as shown, noting a correction of the rear yard setback to be 25 feet rather than the 20 feet shown, and noting there is an 8-foot utility easement that is not shown on the map.

Mr. Statz motioned to recommend approval of the plat to council subject to the rear yard change from 20 to 25 feet and with the 8-foot utility easement on the north line. Mr. Holey seconded the motion. All ayes, motion carried.

Consideration of: Initial presentation of zoning map amendment petition from Central Business District (C-2) to Multiple-Family Residential (R-4) for property located at 346 Oregon St: Ms. Servia stated that Jason Estes is requesting a zoning map amendment to change his property from Central Business District (C-2) to Multiple-Family Residential (R-4). He is currently using the structure as employee housing, which is a non-conforming use. There are other R-4 properties across the street and this proposal fits with the neighborhood. Another option would be Mixed Residential-Commercial (C-5). Both R-4 and C-5 allow residential and commercial use. Mr. Holey noted that the duplex next door is also non-conforming and perhaps contact should be made with others nearby to see if they would like to join in on the zoning map at this time. The members instructed staff to discuss with the applicant whether to rezone to R-4 or C-5. Staff indicated they will reach out to the neighbors and this matter will go to public hearing at the next meeting.

Consideration of: Tourist Rooming Houses: Ms. Servia explained that, beginning in 2019, the members decided they would review the ordinance and tourist rooming house processes and statistics. She went through substantial data from the agenda packets that was compiled by staff. Ms. Servia explained that the city started

tracking the tourist rooming house data in 2016 and the use has grown substantially since that time. There are currently 124 active license holders in the city, 48% of which are in the R-2 zoning district. 77% are in all residential districts, with a smattering of other districts throughout the city and every zoning district having at least one license holder. 64% of the structures were previously single-family homes, 15% were multi-family and 10% are mixed-use buildings. 53% of the license holders are Sturgeon Bay residents.

Ms. Servia noted that the city's fee is one of the lowest of the municipalities in the area with the cost being \$100 for the first year and then \$100 for every two years thereafter. She stated that the statute indicates that the fees must be based on the cost of administration, meaning that the city shouldn't be profiting. She also indicated that from January to July of this year, about \$192,000 has been collected in room taxes in the city, however that covers all types of lodging, not just tourist rooming houses. Ms. Servia noted that the statute limits how much the city can regulate tourist rooming houses. For example, one of the city's requirements is to require two parking spaces per rental unit, however that cannot be enforced if the unit does not have space for the parking spaces, and the license cannot be denied.

Ms. Servia also explained that the Wisconsin Realtors Association (WRA) has threatened litigation based on the city's requirement that license holders either live within Door, Kewaunee or Brown County, or contract with a property management company. The claim is that this requirement restricts the property owner's rights. The WRA has also threatened other municipalities with litigation based on the same or similar requirements.

Ms. Servia also stated that there is no data from the police department on any complaints because the police department does not specifically track whether a complaint comes from a tourist rooming house. Their system is based strictly on addresses, so it would take substantial extra time to compile that type of data.

The members discussed the pros and cons of the current tourist rooming house statistics, what other municipalities are doing, and whether or not the city has the authority to make changes to the restrictions without creating legal challenges.

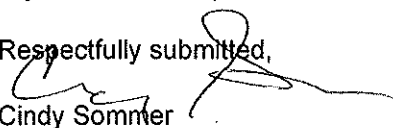
Mr. Van Lieshout stated that the WRA has taken the first step in the litigation process by serving a Notice of Claim on the city, but no lawsuit has been filed. Mr. Olejniczak stated that revising some of the language in the ordinance may help with avoiding the lawsuit. One modification could be changing the word "may" to "shall" in paragraph 3d of the ordinance regarding property management, and rather than listing Door, Kewaunee and Brown County, perhaps it could indicate a mileage or time distance.

The members discussed the number of tourist rooming houses in the city compared to the rest of the county, and how to obtain information from the police department regarding complaints. Mr. Statz stated that Representative Kitchens informed him that tourist rooming houses are not much of an issue statewide, they are more of a concern in small areas of the state, so it's unlikely any changes would be made on a state level.

Mayor Ward stated that it seems the best start is to investigate the ordinance and clean it up based on the suggestions from the WRA attorney, as well as to evaluate the fee schedule and determine if raising the fee makes sense, and/or have the license be renewable every year rather than two years.

Adjourn: Motion by Mr. Holey to adjourn, seconded by Ms. Bacon. All ayes, motion carried. The meeting adjourned at 7:16 p.m.

Respectfully submitted,


Cindy Sommer

Community Development Administrative Assistant

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Staff Report
Zoning Map Amendment: C-2 to C-5
346 Oregon St: Parcel #281-10-85120503

Background: Jason Estes requests the rezoning of parcel #281-10-85120503 located at 346 Oregon Street from Central Business District (C-2) to mixed commercial-residential (C-5). The property is 0.116 acres (5,052 sq ft) in size and is currently being used residentially. The petition was originally for R-4 Multiple-Family Residential, but based upon the initial comments the Plan Commission and discussion with the applicant, the proposed zoning district was changed to the C-5 district.


Existing Conditions: The building used to be an office building but has since been converted to a dwelling with a detached garage that is being used as employee housing for Mr. Estes' business. Currently the building use is nonconforming. The property needs to be rezoned to make the site conform to zoning or the use must be returned to nonresidential. The principal was originally constructed as a dwelling but was converted from residential to an office building with occupancy granted in 2002.

Regarding surrounding zoning, the majority of properties to the south are zoned R-4 and the properties to the north are zoned C-2. The surrounding uses are a mixture of residential, office, retail, and governmental uses. It is mostly residential to the south of Oregon Street and mostly non-residential north of Oregon Street. C-5 is meant to be a transitional zoning district so would fit well in this area.

Comprehensive Plan: The 2040 Comprehensive Plan's Future Land Use Designation for the lot is Office. That land use category is established to be for nonresidential areas in which offices, medical related facilities and related business services predominate. The C-5 zoning district allows offices, so the proposed zoning still reasonably fits with the Comprehensive Plan.

Review Process: The Plan Commission will review the petition and conduct a public hearing. The Commission can make a recommendation to Council at the next scheduled meeting. However, a recommendation can also be made following the public hearing if at least 3/4 of the members present are ready to act. Once a recommendation is made, Council will act on that recommendation at their next scheduled meeting. An ordinance must be drafted and approved by Council with 2 separate readings.

Recommendation: Approve the zoning map amendment for parcel #281-10-85120503 from Commercial Business District (C-2) to mixed commercial-residential (C-5).

Prepared By: 
Stephanie Servia
Planner / Zoning Administrator

11-6-2023
Date

CITY OF STURGEON BAY ZONING/REZONING APPLICATION

STAFF USE:	
Date Received:	10/11/2023
Fee Paid:	\$ 300. ⁰⁰ + 50. ⁰⁰
Received By:	CS

	APPLICANT/AGENT	LEGAL PROPERTY OWNER (if different)
Name	Jason Estes	Will Estes, LLC
Company		
Street Address	4405 Walker Rd	4405 Walker Rd
City/State/Zip	Sturgeon Bay WI 54235	Sturgeon Bay WI 54235
Daytime Telephone #		
Email	estes73@charter.net	

STREET ADDRESS OF SUBJECT PROPERTY: 346 Oregon Street
 Location if not assigned a common address: _____

TAX PARCEL NUMBER: 2811085120503

CURRENT ZONING CLASSIFICATION: C-2 Central Business District

CURRENT USE AND IMPROVEMENTS: Office bldg being converted to dwelling and detached garage

ZONING DISTRICT REQUESTED: R-4 Multiple Family Residential

COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: Office

PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:
 North: Public and Institutional
 South: Office
 East: Office
 West: Downtown Mixed Use

ZONING AND USES OF SURROUNDING PROPERTIES:

North: C-2 ; Library
South: R-4 ; Single-family dwelling
East: C-2 ; Two-family dwelling
West: C-2 ; Mixed Commercial/Residential

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? (Yes) or No (circle) IF YES, EXPLAIN: Variance granted for garage setback in 1987

Attach an 8-1/2"x 11" detailed site plan (if site plan is larger than 8-1/2"x 11", also include 15 large sized copies), full legal description (preferably digital), 8-1/2"x 11" location map, construction plans for the proposed project, and Agreement for Reimbursement of expenses. Site plan shall include dimensions of property, pertinent structures and buildings, proposed site improvements, signature of person who drew plan, etc.

[Signature]
Property Owner

10/10/23
Date

Applicant/Agent

Date

I, _____, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

Date of review meeting.

