



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, AUGUST 7, 2012
8:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Consideration of the following bills: General Fund – \$62,078.21, Capital Fund - \$294,973.16, Cable TV - \$4,423.20, TID #2 - \$25,992.00, TID #3 - \$1,290.00, and Solid Waste Enterprise - \$134.70 for a grand total of \$388,891.27. [roll call]
6. **CONSENT AGENDA**
 - * All items listed with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.
 - * a. Approval of 7/17/2012 regular Common Council minutes.
 - * b. Approval of the following minutes:
 - (1) Parking & Traffic Committee – 7/16/12
 - (2) Community Protection & Services Committee – 7/17/12
 - (3) Finance/Purchasing & Building Committee – 7/17/12
 - (4) City Plan Commission – 7/18/12
 - * c. Place the following reports on file:
 - (1) Fire Department Report – June 2012
 - (2) Police Department Report – June 2015
 - * d. Consideration of: Beverage Operator licenses.
 - * e. Resolution re: Disallowance of claim re: Multiple Claimants along 4th Avenue Construction Site.
 - * f. Finance/Purchasing & Building Committee recommendation re: Refund Advantage Leasing Corporation \$450.00 for the duplicate assessment on their 2011 personals property tax bill.
7. Mayoral appointments.
8. Consideration or: Request from Boys & Girls Club to have Lemonade Stand in Sawyer Park on August 17, 2012 from 11:30 am – 1:00 pm.
9. Consideration of: Request from Door County Candy for Sidewalk Café Permit exceptions.

10. **Consideration of: Annexation Petition from Myria Lagerman.**
11. **Resolution re: Authorizing Conveyance of Property to NAMI of Door County, Inc.**
12. **Resolution re: Authorizing the Sale of Property to United Development Group, LLC.**
13. **Parking & Traffic recommendation re: Eliminating the stop signs on Egg Harbor Road at Georgia Street and 8th Avenue after public education has taken place.**
14. **City Plan Commission recommendation re: Approve Sturgeon Bay Aesthetic Design and Site Plan Review Code and Design Guidelines and Review Criteria.**
15. **Committee Chairperson Reports:**
 - a. **City Plan Commission**
 - b. **Finance/Purchasing & Building Committee**
 - c. **Park & Recreation Committee**
 - d. **Sturgeon Bay Utility Commission**
16. **Public comment on non-agenda items.**
17. **Mayor's comments.**
18. **Convene in closed session in accordance with the following exemption:**

Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats 19.85(1)(g)

Consideration of: Litigation update.

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Council may adjourn in closed session.

19. **Adjourn.**

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 8/3/12

Time: 12:00pm

By: [Signature]

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

LD: AF443000.C01

INVOICES DUE ON/BEFORE 08/07/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
19915	SUNSHINE HOUSE	PK SEC DEP REF SUNSHINE HOUSE	01-000-000-23162	50.00
21474	USCGC MOBILE BAY	PK SEC DEP REF USCG	01-000-000-23162	50.00
23471	CARYN WICKMAN	PK SEC DEP REF C WICKMAN	01-000-000-23162	50.00
COUNTRY	COUNTRY VIEW FARMS	07/21/12 REDEEM FOOD SHARE	01-000-000-21595	12.00
R0000042	HATCO	PK SEC DEP REF HATCO	01-000-000-23162	50.00
R0000090	MARY BAHLERT	PK SEC DEP REF BAHLERT	01-000-000-23162	50.00
R0000152	WHITETAILED UNLIMITED, INC.	PK SEC DEP REF WHITETAILED	01-000-000-23162	50.00
R0000763	MARK STRUCK	UNUSED HAZ TAG REFUND	01-000-000-48105	32.00
R0000934	FM 106.9 THE LODGE	PK SEC DEP REF LODGE	01-000-000-23162	50.00
R0000984	BORDEAUS MARKET	07/21/12 REDEEM FOOD SHARE	01-000-000-21595	28.00
R0000992	DEBRA VOEKS	LARGE ITEM PICK UP REFUND	01-000-000-48120	15.00
R0000993	AMY STANELLE	PARK SHELTER REFUND	01-000-000-23162	50.00
R0000993		SHELTER RESERVATION REFUND	01-000-000-46300	55.00
R0000993		REF STATE TAX	01-000-000-24214	2.75
R0000993		REF COUNTY TAX	01-000-000-24215	0.28
R0000994	TRISH SCHAEFER	PK SEC DEP REF SCHAEFER	01-000-000-23162	50.00
R0000996	JUDY PHILLIPS	PK SEC DEP REF PHILLIPS	01-000-000-23162	50.00
TOTAL LIABILITIES				645.03
CAPITAL PROJECTS				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEES BND ISSUE	01-000-913-70002	121.00
01761		PAYING AGENT FEES \$2.819 BOND	01-000-913-70002	85.00
TOTAL CAPITAL PROJECTS				206.00
TOTAL GENERAL FUND				851.03
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	GENERAL MATTERS	01-110-000-55010	528.00
16555		TRAFFIC MATTERS	01-110-000-55010	1,320.00
TOTAL				1,848.00
TOTAL LAW/LEGAL				1,848.00
CITY CLERK-TREASURER				
03330	VALERIE CLARIZIO	REIMB PARKING FEES UWGB	01-115-000-55600	8.25
13901	MTAW	FALL CONF REGISTRATION VAL	01-115-000-55600	110.00
17700	QUILL CORPORATION	INSERT DIVIDERS, SHEET PROTECT	01-115-000-51950	86.19
17700		2 FLASH DRIVES	01-115-000-51950	13.98
9535	IIMC	ANNUAL MEMBERSHIP	01-115-000-56000	135.00
DC PRINT	DC PRINTING	100 PO BOOKS	01-115-000-51600	428.00
Laurie	Laurie Spittlemeister	07/12 MILEAGE MUN CLERK TRNG GB	01-115-000-55600	129.77
TOTAL				911.19
TOTAL CITY CLERK-TREASURER				911.19
ADMINISTRATION				

