

**AGENDA**  
**CITY OF STURGEON BAY**  
**PLAN COMMISSION**  
Wednesday, January 20, 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 November 18, 2020
4. Public comment on non-agenda Plan Commission related items.
5. Conditional use request from Patrick & Alexandra Cole for a home occupation to conduct onsite retail sales of baked goods, located at 364 S Duluth Avenue:  
  
Presentation:  
Public hearing:  
Consideration of:
6. Conditional Use request from Northpointe Development Corp. to convert the former Westside School building into 15 apartment units, located at 17 W Pine Street:  
  
Presentation:  
Public hearing:  
Consideration of:
7. Consideration of: Potential rezoning of I-2 zoned properties along S. 1<sup>st</sup> Ave and S 2<sup>nd</sup> Ave
8. Consideration of: Comprehensive Plan implementation – review of potential zoning ordinance amendments
9. Adjourn

*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

1/15/21  
3:00 p.m.  
CSR

**CITY PLAN COMMISSION**  
Wednesday, November 18, 2020

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 Helen Bacon, Debbie Kiedrowski, Jeff Norland, David Ward, Dennis Statz, Kirsten Reeths, and Mark Holey 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. Norland, seconded by Mr. Statz to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from October 21, 2020.
4. Approval of minutes from October 28, 2020.
5. Public comment on non-agenda Plan Commission related items.
6. Consideration of: Consideration of: West Waterfront redevelopment proposals.
7. Consideration of: Tourist Rooming Houses.
8. Adjourn.

All ayes. Carried.

**Approval of minutes from October 21, 2020:** Moved by Mr. Holey, seconded by Mr. Norland to approve the minutes from October 21, 2020. All ayes. Carried.

**Approval of minutes from October 28, 2020:** Moved by Ms. Kiedrowski, seconded by Ms. Bacon to approve the minutes from October 28, 2020. All ayes. Carried.

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

**Consideration of: West Waterfront redevelopment proposals:** Mayor Ward stated that a revised proposal was received from Northpointe. A portion of their financing on their original proposal was through the County's CDBG funds. It was thought that those funds could be used for housing, but found out that they weren't able to. Hence, Northpointe came back with another proposal.

Mr. Olejniczak stated that Northpointe revised their proposal and added 12 more units, for a total of 52 that are 100% market-rate units and revised their financial proforma. They are also willing to work with the City on design features of the building. R.W. Baird was asked to see how this affects the tax increment district and completed two more proformas. The first proforma was based on a \$5.3 million project. It does not make as much extra revenue to be used on other items. The City believed that Northpointe's estimate of the project value was low. The second proforma was based on a more realistic value of \$6.5 million. This proforma performed better and generates more funds for public improvements. Mr. Olejniczak wanted the Commission to reaffirm its recommendation to Council to work with Northpointe on a development agreement.

Northpointe Developer Andy Dumke, appearing via Zoom, gave a brief summary of the project. He stated that the original plan was to construct affordable housing units, since he thought there was a need. But, without the CDBG funds, the project was revised. He feels great about the proposed project and rents. They want to capture the views available to the water. Their goal is to break ground in spring of 2021.

Mr. Statz was concerned about parking. Mr. Dumke responded that there would be 28 underground parking spaces, along with surface parking. It added up to 1.1 parking spaces per unit. He would like to see 2 stalls per unit and felt that they would be able to find additional parking.



Ms. Reeths asked about adding retail space to the building. Mr. Dumke said that he would love to do so, but the site is so small. With retail, five parking spaces per 1000 square feet is required. He wasn't sure if Lot 100 would work for the retailers that he normally recruits. They like to be around a larger population area, such as a Walmart.

Ms. Bacon wondered if they thought about adding 3-bedroom apartments. Mr. Dumke stated that because of the increased footage for a 3-bedroom, some of the other units would have to be taken away. It is a beautiful site, but small.

Ms. Bacon would like to see air around the site and not have the building taking up the whole area.

Ms. Kiedrowski and Mr. Norland complimented the revised footprint of the building. Mr. Dumke added that it faces to the south, but is working on a new plan to face the water to take advantage of the site.

Mr. Dumke stated that the rent projections are \$1200 for a one-bedroom per month and \$1500 for a 2-bedroom per month. It will be higher-end construction.

Ms. Reeths asked about using the rooftop for a restaurant or a sitting area for residents of the building. Mr. Dumke replied that they have discussed a rooftop patio, but there would be an issue with parking by having a restaurant.

After further discussion, it was moved by Ms. Bacon, seconded by Ms. Kiedrowski to recommend to Council to accept the revised development proposal from Northpointe Development Corporation for the West Waterfront Redevelopment. A vote was taken on the motion. All ayes. Carried.

**Consideration of: Tourist Rooming Houses:** Mr. Olejniczak stated that a tourist rooming house, also known as a vacation rental, requires the owner/operator to live within Door, Brown, or Kewaunee County or have a property manager. The Commission had been studying potential changes to the code. The pandemic hit and then it was put aside to discuss until after the busy summer season.

Mr. Sullivan-Robinson stated that the majority of the tourist rooming house permits are for year-round residential uses. There had been questions regarding applying a maximum capacity on the number of tourist rooming house permits issued. The City Attorney, as well as City staff, didn't think that was a good idea.

Mr. Sullivan-Robinson presented different options to consider for regulating tourist rooming houses.

- Leave the current ordinance as is.
- Adopt additional requirements that each tourist rooming house must meet.
- Use the Madison approach where rentals with owner present are not restricted. Rentals without owner present are limited to 30 days per year. Only the owner may operate the TRH.
- Weekly only rentals.
- Maximum restriction – prohibit rental periods of less than 7 days and limit rental periods of 7-28 days to 180 consecutive days in a calendar year.
- Regulate by residential and commercial zoning districts and allow commercially zoned properties to rent under the current City ordinance and allow residential properties to do short-term rentals for a maximum of 180 days out of a 365 day period.
- Regulate by residential and commercial zoning districts and allow commercially zoned properties to rent under the current City ordinance and allow residential properties to do short-term rentals for a maximum of 30 days out of a 365 day period unless the owner is present during the time of rental.

Staff recommendation was to make no changes to the current ordinance at this time. There are currently 56 tourist rooming houses within the City.

Mayor Ward allowed the public to comment on tourist rooming houses.

Bill Boehm, who lives outside of the City, recently purchased a property on 3<sup>rd</sup> Avenue. A portion of the property is a tourist rooming house. He was curious and interested about what the potential changes would be.

Ben Keleny, 1325 N. 3<sup>rd</sup> Avenue, appeared virtually through Zoom. He owns a few short-term rentals and also a regular rental property. He felt that the laws should be kept as they are. It helps keep the community alive.

Discussion continued. Moved by Mayor Ward, seconded by Ms. Kiedrowski to accept staff's recommendation to not make any changes to the tourist rooming house ordinance.

Mayor Ward felt that there have been no problems. If there are complaints, the Community Development Department can deny the renewal permits.

Mr. Norland agreed and didn't think there were any major changes necessary. Although, he did review the Village of Egg Harbor's ordinance and recommended that the City amend the City's ordinance to follow Egg Harbor's ordinance.

Ms. Kiedrowski thought that if problems arise, they should be addressed in the future. She didn't think there will be an abundance of these units.

Ms. Bacon didn't think this was a good time to make a change. The people using the tourist rooming houses seem to be families. If the City starts to see complaints, then it should be looked at again.

Mr. Holey agreed with the Mayor and didn't think anything should be done.

Ms. Reeths stated that she liked the verbage in the Village of Egg Harbor ordinance. After talking to a realtor, people are buying homes for tourist rooming houses. This does not give a first time home buyer a chance to buy a home. She said with covid, there really aren't a lot of accurate numbers for rentals. It should be reviewed again in about a year.

Mr. Statz didn't think that short-term rentals are having an impact on smaller houses around town being turned into short-term rentals. He didn't think any changes should be made to the ordinance. He pointed out that in the Village of Egg Harbor's ordinance, the owner/operator would have to live within 75 miles. He added that something should be added to the development agreement with the West Waterfront that the apartment development not be turned into a waterfront hotel.

Mayor Ward stated that if the Commission wanted to bring this back to a future meeting, a commissioner can ask to have it put on the agenda.

Mr. Sullivan-Robinson added that if a problem would arise, it would be brought to the Plan Commission chair's attention.

A vote was taken on the motion. All ayes. Carried.

**Adjourn:** Moved by Ms. Bacon, seconded by Mr. Holey to adjourn. All ayes. Carried. Meeting adjourned at 7:09 p.m.

Respectfully Submitted,



Cheryl Nault  
Community Development Secretary



**Executive Summary**  
**Conditional Use – 364 S Duluth Ave**  
**Home Occupation for Alexandra Cole**  
January 20, 2021

**Conditional Use – Door County Bagel Company Home Occupation – Mrs. Bortle**

**Petition:** Alexandra C. Cole petitions for a conditional use permit to conduct retail sales of baked goods as a home occupation within the Single-Family Residential zoning district. The business would operate within the existing single-family dwelling located at 364 S. Duluth Avenue (parcel #281-28-15020901).


**Consideration:** This property contains one dwelling with a attached garage located on the corner of S Duluth Avenue and W Spruce Drive. It is surrounded by residential uses on all sides; however, it is also proximal to other commercial uses within the corridor. Due to there being onsite sales a conditional use approval is required.

Under the Sturgeon Bay Zoning Code, a home occupation must be operated only by residents of the dwelling, be located within the dwelling, and be secondary to the use as a dwelling with no changes that detract from the residential character of the dwelling. Home occupations must follow several operation standards. Based on staff review, the applicant and application comply with all the standards.

The only potential issue identified by staff is parking and access. There are two existing off-street parking spaced on this property. Duluth Avenue does not allow parking due to the identified bike lanes. However, Spruce St does not have any on-street parking restrictions.

**Recommendation:** The proposal is consistent with the criteria for conditional uses and home occupations. The recommendation is to approve the conditional use application as presented.

Prepared by: \_\_\_\_\_

  
Planner / Zoning Administrator

1.15.21  
Date

Reviewed by: \_\_\_\_\_

  
Community Development Director

1-15-2021  
Date



# CITY OF STURGEON BAY CONDITIONAL USE PERMIT APPLICATION

Date Received:	12/29/20
Fee Paid	\$ 300.00 + 50 Sign dep
Received By:	CW

	APPLICANT/AGENT	LEGAL PROPERTY OWNER (if different)
Name	Alexandra Cole	
Company	Dool County Bagel Company	
Street Address	304 S. Duluth Ave.	
City/State/Zip	Sturgeon Bay, WI, 54235	
Daytime Telephone No.	715. 490. 0589	
Fax No.		

STREET ADDRESS OF SUBJECT PROPERTY: 304 S. Duluth Ave.  
Location if not assigned a common address: \_\_\_\_\_

TAX PARCEL NUMBER: 281-28-15020901

CURRENT ZONING CLASSIFICATION: residential R-4

CURRENT USE AND IMPROVEMENTS:  
main residence - no improvements / changes.

IDENTIFY MUNICIPAL CODE SECTION PERTINENT TO REQUEST AND STATEMENT OF SPECIFIC ITEM BEING REQUESTED FOR REVIEW: 20.09(2) home occupation

ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:  
 North: residential R-2  
 South: residential R-4  
 East: residential R-2  
 West: COMMERCIAL; RESIDENTIAL; VACANT R-2



**PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:**

North: MEDIUM DENSITY RESIDENTIAL  
South: REGIONAL COMMERCIAL  
East: MEDIUM DENSITY RESIDENTIAL  
West: MEDIUM DENSITY RESIDENTIAL

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

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 on disk), 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.

