

AGENDA
CITY OF STURGEON BAY
PLAN COMMISSION
Wednesday, April 21, 2021
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 March 17, 2021.
4. Public comment on non-agenda Plan Commission related items.
5. Consideration of: Rezoning of parcels #281-23-08325009 & #281-23-08325010, owned by Shipyard Development, LLC, from Heavy Industrial (I-2) to Multiple-Family Residential (R-4).
6. Consideration of: Conceptual Planned Unit Development (PUD) for Sunset School redevelopment.
7. Consideration of: Certified Survey Map for AmericInn, 622 S. Ashland Avenue.
8. Consideration of: Zoning text amendment for Tourist Rooming Houses.
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.

Plan Commission Members

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

4/16/21
2:00 p.m.
CN

CITY PLAN COMMISSION

Wednesday, March 17, 2021

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 Kirsten Reeths, Mark Holey, Dennis Statz, David Ward, Jeff Norland, Debbie Kiedrowski, and Helen Bacon were present. Also present were City Administrator Josh VanLieshout, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from February 17, 2021.
4. Public comment on non-agenda Plan Commission related items.
5. Rezoning of various properties from Heavy Industrial (I-2) to Central Business District (C-2) within the downtown area:
 - Presentation
 - Public Hearing
 - Consideration of
6. Rezoning of various properties from Heavy Industrial (I-2) to Multiple-Family (R-4) within the downtown area:
 - Presentation
 - Public Hearing
 - Consideration of
7. Consideration of: Minor modification of the Maritime Heights Planned Unit Development (PUD).
8. Consideration of: Conceptual Planned Unit Development for Phillips Development LLC.
9. Consideration of: Restructuring of permitted and conditional uses within the Sturgeon Bay Zoning Code.
10. Adjourn.

All ayes. Carried.

Approval of minutes from February 17, 2021: Moved by Ms. Bacon, seconded by Ms. Reeths to approve the minutes from February 17, 2021. All ayes. Carried.

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

Rezoning of various properties from Heavy Industrial (I-2) to Central Business District (C-2) within the downtown area:

Presentation: Mr. Sullivan-Robinson presented the City's request to rezone various properties located on 1st and 2nd Avenues, Oregon Street, Nebraska Street, and Pennsylvania Street from I-2 to C-2. This will eliminate an issue within the zoning code that would allow a potential property owner to build a very high structure. The Comprehensive Plan recognizes this area as mixed use. There are eleven parcels that the City would like to rezone to C-2. Some of the parcels are owned by the City, while others are owned by CenterPointe, SHT Holdings, and E & I Property Investments. Rezoning would allow more buildable area and eliminate a lot of non-conformities. It would also create non-conformities as well, such as those with outdoor storage or a single-family use.

Public Hearing: Mayor Ward opened the public hearing at 6:06 p.m.

No one spoke during the hearing. Ms. Nault read two letters of correspondence in favor of the rezoning. One letter from Cathy Grier, 153 S 3rd Avenue, and the other from Joe Moede, Shipyard Development LLC.

The public hearing was declared closed at 6:11 p.m.

Consideration of: Mr. Sullivan-Robinson explained that C-2 zoning would be more conforming for CenterPointe. Outdoor storage must be screened in a C-2 district. CenterPointe would be grandfathered in with their outdoor storage. In the C-2 district a conditional use is required for marinas and other water-related uses. That would not be required in the I-2 district. There are many marinas throughout the City that were required to go through the conditional use process in the C-2 district. This would be no different.

A short discussion was held. Moved by Mr. Statz, seconded by Mr. Norland to act on this item at this meeting. All ayes. Carried.

Moved by Mr. Statz, seconded by Ms. Reeths to recommend to Council rezoning of various properties from Heavy Industrial (I-2) to Central Business District (C-2) as presented. All ayes. Carried.

Rezoning of various properties from Heavy Industrial (I-2) to Multiple-Family (R-4) within the downtown area:

Presentation: Mr. Olejniczak stated that these are two other parcels that were left over from the shipyard days and part of Peterson Builders Inc. The reason the Plan Commission elected to request the R-4 instead of C-2 zoning had to do with the fact that on three sides of this parcel are Residential zoning. Also, the approved preliminary plan for this property has two different alternative uses. One is for additional condo buildings and the other is for a series of single-family units that would be clustered on this property. The Plan Commission could recommend this zoning change to Council, with or without conditions, or reject it. Another hearing would be needed if it is decided to recommend C-2.

Public Hearing: Mayor Ward opened the public hearing at 6:17 p.m.

No one spoke during the public hearing. Ms. Nault read one letter of correspondence in opposition of the rezoning to R-4 from Joe Moede, Shipyard Development LLC. The letter of correspondence in favor of the rezoning that was read from Cathy Grier in the previous public hearing also pertained to this public hearing.

The public hearing was declared closed at 6:22 p.m.

Consideration of: Mr. Norland felt that the Commission should hold off on any action at this time. After hearing Mr. Moede's concerns in his letter, there should be more discussion regarding the C-2 zoning.