INVOICES DUE ON/BEFORE 08/07/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
11825	KRUKOWSKI AND COSTELLO, SC	FMLA TRNG REINHARDT	01-120-000-55600	329.00
17700	QUILL CORPORATION	DOCUMENT PLAQUES	01-120-000-56650	302.16
17700		DOCUMENT PARCHMENT	01-120-000-56650	15.60
17700		GOLD SEALS	01-120-000-56650	10.23
TOTAL				656.99
TOTAL ADMINISTRATION				656.99
CITY ASSESSOR				
17700	QUILL CORPORATION	BUS CARD HLDR, & CORR TAPE	01-130-000-51950	20.99
17700		TONER	01-130-000-51950	108.69
17700		TONER	01-130-000-51950	108.69
ASSO APP	ASSOCIATED APPRAISAL	08/07/12 CONTRACT	01-130-000-55010	1,245.83
TOTAL				1,484.20
TOTAL CITY ASSESSOR				1,484.20
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-145-000-58250	19.34
14875	NWTC GREEN BAY	LAND LAW ONLINE CLASS SPETZ	01-145-000-55600	404.80
TOTAL				424.14
TOTAL MUNICIPAL SERVICES ADMIN.				424.14
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-150-000-58250	43.36
TOTAL				43.36
TOTAL PUBLIC WORKS ADMINISTRATION				43.36
ELECTIONS DEPARTMENT				
DOMINION	DOMINION VOTING SYSTEMS, INC	SHIPPING FOR ETHERNET CARD	01-155-000-54999	31.98
TOTAL				31.98
TOTAL ELECTIONS DEPARTMENT				31.98
CITY HALL				
19275	SHERWIN WILLIAMS	PAINT FOR CH TOUCH UP	01-160-000-52700	26.89
23730	WPS	421 MICHIGAN ST	01-160-000-56600	445.86
COMM	COMMUNICATION ENGINEERING CO	SERVICE FIRE ALARM SYSTEM	01-160-000-58999	2,294.36
VIK	VIKING ELECTRIC SUPPLY	DOUBLE TWIN TUBES	01-160-000-54999	53.00

INVOICES DUE ON/BEFORE 08/07/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
VIK		FLOURECENT TUBE	01-160-000-54999	5.22
WARNER	WARNER-WEXEL WHOLESALE &	TP	01-160-000-51850	44.15
WARNER		CLEANING SUPPLIES CH	01-160-000-51850	163.28
TOTAL				3,032.76
TOTAL CITY HALL				3,032.76

GENERAL EXPENDITURES

13750	MOODY'S INVESTORS SERVICE	BOND RATING \$2.819	01-199-000-58900	2,223.00
BODART	BODART ELECTRIC SERVICE, INC	LIGHT POLE INST 14TH & EGG HBR	01-199-000-51525	2,639.34
QUARLES	REBECCA A SPECKHARD	BOND COUNSEL \$2.819	01-199-000-58900	1,950.00
R0000620	ROBERT W BAIRD & CO	FA FEES CAP/GF	01-199-000-58900	4,290.00
R0000620		OFF STMT CAP/GF	01-199-000-58900	585.00
TOTAL				11,687.34
TOTAL GENERAL EXPENDITURES				11,687.34

POLICE DEPARTMENT

17700	QUILL CORPORATION	TONER	01-200-000-51600	125.99
20081	TARGET BANK	BATTERIES	01-200-000-51950	28.47
20081		ELECTRONICS & OFFICE SUPPLIES	01-200-000-51950	87.47
20081		CLEANING SUPPLIES	01-200-000-51950	2.75
20081		PENS	01-200-000-51950	11.09
RELIABLE	RELIABLE OFFICE SUPPLIES	LABEL WRITER, PENS, FLAGERS	01-200-000-51950	103.57
TOTAL				359.34
TOTAL POLICE DEPARTMENT				359.34