Alexandra Cole  
Property Owner (Print Name)

Alexandra Cole  
Signature

11/23/2020  
Date

Alexandra Cole  
Applicant/Agent (Print Name)

Alexandra Cole  
Signature

11/23/2020  
Date

I, ALEXANDRA COLE, 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.

1.6.21  
Date of review meeting

VIA PHONE  
Applicant Signature

[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



To Whom It May Concern:

Our activities, buildings and structures involved in our business is only our current home. We intend to use our home kitchen as it currently stands for the production (mixing, baking, packaging) of our bagels for our new small business; Door County Bagel Company, LLC.

Our home, maintenance and operation of the business will not be detrimental to or endanger the public health, safety or general welfare of the surrounding community. The business will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted nor substantially diminish and impair the property values within the surrounding area. We will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. Adequate utilities, access roads and drainage exist currently for the business. Adequate parking is provided in driveway to minimize traffic congestion on the public streets. We will abide by any other regulations of the district in regards to our home based business. No additions or modifications will be made to our current home for our business purposes. We are intending to operate Door County Bagel Company, LLC out of our home within the provisions of the Wisconsin Cottage Law; allowing for baked goods to be produced and sold direct to consumer from our home kitchen. Our kitchen is used for the production of the bagels with our front door and driveway being used for individuals to pick up orders. No signage is posted in regards to our business on the front of our home/within our property lines.

Sincerely,

Patrick & Alex Cole

Owners; Door County Bagel Company, LLC



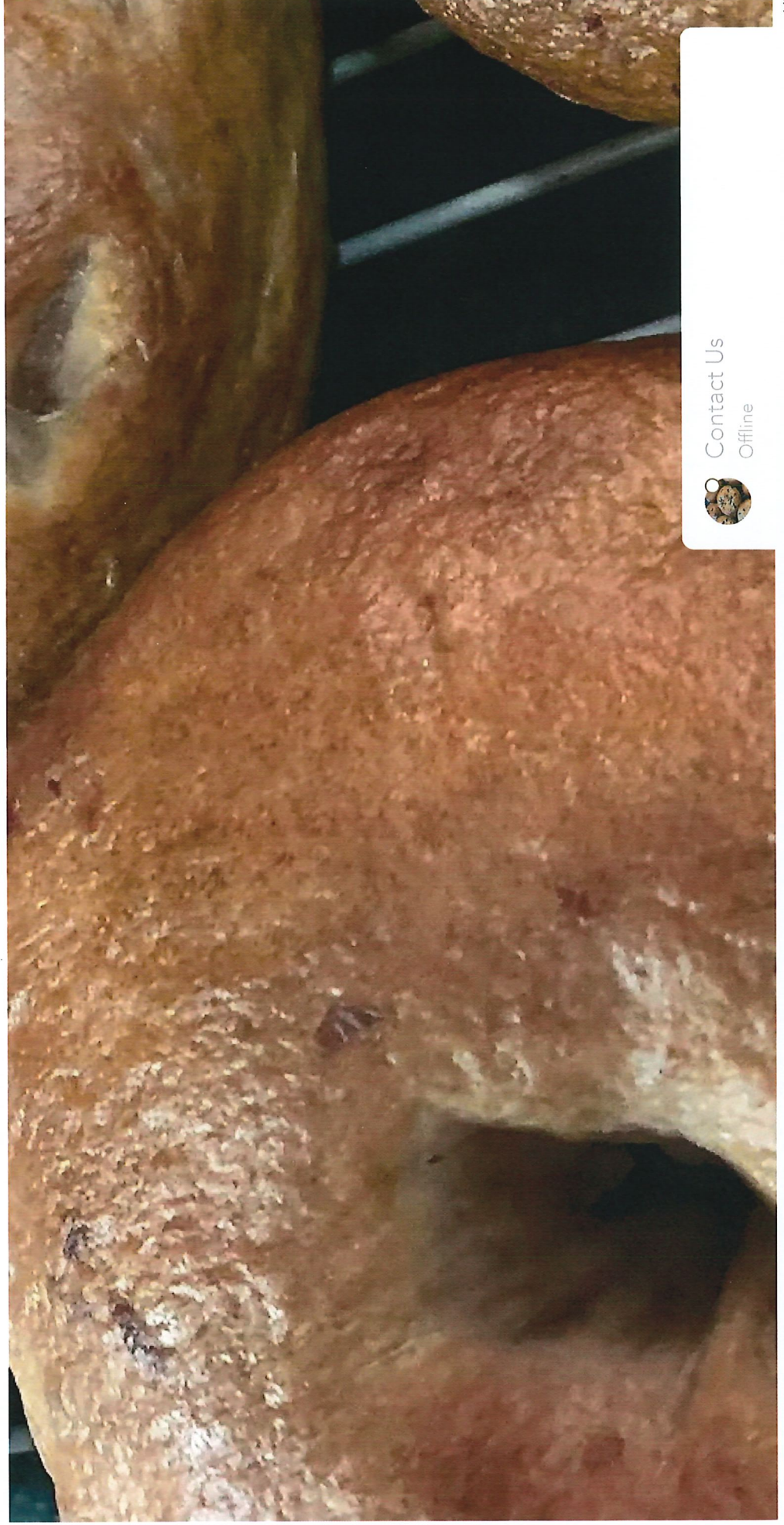


# Door County Bagel Company

Fresh, Local, Homemade

[Home](#) [Menus](#) [About](#) [Contact](#) [Meet the Team](#)

[doorcountybagelcompany@gmail.com](mailto:doorcountybagelcompany@gmail.com) 715.496.0589



Contact Us  
Offline





## About Door County Bagel Company

Currently based out of our Sturgeon Bay home we are selling bagels by the half dozen. Minimum of 6 per flavor.

Half Dozen \$9

Dozen \$18

Email or call us to place your order today!

[doorcountybagelcompany@gmail.com](mailto:doorcountybagelcompany@gmail.com) or 715-496-0589.

48 hour minimum advanced orders please as everything is made from scratch.

Pick up or delivery available for Sturgeon Bay.

\*As all bagels are made to order and freshness is important to us - if your order is not picked up within 12 hours of your scheduled pick up time, without contact, your bagels will be resold.\*



Contact Us  
Offline

Cash



## NOTICE OF PUBLIC HEARING

The City of Sturgeon Bay Plan Commission will hold a public hearing in the Council Chambers, 421 Michigan Street, Sturgeon Bay, Wisconsin on Wednesday, January 20, 2021, at 6:00 p.m. or shortly thereafter to consider a conditional use request from Patrick & Alexandria Cole to allow a home occupation use on the property located at 364 S Duluth Avenue; parcel #281-28-15020901. The proposal is to allow the property owner to conduct onsite retail sales of baked goods. The conditional use application and supporting information are on file with the Community Development Department and can be viewed on the City's website ([www.sturgeonbaywi.org](http://www.sturgeonbaywi.org)) or at City Hall, 421 Michigan Street, weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to give testimony regarding the proposed zoning code amendment either in person at the hearing or in writing.

By order of:  
City of Sturgeon Bay Plan Commission



Location Map  
364 S Duluth Ave



Parcel # 281-28-15020901  
364 S Duluth Ave

 Subject Property

Note: Public hearing to be held on January 20, 2021 at 6:00PM





Google Maps 354 County C



Image capture: Aug 2019 © 2021 Google

Sturgeon Bay, Wisconsin



Street View

5 Hudson  
S Fulton  
W Oak St



Google Maps 821 Spruce Dr

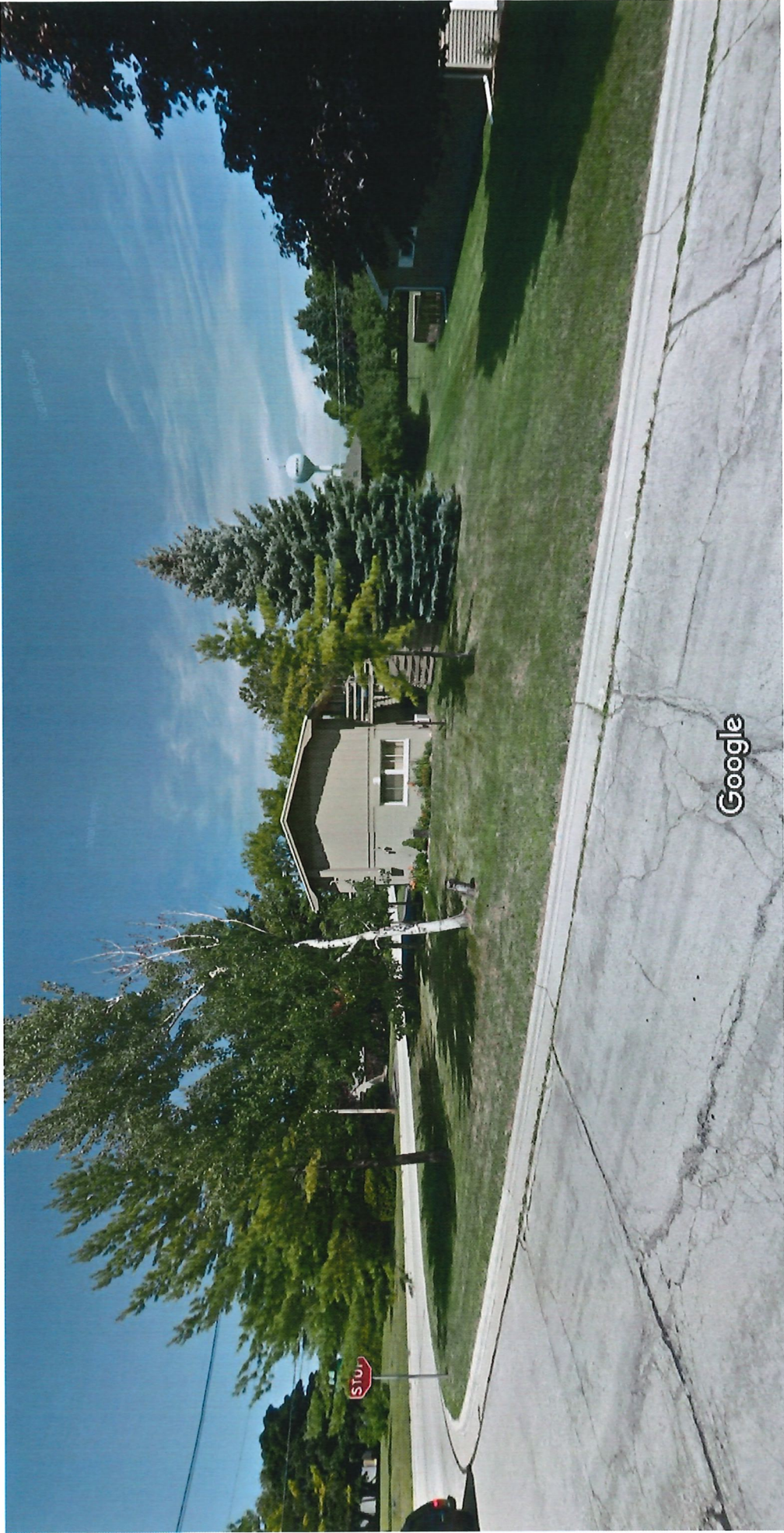
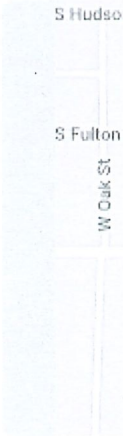


Image capture: Aug 2013 © 2021 Google

Sturgeon Bay, Wisconsin



Street View





**Executive Summary**  
**Conditional Use – 17 W Pine Street**  
**15-Unit Apartment Building for Northpointe Development, LLC**  
January 20, 2021

**Proposal:** Northpointe Development, LLC Andy Dumke representative, petitions for approval of a conditional use permit for the conversion of the former West Side School building into a 15-unit multiple-family dwelling with detached garages. The parking lot and surrounding landscape would be remodeled.