Applicant signature

Staff signature

Attachments:

Procedure & Check List

Agreement for Reimbursement of Expenses

STAFF USE ONLY

Application conditions of approval or denial:

Date

Community Development Director

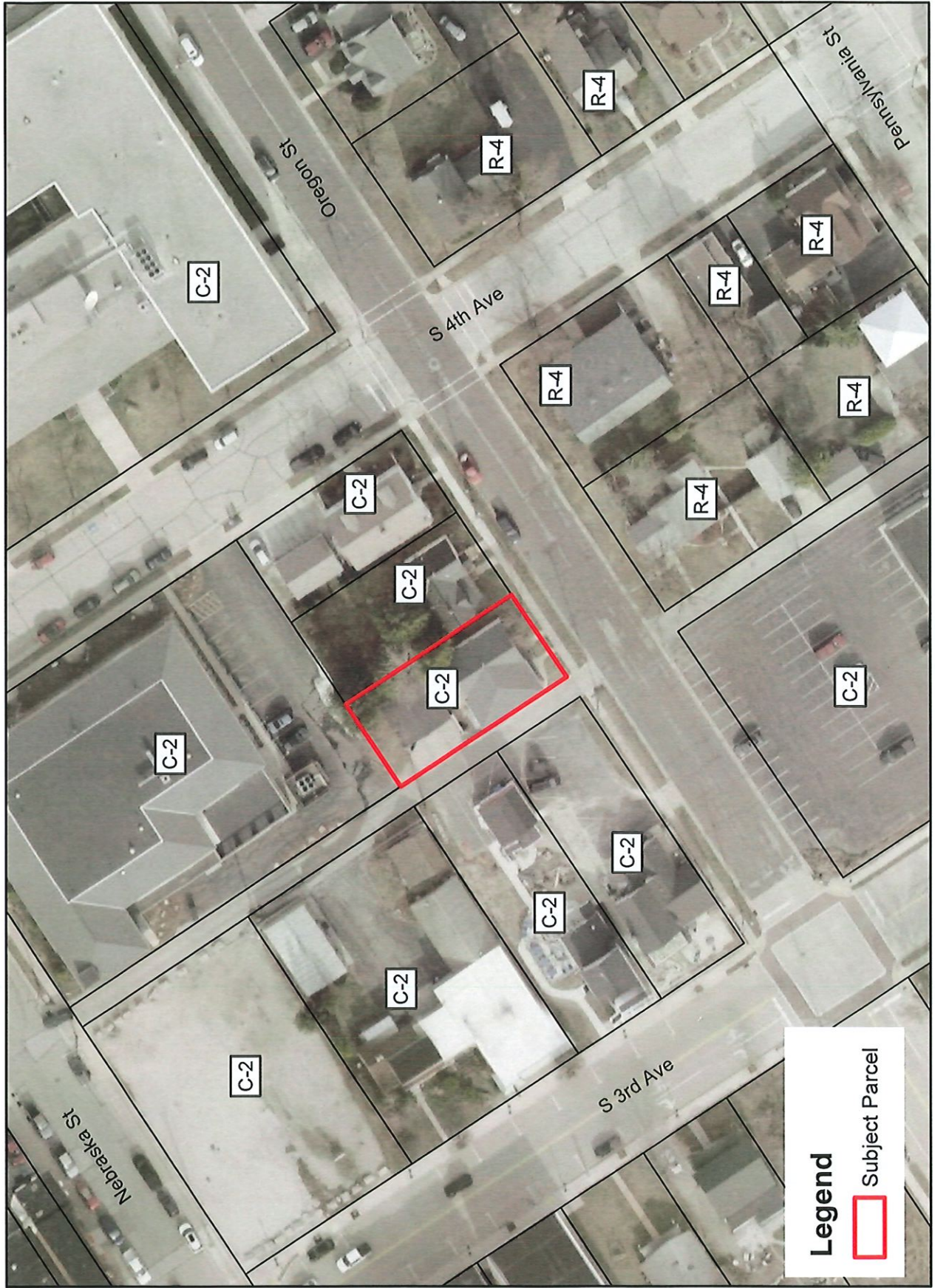
NOTICE OF PUBLIC HEARING

The City of Sturgeon Bay Plan Commission will hold a public hearing in the Council Chambers at City Hall, 421 Michigan Street, Sturgeon Bay, Wisconsin on Tuesday, November 14, 2023, at 6:00 p.m. or shortly thereafter, in regard to a proposed zoning map amendment to change the zoning classification of an approximately 0.116-acre parcel from Central Business District (C-2) to Mixed Residential-Commercial (C-5). The subject property is parcel no. #281-10-85120503 owned by Will Estes, LLC, and located at 346 Oregon Street. The proposed zoning map amendment materials are on file with the Community Development Department and can be viewed at City Hall weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to give testimony in regard to the rezoning request either in person at the hearing or in writing.

By order of:
City of Sturgeon Bay Plan Commission



346 Oregon St Rezoning Map



Parcel # 281-10-85120503

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Stephanie Servia
Planner/ Zoning Administrator
421 Michigan Street
Sturgeon Bay, WI 54235



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Phone: 920-746-2907
Fax: 920-746-2905
E-mail: sservia@sturgeonbaywi.gov
Website: www.sturgeonbaywi.org

MEMO

To: Sturgeon Bay Plan Commission
From: Stephanie Servia, Planner/Zoning Administrator 
Date: November 8, 2023
Subject: Tourist Rooming House Ordinance- Follow Up

At the October Plan Commission meeting the topic of the City's Tourist Rooming House Ordinance was reviewed. At the meeting the consensus was that no major changes were needed at this time. Rather it was determined to make small adjustments to address legal concerns. There also was support to evaluate the fee schedule to determine if raising the fee makes sense and/or have the license be renewable every year rather than every other year.

Regarding the fee, state law requires that the fee charged must relate the actual costs for administering and enforcing the code. Staff will review the actual time and expenses involved in processing the permits and will suggest a fee based upon that. If the fee is proposed to rise, the Finance Committee will review and recommend to Common Council.

Staff believes that changing the license to an annual renewal is a justifiable change. This will also make tracking TRHs easier. That amendment is included in the draft ordinance.

The draft ordinance also includes changing the wording in 9.05(3)(b) to include "shall" rather than "may", so that the ordinance does not have the possibility of outright prohibiting a TRH, which would run afoul of the state statute. In addition, the City could consider changing the residency rule from the three counties listed to a mileage or time-based factor, such as a 75-minute driving time between the TRH and the operator's residence.

The proposed ordinance also modifies the language of 9.05(3)(f) so that existing residential properties that do not already have parking are not prohibited from operating a TRH.

9.05 Tourist rooming house permit.

- (1) Permit required. No property owner shall use their property for the purposes of short term renting within the city without obtaining a tourist rooming house permit.
- (2) Definition. Tourist rooming house is 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 and breakfast establishments. These facilities are sometimes referred to as vacation rentals.
- (3) Tourist rooming house are subject to the following:
 - (a) The facility shall be licensed by the Wisconsin Department of Agriculture Trade and Consumer Protection, the City of Sturgeon Bay, and the Door County Tourism Zone Commission.
 1. 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.
 2. Renewal tourist rooming house permits are valid for ~~two~~one 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.
 3. 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.
 - (b) The owner/operator must reside within a 75-minute driving time of the tourist rooming house, as determined by an internet-based mapping program, Door, Kewaunee, or Brown Counties during periods in which the tourist rooming house is rented. This requirement ~~may~~shall be waived if there is a valid management contract with a management company located within Door County.
 - (c) Designated tourist rooming houses may have an unlit sign no larger than two square feet in size.
 - (d) The property owner shall have and maintain homeowner's liability or business liability insurance for the premises used as a tourist rooming house. Written evidence of the liability insurance shall be submitted with the tourist rooming house application.
 - (e) The number of occupants in a tourist rooming house shall not exceed the limits set forth in Wisconsin Administrative Code ATCP 72.14.
 - (f) Except for any tourist rooming house licensed for an existing dwelling with no or just one off-street parking space, A minimum of two off-street parking spaces shall be provided.
 - (g) No recreational vehicles, campers, tents, or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations.
 - (h) Trash containers shall be placed for collection no later than 7:00 a.m. on the day of collection and no more than 12 hours prior to collection date and shall be removed within 12 hours of that date.

(Ord. No. 1381-0421, § 1, 4-6-21)

EXECUTIVE SUMMARY
Final Plat – Geneva Ridge

Background: The City of Sturgeon Bay seeks approval of the final plat of Geneva Ridge. The plat creates 21 lots out of 4.92 acres of land. The plat supports the development of 24 single-family homes for the Door County workforce. Three of the lots have already been divided by CSM no. 3676. Lots 4-24 are included in this plat. The subject site is located at the south ends of S. Fulton Ave and S. Geneva Ave, and to the west of S. Hudson Ave. The plat and engineering plans were completed by Stantec.