POLICE DEPARTMENT/PATROL

02206	BAY MARINE	BATTERY REPAIR	01-215-000-58600	178.00
02330	JIM OLSON MOTORS	REPAIR CROWN VIC ROSS ACCIDENT	01-215-000-58600	2,830.36
02330		REPL BOO SWITCH	01-215-000-58600	67.79
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-215-000-58250	510.86
03133		SQUAD PRINTERS	01-215-000-58999	307.68
06650	GALLS, AN ARAMARK COMPANY	SILENT KEY HOLDER	01-215-000-52900	41.08
14878	NWTC	TRG SOUTH, TASSOUL, JENNERJOHN	01-215-000-55600	255.00
23640	WISCONSIN DEPT OF JUSTICE	TIME, SYSTEM & SUPPORT ACCESS	01-215-000-58999	349.50
23828	WITT PENINSULA FORD LINCOLN	REPL 2 TIRES	01-215-000-58600	20.00
23828		REPLACE BLOWER MOTOR	01-215-000-58600	123.95
23828		REPL WATER PUMP & IDLER PULLY	01-215-000-58600	192.55
23828		LOF & ROTATE TIRES	01-215-000-58600	34.95
23828		LOF & ROTATE TIRES	01-215-000-58600	34.32
23828		LOF, REPL 2 TIRES	01-215-000-58600	44.95
23828		LOF	01-215-000-58600	24.32
23828		ELE HARD WIRE POWER OUTLET	01-215-000-58600	90.51
R0000031	GREEN BAY POLICE DEPT.	LUNCH 2 OFFICERS LDESHIP IN PD	01-215-000-55600	300.00
R0000421	WI DEPT OF TRANSPORTATION	FBI TRNG BILODEAU/COYHIS/MOGEN	01-215-000-55600	150.00

INVOICES DUE ON/BEFORE 08/07/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
SOME'S	SOME'S UNIFORMS INC.	PATCHES FOR CADET UNIFORMS	01-215-000-52900	57.50
TIGER	TIGERDIRECT.COM	3 SOLID STATE DRIVES	01-215-000-54999	308.66
		TOTAL		5,921.98
		TOTAL POLICE DEPARTMENT/PATROL		5,921.98
FIRE DEPARTMENT				
01766	AURORA MEDICAL GROUP	PHYSICAL JENNERJOHN	01-250-000-57100	72.00
01770	MATT AUSTAD	RADIO HOLSTER	01-250-000-52900	30.17
02005	BAY ELECTRONICS, INC.	PAGER BATTERY FLOOR	01-250-000-57550	15.00
02005		PAGER CONTACT CLEANER	01-250-000-57550	24.00
02275	BENDLIN FIRE EQUIPMENT	LED MIRROR LIGHTS	01-250-000-53000	155.00
02275		WIPES & EXPANSION RINGS	01-250-000-56250	116.00
02330	JIM OLSON MOTORS	CAPTURE FREON & RECHARGE AC #4	01-250-000-53000	190.45
03075	CARQUEST OF DOOR COUNTY	FUEL SENDING UNIT	01-250-000-53000	336.32
03075		WARRANTY CREDIT	01-250-000-53000	-336.32
03075		DRIVE PULLEY	01-250-000-53000	16.28
03075		RETURN PULLEY	01-250-000-53000	-16.28
03075		TENSIONER	01-250-000-53000	36.42
03075		ELE TERMINALS	01-250-000-53000	1.09
03075		BRAKE CALIPER	01-250-000-53000	143.50
03075		GREASE & CORE RETURN	01-250-000-53000	-135.74
03075		AIR CHUCKS	01-250-000-53000	26.24
03075		AIR BRAKE TUBING	01-250-000-53000	0.23
03075		RETURN VALVE EXT & SANDPAPER	01-250-000-53000	-16.15
03075		CITROL	01-250-000-53000	9.85
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-250-000-58250	7.01
03133		CELL SERVICE	01-250-000-58250	7.01
03159	CHARTER COMMUNICATIONS	CABLE WEST SIDE	01-250-000-54999	6.97
04545	DOOR COUNTY COOPERATIVE	ROUND UP	01-250-000-54999	4.99
04699	DOOR COUNTY VACUUMS	VAC BAGS	01-250-000-54999	5.49
08225	HERLACHE SMALL ENGINE	QUICK VENT CHAIN	01-250-000-52700	174.00
14877	NWTC	FFI CERTIFICATION BOOKS	01-250-000-55600	277.25
16575	PIP PRINTING	INSPECTION FORMS	01-250-000-52250	346.51
16959	PUBLIC AGENCY TRAINING COUNCIL	ADMIN SEMINAR DIETMAN	01-250-000-55600	260.00
16959		FIRE ADMIN SEMINAR DIETMAN	01-250-000-55600	150.00
19880	STURGEON BAY UTILITIES	SALT SHED	01-250-000-56675	3.56
19880		CITY GARAGE	01-250-000-56675	29.00
19880		DUCK POND	01-250-000-56675	3.56
19880		SUNSET CNTR/NEW CONC	01-250-000-56675	29.00
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	9.00
19880		OTUMBA PARK	01-250-000-56675	3.56
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	3.56
19880		WEST SIDE FIRE STATION	01-250-000-56150	64.74
19880		WEST SIDE FIRE STATION	01-250-000-56675	29.00
19880		WEST SIDE FIRE STATION	01-250-000-58650	76.00
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	3.56
19880		38 S NEENAH AVE RESTROOMS	01-250-000-56675	18.00
19880		JC FIELD STAND	01-250-000-56675	9.00
19880		MICH JC BALLFIELD SPRINKLER	01-250-000-56675	29.00
19880		WEST SIDE BALL FIELD	01-250-000-56675	3.56
19880		N 14TH AVE WARNING SIREN	01-250-000-56150	8.24
19880		COVE RD CANAL RD SIREN	01-250-000-56150	14.45