Ms. Kiedrowski questioned what could be developed in an R-4 zoning district. Mr. Sullivan-Robinson responded that multi-family or office uses are allowed. Single-family residential would be allowed through a conditional use. A hotel or restaurant would not be allowed or other commercial use. She would like to see a boutique hotel and restaurant on that large piece of property.

Ms. Bacon wondered how hard it would be to change from R-4 to C-2. Mr. Sullivan-Robinson responded it would depend on what the property owner wants to do. They both fit the Comprehensive Plan. She agrees with rezoning to C-2.

Mr. Holey asked since all the neighboring properties are owned by the same owner, why do anything and just leave it as I-2 and wait until the property owner is ready to do something. Mr. Sullivan-Robinson stated that constructing a tall building in the I-2 is a concern.

Ms. Reeths pointed out that no matter what, the property owner would come before the Plan Commission with their plans.

Mr. Olejniczak mentioned that the Commission would want to hear from the neighbors if the proposal was to change the zoning to C-2. The public notice stated changing the zoning to R-4. In the I-2 district, a conditional use is required for boat storage. Boat storage would devalue their property across the street. Other than using it for unsightly boat storage, there would be no risk.

Mayor Ward said his concern is getting developer movement. One strategy would be to leave it as I-2 and contact the owner and let them know that the Plan Commission is willing to consider a different zoning, but would like to hear about any future plans they might have.

Ms. Bacon stated that there are a lot of people that are expecting the Commission to do something about this property.

Members agreed to leave the property as I-2 and contact the property owners and see if there are any future plans for their property. This can be put back on April's agenda. No action was needed at this time.

Consideration of: Minor modification of the Maritime Heights Planned Unit Development (PUD): Mr. Olejniczak stated that the City has a parcel that is zoned Planned Unit Development, which was adopted to accommodate the Maritime Heights development, including 37 apartments on the former Amity Field between Florida Street and Erie Street. Next door to the property is a strip of property owned by the school district, which is the parking lot for the employees of Sunset School. The City and school district sent out request for proposals to see if they could attract any development on that site. Doreen Phillips, the developer of Maritime Heights, submitted an accepted proposal to do another phase of apartments. If the development was only built on the parking lot parcel, it is already zoned R-4. It would just be a conditional use. But, it would be very difficult to do that because the site is narrow. The design pushes some of the new development onto the original Amity Field. This could run through as a Planned Unit Development and expand it, or because it is only the garage and a small amount of driveway, the Plan Commission could approve it as a minor modification. Then it would be back to a conditional use approval for the 10-unit. If the Commission thought the modification would be too much, then a new PUD on the whole property would be done. First is to determine if this would be a minor modification. If yes, the next item on the agenda would be to consider a conceptual review. A public hearing would need to be conducted at a later date.

John LeRoy, Mau & Associates, was present via Zoom. He explained their proposal. He stated that Ms. Phillips would like this to be an extension of her development. They worked with existing buildings and neighborhood and thought that this was the best set up to go ahead and make the overall site one contiguous development that looks similar on both streets and would blend in well with the neighborhood. They are asking for a 10-unit building on the Northeast portion of the property parallel with the property line. They tried to go with one area of garage stalls, but because of the existing 8-unit building to the West, that was not feasible. A 6-stall garage would be built just to the west of the 10-unit building and one 4-stall garage to the south of the 10-unit building. They would appreciate suggestions for enhancements for kids in the development, such as a playground.

Mayor Ward stated that the sidewalk would get extended to the lot line in the southern area.

Discussion was held. Moved by Mr. Statz, seconded by Mr. Holey to approve a minor modification of the Maritime Heights PUD as presented. All ayes. Carried.

Consideration of: Conceptual Planned Unit Development for Phillips Development LLC: Mr. Olejniczak thought that the actual 10-unit apartment project should be discussed and to give Mr. LeRoy any feedback. He added that the backyards on 4th Avenue are fairly deep.

Mr. LeRoy stated that the sidewalk is adjacent to the front of the buildings. They also shrunk the size of the patio leaving the back more natural. The stormwater may have to be extended to balance the site. The Southeast corner will remain as an easement for water coming from City streets.

Ms. Kiedrowski suggested to use a sugar maple, oak, or locust tree instead of the Emerald Queen Maple as shown on the landscape plan.

Mr. LeRoy added that the building will be the same design, materials, and colors as what is existing.

Ms. Reeths questioned the patios that will be facing the neighbors on 8th Avenue and possibly installing a fence. Ms. Kiedrowski noted that the landscape plan shows forty-four 4 – 5 foot Arborvitae that is a substantial size that

grow very quickly. In 2 – 3 years the whole area will be blocked and the patios would be looking at the Arborvitae. That would take care of the visuals.

Mr. LeRoy commented on the driveway. The best location would be the northern portion of the property. The southern portion of the property contains a parking stall, handicap stall, and a cross hatch. There is no room for a turn-around. It would be eliminating people going too fast and also eliminating space for impervious surface.

Mr. Olejniczak stated that the next step would be holding a public hearing for a conditional use at the next meeting.

No action was needed at this meeting.