**Existing Conditions:** The subject site is located at 17 W Pine Street Parcel #281-46-65040101, and contains the former West Side School Building. The lot is approximately 1.85 acres and is located off the southwest corner of Pine Street and Madison Ave. The elevation declines about 40 feet from the southwest corner of the site to the northeast corner. A large stone retaining wall is present along the Madison Avenue side.

The property is zoned Planned Unit Development (PUD) with an underlying zone of R-4 Multiple Family Residential. Under the R-4 zoning district, multiple-family dwellings exceeding 8 units per lot must obtain a conditional use permit. The surrounding uses include a mixture of single-family, two-family, and multiple-family dwellings. There also are commercial uses to the north and east. Immediately to the south is the City's skate park, and the West Side Field. This property is bordered by R-2 properties, except for C-2 Central Business District zoning to the north and west across Pine St. and Madison Ave respectively.

**Comprehensive Plan:** The Future Land Use Map of the Sturgeon Bay Comprehensive Plan 2040, identifies the intended future use of this lot as Downtown Mixed Use. This is an area where either commercial development or residential development would be appropriate or an area where multiple-family residential dwellings can be mixed into commercial developments. Per the Plan, the City should strive to preserve the character of the downtown area and historic architecture. Developments within this area should be well connected to existing infrastructure and pedestrian oriented.

**Site Plan and Design Considerations:** The following is a summary of the major site and design issues:

**Building Layout:** The proposal converts the interior of the school building into a total of 15 apartment units. There will be a total of three future garage buildings added to the site. One 5-unit garage building plus garbage enclosure will be located along the west property line between the alley and Redwood St. One 7-unit garage building will be located along the south property line adjacent to the softball field. One 3-unit garage building will be located south-southeast of the school building adjacent to Madison Ave.

**Driveway Access:** The main access for this property is off of W Redwood St. The plan also shows an option for Redwood St to be widened from 20 feet to 24 feet. The property can also be accessed from the alley leading to Lansing Ave between Redwood St. and Pine St.



**Density:** Per the zoning code, the maximum residential density is 12.4 units per acre. With 15-units the density is 8.1 units per acre.

**Building Design:** The developer is proposing to restore the exterior to its original condition including re-installation of windows into openings that have been bricked in, removal of the tented panels above the windows, and replacement of doors. The only significant exterior change is the addition of an entry way with roof that leads into the former gym at the southwest corner.

**Mix of Units:** The proposal includes a total of one studio unit, seven 1-bedroom units, and seven 2-bedroom units. The units comply within minimum size requirement of the zoning code.

**Parking:** The code requires a total of 24 parking spaces. The plan shows a total of 15 garage spaces and 25 surface spaces. The design of the parking lot complies with the zoning code.

**Pedestrian Access:** Sidewalks are proposed leading from the parking area to the common entrance on the south and from the building to W Pine Street on the north side of the building. Due to the elevation difference two stairways will be incorporated on the north side of the building. An ADA compliant ramp will be added to the south entrance with brick accent/retaining walls. The existing sidewalk and stairway leading to Madison Avenue will be removed.

**Traffic:** A transportation impact analysis is not required for this project. All traffic will enter and exit off of W Redwood St / S Lansing Ave.

**Utilities:** The property will be served by municipal utilities. Water will come from the existing main within W Redwood Street. Sturgeon Bay Utilities requires that there be separate laterals for fire protection (sprinkler system) and domestic service. Thus, the utility plan needs modification to show the additional lateral or, alternatively, make the proposed extension and proposed hydrant public facilities with shorter water laterals extending from there. The developer and SBU are evaluating the options. In addition, at the request of the Fire Chief, the existing hydrant behind the softball field fence will be relocated closer to Redwood Street.

Sanitary sewer connects to public sewer on the east side. The existing sewer lateral and main will be upgraded to a larger diameter pipe. This will require some work to be completed in the Madison Ave right-of-way. A new electrical transformer will be installed on the east side of the building to handle electrical needs. Runoff from the parking lot will continue to flow into the City storm sewer system. Easements are needed for the various public utilities located on the property.

**Stormwater Management:** The proposed total impervious surface of the site is less than existing, so no additional stormwater requirements are necessary. The property utilizes existing storm sewer that extends from the south into the parking area. Any public storm sewer pipes on this property will require the recording of an easement.

**Landscaping:** The plan calls for a variety of shrubs around the north, west, and south end of the building. Several trees will be maintained on the north end of the property as well as new trees planted around the perimeter. No additional details have been provided. Final landscape plans will need to be reviewed and approved by the Aesthetic Design and Site Plan Review Board.

Street trees are shown as required by ordinance, but they are proposing to be located on the parcel rather than within the right-of-way. This is due to the narrow terrace lawn on Pine St and the steep slope along Madison Ave. The arrangement has been approved by the City Forester.



**Lighting:** No lighting is shown on the plan. Any proposed lighting will need to be reviewed and approved by the Aesthetic Design and Site Plan Review Board.

**Conditional Use Review Criteria:** In general, the zoning ordinance directs the Plan Commission to consider whether the proposed development will adversely affect property values in the vicinity and review the architectural and engineering plans for the project. In addition, there are six review criteria listed in the conditional use section of the code. The development complies with the review criteria of the zoning code. The code also specifies that the Plan Commission can place conditions on the project if necessary.

**Public Hearing:** The public hearing is scheduled for January 20, 2021. The Plan Commission will need to consider any testimony received.

**Recommendation:** The proposed project will revitalize an otherwise dilapidated building and adds much need units to the housing stock. Staff recommends approval of the conditional use application based upon the submitted plans with the following conditions:

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

Prepared by:



Christopher Sullivan-Robinson  
Planner / Zoning Administrator

1-15-21  
Date

Reviewed by:



Martin Olejniczak  
Community Development Director

1-15-2021  
Date



# CITY OF STURGEON BAY CONDITIONAL USE PERMIT APPLICATION

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

	APPLICANT/AGENT	LEGAL PROPERTY OWNER (if different)
Name	Andy Dumke	Virginia B Pierce, LLC C/O Thomas Powers 700 S. Water Street Milwaukee, WI 53204
Company	Northpointe Development Corp.	
Street Address	230 Ohio Street, Suite 200, Oshkosh, WI 54902	
City/State/Zip		
Daytime Telephone No.	920-230-3628	
Fax No.		

STREET ADDRESS OF SUBJECT PROPERTY: 17 - 23 W Pine St  
 Location if not assigned a common address: \_\_\_\_\_

TAX PARCEL NUMBER: 2814665040101

CURRENT ZONING CLASSIFICATION: PUD (R-4)

CURRENT USE AND IMPROVEMENTS:

*VACANT SCHOOL*

IDENTIFY MUNICIPAL CODE SECTION PERTINENT TO REQUEST AND STATEMENT OF SPECIFIC ITEM  
 BEING REQUESTED FOR REVIEW: Section 20.12 (2) (i)

Requesting to convert school building into 15 apartment units

ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:

North: C-2 Office and vacant parcel

South: PUD(R4) Municipal ball field

East: C-2 Various commercial uses

West: R-2 Single family dwellings



PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN: **Downtown Mixed Use**

North: **Downtown Mixed Use**

South: **Downtown Mixed Use**

East: **Downtown Mixed Use**

West: **Medium Density Residential**

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? **Yes** IF YES, EXPLAIN: **A PUD for a 40-unit multiple family dwelling project (in conjunction with the parcel to the south) was approved but project did not go ahead.**

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 on disk), 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.

**Andy Dumke**

Property Owner (Print Name)



Signature

**12/29/20**

Date

**Jonathan Brinkley**

Applicant/Agent (Print Name)



Signature

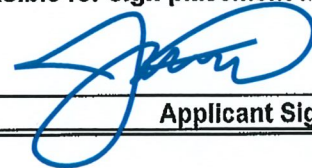
**12/29/20**

Date

I, **Jonathan Brinkley**, 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.

**12/22/20**

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



# Site Map

## 17 W Pine Street



 Subject Property

Note: Public hearing to be held on January 20, 2021 at 6:00PM





## NOTICE OF PUBLIC HEARING

The City of Sturgeon Bay Plan Commission will hold a public hearing in the Council Chambers, 421 Michigan Street, Sturgeon Bay, Wisconsin on Wednesday, January 20, 2021, at 6:00 p.m. or shortly thereafter, regarding a petition from Northpointe Development, LLC for approval of a conditional use permit under Section 20.12(2)(i) of the Municipal Code (Zoning Code). The proposal is for the conversion of the former West Side School Building into multiple-family dwellings, with detached garages, on the property located at 17 W Pine Street; parcel #281-46-65040101. The conditional use application and supporting information are on file with the Community Development Department and can be viewed on the City's website ([www.sturgeonbaywi.org](http://www.sturgeonbaywi.org)) or at City Hall, 421 Michigan Street, weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to give testimony regarding the proposed zoning code amendment either in person at the hearing or in writing.

By order of:

City of Sturgeon Bay Plan Commission



EXHIBIT: **CONDITIONAL USE PERMIT**

1

17 - 23 W PINE STREET, STURGEON BAY, WI

TAX PARCEL# 28146650.40101

ABBREVIATED LEGAL DESCRIPTION

COM 299.85'N88°E NW COR LOT 10 BLK 4 SORENSON ADDTN SEC 7 N88°E200.02' TO W LN MAD-ISON AVE S1°E ALG W LN 375.40' S88°W35.30' N38°W96.16' N62°W80.74' S79°W119.96' S1°E38.58' S88°W66' N1°W149.63' N88°E149.97' N1°W165.81' BG.

CONDITIONAL USE NARRATIVE:

THE SAWYER SCHOOL BUILDING, IMPORTANT TO THE HISTORY OF STURGEON BAY, HAS BEEN VACANT AND UNHEATED FOR MANY YEARS. THE PROPOSED PROJECT SEEKS ZONING APPROVAL FOR AN ADAPTIVE RE-USE OF THE EXISTING THREE-STORY BRICK STRUCTURE AND RECONFIGURATION OF PARKING AREAS ON SITE. ONE THE INTERIOR, THE APARTMENTS WILL BE CONFIGURED IN A MANNER SO AS TO PRESERVE MOST CLASSROOM AND SCHOOL TYPE ELEMENTS THAT ARE STILL PRESENT WITHIN THE BUILDING. THE GOAL IS FOR THE BUILDING TO RETAIN AS MUCH HISTORIC FABRIC AS POSSIBLE AND FEEL, TO THE RESIDENTS AND THEIR GUESTS, LIKE A SCHOOL. ON THE EXTERIOR, A NEW ENTRANCE WILL BE CREATED IN THE SOUTHWEST CORNER, WHICH IS CURRENTLY A BLANK BRICK FACADE FACING AN ALLEY. ON OTHER FACES OF THE BUILDING, THE WINDOWS WILL BE REPLACED WITH HISTORICALLY SIMILAR REPLICA WINDOWS. THIS INCLUDES REOPENING THE FULL ORIGINAL WINDOW OPENINGS, INCLUDING AREAS THAT WERE SEALED OFF AS PART OF THE ENERGY CRISIS OF THE 1970s. THEY GYMNASIUM WILL HAVE TWO-STORY LOFTED UNITS TO TAKE ADVANTAGE OF THE SOARING GYMNASIUM WINDOW OPENINGS.