Workforce Housing – The Geneva Ridge project is an effort by the City to create relatively affordable single-family homes for the County’s workforce. The City has a development agreement with JPEJ, LLC to construct homes with a sale price of \$269,900 to \$304,900 with sales limited to employees of Door County-based businesses.

Site Conditions – The existing parcel is a vacant field. North and east of the parcel are single-family homes and two-family homes zoned PUD and R-2. To the west is vacant commercial property, and to the south is vacant land outside of city limits.

Zoning – The subject site is zoned Two-Family Residential (R-3). Single-family homes are permitted in the R-3 district. The setbacks for which are 20 feet from the street, 8 feet from the side, and 25 feet from the rear property line.

Comprehensive Plan – The site is identified for predominantly single-family residential development at a density of up to 8 dwellings per acre under both the current and proposed Long-Range Future Land Use Plan Map. The plat is consistent with the Comprehensive Plan.

Conformance to Approved Preliminary Plat: The preliminary plat was approved by the Plan Commission and Council, subject to correcting the building setbacks and adding necessary easements. The submitted final plat matches the approved preliminary plat and includes the proper easements and building setbacks. The only change of note is that 6-foot utility easements have been added along the south property lines of lots 10 and 20. This easement is to accommodate electric conduit to support potential street lights at the end of South Fulton Avenue and South Geneva Avenue. Those dead-ends are temporary because the streets are intended to eventually extend further to connect with future Yew Street. But, since it is not known how long they will remain as cul-de-sacs, the street lights are recommended.

Civil Plans: The subdivision ordinance requires that all construction plans for the new subdivision be submitted with the final plat. These required plans were drafted by Stantec, the City’s contracted engineer for this project. They included sanitary sewer and water extensions, stormwater management, roadway sections, grading and erosion control. All the plans have been reviewed and approved by city staff and Sturgeon Bay Utilities staff. Copies of the most pertinent sheets from the civil plans are included in the agenda packet.

Highlights of the construction plans include:

- underground electrical service running down the rear lot lines of the lots;
- street widths (including curb) being narrowed to 30 feet for Fulton and Geneva Aves (33’ for Hudson Ave) compared to the existing roadway width of 36’ for those streets;
- sidewalks on one side of the streets;
- temporary “hammerhead” turnarounds at the ends of the streets; and
- to save on blasting the service laterals for sanitary sewer and water are clustered.

Stormwater management is handled by a detention pond in an outlot at the northeast corner of the property. Water will be routed northerly along the street and then easterly via an 8-foot drainage easement along the northern edge of the plat to reach the outlot. The detention pond is proposed to be a "dry" pond, meaning that it will be filled with water only during rain events and then slowly drain down.

Other Required Approvals: In addition to Common Council approval, the final plat requires approval by the State before it can be recorded.

Fiscal Impact: The proposed plat facilitates the Geneva Ridge development, which is being financed by the city through a new tax increment district. The project plan estimates approximately \$1 Million in overall expenses. The development agreement with JPEJ, LLC calls for construction of new single-family homes after the plat is recorded. The property taxes paid on the homes, along with other tax increment from the TID, will be used to recover the City's investment in the project.

Recommendation: The proposed final plat is consistent with the City's Comprehensive Plan, the Official Map, the TID #10 Project Plan, and the signed development agreement with JPEJ, LLC. It also conforms to the approved preliminary plat. Therefore, staff recommends approval of the final plat of Geneva Ridge.

Prepared by: 
Stephanie Servia
Planner/Zoning Administrator

11-9-2023
Date

Prepared by: 
Martin Olejniczak
Community Development Director

11-8-2023
Date

Reviewed by: _____
Chad Shefchik
City Engineer

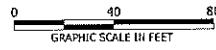
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Reviewed by: _____
Josh Van Lieshout
City Administrator

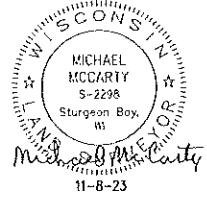
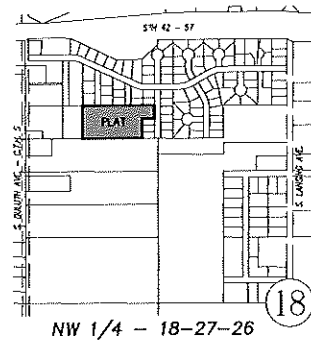
Date

Geneva Ridge

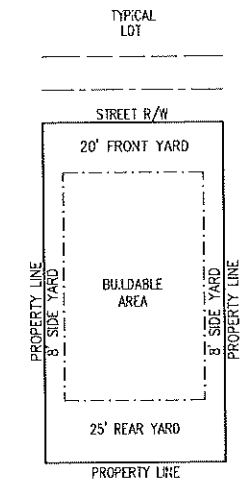
BEING A PART OF:
 LOT 2 OF C.S.M. NUMBER 2862,
 RECORDED AT VOLUME 17, PAGE 192
 OF CERTIFIED SURVEY MAPS
 AS DOCUMENT NUMBER 780737
 LOCATED IN:
 THE NW 1/4 OF THE NW 1/4 OF SECTION 18,
 TOWNSHIP 27 NORTH, RANGE 26 EAST,
 CITY OF STURGEON BAY,
 DOOR COUNTY,
 WISCONSIN



LOCATION SKETCH
 1" = 1000'



- LEGEND
- - FOUND 1.315" O.D. PIPE
 - - FOUND 2.315" O.D. PIPE
 - - SET 2" x 18" LEGS (P.N.) STEEL PIPE WEIGHING 3.65 LB / LIN FT. (P.N.)
 - - SET 1.37" O.D. x 18" STEEL PIPE, 1.65 LB / LIN FT. SET



OBJECTING AUTHORITIES:
 DEPARTMENT OF ADMINISTRATION

APPROVING AUTHORITY:
 CITY OF STURGEON BAY

OWNER:
 CITY OF STURGEON BAY
 421 WISCONSIN STREET
 STURGEON BAY, WI 54235

SURVEYOR/ENGINEER:
 STANTEC CONSULTING SERVICES, INC.
 312 N. 5th AVENUE
 STURGEON BAY, WI 54235
 (920)298-1758

- NOTES:
- ALL BEARINGS ARE REFERENCED TO WISCONSIN COUNTY COORDINATE SYSTEM - DCCR.
 - AREA OF PARCEL = 214,545 S.F. (4.93 AC.)
 - CURRENT PARCEL NUMBER - 281-68-8180000078
 - EACH LOT WILL BE SERVED BY MUNICIPAL SEWER & WATER.
 - CURRENT ZONING = R-3 (F60-FAMILY RESIDENTIAL)

There are no objections to this plat with respect to
 Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),
 Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20__

Department of Administration



Geneva Ridge

BEING A PART OF:
LOT 2 OF C.S.M. NUMBER 2862,
RECORDED AT VOLUME 17, PAGE 192
OF CERTIFIED SURVEY MAPS
AS DOCUMENT NUMBER 780737
LOCATED IN:
THE NW 1/4 OF THE NW 1/4 OF SECTION 18,
TOWNSHIP 27 NORTH, RANGE 26 EAST,
CITY OF STURGEON BAY,
DOOR COUNTY,
WISCONSIN

Surveyors Certificate

I, Michael G. McCarty, Professional Land Surveyor for Stantec Consulting Services, Inc., do hereby certify;

That I have surveyed, divided and mapped Geneva Ridge, being a part of Lot 2 C.S.M. No. 2862 recorded at Volume 17 Page 192 of Certified Survey Maps as Document Number 780737, located in the NW 1/4 of the NW 1/4 of Section 18, Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin.

That I have made such survey, land division and plat by the direction of the City of Sturgeon Bay, owner of said land, containing 214,545 square feet (4.93 acres) and described as follows:

Commencing at the NE Corner Lot 2 of said C.S.M. Number 2862, said corner being on the westerly right of way line of South Hudson Avenue, said corner also being the southeasterly corner of Lot 15 of South Hill Subdivision, and the point of beginning of lands to be described; thence N. 89°59'26" W., 719.85 feet along the northerly line of Lot 2 of said C.S.M. Number 2862, said line also being the southerly line of South Hill Subdivision to the NW corner of Lot 2 of said C.S.M. Number 2862, said corner also being the southeasterly corner of Lot 2 of South Hill Subdivision; thence S. 00°13'21" W., 330.92 feet along the westerly line of Lot 2 of said C.S.M. Number 2862 to the southwesterly corner of Lot 2 of said C.S.M. Number 2862, said corner being on the south line of the North 1/2 of the South 1/2 of the NW 1/4 of the NW 1/4 of said Section 18-27-26; thence S. 89°54'54" E., 599.27 along the southerly line of Lot 2 of said C.S.M. Number 2862 (south line - North 1/2 of the South 1/2 of the NW 1/4 of the NW 1/4 of said Section 18-27-26) to the southwesterly corner of Lot 1 of C.S.M. Number 3676, recorded at Document Number 862928; thence N. 00°20'36" E., 199.41 feet along the westerly line of said C.S.M. Number 3676 to the northwesterly corner of Lot 3 of said C.S.M. Number 3676; thence S. 89°59'46" E., 119.81 feet to the northeasterly corner of Lot 3 of said C.S.M. Number 3676, said corner being on the aforementioned westerly right of way line of South Hudson Avenue; thence N. 00°22'25" E., 132.36 feet along said westerly right of way line to the point of beginning.