INVOICES DUE ON/BEFORE 06/07/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
19880		1028 N 14TH AVE	01-250-000-56675	3.56
19880		1423 EGG HARBOR RD	01-250-000-56675	3.56
19880		SUNSET PK STAR PLANT	01-250-000-56675	29.00
19880		N 14TH AVE DOG POUND	01-250-000-56675	3.56
19880		CHERRY BLOSSOM PARK	01-250-000-56675	9.00
19880		CLAY BANKS SIREN	01-250-000-56150	16.15
20725	T R COCHART TIRE CENTER	REPAIR FLAT	01-250-000-53000	36.50
23730	WPS	WEST SIDE FIRE STATION	01-250-000-56600	25.31
UNITED C	UNITED COMMUNICATION CORP	PAGER REPAIR	01-250-000-57550	140.98
TOTAL				2,511.70
TOTAL FIRE DEPARTMENT				2,511.70
STREET SWEEPING				
03075	CARQUEST OF DOOR COUNTY	HOOD HOLDOWN LATCH	01-330-000-51400	9.99
TOTAL				9.99
TOTAL STREET SWEEPING				9.99
WEED ABATEMENT				
08225	HERLACHE SMALL ENGINE	RECOIL STARTER	01-340-000-51400	32.60
TOTAL				32.60
TOTAL WEED ABATEMENT				32.60
ROADWAYS/STREETS				
01763	AT&T	PHONE LINE REPAIR	01-400-000-54999	106.84
06012	FASTENAL COMPANY	CLEVIS PINS	01-400-000-51400	52.99
TOTAL				159.83
TOTAL ROADWAYS/STREETS				159.83
STREET SIGNS AND MARKINGS				
19275	SHERWIN WILLIAMS	10 GALLONS BLUE PAINT	01-420-000-52100	274.90
19275		30 GALLONS WHITE PAINT	01-420-000-52100	362.70
19275		1 PAINT MIXER	01-420-000-52100	14.79
20070	TAPCO	SIGNS	01-420-000-52600	443.90
TOTAL				1,096.29
TOTAL STREET SIGNS AND MARKINGS				1,096.29
CURB/GUTTER/SIDEWALK				

INVOICES DUE ON/BEFORE 08/07/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
10750	PREMIER CONCRETE INC	CONCRETE NEENAH & REDWOOD	01-440-000-51200	359.00
		TOTAL		359.00
		TOTAL CURB/GUTTER/SIDEWALK		359.00
STREET MACHINERY				
01720	ARING EQUIPMENT COMPANY INC	2 RH SIGNAL LIGHTS	01-450-000-53000	82.04
01720		1 LH SIGNAL LIGHT	01-450-000-53000	41.02
01720		SHIPPING	01-450-000-53000	9.47
02005	BAY ELECTRONICS, INC.	PORTABLE RADIO BATTERY	01-450-000-57550	42.00
02005		COAXIL REPAIR	01-450-000-57550	25.00
03075	CARQUEST OF DOOR COUNTY	FUEL PUMP ASSEMBLY	01-450-000-52150	301.44
03075		CREDIT FUEL PUMP	01-450-000-52150	-301.44
03075		6G-8MPX	01-450-000-52150	25.34
03075		FUEL & OIL FILTERS	01-450-000-52150	47.65
03075		OIL FILTERS	01-450-000-52150	28.71
03075		OIL & AIR FILTERS, PRPL CLNR	01-450-000-52150	95.65
03075		BRAKE KIT, PLUGS, SOCKET	01-450-000-52150	75.85
03075		SPARK PLUG	01-450-000-52150	1.81
03075		BLUE RTV SILICONE	01-450-000-52150	17.90
15995	PACKER CITY INTERNATIONAL, INC	2 CENTER FILTERS	01-450-000-53000	133.17
15995		2 OIL FILTERS	01-450-000-53000	124.86
15995		FUEL FILTER	01-450-000-53000	54.61
15995		RETURN 1 CENTER FILTER	01-450-000-53000	-62.43
16300	PARTS ASSOCIATES	CABLE TIES	01-450-000-53000	35.88
16300		PAINT PENS	01-450-000-53000	39.86
16300		SHIPPING	01-450-000-53000	12.00
19240	SERVICE MOTOR CO	FUEL SENDING UNIT GASKET	01-450-000-53000	7.41
DC AUTO	DC AUTOMOTIVE	REPAIR FENDER, DOOR, & CMENTS	01-450-000-53000	1,013.40
		TOTAL		1,851.20
		TOTAL STREET MACHINERY		1,851.20
CITY GARAGE				
04545	DOOR COUNTY COOPERATIVE	IMPACT	01-460-000-52700	350.00
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	8.24
19880		CITY GARAGE	01-460-000-56150	894.60
19880		CITY GARAGE	01-460-000-58650	121.00
23730	WPS	835 N 14TH AVE	01-460-000-56600	26.21
HARBOR	HARBOR FREIGHT TOOLS	ASSORTED TOOLS	01-460-000-52700	65.36
WARNER	WARNER-WEXEL WHOLESALE &	PAPER TOWELS	01-460-000-54999	23.49
		TOTAL		1,488.90
		TOTAL CITY GARAGE		1,488.90
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	TRFC WARNING LIGHT ELM & CTY C	01-499-000-58000	2.75