THE SITE INCLUDES A MASONRY DUMPSTER ENCLOSURE WHICH IS TO BE SET INTO THE HILL ADJACENT TO A MAINTENANCE SHED FOR STORAGE OF LAWN AND SNOW REMOVAL EQUIPMENT. FUTURE GARAGE BUILDINGS WILL BE DESIGNED INTO THE SITE AND BUILT FOR RESIDENTS AS DEMAND FOR GARAGE SPACE ALLOWS.

SITE INFORMATION:

EXISTING PROPERTY AREA: 80,381 SF (1.85 ACRES)  
EXISTING ZONING: R-4  
PROPOSED ZONING: R-4 "CONDITIONAL USE"  
PROPOSED USE: MULTI-FAMILY  
AREA OF SITE DISTURBANCE: 38,750 SF (0.89 ACRES)

SETBACKS:

BUILDING: STREET = 25'  
SIDE = 10'  
REAR = 25'

PAVEMENT: = 5'

ACCESSORY BLDG: = 10'

IMPERVIOUS AREA:

EXISTING CONDITION = 42,642 SF  
PROPOSED = 25,611 SF

FINAL SITE DESIGN AND STORM DRAINAGE SYSTEM SHALL COMPLY WITH DNR REGULATIONS FOR REDEVELOPED SITES

DWELLING UNITS:

MINIMUM FLOOR AREA: PROPOSED FLOOR AREA:  
STUDIO = 500 SF STUDIO = 580+ SF  
1 BED = 500 SF 1 BED = 550+ SF  
2 BED = 750 SF 2 BED = 900+ SF

UNIT MIX:					
	STUDIOS	1 BEDS	2 BEDS	UNITS PER FLOOR	
1ST	1	3	3	3	7
2ND	-	2	1	3	3
3RD	-	2	3	5	5
	1	7	7	15	15

DWELLING UNIT DENSITY: 8.1 UNITS / ACRE

PARKING STALLS REQ: 25

LANDSCAPE NARRATIVE:

THE CONDITIONAL USE PLAN PRESENTED INCLUDES A CONCEPTUAL LANDSCAPE PLAN WHICH DEFINES THE FOLLOWING:  
- AREAS OF LANDSCAPING  
- AREAS OF GRASS  
- DENSITY OF PLANTINGS  
- LOCATIONS OF PROPOSED TREES

A FINAL LANDSCAPE PLAN WITH PROPOSED SPECIES OF PLANTS WILL BE SUBMITTED AT THE TIME OF PERMIT REQUEST.

STORMWATER NARRATIVE:

THE CONDITIONAL USE PLAN PRESENTED INCLUDES A CONCEPTUAL STORMWATER HANDLING PLAN WHICH DEFINES THE FOLLOWING:  
- STORM PIPING AND CATCH BASINS TO BE RETAINED IN WORKIN ORDER  
- STORM PIPING AND CATCH BASINS TO BE RELOCATED OR ADDED  
- SCHEMATIC SURFACE DRAINAGE PATTERNS OF PARKING LOT

A FINAL ENGINEERED STORM WATER PLAN WITH GRADES AND PIPE SIZES WILL BE DEVELOPED IN ACCORDANCE WITH DNR REQUIREMENTS AND SUBMITTED FOR REVIEW AT THE TIME OF PERMITTING.

SANITARY SEWER NARRATIVE:

THE CONDITIONAL USE PLAN PRESENTED INCLUDES A DEPICTION OF A STREET CUT IF UPGRADES TO THE EXISTING SEWER SYSTEM ARE SHOWN TO BE NECESSARY BY PLUMBING DESIGNERS CALCULATIONS. DUE TO THE AMOUNT OF PITCH FROM THE SCHOOL TO THE MANHOLE IN S MADISON AVENUE, THE EXISTING SEWER MAY PROVED ADEQUATE.

A FINAL ENGINEERED SANITARY SEWER CALCULATION WILL BE SUBMITTED FOR REVIEW AT THE TIME OF PERMITTING.

WATER SERVICE NARRATIVE:

THE CONDITIONAL USE PLAN PRESENTED INCLUDES A DEPICTION OF A NEW WATER SERVICE EXTENSION TO THE EXISTING SCHOOL BUILDING. THE PROPOSED RESIDENTIAL USE OF THE EXISTING SCHOOL BUILDING WILL REQUIRE AN AUTOMATIC SPRINKLER SYSTEM AND A 6" WATER LINE WITH A HYDRANT AS SHOWN. THE STURGEON BAY FIRE DEPARTMENT WILL BE CONTACTED TO APPROVE THE FINAL LOCATION OF THE NEW HYDRANT AS PART OF THE FINAL ENGINEERED SITE DESIGN DOCUMENTS.

WATER SERVICE NARRATIVE:

THE CONDITIONAL USE PLAN PRESENTED INCLUDES A DEPICTION OF A NEW WATER SERVICE EXTENSION TO THE EXISTING SCHOOL BUILDING. THE PROPOSED RESIDENTIAL USE OF THE EXISTING SCHOOL BUILDING WILL REQUIRE AN AUTOMATIC SPRINKLER SYSTEM AND A 6" WATER LINE WITH A HYDRANT AS SHOWN. THE STURGEON BAY FIRE DEPARTMENT WILL BE CONTACTED TO APPROVE THE FINAL LOCATION OF THE NEW HYDRANT AS PART OF THE FINAL ENGINEERED SITE DESIGN DOCUMENTS.

SIGNAGE NARRATIVE:

TWO SIGNS ARE PROPOSED FOR THIS PROJECT:  
1) MONUMENT-STYLE GROUND SIGN ON W PINE STREET TO PROVIDE THE NAME OF THE PROPERTY AND GIVE DIRECTIONS TO THE PARKING LOT AND MAIN ENTRANCE. THIS SIGN PERMIT SHALL BE APPLIED FOR SEPARATELY BUT HAS BEEN SHOWN ON THIS CONCEPT SITE PLAN.  
2) RAISED LETTER SIGNAGE ON BRICK WALL AT MAIN ENTRANCE ANNOUNCING THE NAME OF THE PROPERTY. SEE RENDERING.



SITE-LIGHTING NARRATIVE:

FOUR STYLES OF EXTERIOR LIGHTING ARE PROPOSED ON THIS PROJECT. AS PART OF FINAL PERMIT SUBMITTAL, EACH FIXTURE HEAD AND ITS ASSOCIATED LIGHT DISPERSING PATTERN SHALL BE DOCUMENTED. NO OFF-PREMISES LIGHT TRESPASS SHALL BE ALLOW. SEVEN STYLES OF LIGHT FIXTURE ARE PROPOSED ON THE ATTACHED SCHEMATIC LIGHTING PLAN.

EASEMENT NARRATIVE:

BECAUSE THE BALL FIELD AND THE SCHOOL WERE UNDER COMMON OWNERSHIP FOR MANY YEARS, THERE ARE SEVERAL UTILITIES SERVING THE BALL FIELD THAT EXTEND ONTO THE SAWYER SCHOOL PROPERTY. THE DEVELOPER INTENDS TO GIVE FULL EASEMENT ACCESS TO THE BALL FIELD PROPERTY AS SHOWN ON THE ATTACHED SCHEMATIC EASEMENT PLAN.

ARCHITECTURAL  
SITE PLAN  
SCALE: 1" = 30' (WITH FULL SIZE PRINTS)

PRECEDENT  
ARCHITECTURE  
Architectural design rooted in  
the art of engineering

229 E. DIVISION ST.  
FOND DU LAC, WI 54935

920.933.2860

PROJECT # 203700

SAWYER SCHOOL  
17 W PINE ST - STURGEON BAY, WI



SHEET DATES

ISSUE DATE DEC. 28, 2020

REVISIONS

NO.	DESCRIPTION

ARCH. SITE PLAN

SHEET:

A0.1



EXHIBIT:

2

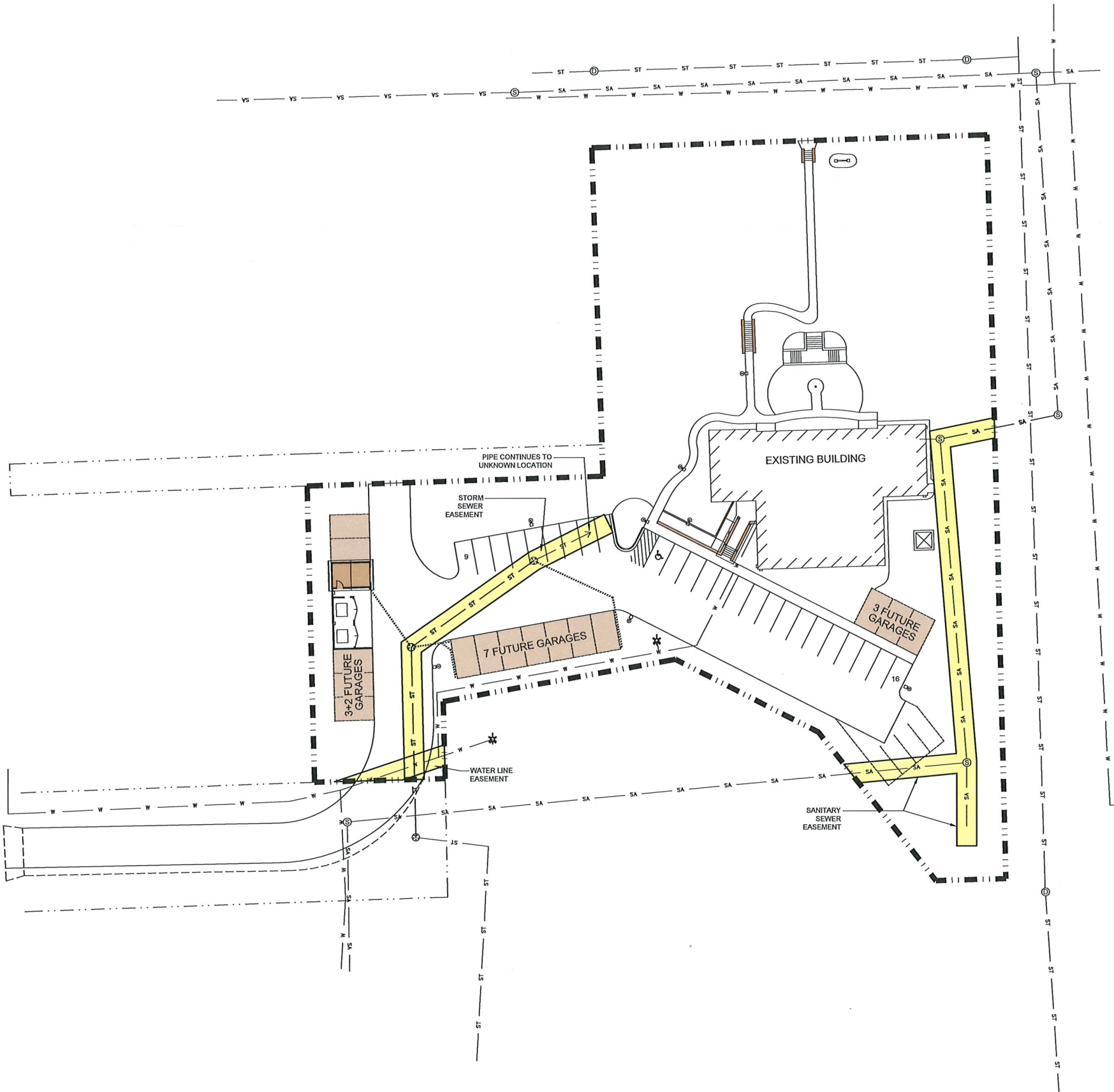
CONDITIONAL USE PERMIT

17 - 23 W PINE STREET, STURGEON BAY, WI

TAX PARCEL# 28146650.40101

ABBREVIATED LEGAL DESCRIPTION

COM 299.65'N88°E NW COR LOT 10 BLK 4 SORENSON ADDTN SEC 7:N88°E200.02' TO W LN MAD-ISON AVE S1°E ALG W LN 375.40' S88°W35.30' N38°W36.16' N62°W80.74' S79°W119.96' S1°E38.58' S88°W66' N1°W149.63' N88°E149.97' N1°W165.81' BG.