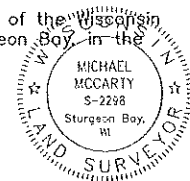
That such plot is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the Subdivision Regulations of the City of Sturgeon Bay in the surveying, dividing and mopping the same.

Dated this ____th day of __November__, 2023

Michael G. McCarty

Michael G. McCarty, R.L.S. # 2298



Certificate of City of Sturgeon Bay Plan Commission

The plat of Geneva Ridge has been submitted and approved in accordance to Chapter 21 of the Sturgeon Bay Municipal Code.

Dated this ____day of _____, 20____

Secretary, Plan Commission

City Council Resolution

Resolved that the plat of Sunset Hill #2 in the City of Sturgeon Bay, Door County, Wisconsin, City of Sturgeon Bay, owner, is hereby approved by the City Council.

Dated this ____day of _____, 20____

David Ward, Mayor

I hereby certify that the foregoing is a copy of a resolution adopted by the City Council of the City of Sturgeon Bay, Door County, Wisconsin.

Dated this ____day of _____, 20____

Stephanie Reinhardt, Clerk

Corporate Owners Certificate of Dedication

The City of Sturgeon Bay, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat. The City of Sturgeon Bay, does further certify that this plat is required by s 236.10 or s 236.12 to be submitted to the following for approval or objection:

Approving Authority City of Sturgeon Bay	Objecting Authority Department of Administration Door County
---	--

In witness whereof, the City of Sturgeon Bay has caused these presents to be signed by David Ward, its Mayor, and countersigned by Stephanie Reinhardt, its Clerk, at Sturgeon Bay, Wisconsin, and its corporate seal to be hereunto affixed on this ____day of _____, 20____

In the presence of: _____
David Ward, Mayor

Stephanie Reinhardt, Clerk

State of Wisconsin)
Door County) SS

Personally came before me this ____day of _____, 20____, David, Mayor, and Stephanie Reinhardt, clerk of the above named corporation, to me known to be the same persons who executed the forgoing instrument, and to me known to be such Mayor and Clerk of said corporation and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

Notary _____Notary Public, Door County, Wisconsin.

My commission expires _____

City Treasurer Certificate

STATE OF WISCONSIN)
DOOR COUNTY) SS

I, Valerie Clarizio, being the duly appointed, qualified and acting city treasurer of the City of Sturgeon Bay, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of this ____day of _____, 20____ affecting the lands included in the plat of Geneva Ridge.

(Date) Valerie Clarizio, City Treasurer

County Treasurer Certificate

STATE OF WISCONSIN)
DOOR COUNTY) SS

I, Ryan Schley, being the duly elected, qualified and acting treasurer of the County of Door, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of this ____day of _____, 20____ affecting the lands included in the plat of Sunset Hill #2.

(Date) Ryan Schley, County Treasurer

UTILITY EASEMENT PROVISIONS

A easement for gas, electric and communications service is hereby granted by City of Sturgeon Bay, Grantor, to Wisconsin Public Service, Sturgeon Bay Utilities, Charter Communications and Wisconsin Bell, Inc., d/b/a Ameritech - Wisconsin, Grantees, their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy for such purposes as the same is now or may hereafter be used and for sounds and signals, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. The restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities or communication facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Buildings shall not be placed over Grantee's facilities or in, upon or over the property within the lines marked "Utility Easement Areas". After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without the written consent of grantees.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

DRAINAGE EASEMENT RESTRICTIONS

The grade in all drainage easements shall be maintained to conform to the grading plan on file in the office of the City Engineer. Alterations are prohibited without prior approval from the City Engineer.

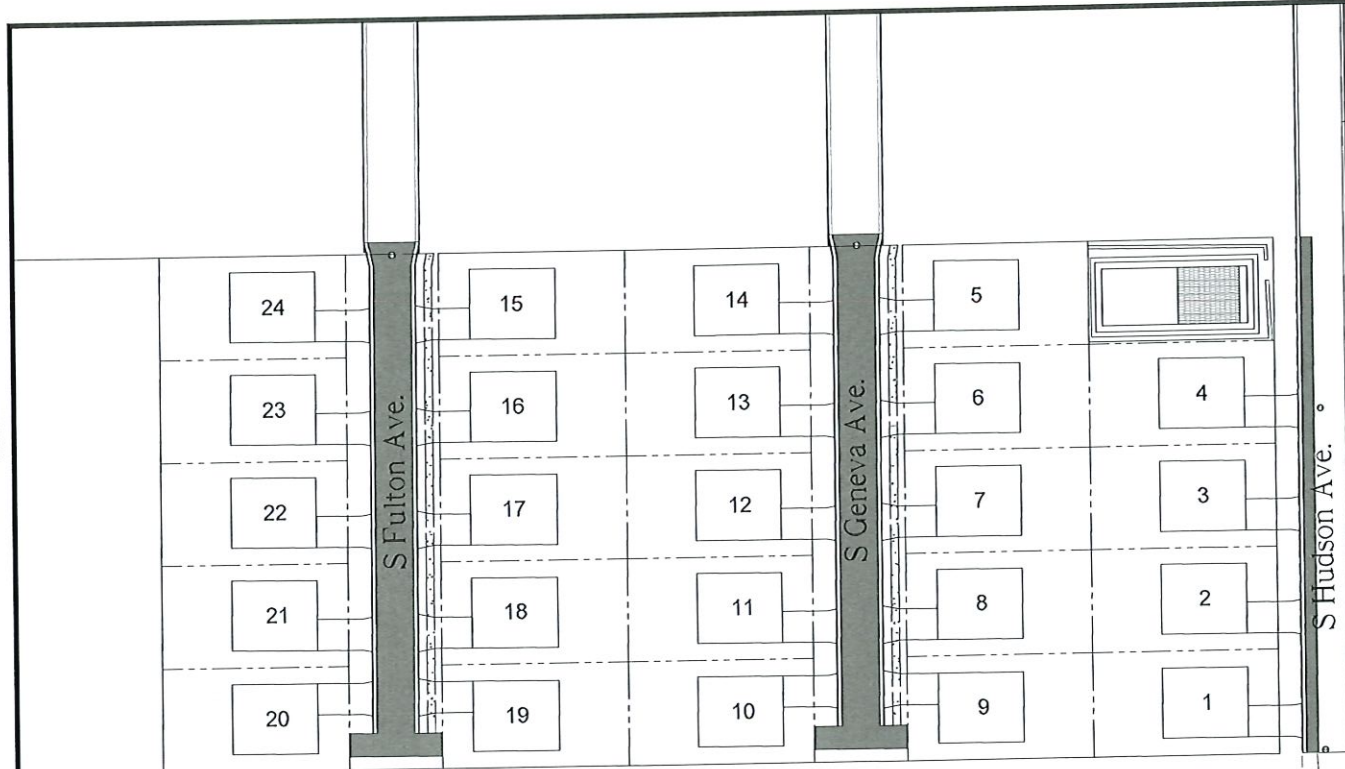
There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration



THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. THE COPYRIGHT TO ALL RIGHTS OF THIS DRAWING IS RESERVED BY STANTEC CONSULTING SERVICES, INC. NO USE FOR ANY PURPOSES OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.