INVOICES DUE ON/BEFORE 08/07/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
19880		OLD HWY RD SIGN	01-499-000-58000	17.55
		TOTAL		20.30
		TOTAL HIGHWAYS - GENERAL		20.30
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-500-000-58250	7.37
03133		CELL SERVICE	01-500-000-58250	97.75
03133		CELL SERVICE	01-500-000-58250	11.69
03133		CELL SERVICE	01-500-000-58250	12.42
03133		CREDIT	01-500-000-58250	-9.95
03767	STAPLES ADVANTAGE	PAPER, REC BOOK, ENVLPS, INK	01-500-000-51950	108.56
04975	ECONO FOODS	WATER FOR FIELD TRIP	01-500-000-52250	7.19
CLAY	KRIS KOLINSKI	FIRE CRFT PRJCT PARK PRGRM	01-500-000-52250	15.00
WENDLAND	PAULA WENDLAND	LABOR/SUPPLIES CERAMICS CLASS	01-500-000-52250	354.97
		TOTAL		605.00
		TOTAL PARK & RECREATION ADMIN		605.00
PARKS AND PLAYGROUNDS				
01766	AURORA MEDICAL GROUP	PRE EMPL SCREEN HELDMANN	01-510-000-57100	92.00
03075	CARQUEST OF DOOR COUNTY	INTERIOR DOOR HANDLE	01-510-000-53000	15.94
04545	DOOR COUNTY COOPERATIVE	SHOP CHEMICALS	01-510-000-51850	48.38
04545		SHOP CHEMICALS	01-510-000-51850	19.31
08225	HERLACHE SMALL ENGINE	LAWN MOWER BLADE ASSEMBLY	01-510-000-51850	26.80
08225		NUT FOR TRIMMER HEAD	01-510-000-52700	1.60
19880	STURGEON BAY UTILITIES	MARTIN PARK	01-510-000-56150	27.73
19880		DUCK POND	01-510-000-58650	7.50
19880		SUNSET CNTR/NEW CONC	01-510-000-56150	212.95
19880		SUNSET CNTR/NEW CONC	01-510-000-58650	121.00
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	82.40
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	90.17
19880		OTUMBA PARK	01-510-000-56150	52.43
19880		OTUMBA PARK	01-510-000-58650	83.33
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	128.48
19880		JC FIELD STAND	01-510-000-56150	75.60
19880		JC FIELD STAND	01-510-000-58650	71.30
19880		WEST SIDE BALL FIELD	01-510-000-56150	146.03
19880		WEST SIDE BALL FIELD	01-510-000-58650	39.77
19880		OTUMBA PARK	01-510-000-56150	249.54
19880		OTUMBA PARK	01-510-000-56150	151.09
19880		FLORIDA ST SUNSET PARK	01-510-000-56150	14.68
19880		N 14TH AVE DOG POUND	01-510-000-56150	14.57
19880		N 14TH AVE DOG POUND	01-510-000-58650	23.79
19880		CHERRY BLOSSOM PARK	01-510-000-56150	31.40
19880		CHERRY BLOSSOM PARK	01-510-000-58650	35.00
20725	T R COCHART TIRE CENTER	TURF TIRE	01-510-000-53000	115.00
23730	WPS	MEMORIAL FIELD	01-510-000-56600	20.71
SIMONAR	SIMONAR SERVICE, INC	2 TIRES FORD TRACTOR	01-510-000-53000	338.90
WARNER	WARNER-WEXEL WHOLESALE &	MAINT SUPPLIES SHOP	01-510-000-51850	44.99

INVOICES DUE ON/BEFORE 08/07/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND

TOTAL 2,382.39

TOTAL PARKS AND PLAYGROUNDS 2,382.39

BALLFIELDS

10750	PREMIER CONCRETE INC	BALL FIELD LIME	01-520-000-52250	123.00
12100	LAMPERT YARDS INC	PINE	01-520-000-54999	33.54
R0000995	ST BAY CAL RIPKEN BASEBALL	11 Y/O TRMNT KRUEGER DONATION	01-520-000-54999	2,000.00
VIK	VIKING ELECTRIC SUPPLY	CABLE TIES	01-520-000-54999	10.31