EASEMENT PLAN  
SCALE: 1" = 30' (WITH FULL SIZE PRINTS)



229 E. DIVISION ST.  
FOND DU LAC, WI 54935

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PROJECT # 203700

SAWYER SCHOOL  
17 W PINE ST - STURGEON BAY, WI



SHEET DATES	
ISSUE DATE	DEC. 28, 2020
REVISIONS	

EASEMENT PLAN

SHEET:

A0.2



EXHIBIT:

3

CONDITIONAL USE PERMIT

17 - 23 W PINE STREET, STURGEON BAY, WI

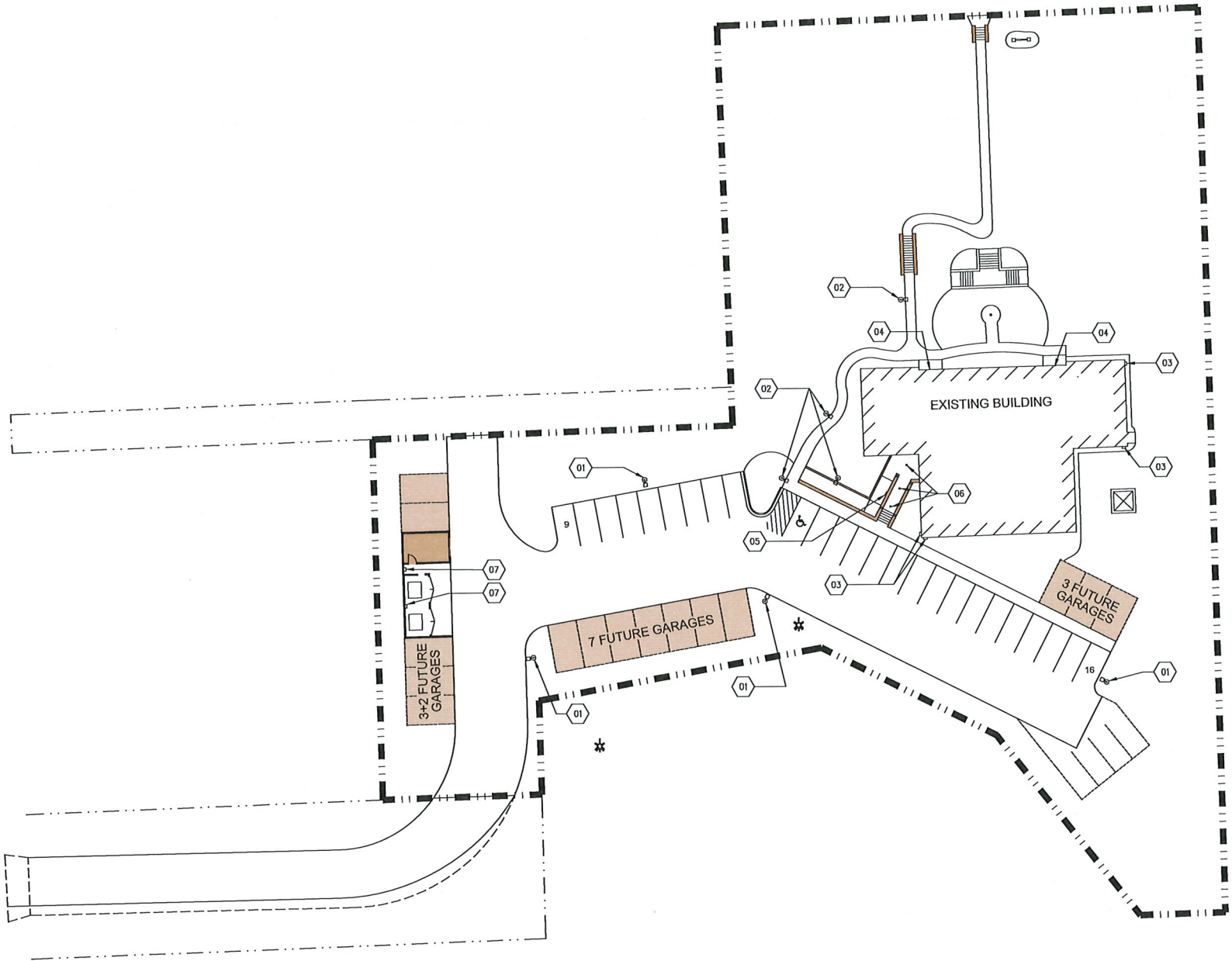
TAX PARCEL# 28146650.40101

ABBREVIATED LEGAL DESCRIPTION

COM 299.85°N88°E NW COR LOT 10 BLK 4 SORENSON ADDTN SEC 7: N88°E200.02' TO W LN MAD-ISON AVE S1°E ALG W LN 375.40' S88°W35.30' N38°W96.16' N62°W80.74' S79°W119.96' S1°E38.58' S88°W66' N1°W149.63' N88°E149.97' N1°W165.81' BG.

LIGHTING SCHEDULE:

- 01 POLE-MOUNTED LIGHT FIXTURE
- FULL CUT-OFF LIGHT SHIELD TO PREVENT UNWANTED LIGHT DISBURSEMENT
  - BRONZE POLE AND FIXTURE HEAD
  - LED LUMINAIRE WITH 3000K COLOR TEMPERATURE
  - FINAL FIXTURE HEAD SIZED PER LOCAL LIGHTING ORDINANCE
- 02 POLE-MOUNTED LIGHT FIXTURE (PEDESTRIAN SCALE - 8' TALL)
- FULL CUT-OFF LIGHT SHIELD TO PREVENT UNWANTED LIGHT DISBURSEMENT
  - BRONZE POLE AND FIXTURE HEAD
  - LED LUMINAIRE WITH 3000K COLOR TEMPERATURE
  - FINAL FIXTURE HEAD SIZED PER LOCAL LIGHTING ORDINANCE
- 03 BUILDING-MOUNTED PARKING LOT LIGHT & SECURITY FIXTURE
- FULL CUT-OFF LIGHT SHIELD TO PREVENT UNWANTED LIGHT DISBURSEMENT
  - BRONZE FIXTURE HEAD, BUILDING MOUNTED TO MORTAR JOINTS (NOT BRICK)
  - LED LUMINAIRE WITH 3000K COLOR TEMPERATURE
  - FINAL FIXTURE HEAD SIZED PER LOCAL LIGHTING ORDINANCE
- 04 ENTRANCE LIGHT, CEILING MOUNT IN BRICK ALCOVE
- DOWNLIGHT FOR LOCALIZED ILLUMINATION ONLY
  - BRONZE FIXTURE HEAD, BUILDING MOUNTED TO MORTAR JOINTS (NOT BRICK)
  - LED LUMINAIRE WITH 3000K COLOR TEMPERATURE
  - FINAL FIXTURE HEAD SIZED PER LOCAL LIGHTING ORDINANCE
- 05 WALL-MOUNTED STEP LIGHT - ADA COMPLIANT
- MUST BE LESS THAN A 4" PROJECTION FROM WALL TO MEET ANSI-117.1 REQ.
  - BRONZE FIXTURE BODY, MOUNTED AT HEIGHT THAT COMPLIES WITH ANSI-117.1
  - LED LUMINAIRE WITH 3000K COLOR TEMPERATURE
  - FINAL FIXTURE HEAD SIZED PER LOCAL LIGHTING ORDINANCE
- 06 CANOPY-MOUNTED RECESSED LIGHT FIXTURE
- FULL DOWNLIGHT RECESSED CAN
  - FIXTURE COLOR TO MATCH SOFFIT OF ENTRANCE CANOPY
  - LED LUMINAIRE WITH 3000K COLOR TEMPERATURE
  - FINAL FIXTURE HEAD SIZED PER LOCAL LIGHTING ORDINANCE
- 07 WALL-MOUNTED UTILITY STYLE STEP LIGHT
- MUST BE LESS THAN A 4" PROJECTION FROM WALL TO MEET ANSI-117.1 REQ.
  - BRONZE FIXTURE BODY, MOUNTED AT HEIGHT THAT COMPLIES WITH ANSI-117.1
  - LED LUMINAIRE WITH 3000K COLOR TEMPERATURE
  - FINAL FIXTURE HEAD SIZED PER LOCAL LIGHTING ORDINANCE



NORTH

SCHEMATIC LIGHTING PLAN

SCALE: 1" = 30' (WITH FULL SIZE PRINTS)

PRECEDENT  
ARCHITECTURE  
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PROJECT # 203700

SAWYER SCHOOL  
17 W PINE ST - STURGEON BAY, WI



SHEET DATES	
ISSUE DATE	DEC. 28, 2020
REVISIONS	

SCHEMATIC LIGHTING

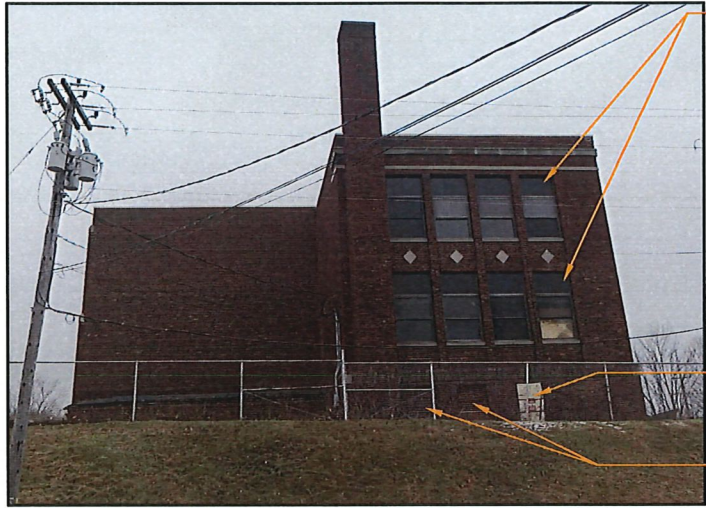
SHEET:

A0.3



CONDITIONAL USE PERMIT

17 - 23 W PINE STREET, STURGEON BAY, WI  
TAX PARCEL# 28146650.40101  
ABBREVIATED LEGAL DESCRIPTION  
COM 299.85'N88°E NW COR LOT 10 BLK 4 SORENSON ADDTN SEC 7: N88°E200.02' TO W  
LN MAD-ISON AVE 51'E ALG W LN 375.40' S88°W35.30' N38°W96.16' N52°W60.74'  
S79°W119.96' S1°E38.58' S88°W65' N1°W149.63' N88°E149.97' N1°W165.81' BG.