GENEVA RIDGE RESIDENTIAL DEVELOPMENT

CIVIL CONSTRUCTION PLAN SET

INDEX OF SHEETS

C001	1	COVER SHEET
C002	2	LEGEND
C003	3	GENERAL NOTES AND QUANTITIES
C100	4	REMOVALS AND EROSION CONTROL PLAN
C200	5	SITE PLAN
C300	6	SANITARY AND WATER UTILITY PLAN
C301	7	SANITARY AND WATER UTILITY PLAN & PROFILE - GENEVA AVENUE
C302	8	SANITARY AND WATER UTILITY PLAN & PROFILE - FULTON AVENUE
C303	9	STORM WATER UTILITY PLAN
C400	10	GRADING PLAN
C500	11	CONSTRUCTION DETAILS - ROADWAY SECTIONS
C501	12	CONSTRUCTION DETAILS - SITE IMPROVEMENTS
C502	13	CONSTRUCTION DETAILS - SANITARY
C503	14	CONSTRUCTION DETAILS - WATER
C504	15	CONSTRUCTION DETAILS - STORM



LOCATION MAP - CITY OF STURGEON BAY, WI
NO SCALE



DOOR COUNTY, WISCONSIN

PROJECT TEAM:

OWNER:
CITY OF STURGEON BAY

CIVIL ENGINEER:
STANTEC CONSULTING SERVICES, INC.
312 N 5TH AVE
STURGEON BAY, WI 54235

CONTACT:
MAX ALBERTS, EIT
920-365-9090
MAX.ALBERTS@STANTEC.COM

PETER HURTH, P.E.
920-298-1759
PETER.HURTH@STANTEC.COM

UTILITY CONTACT INFORMATION
STURGEON BAY ENGINEERING
CHAD SHEFCHIK, CITY ENGINEER
421 MICHIGAN STREET
STURGEON BAY, WI 54235
920-746-2913
cshfchik@sturgeonbaywi.org

STURGEON BAY UTILITIES
230 E VINE STREET
STURGEON BAY, WI 54235
920-746-2820

EMERGENCY NUMBERS
POLICE/FIRE
911

NON-EMERGENCY NUMBERS
POLICE DEPARTMENT
920-746-2400
FIRE DEPARTMENT
920-746-2450



Call 811 3 Work Days Before You Dig
Or Toll Free (800) 242-8511
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

THE LOCATIONS OF EXISTING UTILITY INSTALLATIONS AS SHOWN ON THIS PLAN ARE APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITY INSTALLATIONS WITHIN THE PROJECT AREA THAT ARE NOT SHOWN.

STANTEC ASSUMES NO RESPONSIBILITY FOR DAMAGES, LIABILITY OR COSTS RESULTING FROM CHANGES OR ALTERATIONS MADE TO THIS PLAN WITHOUT WRITTEN CONSENT OF STANTEC.

THESE DRAWINGS HAVE BEEN PREPARED BASED ON INFORMATION PROVIDED BY OTHERS. STANTEC HAS NOT VERIFIED THE ACCURACY AND/OR COMPLETENESS OF THIS INFORMATION AND SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS WHICH MAY BE INCORPORATED HEREIN AS A RESULT.



COVER SHEET
GENEVA RIDGE RESIDENTIAL DEVELOPMENT
for CITY OF STURGEON BAY
STURGEON BAY, DOOR COUNTY, WI 54235

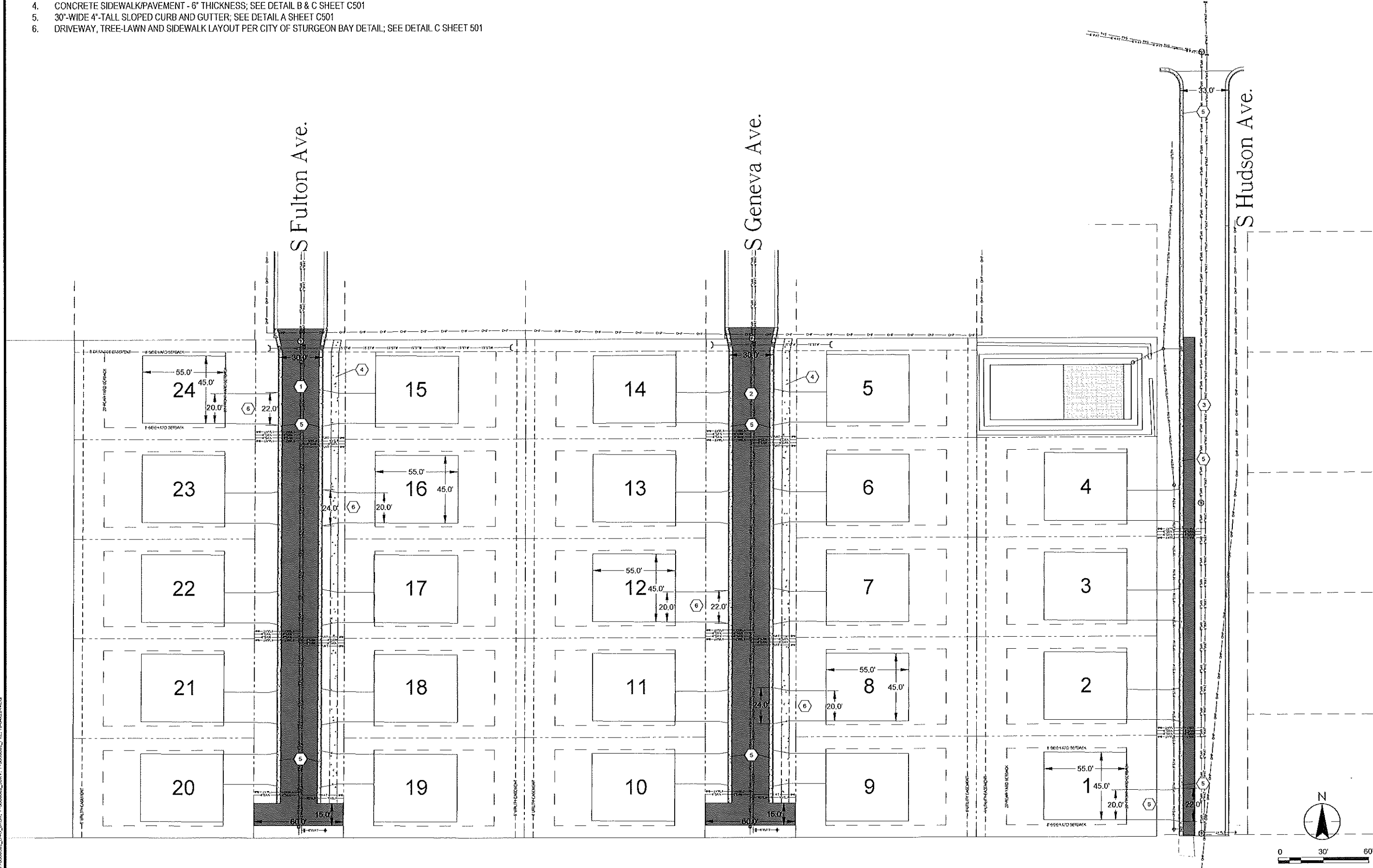
DATE OF ISSUANCE	2023-10-24
NO. / REVISION	DATE
SURVEY	MGM
DRAWN	MTA
DESIGNED	SRW
CHECKED	SRW
APPROVED	PHJ
PROJ. NO.	193006362
SHEET NUMBER	C001

Plot Date: 10/24/2023 - 2:37pm
Drawing name: U:\193006362\DESIGN\LAYOUT\DWG\193006362.ENG.dwg
User: 193006362_ENG_BDR 193006362_SURV 193006362_PRT 193006362_MFC

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. THE COPYRIGHTS TO ALL PERMITS AND DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED IS STRICTLY FORBIDDEN.

Ⓐ SHEET KEY NOTES

1. ROADWAY - FULTON AVENUE - 30' OVERALL WIDTH; STANDARD CROWN; SEE DETAIL A SHEET C500
2. ROADWAY - GENEVA AVENUE - 30' OVERALL WIDTH; STANDARD CROWN; SEE DETAIL A SHEET C500
3. ROADWAY - HUDSON AVENUE - 33' OVERALL WIDTH; STANDARD CROWN; SEE DETAIL A SHEET C500
4. CONCRETE SIDEWALK/PAVEMENT - 6" THICKNESS; SEE DETAIL B & C SHEET C501
5. 30"-WIDE 4"-TALL SLOPED CURB AND GUTTER; SEE DETAIL A SHEET C501
6. DRIVEWAY, TREE-LAWN AND SIDEWALK LAYOUT PER CITY OF STURGEON BAY DETAIL; SEE DETAIL C SHEET 501



Proj Date: 10/16/2023 09:28am
 Drawn by: LIA YARBROCK, DESIGNER, LADY LOWE YARBROCK, INC. gmg
 Xref: 19300362_ENC_BLOCK, 19300362_SURV, 19300362_PIE, 19300362_AEG

SITE PLAN
 GENEVA RIDGE RESIDENTIAL DEVELOPMENT
 for CITY OF STURGEON BAY
 STURGEON BAY, DOOR COUNTY, WI 54235

DATE OF ISSUANCE	2023-10-24
NO. REVISION	DATE
SURVEY	MGM
DRAWN	LIA
DESIGNED	SKV
CHECKED	SSV
APPROVED	PJM
PROJ. NO.	19300362
SHEET NUMBER	C200