Consideration of: Restructuring of permitted and conditional uses within the Sturgeon Bay Zoning Code:

Mr. Sullivan-Robinson stated that this has been reviewed at previous meetings. This is in regard to restructuring the current, permitted, and conditional uses into a chart, which is a more modern method. It would be a little easier for the public to use. It was somewhat difficult to remove some of the uses since they were very specific to a zoning district. In addition, he added a column named "Development Standards", which includes some of the add-on requirements for the uses.

Mayor Ward referred to the term "rest home", wondered if it meant nursing home, and if the term could be revised.

Ms. Bacon said that also referred to assisted living.

Mr. Sullivan-Robinson went over several changes he made to the chart from the last meeting.

Mr. Olejniczak suggested converting to a single chart in landscape style. He also found one or two uses that could be combined.

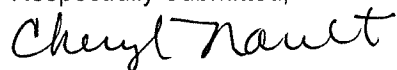
Members also suggested to sort the uses alphabetically within the group for ease of locating an item and increasing the font to make easier to read.

Mr. Olejniczak stated that this chart will replace the uses, district by district, in a written format. There is a purpose statement that would have to be retained. Better definitions are needed.

This will be brought back to a future meeting.

Adjourn: Moved by Mr. Holey, seconded by Ms. Reeths to adjourn. All ayes. Carried. Meeting adjourned at 7:23 p.m.

Respectfully Submitted,



Cheryl Nault
Community Development Secretary



MEMO

To: Common Council
From: Christopher Sullivan-Robinson
Date: April 15, 2021
Subject: Zoning Map Amendment from I-2 to R-4 for two Downtown Properties

At the last meeting a presentation and public hearing was held regarding a request to rezone two parcels located at the bend of S 1st Avenue and Quincy Street; Parcels 281-23-08325010 & 281-23-08325009. The proposed rezoning would be from Heavy Industrial (I-2) to Multiple Family Residential (R-4). The property owner of these parcels indicated via a letter that their preference is to be zoned Central Business District (C-2), if they have to be rezoned. Given that information, the Plan Commission elected to postpone decision until the following meeting to allow the property owner to provide additional feedback on the intended development of the lots.

The Commission has the following options:

1. Approve a zoning map amendment to R-4 as presented. The recommendation would be reviewed at a subsequent Council meeting.
2. Accept the property owner's proposal to be rezoned to C-2. This would need to go back through the hearing process prior to making a recommendation.
3. Don't rezone the two properties.

Date Received: 02/24/21
Fee Paid: \$ N/A
Received By: COMMUNITY DEVELOPMENT

CITY OF STURGEON BAY ZONING/REZONING APPLICATION

	APPLICANT/AGENT	LEGAL PROPERTY OWNER
Name	CHRISTOPHER SULLIVAN-ROBINSON	
Company	CITY OF STURGEON BAY	
Street Address	421 MICHIGAN STREET	
City/State/Zip	STURGEON BAY, WI 54235	
Daytime Telephone No.	920-746-2910	
Fax No.		
STREET ADDRESS OF SUBJECT PROPERTY: SEE ATTACHMENTS Location if not assigned a common address: 		
TAX PARCEL NUMBER: SEE ATTACHMENTS		
CURRENT ZONING CLASSIFICATION: HEAVY INDUSTRIAL I-2		
CURRENT USE AND IMPROVEMENTS: SEE ATTACHMENTS 		
ZONING DISTRICT REQUESTED: MULTIPLE-FAMILY RESIDENTIAL (SEE ATTACHED MAP) R-4		
COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: DOWNTOWN MIXED USE		
PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN: North: HIGH DENSITY RESIDENTIAL South: N/A - WATER East: DOWNTOWN MIXED USE West: DOWNTOWN MIXED USE AND OPEN SPACE AND RECREATION		

ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:**North:** PUD; UNDEVELOPED**South:** N/A - WATER; MARINA**East:** PUD; CONDO'S, MARINA**West:** PUD AND CONSERVANCY; CONDO'S AND PUBLIC PARK SPACE**HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? YES IF YES, EXPLAIN:**

VARIOUS PROPERTIES HAVE BEEN GRANTED VARIANCES IN THE DOWNTOWN AREA.

Attach a full legal description (preferably on disk), 8-1/2" X 11" location map, and Agreement for Reimbursement of expenses.**Property Owner (Print Name)****Signature****Date**