REMOVE PANELS AND RESTORE ENTIRE WINDOW OPENING. REPLACE ALL WINDOWS WITH HISTORICALLY SIMILAR REPLICA WINDOWS - TYPICAL AT ALL WINDOWS.

REMOVE BRICK INFILL AND REPLACE WITH HISTORICALLY SIMILAR REPLICA WINDOWS - TYPICAL AT ALL ORIGINAL OPENINGS

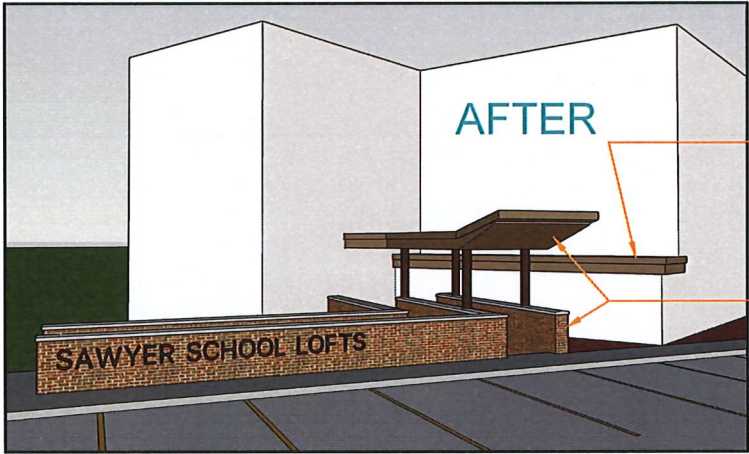
NEW HISTORICALLY SIMILAR DOORS - PROJECT WIDE

REMOVE LOUVERS AND REPLACE WITH WINDOWS



MASSING STUDY OF NEW MAIN ENTRANCE

FINAL ENTRNACE DESIGN  
SUBMITTED AT TIME OF  
PERMITTING



NEW ROOF OVER 1-STORY PORTION OF GYMNASIUM

NEW ENTRANCE CANOPY AND BRICK WALLS

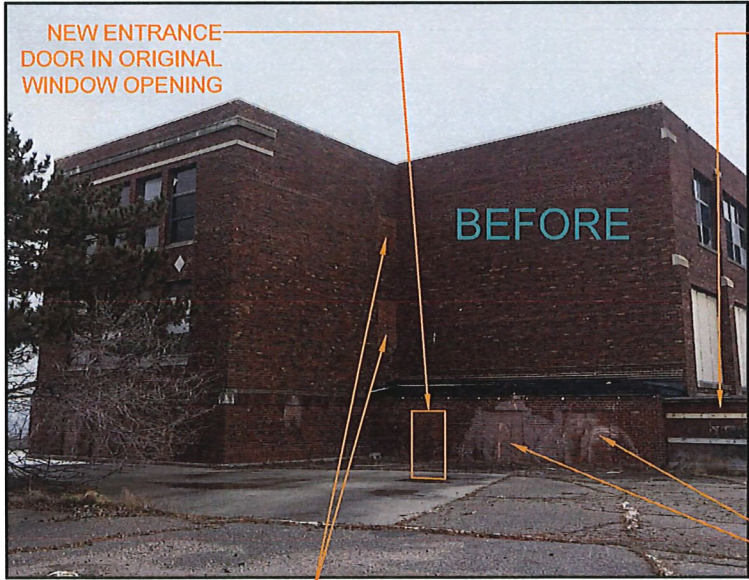
ORIGINAL MONUMENT STAIRS AND WALL TO BE LEFT AS A LANDSCAPED FEATURE FOR HISTORICAL INTERPRETATION

NEW HISTORICALLY SIMILAR STEEL SASH REPLICA WINDOWS IN GYMNASIUM

NEW ROOF OVER 1-STORY PORTION OF GYMNASIUM



TUCKPOINT AND REPAIR BRICK MASONRY AS NECESSARY



OPENINGS THAT WERE NOT ORIGINAL TO REMAIN FILLED IN



SHED REMOVED

BRICK INFILL TO REMAIN AT THESE TWO OPENINGS FOR DWELLING UNIT PRIVACY - RESTORE BRICK COLOR



SHEET DATES	
ISSUE DATE	DEC. 28, 2020
REVISIONS	



CONDITIONAL USE PERMIT

17 - 23 W PINE STREET, STURGEON BAY, WI  
TAX PARCEL# 28146650.40101  
ABBREVIATED LEGAL DESCRIPTION  
COM 299.85'N88°E NW COR LOT 10 BLK 4 SORENSON ADDTN SEC 7: N88°E200.02' TO W  
LN MAD-ISON AVE S1°E ALG W LN 375, 40' S88°W35.30' N38°W56.16' N62°W80.74'  
S79°W119.96' S1°E38.58' S88°W66' N1°W149.63' N88°E149.97' N1°W165.81' BG.

SAWYER SCHOOL  
17 W PINE ST - STURGEON BAY, WI



SCHOOL APARTMENTS					
	STUDIOS	1 BEDS	2 BEDS	3 BEDS	UNITS PER FLOOR
1ST	1	3	3	-	7
2ND	-	2	1	-	3
3RD	-	2	3	-	5
	1	7	7	-	15

NORTH  
SCHEMATIC  
1ST FLOOR PLAN  
SCALE: 3/16" = 1 FOOT (WITH FULL SIZE PRINTS)

SAWYER SCHOOL  
ADAPTIVE REUSE



SHEET DATES	
ISSUE DATE	DEC. 28, 2020
REVISIONS	



EXHIBIT:

6

## CONDITIONAL USE PERMIT

17 - 23 W PINE STREET, STURGEON BAY, WI

TAX PARCEL# 28146650.40101

### ABBREVIATED LEGAL DESCRIPTION

COM 299.85'N88°E NW COR LOT 10 BLK 4 SORENSON ADDTN SEC 7: N88°E200.02' TO W  
LN MAD-ISON AVE S1°E ALG W LN 375, 40' S88°W35.30' N38°W56.16' N62°W50.74'  
S79°W119.96' S1°E38.58' S88°W66' N1°W149.63' N88°E149.97' N1°W165.81' BG.

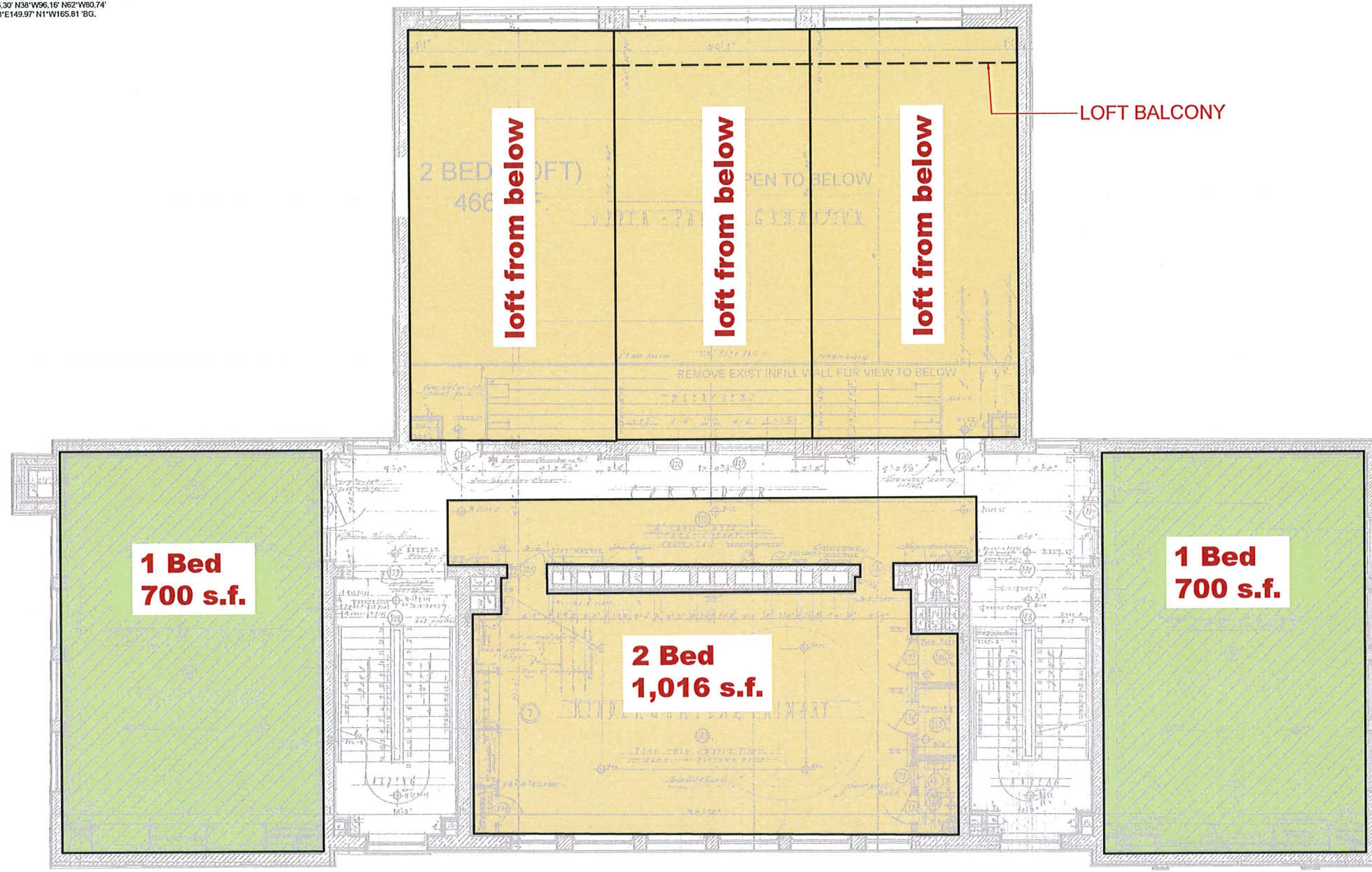
PRECEDENT  
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PROJECT # 203700

SAWYER SCHOOL  
17 W PINE ST - STURGEON BAY, WI



NORTH  
SCHEMATIC  
2ND FLOOR PLAN  
SCALE: 3/16" = 1 FOOT (WITH FULL SIZE PRINTS)



SHEET DATES	
ISSUE DATE	DEC. 28, 2020
REVISIONS	

SECOND FLOOR PLAN

SHEET:

A0.6

# SAWYER SCHOOL ADAPTIVE REUSE



EXHIBIT:

7

CONDITIONAL USE PERMIT

17 - 23 W PINE STREET, STURGEON BAY, WI  
TAX PARCEL# 28146650.40101  
ABBREVIATED LEGAL DESCRIPTION  
COM 299.89'N88°E NW COR LOT 10 BLK 4 SORENSON ADDTN SEC 7 N89°E200.02' TO W  
LN 1443- 150N AVE S1'E ALO W LN 375. 40' S88°W35.30' N38°W36.16' N62°W80.74'  
S79°W119.96' S1'E38.58' S88°W66' N1°W149. 63' N88°E149.97' N1°W165.81' BG.