TOTAL 2,166.85

TOTAL BALLFIELDS 2,166.85

MUNICIPAL DOCKS

04545	DOOR COUNTY COOPERATIVE	GARDEN HOSE	01-550-000-54999	33.79
19880	STURGEON BAY UTILITIES	36 S NEENAH AVE PKNG LOT LIGHT	01-550-000-56150	119.23
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	43.95
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	17.99
19880		38 S NEENAH AVE RESTROOMS	01-550-000-56150	178.15
19880		38 S NEENAH AVE RESTROOMS	01-550-000-58650	1,116.11
23730	WPS	36 S NEENAH AVE	01-550-000-56600	29.57
WARNER	WARNER-WEXEL WHOLESALE &	MAINT SUPPLIES SAWYER	01-550-000-51850	426.74

TOTAL 1,965.53

TOTAL MUNICIPAL DOCKS 1,965.53

WATER WEED MANAGEMENT

01675	AQUARIUS SYSTEMS	SEAL KITS	01-560-000-51400	62.70
01675		SHIPPING	01-560-000-51400	5.69
02206	BAY MARINE	LAUNCH & RETRIEVE FAST TRNSPRT	01-560-000-55010	370.26
03075	CARQUEST OF DOOR COUNTY	MINI STANDARD	01-560-000-51400	2.22
03075		LAMP LENS	01-560-000-51400	2.30
03075		HYD & FUEL FILTERS, DIESEL ADD	01-560-000-51400	155.39
03075		O-RINGS	01-560-000-51400	6.00
03075		O-RINGS	01-560-000-54999	5.40
03075		COPPER CORE WIRE	01-560-000-51400	3.50
03075		HEAD LAMP	01-560-000-51400	8.43
03075		BRAKES FOR P-10	01-560-000-51400	176.25
19070	SCHARTNER IMPLEMENT INC	HYD FITTING	01-560-000-51400	67.40
19070		2 HYD FITTINGS	01-560-000-51400	8.38
R0000655	TRANSMOTION, LLC	HYD MOTOR HARVESTER	01-560-000-51400	1,679.24

TOTAL 2,553.16

TOTAL WATER WEED MANAGEMENT 2,553.16

INVOICES DUE ON/BEFORE 08/07/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
WATERFRONT PARKS & WALKWAYS				
06012	FASTENAL COMPANY	STAINLESS SCREWS	01-570-000-54999	12.43
12100	LAMPERT YARDS INC	TREATED WOOD	01-570-000-51750	17.38
19880	STURGEON BAY UTILITIES	DCMM WALKWAY LIGHTS	01-570-000-56150	27.01
19880		DCMM PARKING LOT LIGHTS	01-570-000-56150	127.79
WARNER	WARNER-WEXEL WHOLESALE &	CASE TOWELS	01-570-000-54999	26.28
TOTAL				210.89
TOTAL WATERFRONT PARKS & WALKWAYS				210.89
PUBLIC FACILITIES				
04696	DOOR COUNTY TREASURER	2ND QRT LIBRARY CONTRACT	01-700-000-56850	16,629.41
TOTAL				16,629.41
TOTAL PUBLIC FACILITIES				16,629.41
COMMUNITY & ECONOMIC DEVLPMT				
17700	QUILL CORPORATION	INK CART, PENS & NOTE PADS	01-900-000-51950	38.21
17700		PENS & CORRECTION TAPE	01-900-000-51950	13.78
19230	WI DEPT OF FINANCIAL INST	NOTARY FEE NAULT	01-900-000-56000	20.00
TOTAL				71.99
TOTAL COMMUNITY & ECONOMIC DEVLPMT				71.99
TOTAL GENERAL FUND				61,367.34
CAPITAL FUND				
COMPUTER				
03101	CDW GOVERNMENT, INC.	COMP W/MULTI CARD	10-125-000-59040	543.96
TOTAL				543.96
TOTAL COMPUTER				543.96
GENERAL EXPENDITURES				
PETERS	PETERS CONCRETE CO	4TH AVE RECONST	10-199-000-51525	21,580.65
TOTAL				21,580.65
TOTAL GENERAL EXPENDITURES				21,580.65
PATROL				
18200	RAY O'HERRON CO INC	GLOCK WEAPONS	10-215-000-59999	7,771.00
TOTAL				7,771.00