CHRISTOPHER SULLIVAN-ROBINSON

Applicant/Agent (Print Name)**Signature**

03/11/21

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**

April 12, 2021

Area to be re-zoned from I-2 to R-4

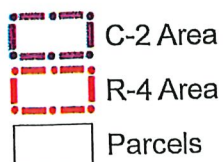
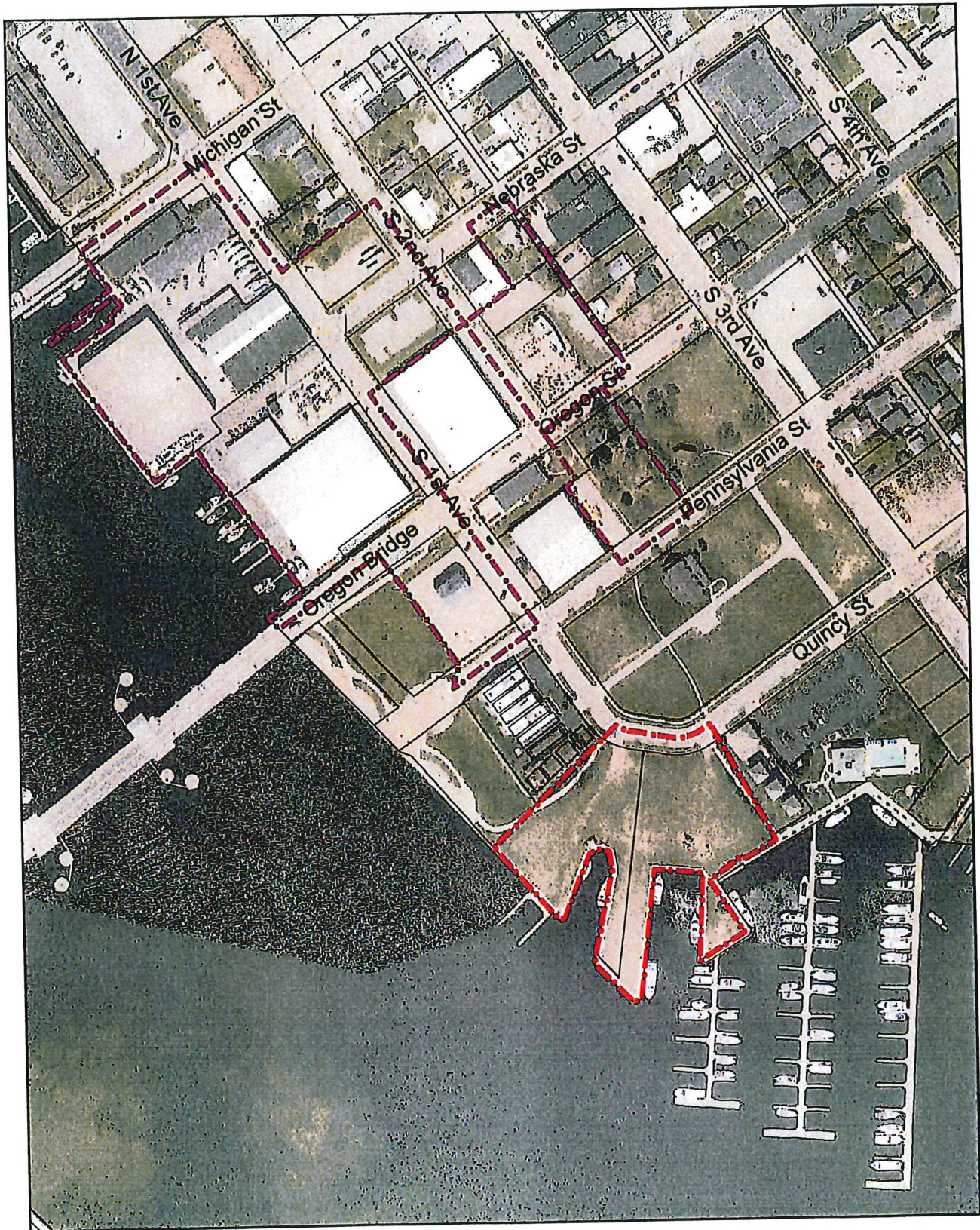
Two parcels of land located in Section 8, Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin and described as follows:

Parcel No. 281-23-08325009 & 281-23-08325010 owned by Shipyard Development, LLC

Lot 9 and Lot 10 of The Shipyard plat, Subdivision 32½

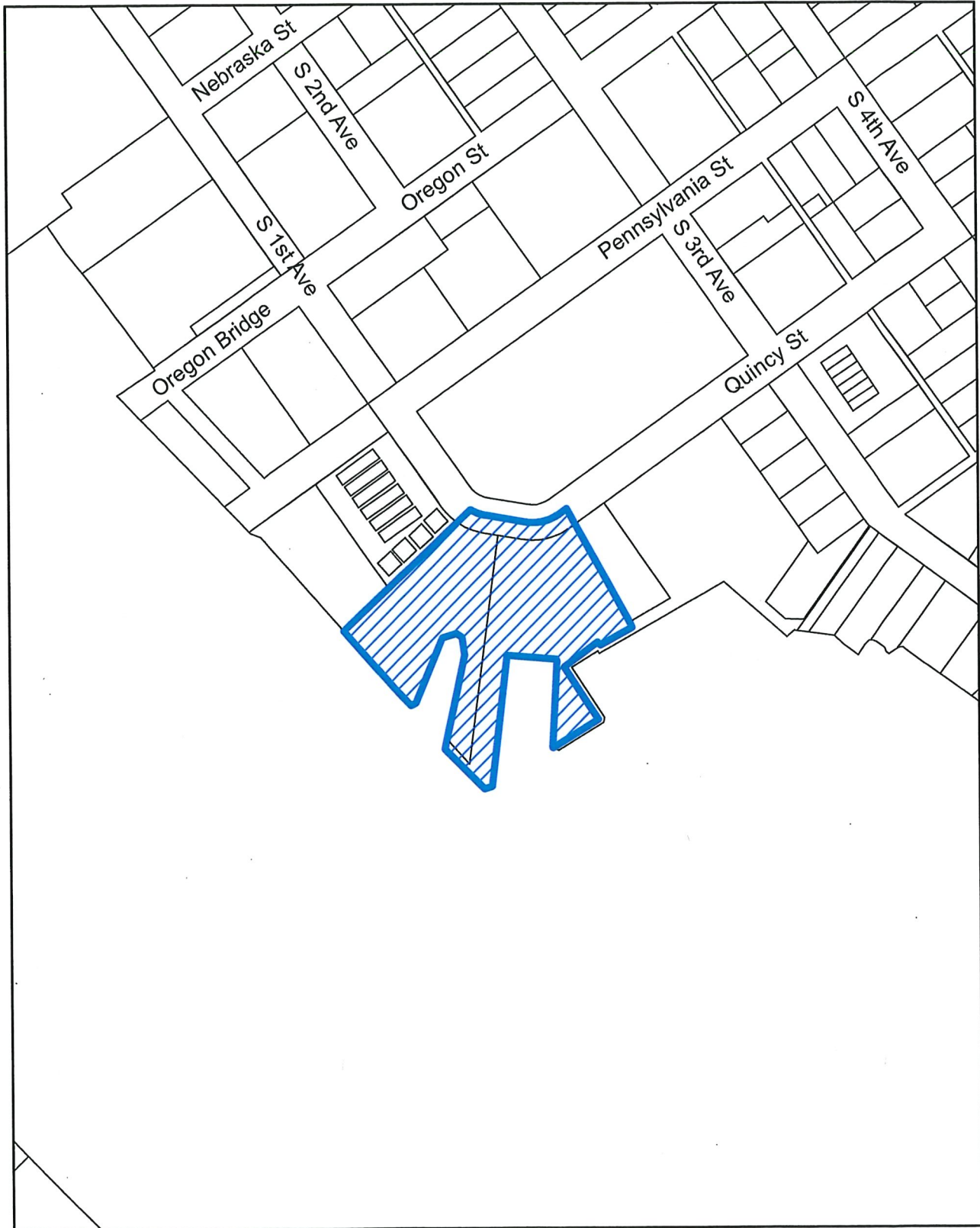
Site Map

Request to Rezone Remnant I-2 Properties



Site Map

Rezone from I-2 Heavy Industrial to R-4 Multiple Family Residential



EXECUTIVE SUMMARY

TITLE: Zoning Map Amendment of the Remnant Heavy Industrial (I-2) Property for Downtown Area

Background: City staff at the direction of the Plan Commission is pursuing the rezoning of properties located within the downtown from Heavy Industrial (I-2) to a combination of Central Business District (C-2) and Multiple-Family Residential (R-4). The subject properties are identified within the packet.

Surrounding Zoning and Uses:

North: This area contains C-2 zoning and consists of a mixture of commercial, residential and mixed-use buildings.

South: This area contains PUD, C-2, and Conservancy zoning. The area is comprised of condo's, public park area, boat sales and servicing use, and the waterfront.

East: This area contains PUD and C-2 zoning. This area is comprised of public park space, improved vacant land, retail establishments, and condos.

West: This area contains C-2 and Conservancy zoning. This area is comprised of public park space, mixed use, commercial, and the waterfront.

Comprehensive Plan: The Future Land Use Map within the Sturgeon Bay Comprehensive Plan identifies the subject properties as Downtown Mixed Use. Downtown Mixed Use is defined as *"intended to remain civic, social, and commercial hub of the community. This category is intended for a mix of retail, commercial services, office, institutional, governmental, and residential uses arranged in pedestrian -oriented environment with on-street parking; minimal building setbacks; and building designs, material placement, and scale that are compatible with the character of existing development. The Comprehensive Plan recommends C-2 zoning district as the appropriate zone for areas in this future land use category."*

Other Considerations: The affected property owners (a total of 3) have been made aware of the rezoning and their ability to provide input to the rezoning of their property(s). Sheila Turner, representative of SHT Holdings LLC, objected to the rezoning of her property located at 65 S 2nd Ave. This property is currently a parking lot and used for outdoor storage. She stated that leaving the property I-2 would allow the most flexibility. No additional response has been received from E & I Property Investment regarding their properties located at 230 Oregon Street, 136 S 2nd Ave, and 231 Nebraska Street. Joe Moede, representative of Shipyard Development LLC, (and various other llc's) preference is to not be rezoned. However, if they had to, then all the properties should be rezoned to C-2. This would include the two properties to be rezoned to R-4.

Rezoning to C-2 and R-4 is beneficial to the downtown for the following reasons:

- Eliminates the City's concerns in regard to the recent zoning text amendment allowing taller buildings within the I-2 zoning district.
- The proposed zoning conforms to the City's future development goals of the downtown area.
- Most properties gain more building area under the new zoning district and more applicable uses complimentary to the downtown area.
- Limits current and potential uses that are generally not permissible in the downtown area.
- Allows limited residential developments to multiple family and mixed-use projects.