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SHEET KEY NOTES

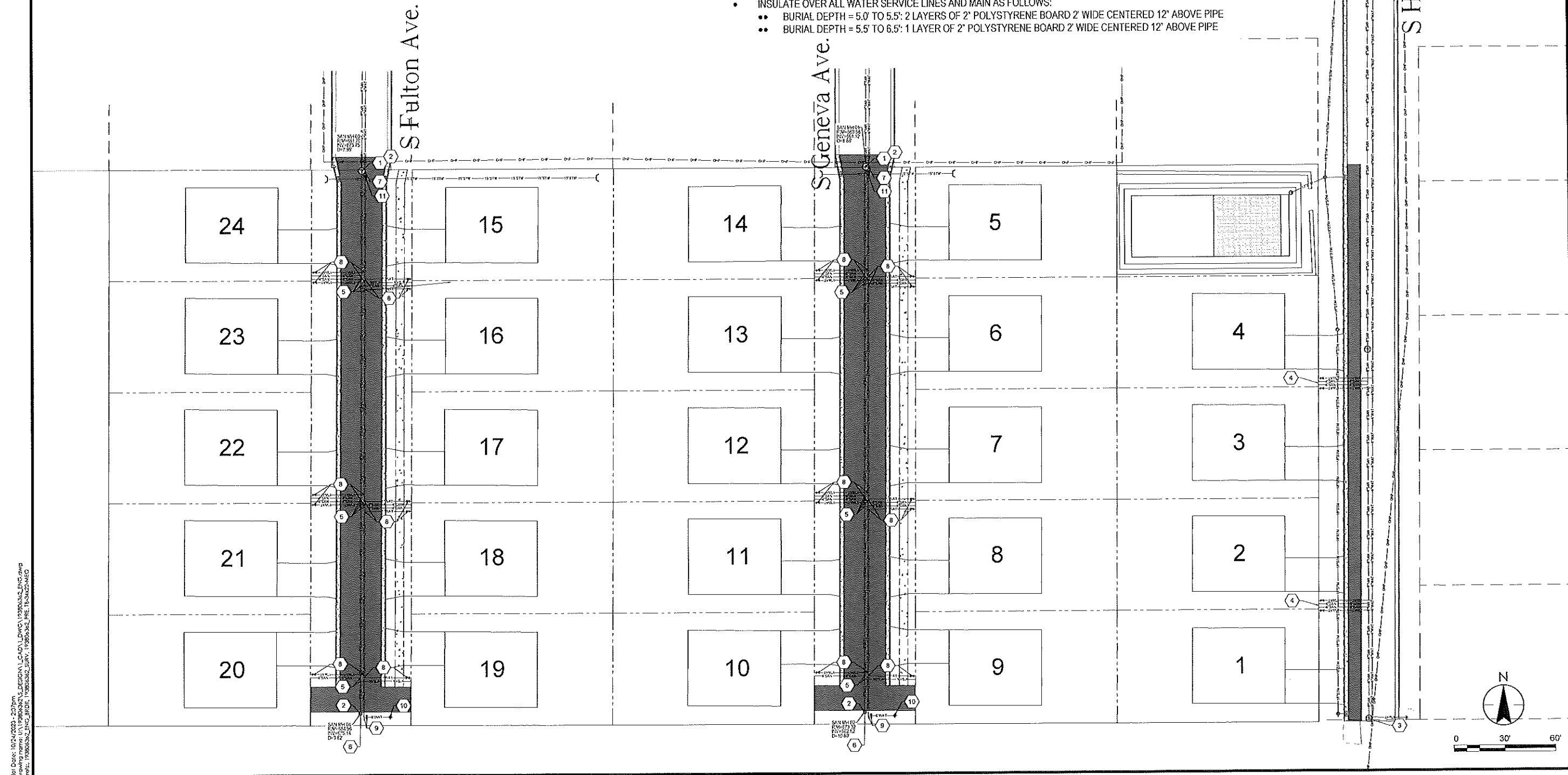
1. EXISTING SANITARY MANHOLE TO BE REMOVED AND REPLACED WITH NEW MANHOLE; CONNECT TO EXISTING SANITARY MAIN; FIELD VERIFY DEPTH AND CONNECTION SIZE
2. SANITARY SEWER MANHOLE - 48" DIAMETER; SEE DETAIL C SHEET C502
3. EXISTING SANITARY SEWER MANHOLE
4. EXISTING LATERALS; SANITARY SEWER AND WATER
5. SANITARY SEWER WYE - 8"x4"x8"; SEE DETAIL D SHEET C502
6. SANITARY SEWER STUB FOR FUTURE CONNECTION; 5' LENGTH; 8"Ø; CAP END OF PIPE AND MARK LOCATION WITH 2x4" WOODEN STAKE
7. CONNECT TO EXISTING WATER MAIN; 8" TO 6" REDUCER TO EXISTING 6" MAIN; FIELD VERIFY DEPTH AND CONNECTION SIZE
8. WATER LATERAL AND CURBSTOP - 1"; SEE DETAIL D SHEET C503
9. WATER MAIN; DUCTILE IRON TEE 8"x6"x8"; WITH 6" WATER GATE VALVE ON HYDRANT LEAD; AND 2' STUB (CAPPED) AT SOUTH TERMINATION
10. FIRE HYDRANT; PLACE 3' OFF PAVEMENT AND WITHIN FUTURE TREE-LAWN AREA; SEE DETAIL C SHEET C503
11. WATER VALVE; 8" GATE VALVE

SANITARY SEWER UTILITY NOTES

- UTILITY BURIAL PER TRENCH BURIAL DETAIL INCLUDING TRACER WIRE; SEE DETAILS A & B SHEET C502
- SANITARY SEWER MAINS SHALL BE CONSTRUCTED OF C900 PVC. SANITARY SEWER LATERALS SHALL BE CONSTRUCTED OF MATERIALS LISTED IN TABLE SPS 384.30-3, IF COMMON TRENCH BURIAL SANITARY SEWER SHALL BE CONSTRUCTED OF MATERIALS LISTED IN TABLE SPS 384.30-2
- SANITARY BUILDING SEWER BURIAL DEPTH = 5.0' MINIMUM TO TOP OF PIPE (ZONE B, SANDY LOAM) PER SPS 382.30; INSULATE OVER ALL SANITARY SEWER LINES WITH LESS THAN 5.0' OF COVER WITH 2" POLYSTYRENE BOARD 2' WIDE CENTERED 12" ABOVE PIPE
- SANITARY LATERAL SLOPES 2.08% MINIMUM (¼" IN PER FT); RISER PIPE AT CONNECTION WITH MAIN ALLOWED

WATER UTILITY NOTES

- UTILITY BURIAL PER TRENCH BURIAL DETAIL INCLUDING TRACER WIRE; SEE DETAILS A&B SHEET C502
- WATER SUPPLY SYSTEMS SHALL BE CONSTRUCTED OF DUCTILE IRON CONFORMING TO SPECIFICATIONS LISTED IN TABLE SPS 384.30-7
- WATER SUPPLY LINES TO BE ENCASED WITH POLYETHYLENE PER STURGEON BAY UTILITY SPECIFICATIONS FOR WATER DISTRIBUTION SYSTEMS
- WATER SUPPLY BURIAL DEPTH = 5.0' MINIMUM TO TOP OF PIPE (ZONE B, SANDY LOAM) PER SPS 382.30
- INSULATE OVER ALL WATER SERVICE LINES AND MAIN AS FOLLOWS:
 - BURIAL DEPTH = 5.0' TO 5.5': 2 LAYERS OF 2" POLYSTYRENE BOARD 2' WIDE CENTERED 12" ABOVE PIPE
 - BURIAL DEPTH = 5.5' TO 6.5': 1 LAYER OF 2" POLYSTYRENE BOARD 2' WIDE CENTERED 12" ABOVE PIPE



Plot Date: 10/24/2023 2:57pm
 Project: 193006362_Plan_01.dwg
 User: J193006362_Plan_01.dwg
 Title: SANITARY AND WATER UTILITY PLAN
 Date: 10/24/2023 2:57pm