PRECEDENT  
ARCHITECTURE  
Architectural design rooted in  
the art of engineering  
229 E. DIVISION ST.  
FOND DU LAC, WI 54935  
920.933.2860

PROJECT # 203700

SAWYER SCHOOL  
17 W PINE ST - STURGEON BAY, WI



NORTH  
SCHEMATIC  
3RD FLOOR PLAN  
SCALE: 3/16" = 1 FOOT (WITH FULL SIZE PRINTS)



SHEET DATES	
ISSUE DATE	DEC. 28, 2020
REVISIONS	

SAWYER SCHOOL  
ADAPTIVE REUSE

THIRD FLOOR PLAN  
SHEET:  
A0.7





# MEMO

To: Plan Commission  
From: Christopher Sullivan-Robinson/Marty Olejniczak  
Date: January 14, 2021  
Subject: Rezoning of the Remnant I-2 parcels downtown

---

At one time most of the parcels along S. 1<sup>st</sup> Avenue and S. 2<sup>nd</sup> Avenue were zoned Heavy Industrial (I-2) due to the Peterson Builders Inc. and Palmer Johnson Yachts operations. Even parcels with single-family homes were included in the I-2 district because they were owned by those companies at one time. After the shipyards no longer operated in this area, the lots were gradually sold and new uses or new buildings established. Many parcels were rezoned to accommodate those new uses, but several parcels are still I-2 (see map).

Recently, the Plan Commission and Common Council approved an amendment to the I-2 district standards. The amendment made it easier to expand existing nonconforming buildings and increased the maximum building height to 120 feet if the building is at least 300 feet from a residential district. This zoning change facilitated the new buildings within the Fincantieri shipyard, but also affects other I-2 zoned areas, including some of the I-2 parcels along S. 1<sup>st</sup> and S. 2<sup>nd</sup> Avenues. Since the vast majority of the remnant, I-2 parcels do not have an industrial use and the Comprehensive Plan envisions Downtown Mixed Use in this area (not Industrial development), the Council requested that the Plan Commission review the zoning map to see if rezoning the remaining I-2 properties is warranted.

There are thirteen parcels zoned I-2 in this region. A map and a summary of these lots is attached. The task for the Plan Commission is to decide if it wants to initiate a zoning map amendment for some or all of these parcels and, if yes, to choose what zoning district(s) the parcels ought to be.

For most if not all of the parcels, a rezoning will facilitate new development. This is because the permitted and conditional uses of the I-2 district are fairly limited and generally suited to large parcels. The subject parcels are all relatively small and unlikely to see future industrial investment. Commercial, multiple-family residential and mixed-use development is better suited to these lots.

The second reason that a rezoning could facilitate new development is that the minimum yard requirements of the I-2 district are larger than other zoning districts. Some of the lots are practically unbuildable in the I-2 whereas a change to commercial or residential zoning would make it easier to fit a new building on the lots.

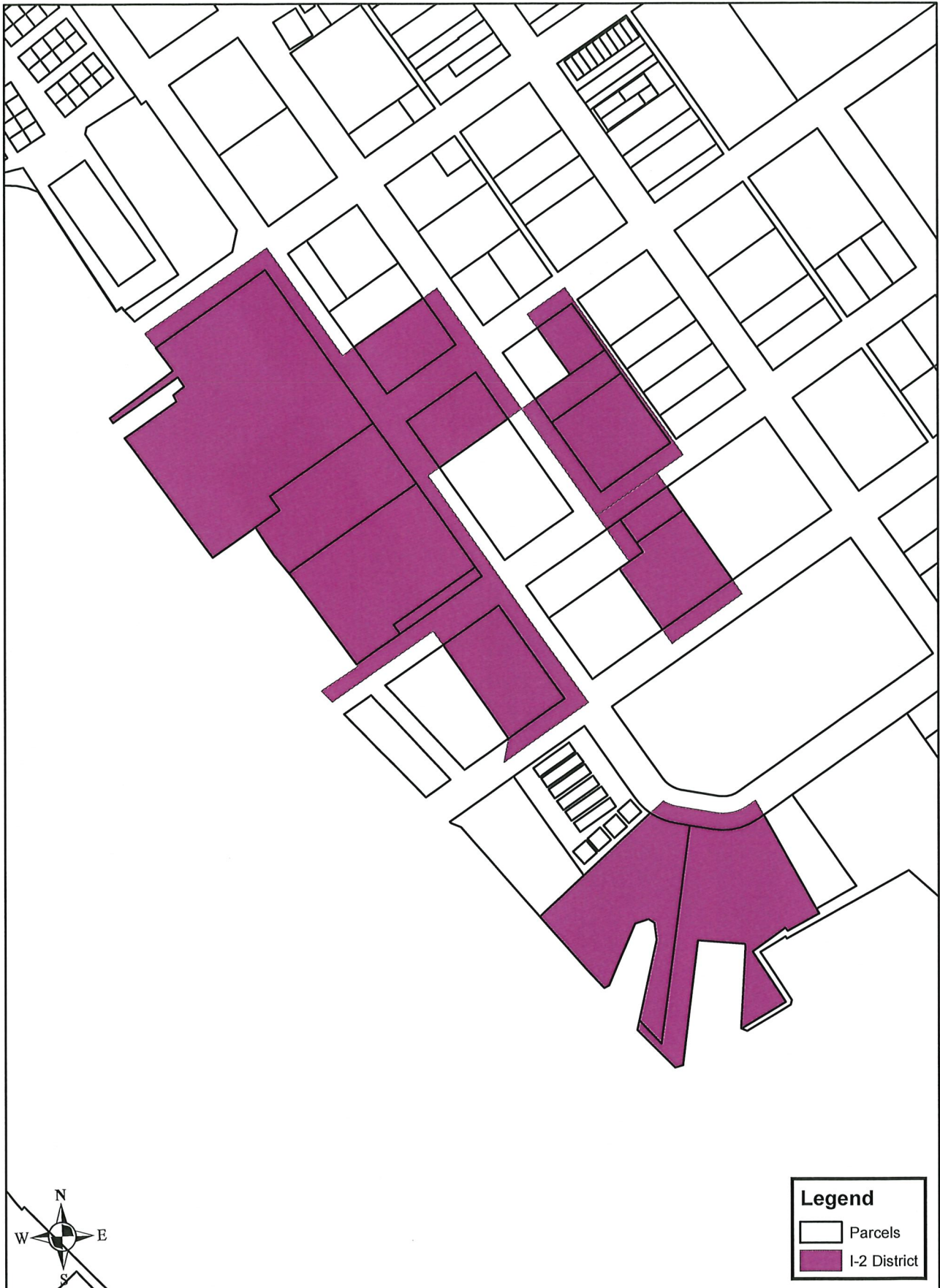
One consideration is that the City arguably has greater control of potential new development if the lots are not rezoned. This is because the Plan Commission and Council would be able to decide at the time of a proposal if the rezoning should occur based upon the proposed use.



However, if rezoning of the lots occurs now, it opens up many potential new uses that would not require any further discretionary City reviews. The Plan Commission needs to balance that notion against the possibility of inappropriate industrial development occurring that would negatively affect future redevelopment possibilities and the fact that the City wants to see new redevelopment in this area, not hamper it.



# I-2 Zoning District



Date: 1/14/2021



# COMPARISON OF EXISTING DOWNTOWN LOTS ZONED HEAVY INDUSTRIAL (I-2)

Parcel	Address	Property Owner	Size (Acres)	Current Use	Conforming use in I-2?	I-2 Buildable Area	I-2 Tall bldg allowed?	Conforming use in C-2?	C-2 Buildable Area
2811085020105A	Oregon St/S 1st Ave/Penn St	SHIPYARD DEVELOPMENT LLC	0.57 a	Undeveloped	N/A	102' x 47'	No	N/A	92' x 183'
2811085030501A	S 1st Av/Nebraska St/S 2nd Av	CITY OF STURGEON BAY	0.34 a	Municipal Parking Lot	Yes	50' x 30'	Yes	Yes	80' x 120'
2811085030701A	113 S 1ST AVE	STURGEON BAY UTILITIES	0.81 a	Electric Substation	Yes	90' x 200'	Yes	Yes	120' x 235'
				Marina, Boat		260' x 165' (north)			310' x 200' (north) 235'
2811085030901C	77 S 1ST AVE	HAVEN FUNDS LLC	3.87 a	Storage/Repair	Partial	200' x 140' (south)	Yes	Yes	x 170' (south)
2811085031201C	N/A	CITY OF STURGEON BAY	0.08 a	Sidewalk	N/A	Not Buildable	No	N/A	Not Buildable
2811085040101	65 S 2ND AVE	SHT HOLDINGS LLC	0.35 a	Vacant Lot	N/A	50' x 25'	Yes	N/A	80' x 120'
2811085060901	230 OREGON ST	E & I PROPERTY INVESTMENTS	0.52 a	Outdoor Storage	Yes	75' x 80'	Yes	No	110' x 130'
2811085061000A	136 S 2ND AVE	E & I PROPERTY INVESTMENTS	0.18 a	Private Parking Lot	Yes	75' x 10'	Yes	Yes	40' x 110'
2811085061101	231 NEBRASKA ST	E & I PROPERTY INVESTMENTS	0.18 a	Single-family dwelling	No	25' x 35'	Yes	No	60' x 65'
2811085070501	210 PENNSYLVANIA ST	VEGETABLE TRUCK LLC	0.51 a	Vacant Lot	N/A	57' x 113'	No	N/A	92' x 143'
2811085070801	213 OREGON ST	VEGETABLE TRUCK LLC	0.12 a	Single-family dwelling	No	Not Buildable	No	No	10' x 90'
2812308325009	N/A	SHIPYARD DEVELOPMENT LLC	1.30 a	Vacant Lot	N/A	Odd shaped	No	N/A	Odd shaped
2812308325010	N/A	SHIPYARD DEVELOPMENT LLC	1.10 a	Vacant Lot	N/A	Odd shaped	No	N/A	Odd shaped





## VANDEWALLE & ASSOCIATES INC.

To: City of Sturgeon Bay  
From: Jackie Mich, AICP  
Date: Thursday, April 02, 2020  
Re: Review of Zoning Ordinance & Design Standards

---

Sturgeon Bay's zoning ordinance includes quality provisions and features, which are surely a result of years of refinement and responding to evolving land use trends and priorities. Numerous opportunities exist to help the zoning ordinance better meet the City's goals, implement the recommendations of the City's forthcoming Comprehensive Plan update, respond to emerging planning and zoning issues, and ensure high-quality development in the City of Sturgeon Bay.