Negative impact of the rezoning includes the following:

- Some property owners are not supportive and feel that the rezoning would negatively impact the use of their property(s).
- The properties used for outdoor storage become nonconforming under the C-2 zone.

Options: A 2/3 majority vote is required for the Plan Commission to take action at this meeting. If not, then a recommendation would be made at the next scheduled Plan Commission meeting. If you choose to do so now, you have the following options:

1. Recommend to Council approval of the zoning map amendment from I-2 to C-2 and R-4 as presented or with changes. Choosing a different zoning classification would require a new public hearing.
2. Recommend to Council denial of the zoning map amendment.

Staff Recommendation: Staff recommends approval of the proposed zoning map amendment as presented.

Prepared by: 
Christopher Sullivan-Robinson
Planner/ Zoning Administrator

3.11.21
Date

Reviewed by: _____
Marty Olejniczak
Community Development Director

Date



MEMO

To: Plan Commission
From: Christopher Sullivan-Robinson
Date: April 16, 2021
Subject: Concept PUD Review for S.C. Swiderski, LLC located at 827 N 8th Ave

S.C. Swiderski is initiating a Planned Unit Development (PUD) review process for the construction of a multiple-family residential development totaling 26-units. The subject property is located at 827 N 8th Ave; parcel # 281-62-05000208, and is approximately 2.76 acres. Earlier this year, the City and the Sturgeon Bay School District issued an RFP for the Sunset School property resulting in the Plan Commission and Council selecting S.C. Swiderski, LLC as the potential developer through the RFP process.

The site is currently zoned Single-Family Residential (R-2) and does not allow for multiple-family residential uses. However, the City's future land use designation under the Comprehensive Plan has an intended future use of Higher Density Residential for this property. The densities of residential developments be around 12.4 units per acre. If the PUD is approved, the underlying zoning would go to Multiple-Family Residential (R-4). The concept is compliant with the City's goals and objectives for providing housing for the City.

The first formal step in a PUD process is a conceptual review. The conceptual review allows for the applicant to provide an overview of the project and for Plan Commission members to provide feedback and direction to the petitioner prior to proceeding with detailed drawings, formal hearing and review/recommendation. It allows for feedback on the general acceptability of the concept and on specific aspects that should be included, excluded, or otherwise addressed as the project moves along.

City staff have reviewed the concepts and don't have any major concerns at this time.

CITY OF STURGEON BAY PLANNED UNIT DEVELOPMENT APPLICATION

Date Received: _____
 Fee Paid \$ _____
 Received By: _____

Application For: Conceptual x Preliminary Final Combined Preliminary/Final
Note: There are different requirements for each of the above processes. A separate application is required for each.

NAME OF PROPOSED PLANNED UNIT DEVELOPMENT: SCS Sunset Estates

	APPLICANT/AGENT	LEGAL PROPERTY OWNER
Name	Jacqui McElroy	Sturgeon Bay School District
Company	S.C. Swiderski, LLC	
Street Address	401 Ranger St. Mosinee, WI 54455	
City/State/Zip		
Daytime Telephone No.	715-693-9522	
Fax No.		

STREET ADDRESS(es) OF SUBJECT PROPERTY: 827 N 8TH AVENUE
 Location if not assigned a common address: _____

TAX PARCEL NUMBER(s): 281-62-05000208

AREA OF SUBJECT PROPERTY AND NO. OF LOTS: 2.762 ACRES ; 1 LOT

CURRENT ZONING CLASSIFICATION: R-2 SINGLE FAMILY

CURRENT USE AND IMPROVEMENTS: SCHOOL FACILITY INCLUDING BUILDING, PARKING LOT AND PLAYGROUND

COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: HIGHER DENSITY RESIDENTIAL

WOULD APPROVAL OF THE PROPOSED PLANNED UNIT DEVELOPMENT CONFORM WITH THE COMPREHENSIVE PLAN? Yes X No Explain: COMPLIES WITH THE FUTURE LAND USE MAP AND CITY'S GOAL OF PROVIDING HIGH QUALITY, AFFORDABLE, AND MIX IN VARIETY OF HOUSING OPTIONS. THIS IS A GOOD REDEVELOPMENT OF A GOOD TO BE ANOTHER EMPTY BUILDING

PLEASE IDENTIFY SPECIFIC PROPOSED LAND USES. USES MUST IDENTIFY AND CORRESPOND TO A PARTICULAR LOT, LOCATION, BUILDING, ETC. Multi-Family Development on 2.76 acres. 26 total multi-family units = 4 apartment buildings, 1 mail shed, 1 monument sign.