INVOICES DUE ON/BEFORE 08/07/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
TOTAL PATROL				7,771.00
ROADWAYS/STREETS				
EXPENSE				
19860	STURGEON BAY SAND & GRAVEL	RIVER ROCK DC MUSEUM	10-400-000-59095	151.50
19860		RIVER ROCK DC MUSEUM	10-400-000-59095	33.75
TOTAL EXPENSE				185.25
ANNUAL RESURFACING & BASE REP.				
20070	TAPCO	SIGNS FOR 4TH AVE	10-400-110-59095	400.65
PETERS	PETERS CONCRETE CO	4TH AVE RECONST	10-400-110-59095	242,131.98
TOTAL ANNUAL RESURFACING & BASE REP.				242,532.63
TOTAL ROADWAYS/STREETS				242,717.88
BEACHES				
AG	AG EXCAVATING	OTUMBA PARK PAY REQ #2	10-540-000-59025	22,337.50
TOTAL				22,337.50
TOTAL BEACHES				22,337.50
WATERFRONT PARKS & WALKWAYS				
12100	LAMPERT YARDS INC	TREATED LUMBER STONE HARBOR	10-570-000-59075	22.17
TOTAL				22.17
TOTAL WATERFRONT PARKS & WALKWAYS				22.17
TOTAL CAPITAL FUND				294,973.16
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	CHARTER COMMUNICATIONS	CB MUSIC SERVICE	21-000-000-56700	33.20
MANN	MANN COMMUNICATIONS, LLC	08/07/12 CONTRACT	21-000-000-55015	4,390.00
TOTAL CABLE TV / GENERAL				4,423.20
TOTAL CABLE TV / GENERAL				4,423.20
TOTAL CABLE TV				4,423.20

INVOICES DUE ON/BEFORE 08/07/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

TID #2 DISTRICT				
13750	MOODY'S INVESTORS SERVICE	BOND RATING \$2.819	25-320-000-58999	6,327.00
QUARLES	REBECCA A SPECKHARD	BOND COUNSEL \$2.819	25-320-000-58999	5,550.00
R0000620	ROBERT W BAIRD & CO	FA FEES T2	25-320-000-58999	12,210.00
R0000620		OFF STMT T2	25-320-000-58999	1,665.00
TOTAL				25,752.00
T2 SERIES 2006A				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEES BOND ISSUE	25-320-933-70002	240.00
TOTAL T2 SERIES 2006A				240.00
TOTAL TID DISTRICT #2				25,992.00
TOTAL TID #2 DISTRICT				25,992.00
TID #3 DISTRICT				
TID #3 DISTRICT				
16354	PENINSULA TITLE	811 N 6TH AVE INS & TAX STMT	27-330-000-58999	235.00
16354		815 N 6TH AVE INS & TAX STMT	27-330-000-58999	225.00
16555	PINKERT LAW FIRM, LLP	T3 LEGAL 06/12	27-330-000-55001	360.00
NORTH C	NORTHERN CONCRETE CONSTRUCTION	TIF #3 SIDEWALK	27-330-000-59082	470.00
TOTAL				1,290.00
TOTAL TID #3 DISTRICT				1,290.00
TOTAL TID #3 DISTRICT				1,290.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
03075	CARQUEST OF DOOR COUNTY	EXHAUST FLEX TUBE	60-000-000-53000	134.70
TOTAL SOLID WASTE ENTERPRISE FUND				134.70
TOTAL SOLID WASTE ENTERPRISE FUND				134.70
TOTAL SOLID WASTE ENTERPRISE				134.70
TOTAL ALL FUNDS				388,180.40

MANUAL CHECKS

BP Amoco
07/13/11
Out of town fuel
Check #70822
01-215-000-51650

\$ 243.38

Card Member Service
07/23/12
Misc purchases
Check #70933
Misc accounts

\$ 467.49

TOTAL MANUAL CHECKS

\$ 710.87

INVOICES DUE ON/BEFORE 08/07/2012

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	61,367.34	62,078.21
CAPITAL FUND	294,973.16	
CABLE TV	4,423.20	
TID #2 DISTRICT	25,992.00	
TID #3 DISTRICT	1,290.00	
SOLID WASTE ENTERPRISE	134.70	
TOTAL --- ALL FUNDS	388,180.40	388,891.27

Danny B. Weyer 7/31/12
[Signature] 7/31/12
[Signature] 7/31/12

COMMON COUNCIL
July 17, 2012

A meeting of the Common Council was called to order at 8:00 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Ald. Vandertie, Lodl, Wiesner, Stutting, Fett, and Schlicht were present. Wiegand was excused.

Schlicht/Fett to adopt agenda. Carried.

Stutting/Schlicht to approve bills: General Fund – \$954,958.19, Capital Fund - \$60,181.05, Cable TV - \$235.41, and Solid Waste Enterprise - \$20,439.67 for grand total of \$1,035,814.32. Roll call: All voted aye. Carried.

Stutting/Schlicht to approve consent agenda:

- a. Approval of 7/3/12 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) Sturgeon Bay Utility Commission – 6/11/12
 - (2) Finance/Purchasing & Building Committee – 7/3/2012
- c. Place following reports on file:
 - (1) Inspection Department Report – June 2012
 - (2) Parks Department Report – June 2012
 - (3) Bank Reconciliation – June 2012
 - (7) Financial Report – June 2012
- d. Consideration of: Beverage Operator licenses.
- e. Consideration of: Temporary Class B Beer and Temporary Class B Wine licenses.
- f. Consideration of: Approval of Street Closure Application for Family Centers of Door County.

Carried.

There were no Mayoral appointments.