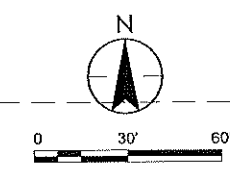
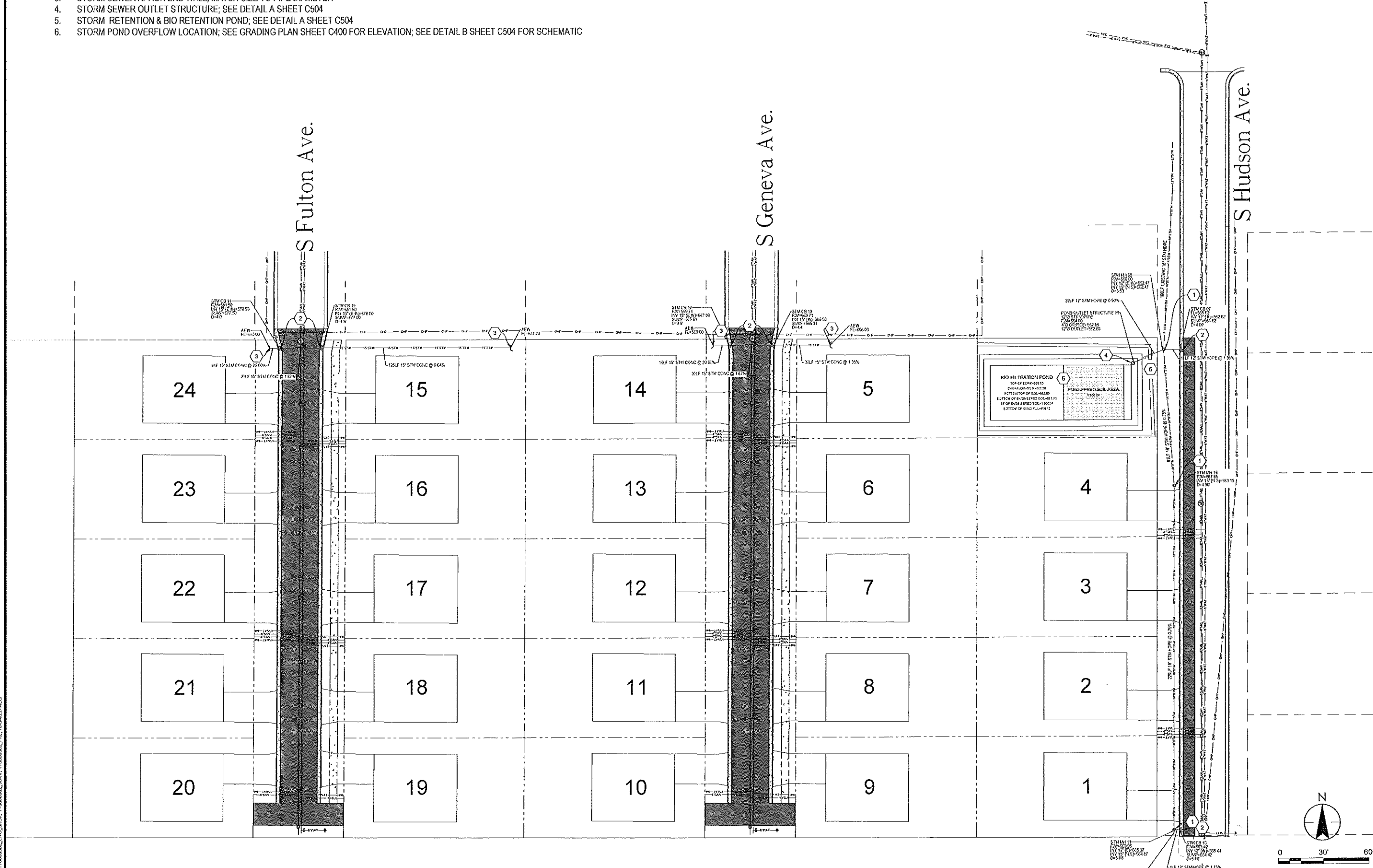
DATE OF ISSUANCE	2023-10-24
NO. REVISION	DATE
SURVEY	MGM
DESIGNED	SRW
CHECKED	SRW
APPROVED	PH
PROJECT NO.	193006362
SHEET NO. OF	C300

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS, DIMENSIONS SHALL BE THE BASIS FOR ALL CONSTRUCTION. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. ANY CHANGES TO THE ORIGINAL DRAWINGS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. ANY CHANGES TO THE ORIGINAL DRAWINGS SHALL BE REPORTED TO STANTEC WITHOUT DELAY.

PLN: 193006362-001.dwg
 DWG: 193006362-001.dwg
 DESIGNED BY: J. L. CAVALLO
 CHECKED BY: J. L. CAVALLO
 DATE: 10/24/2023

SHEET KEY NOTES

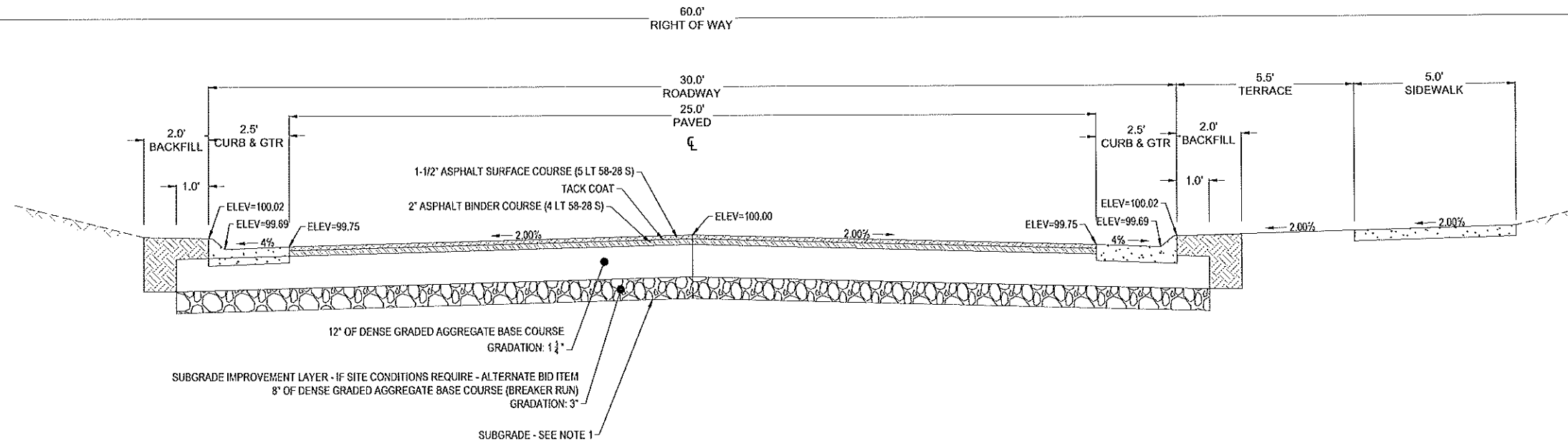
1. STORM SEWER MANHOLE - 48" DIAMETER; SEE DETAIL D SHEET C504
2. STORM SEWER CATCH BASIN 2x3' RECTANGULAR; SEE DETAIL C SHEET C504
3. STORM SEWER APRON END WALL; MATCH SIZE TO PIPE DIAMETER
4. STORM SEWER OUTLET STRUCTURE; SEE DETAIL A SHEET C504
5. STORM RETENTION & BIO RETENTION POND; SEE DETAIL A SHEET C504
6. STORM POND OVERFLOW LOCATION; SEE GRADING PLAN SHEET C400 FOR ELEVATION; SEE DETAIL B SHEET C504 FOR SCHEMATIC



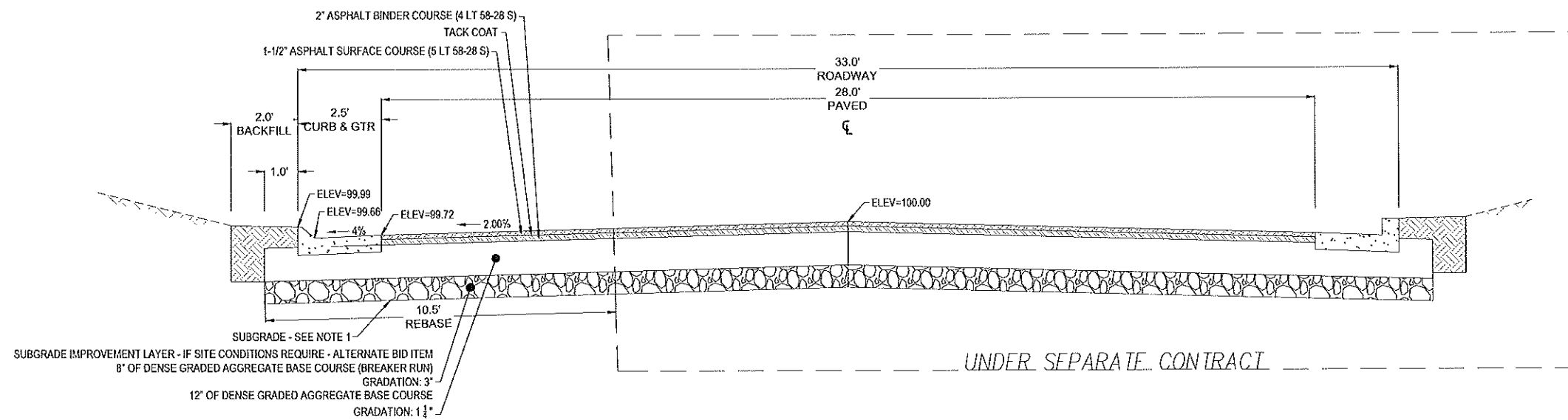
DATE OF ISSUANCE	2023-10-24
NO. REVISION	DATE
SURVEY	MJM
DRAWN	MJA
DESIGNED	SRW
CHECKED	SRW
APPROVED	PJM
PROJ. NO.	193006362
SHEET NUMBER	C303

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Plot Date: 10/24/2023 - 2:37pm
 Drawing Name: U:\193802342\DESIGN\1_CADD\DWG\193802342_ENG.dwg
 Author: 193802342_ENG_BROD, 193802342_SURV, 193802342_PIE, 193802342_MEG



FULTON & GENEVA AVENUE - 30' WIDE - STANDARD CROWN



HUDSON AVENUE - 33' WIDE - STANDARD CROWN

NOTES

1. COMPACT SUBGRADE TO 95% STANDARD PROCTOR. SUBGRADE TO BE INSPECTED BY PROJECT FOREMAN PRIOR TO PLACEMENT OF AGGREGATE BASE COURSE

NOTES
STREET CROSS SECTIONS - FULTON/GENEVA/HUDSON AVENUES

NO.	REVISION	DATE

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to approve the Preliminary Plat for Geneva Ridge, tax parcel #281-68-18000607B, located at the south end of S. Fulton and S. Geneva Avenues and west of the end of S. Hudson Avenue, subject to:

1. Correcting the rear yard from 20 feet to 25 feet.
2. Including an 8-foot utility/drainage easement along the north side of the plat.