1. **Zoning Districts for High-Impact Activities:** Changes to state law in 2018 have made it more difficult for cities to deny conditional use permits. The City could consider creating new zoning districts specific to intensive uses and high-impact activities, so that these uses would require a rezoning rather than a simple conditional use permit. For example, an Intensive Outdoor Activity zoning district would be created for uses such as racetracks, amusement parks, etc. An Institutional zoning district would be used for large-scale institutional uses such as prisons, hospitals, schools, etc. This concept would give the City the ability to deny the proposal based on location mismatch or impacts on the surrounding area, without the need to meet the strict criteria that the state has established for conditional use permits.
2. **Land Use Categories:** The Sturgeon Bay code lists very specific land uses within each zoning district. I would suggest using broader land use categories, providing flexibility as new land uses emerge, reducing the need for amendments to the ordinance. For example, rather than "quick-printing/copy shops," the City could use a category called Indoor Sales/Service, which would permit a wide range of retail and service uses that all have minimal impacts on surrounding properties. Common examples would be included in the description of each land use category. I would also recommend including built-in standards such as parking requirements, hours of operation, outdoor storage, etc. in each land use category.
3. **Land Use Organization:** The Sturgeon Bay ordinance utilizes a modified "pyramid style" format, in which more intensive zoning districts refer to the permitted/conditional uses allowed in prior, less intensive districts. A more contemporary approach would be to include the list of permitted/conditional uses within each zoning district chapter. Although it does involve some repetition, it is much more user-friendly and does not require property owners



to refer back to other sections. Additionally, most communities now also include a **Table of Land Uses**, which summarizes the list of permitted, conditional and prohibited uses by zoning district. Especially feasible when using the broader land use categories described above, this is a cleaner and more user-friendly approach. It is also a helpful tool when there is a “location looking for a use” and a “use looking for location.”

**4. Short-Term Rentals:**

- Short-term rental stays of 7 to 30 nights are exempt from local zoning regulations per state law. However, the City *can* prohibit or limit short-term rentals of less than 7 days. I would suggest the City create a separate “Vacation Rentals” land use category and carefully control which districts it is allowed in. Many communities choose to allow Vacation Rentals only in select nonresidential zoning districts in order to preserve neighborhood character and preserve housing affordability in established neighborhoods.
- In addition, the City can put further limitations on short-term rental uses to reduce the number of absentee owners, thereby preserving community character. For example:
  - The City could limit short-term rentals to only homes which are the property owner’s primary residence (or by a renter if allowed by lease).
  - If the operator does not occupy the residence at the time of rental, the short-term rentals could be limited to operating no more than 30 days per year. (No limit imposed if the operator occupies the residence during the time of rental.)
  - In addition to the short-term rental license required by the state, the City also has the ability to collect local room tax.

**5. Small Lot Single Family Zoning District:** In order to support smart growth, reduce urban sprawl, and support attainable housing prices, the City could consider adding a new zoning district that allows smaller single family lots, in the range of 4,000-6,000 square feet. This district would be accompanied by reduced setbacks and reduced minimum floor area as compared the City’s current residential zoning districts. The new district should be used as new neighborhoods are platted or for specific infill situations, and they are not intended to enable smaller setbacks for existing homes within established neighborhoods.

**6. Design Standards:**

- Design standards are woven through the City’s current code in several locations. Many of these requirements could be applied on a citywide basis, such as pedestrian circulation, bicycle parking, outdoor display, outdoor storage, parking lot design, outdoor lighting, landscaping, etc. Typically, exceptions would be made for single and two family development.
- Vandewalle & Associates has had success incorporating building and site design standards based on land use, not only by zoning district. The City could consider adding design standards for Multi-Family, Industrial, Commercial, and Mixed Use Buildings, with the standards tailored to each use. This ensures that development quality is high, regardless of zoning district and provides a consistent quality of development throughout the City. These standards would be specific and measurable and could be reviewed by City staff, reducing the burden on the Aesthetic Design and Site Plan Review Board.



- There may still be a need for location-specific design standards, for instance along the waterfront or in the C-2 zoning district. Design standards could include form-based elements (such as requiring a build-to line in the C-2 zoning district). Very few communities have a purely form-based code, since most are not willing to fully give up the ability to regulate land uses. In general, Vandewalle & Associates recommends a hybrid zoning approach, which incorporates form-based elements into a traditional zoning ordinance. Examples of common form-based elements include build-to lines, minimum height requirements, and performance standards.
  - Finally, many communities are increasingly adopting design standards for building additions within established single/two family neighborhoods. Typically, these address compatibility of building additions and materials, scale of additions, and more. Design standards for new single and two family buildings could be considered to encourage front porches and reduce garage-dominated facades.
7. **Mixed Use Development.** Mixed use buildings are not addressed in great depth in the current zoning ordinance. The City should consider adopting a definition for mixed use buildings and increasing the number of districts in which they are allowed. For instance, the City could allow mixed use buildings within all of its commercial zoning districts. Paired with the design standards for mixed use buildings described above, this would help drive redevelopment of aging properties, help meet growing housing demand, and support the City's smart growth goals.
  8. **Performance Standards:** I would recommend adopting the performance standards found in the C-3 district on a citywide basis. This will help ensure land use compatibility, particularly if the City seeks to see a greater mix of land uses within its nonresidential areas. Performance standards are a component of form-based zoning and commonly address topics such as outdoor lighting, outdoor storage and screening, vibration, air pollution, hazardous materials, and more.
  9. **Landscaping:** I would recommend consolidating all of the landscaping requirements into a single chapter and applying them citywide. The City could consider points-based landscaping requirements that require a certain amount of landscaping "points" on different areas of a site (street frontage, building foundation, parking areas, etc.). Downtown districts (C-2) zoning district and single and two family development are usually exempted from landscaping requirements.





# MEMO

**To:** City Plan Commission  
**From:** Marty Olejniczak, Community Development Director *mo*  
**Date:** January 14, 2021  
**Subject:** Comp Plan Implementation – Potential Changes to Zoning Code

As part of their consulting work on the Sturgeon Bay Comprehensive Plan, Vandewalle & Associates reviewed the Sturgeon Bay Zoning Code. This review, completed by Jackie Mich, looked for opportunities to enable the code to better meet the City's goals. The review is included within the appendices of the Comp Plan (p. 183), but during the formatting of the printed version the verbiage for #6 Design Standards was apparently lost. Thus, the original memo is included in the packet.

The Plan Commission is requested to consider Ms. Mich's review memo and determine if the City should initiate text amendments to the zoning code. Below are some thoughts from Chris Sullivan-Robinson and myself to help guide the discussion.

1. **Zoning Districts for High-Impact Activities.** In response to Act 67 relating to how Wisconsin law treats conditional uses, the Plan Commission and Council adopted changes to section 20.25 of the zoning code, which is the section dealing with standards and process for conditional uses. But the Plan Commission never fully completed a review of the current list of the conditional uses in the various districts. Some examples of conditional uses are art galleries and public utilities in the residential districts, hospitals in the R-4 district, public garages and storage yards in the General Commercial district, and sand/gravel operations in the agricultural district. If the Plan Commission doesn't support the idea of creating special zoning districts for certain uses, it could alternatively complete a full review of the list of conditional uses to determine if any should be eliminated.
2. **Land Use Categories.** The City has moved toward broader categories in some instances such as creating categories like customer service establishments and light manufacturing. Generally, this idea is supported, but care must be taken to not get too vague or all-encompassing in the categories.
  - a. Another related issue for the list of permitted and conditional uses is scale or intensity of the use. The Plan Commission should also look at whether the uses should be broken down by size. For instance, churches are permitted in all residential zoning districts. Small neighborhood churches that Sturgeon Bay has throughout the City generally can fit the fabric of the residential areas. But perhaps a so called "mega-church" with huge a parking lot and ancillary uses would cause a problem if located in an R-1 district.



3. **Land Use Organization.** Chris and I use the zoning code regularly in our administrative duties and we still sometimes get confused about which uses are permitted in which district. Thus, the recommendation is supported because it will make the code easier to use. One option is to create a chart showing permitted and conditional uses by district rather than a list for each district. Since this change doesn't necessarily impact the actual permitted and conditional uses, it is of lower priority.
4. **Short-Term Rentals.** This issue was already looked at by the Plan Commission and the determination was to make no changes at this time. This issue can be looked at again after the other zoning changes are considered.
5. **Small Lot Single Family Zoning District.** The R-1 district currently requires 10,000 square feet while the R-2 district requires 7,500 square feet. The requirements of the Planned Unit Development ordinance created for the redevelopment of former Wiretech site is a good example of a small lot single-family zoning district. That ordinance required minimum lot area of 6,500 square feet and minimum lot width of 60 feet. The new lots were effectively developed with modern homes and fit the fabric of the neighborhood. Options to consider include creating another district (e.g. R-1B) or modifying the lot size requirements of R-2 and using that district for new residential areas.
6. **Design Standards.** This topic addressed several aspects:
  - a. *Citywide standards for certain development aspects such as lighting or parking lot design.* The City already has standards that apply throughout the city for some items – outdoor storage, accessory buildings, parking lots, etc. But some aspects are not covered – notably lighting. If the Plan Commission wants standards for any development aspect rather than guidelines that the Aesthetic Design and Site Plan Review Board (ADSPRB) handles, these can be added or tweaked as desired.
  - b. *Building and site design standards based on land use, not only by district.* It may be appropriate to devise specific design standards for conditional uses given the changes to how conditional uses are handled. However, it is more of a philosophical question about whether specific standards are needed for various land uses versus review by the ADSPRB using guidelines. The City might gain more consistency with specific standards but could lose flexibility or creativity.
  - c. *Location-specific design standards.* This issue relates to form-based zoning where the form of development (building location, height, size, architectural features) tends to be specified more than individual uses. The ADSPRB is considering whether to create development guidelines for certain areas like Egg Harbor Road rather than the current citywide guidelines. However, some location-specific requirements could be inserted into the zoning code.
  - d. *Design standards for building additions within established neighborhoods.* Sturgeon Bay has traditionally maintained a hands-off approach to design standards/review for single-family and two-family homes. The Plan Commission needs to consider whether rebuilds or major remodels/additions in established neighborhoods is a problem to address. One concept mentioned previously is regulating or prohibiting lots served by alleys from redeveloping with street-facing garages and new driveways to the street.



7. **Mixed Use Development.** The City has modified its rules to make it somewhat easier to have mixed use buildings or development, but has not jumped in fully. For instance, residential use in a mixed-use building is a conditional use in the C-1 district rather than simply permitted. Another change that the Plan Commission should consider is the requirement that two principal uses housed within two separate principal buildings must be done through a Planned Unit Development. As long as the uses are permitted and all setbacks and other standards are met, there appears to be no rationale that staff can find for requiring a PUD.
8. **Performance Standards.** This recommendation involves light manufacturing. The C-3 district permits that use as a conditional use subject to the performance standards. In addition to considering adopting the performance standards throughout the zoning districts, the Plan Commission should consider allowing the light manufacturing option in other (perhaps all) commercial districts rather than just the C-3 district.
9. **Landscaping.** This recommendation involves creating a new chapter in the code for landscaping standards. It also relates to #6b. Currently, the landscaping requirements in the code include: parking lots (citywide); trees along driveways for certain apartments (R-4); industrial park requirements (I-1A & I-2A); screening along the highway to allow reduced setback (eastside highway corridor); and requirements for large retail establishments (citywide). This is an issue of whether to specify landscaping standards versus design review guidelines administered by the ADSPRB.

Depending upon how many zoning code changes the Plan Commission believes are desirable, the changes can either be prioritized and handled individually or a comprehensive revision to the zoning code can be undertaken to address these issues in one amendment.