CURRENT USE AND ZONING OF ADJACENT SURROUNDING PROPERTIES:

North: R-2 SINGLE FAMILY DWELLING
South: PUD/R-4 MULTIPLE FAMILY DWELLINGS
East: R-2 SINGLE FAMILY DWELLING
West: R-2 SINGLE FAMILY DWELLINGS

COMPREHENSIVE PLAN DESIGNATION OF ADJACENT SURROUNDING LAND USES:

North: MEDIUM DENSITY RESIDENTIAL
South: HIGHER DENSITY RESIDENTIAL
East: LOWER DENSITY RESIDENTIAL
West: MEDIUM DENSITY RESIDENTIAL

IS ANY VARIANCE FROM COMPREHENSIVE PLAN, SUBDIVISION ORDINANCE, OR ZONING ORDINANCE BEING REQUESTED? If yes, describe:

NOT AT THIS TIME

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? NO IF YES, EXPLAIN: _____

Attach an 11" X 17" detailed site plan (if site plan is larger than 8-1/2" x 11", also include 20 copies folded to 8-1/2" X 11"), full legal description (preferably on disk), location map with site boundaries marked, proof of ownership, and Agreement for Reimbursement of expenses. Site or plot plan shall include dimensions of property, structures, building elevations, proposed site improvements, signature of person who drew plan, etc.

Property Owner (Print Name)

Signature

Date

Jacqui McElroy
Applicant/Agent (Print Name)

Signature

Date

4/15/21

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

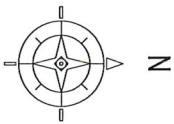
Staff Signature

Abbreviated Legal Description:

SUBD. 5 EAST 8 ACRES OF LOTS 2 & 3 EXC 5 ACRES REC IN VOL 20
OF MISC PG 210

THIS SITE PLAN FOR REFERENCE ONLY. FOR ACCURATE LOCATIONS AND DETAILS, SEE CIVIL SITE PLAN

SITE PLAN
SCALE: NO SCALE



SCS SUNSET ESTATES SITE

- (2) 8- UNIT BUILDINGS
- (1) 4- UNIT BUILDINGS
- (1) 6- UNIT BUILDINGS
- TOTAL= 26 UNITS

AREA = 2.76 ACRES TOTAL

9.42 UNITS/ACRE

PARKING

REGULAR= 32 SPACES
GARAGE= 28 STALLS
TOTAL= 60 SPACES/STALLS
2.5 PARKING/UNIT

8 UNIT HUNTINGTON

8-2 BEDROOM UNITS PER BUILDING
2 BUILDINGS ON SITE
= 16 - 2 BEDROOM UNITS

4 UNIT BEDFORD

4-2 BEDROOM UNITS PER BUILDING
1 BUILDING ON SITE
= 4 - 2 BEDROOM UNITS

6 UNIT BEDFORD

4-2 BEDROOM UNITS PER BUILDING
2-3 BEDROOM UNITS PER BUILDING
1 BUILDING ON SITE
= 4 - 2 BEDROOM UNITS
2 - 3 BEDROOM UNITS
TOTAL= 24 - 2 BEDROOM UNITS
2 - 3 BEDROOM UNITS

REV	DATE	DESIGNER	REVIEWS

SCS
S.C. SWIDERSKI LLC

401 RANGER STREET
MOENKE, WI 54455
PH: 715.693.9522
FAX: 715.693.9523
WWW.SCSWIDERSKI.COM

PROJECT	20-036 Sunset Estates - Sturgeon Bay
MODEL	SITE PLAN
TITLE	SITE PLAN

DATE	4/15/2021
DESIGNED BY	
SCALE	NO SCALE
SHEET NO.	A-01

Sunset School - looking north (2019)



© All Pictometry













MEMO

To: City Plan Commission
From: Marty Olejniczak, Community Development Director
Date: April 14, 2021
Subject: Certified Survey Map for AmericInn property