Respectfully submitted:
City Plan Commission
By: David Ward, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: October 18, 2023

#####

Introduced by _____.

Moved by Alderperson _____, seconded by Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2023.

EXECUTIVE SUMMARY
Preliminary Plat – Geneva Ridge

Background: The City of Sturgeon Bay seeks approval of the preliminary plat of Geneva Ridge. The plat would create 21 lots out of 4.92 acres of land. The plat supports the development of 24 single-family homes for the Geneva Ridge Door County workforce housing project. Three of the lots have already been divided by CSM no. 3676. Lots 4-24 will be included in this plat. The subject site is located south of S Fulton Ave, south of S Geneva Ave, and west of S Hudson Ave. The plat and engineering plans were completed by Stantec.

Workforce Housing – The Geneva Ridge project is an effort by the City to create relatively affordable single-family homes for the County's workforce. The City has a development agreement with JPEJ, LLC to construct homes with a sale price of \$269,900 to \$304,900 with sales limited to employees of Door County-based businesses.

Site Conditions – The entirety of the existing parcel is vacant lawn area. North and east of the parcel are single-family homes and two-family homes zoned PUD and R-2. To the west is vacant commercial property, and to the south is vacant land outside of city limits.

Zoning – The subject site is zoned Two-Family Residential (R-3). The setbacks for which are 20 feet from the street, 8 feet from the side, and 25 feet from the rear property line.

Analysis: Comprehensive Plan – The site is identified for predominantly single-family residential development at a density of up to 8 dwellings per acre under both the current and proposed Long-Range Future Land Use Plan Map. The plat is consistent with the Comprehensive Plan.

Street Layout – The plat proposes S Fulton Ave and S Geneva Ave continue southward to the south border of the property. The street layout conforms to the Official Map, which shows these streets eventually continuing southerly to connect with W Yew St, which is planned to extend westward to Duluth Ave. The new streets have a right-of-way width of 60 feet. Temporary "hammerhead" style turnarounds are planned at the ends of the street to allow vehicles to turn around. The turnarounds will be contained within the street right-of-way and this arrangement has been approved by the Fire Chief.

Lot Layout – Five lots are planned on both sides of the street extensions. Four lots are planned along the west side of the existing S Hudson Ave frontage with one outlot in the northeastern corner of the plat. The lots are uniform in size with lots ranging in size from 7,926 to 8,018 square feet. All lots conform to the minimum size requirements under R-3 zoning. Building setback lines are accurately shown on the plat, except for the rear yard requirement of 25 feet. The plat shows a 20-foot rear yard, which will need to be corrected for the final plat. All lots have a reasonable building pad (envelope) on which to construct a home. Each has 50 feet or more of buildable width.

Stormwater management – An outlot is shown with a 7,932 square foot area in the northeast corner of the existing parcel for stormwater detention purposes. Water will be routed northerly along the street and then easterly along the north property lines to a detention pond for this outlot. An 8-foot drainage easement will be required along the northern line of the plat. This easement will be located within the side yard setback area of the lots and, thus, will not impact the building pad. The detention pond is proposed to be a "dry" pond, meaning that it will be filled with water only during rain events and then slowly drain down. A final stormwater management plan from Stantec will be provided with the final plat.

Utilities – All lots will be served with public sanitary sewer and water. Plans for the water and sanitary sewer mains were created by Stantec and reviewed by Sturgeon Bay Utilities (SBU) and City staff. Sanitary sewer and water mains are proposed to run within the street right-of-way by extending the existing mains. Electrical service is proposed along the rear lot lines. 6- and 12-foot utility easements are shown on the plat to accommodate that service.

Other Approvals - In addition to Common Council approval, the plat must be approved by the State. The plat has been submitted and the State's approval is pending.

Fiscal Impact: The proposed plat facilitates the Geneva Ridge development, which is being financed by the city through a new tax increment district. The project plan estimates approximately \$1Million in overall expenses. The development agreement with JPEJ, LLC calls for construction of new single-family homes after the plat is recorded. The property taxes paid on the homes, along with other tax increment from the TID, will be used to recover the City's investment in the project.

Recommendation: The proposed plat is consistent with the City's Comprehensive Plan, the Official Map, the TID #10 Project Plan, and the signed development agreement with JPEJ, LLC. It is a necessary component of housing availability in the City. Therefore, staff recommends approval of the preliminary plat of Geneva Ridge, subject to the following:

1. Approval of the plat by the State.
2. Correcting the rear yard from 20 feet to 25 feet.
3. Include an 8-foot utility/ drainage easement along the north side of the plat.

Prepared by: 
Stephanie Servia
Planner/Zoning Administrator

10/11/2023
Date

Prepared by: 
Martin Olejniczak
Community Development Director

10/11/2023
Date

Reviewed by: 
Chad Shefchik
City Engineer

10-11-23
Date

Reviewed by: 
Josh Van Lieshout
City Administrator

10/11/23
Date

Geneva Ridge Plat Map



Legend

Approx CSM Location

Plat Location



EXECUTIVE SUMMARY

Title: Street Vacation (Discontinuance) – Portion of S. Madison Avenue

Background: The City has been requested by Rob Scaturo to discontinue (vacate) the unused portion of street right-of-way (S. Madison Ave) located south of Spruce Street. This is the right-of-way that is southerly of the curve where Madison Avenue turns into Green Bay Road. The street vacation would enable Mr. Scaturo to expand the dwelling on his abutting property because the right-of-way, if vacated, would be attached to the abutting owners.

The street right-of-way proposed to be vacated was created by the plat of Sorenson's Addition to the City of Sturgeon Bay in 1906. At that time the street was known as Union Street. Although the 60-foot wide right-of-way extends about 164 feet south of Spruce Street, the portion southerly of Spruce Street was never constructed.

The formal process for the street to be vacated involves the Council introducing a resolution, serving notice on the abutting owners, holding a public hearing, and then adopting the resolution. For this street discontinuance, there are two abutting property owners, Scaturo and 24 E Spruce, LLC. If approved, the vacated street would be attached to those properties (30 feet each side).

The City went through the process of vacating this portion of Madison Avenue back in 1976-77. The Council introduced the resolution and took steps to enact it including holding the public hearing, but it never completed the process. From the record it is not clear why, but possibly had to do with restrictions on the use of the land that the Council desired at that time (e.g., restriction on billboards).

There does not appear to be any need for the right-of-way by the City. There is a steep bluff that makes it extremely difficult to physically install a street. With the existing development in the surrounding area, it would be very difficult to connect the street to another street even if it were extended. There are no utilities impacted to staff's knowledge.

The resolution to discontinue the street right-of-way was introduced by the Council on November 7th. The public hearing is expected to take place on December 19th.

Fiscal Impact: There are minor costs for the street discontinuance process, including recording and legal fees, which would be covered by Mr. Scaturo as the applicant. If vacated, the additional land on the tax roll will have a modest impact on the property taxes paid by the abutting owners.

Recommendation: Recommend to Council to discontinuance (vacate) that portion of S. Madison Avenue as depicted in the resolution.

Prepared by:	<u>Martin Olejniczak</u>	<u>11-8-2023</u>
	Martin Olejniczak, Community Devel. Director	Date
Reviewed by:	_____	_____
	Chad Shefchik, City Engineer	Date
Reviewed by:	_____	_____
	Josh Van Lieshout, City Administrator	Date

Proposal to Vacate Street Right-of-Way - S. Madison Ave



 Street R/W to be vacated

0 25 50 75 100 Feet

September 5, 2023