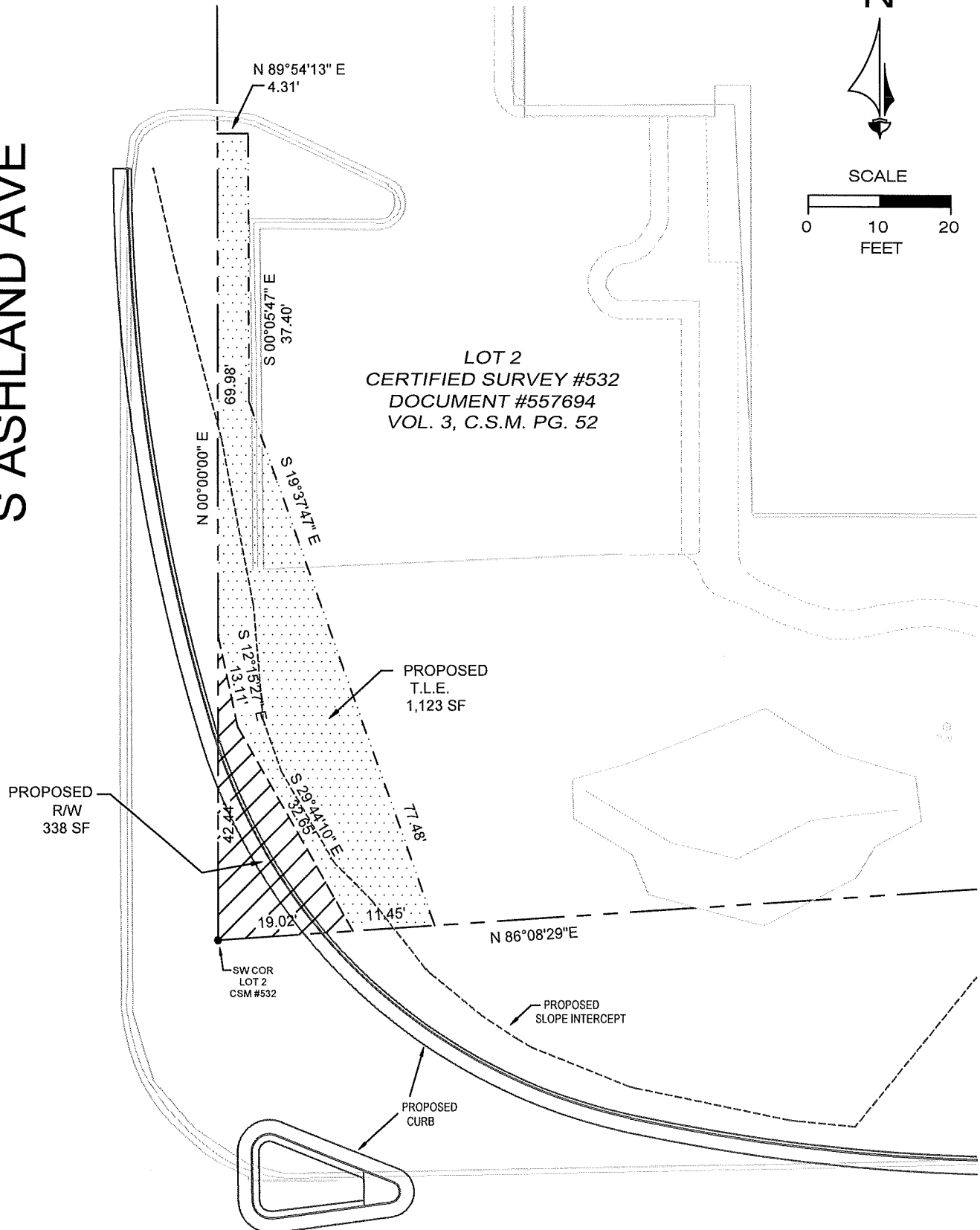
The City of Sturgeon Bay and the Wisconsin Department of Transportation entered into a state-municipal agreement to improve the intersection of Ashland Avenue and State Highway 42-57. Wider turning movements will be created, making it easier to get into and out of Ashland Avenue. The improvements are planned to be completed as part of highway corridor improvements during 2023 (possibly 2022).

To accomplish the improvements, additional street right-of-way is necessary. The owners of the AmericInn property have agreed to dedicate the small triangular piece of land. A certified survey map (CSM) was drafted by Baudhuin, Inc to effectuate the street dedication. Because the CSM involves a dedication of land to the City, it requires review/approval by the Plan Commission and Council.

Staff has reviewed the draft CSM. It meets the need for the new street right-of-way based upon the plans prepared by the DOT. Therefore, staff recommends approval of the CSM.

DETAIL PROPOSED RIGHT-OF-WAY

S ASHLAND AVE



S.T.H. "42-57"

NOV, 2020

Christopher Sullivan-Robinson
Planner/Zoning Administrator
421 Michigan Street
Sturgeon Bay, WI 54235



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

MEMO

To: Plan Commission
From: Christopher Sullivan-Robinson
Date: April 15, 2021
Subject: Tourist Rooming House Zoning Text Amendment

The City recently approved a code text amendment that added additional use regulations for Tourist Rooming Houses and shifted the permitting process to Chapter 9 (Licensing and Permitting). Per the direction of the City, this zoning text amendment is to remove the Tourist Rooming House permitting process from Chapter 20. Attached is the draft ordinance and the recently approved ordinance. If there are no issues, then the next step would be to schedule a public hearing.

ORDINANCE NO. _____

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

SECTION 1: Section 20.09(1)(i) of the Municipal Code (Zoning) of the City of Sturgeon Bay is hereby repealed and recreated as follows:

- (i) Tourist Rooming Houses. Subject to the requirements set forth in Section 9.05.

SECTION 2: Section 20.22(1)(k) of the Municipal Code (Zoning of the City of Sturgeon Bay) is hereby repealed and recreated as follows:

- (k) Tourist rooming houses. Subject to the requirements set forth in section 9.05.

SECTION 3: The ordinance shall take effect on the day after its publication.

Approved: _____
David J. Ward, Mayor

Attest: _____
Stephanie L. Reinhardt, City Clerk

ORDINANCE NO. _____

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

SECTION 1: Section 9.05 – Reserved. (Licenses and Permits Chapter) of the City of
Sturgeon Bay Municipal Code is hereby repealed and recreated as follows:

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 & 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 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 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.

- (c) Designated Tourist Rooming Houses may have an unlit sign no larger than 2 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) A minimum of 2 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.

SECTION 2: The ordinance shall take effect on the day after its publication.

Approved: _____
David J. Ward, Mayor

Attest: _____
Stephanie L. Reinhardt, City Clerk