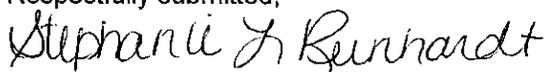
Fett to read ordinance re: Amending Section 13.01 of the Municipal Code – Combined Utility in title only for the second reading. Schlicht/Lodl to adopt. A short discussion took place regarding the changes to the ordinance. Roll call: Vandertie and Fett voted no. Lodl, Wiesner, Stutting and Schlicht voted aye. Carried.

Personnel Committee Chair Vandertie, Parking & Traffic Committee Chair Schlicht, Community Protection & Services Committee Chair Fett, and Sturgeon Bay Utility Commission member Fett presented reports for their respective committees/commissions.

The Mayor made his comments.

Fett/Schlicht to adjourn. Carried. The meeting adjourned at 8:20 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk

PARKING AND TRAFFIC COMMITTEE
Monday, July 16, 2012

A meeting of the Parking and Traffic Committee was called to order at 4:04 p.m. by Chairperson Schlicht in Council Chambers, City Hall, 421 Michigan Street.

Members Schlicht, Vandertie and Wiesner were present. Also present: City Administrator McNeil, City Engineer Depies, Police Captain Brinkman, Community Development Director Olejniczak, Mayor Birmingham and Municipal Services Secretary Lenius.

Adoption of Agenda: Moved by Mr. Vandertie, second by Mr. Wiesner to move item #6 in from of item #4 and adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment.
6. Discussion of: Alleviating the traffic congestion issues at the 8th Avenue, Georgia Street, and Egg Harbor Road intersection
4. Consideration of: Intersection turn lane marking at Maple Street and Madison Avenue
5. Consideration of: Lane markings for left turn lane on 8th Avenue at Egg Harbor Road
6. Consideration of: Pedestrian safety at 3rd Avenue and Michigan Street
7. Consideration of: Parking on Neenah Avenue during the detour for the 2013 bridge closure
8. Adjourn.

No one spoke during public comment.

Consideration of: Alleviating the traffic congestion issues at the 8th Avenue, Georgia Street and Egg Harbor Road intersection: Mr. Schlicht stated he brought the item forward to help alleviate traffic congestion and allow residents easier access to Egg Harbor Road especially during the 2013 bridge closure. Mr. Depies commented that traffic will be able to access Egg Harbor Road when there are gaps in traffic similar to making a left hand turn onto the highway where the intersections are not controlled by traffic lights. Residents in the N. 8th Avenue area are also able to make a right hand turn onto Egg Harbor Road then a left hand turn onto Georgia Street and follow that to 14th Avenue, or they can go north towards Gordon Road and follow that to 14th Avenue.

Mr. Schlicht inquired on the possibility of road extensions from Alabama Street to 14th Avenue. Mr. Depies and Mr. Olejniczak both stated a road extension would require sewer, water, curb and gutter improvements to the properties and there would not be enough time to allow for anything more than a gravel road prior to the bridge closure.

Mr. Schlicht asked if staff knew what the Wisconsin DOT's plan was for the stop signs at this intersection during the bridge detour. Mr. McNeil and Mr. Depies explained that planning and discussion of the detour route is still taking place, but no final decision has been made.

Discussion took place as to if all three of the stop signs on Egg Harbor Road should be removed. Mr. Depies and Captain Brinkman were in favor and stated that if it was decided to do this, they should not be removed permanently until it was decided that this was how the intersection signing would remain and that better information should be provide to the residents on the change.

Moved by Mr. Vandertie, Seconded by Mr. Weisner to recommend to council to eliminate the stop signs on Egg Harbor Road at Georgia Street and 8th Avenue after public education has taken place. All in favor. Carried.

Mr. Vandertie left at 4:35 p.m.

Consideration of: Intersection turn lane markings at Maple Street and Madison Avenue: Mr. Schlicht stated he had several residents mention their concern that straight traffic cannot get through the intersection when vehicles are waiting to make a left hand turn. Mr. Depies stated Maple Street at Madison Avenue was made a right turn/through lane when the Michigan Street Bridge was down and there were not many right hand turns taking place. Madison Avenue from Michigan Street Bridge does not have many left hand turns and Madison Avenue going towards the Michigan Street Bridge does not have dedicated turn lanes since it is not wide enough without eliminating parking spaces. Ultimately the lights are in need up updating to allow left hand turns to take place. He said new signals would cost approximately \$135,000 and a study would cost an additional \$40,000 and there is a grant in 2013 that he could apply for.

Mr. Schlicht asked if staff could look at the traffic counts and report back to the committee with what they find.

Consideration of: Lane markings for left turn lane on 8th Avenue at Egg Harbor Road: Mr. Schlicht stated he had concerns from residents that the right and left turn lane markings could not be seen as they approached the intersection. Mr. Depies explained that the line could be extended to just south of Florida Street.

Mr. Schlicht asked to have staff extend the line marking designating the left and right turn lanes on N. 8th Avenue at Egg Harbor Road.

Consideration of: Pedestrian safety at 3rd Avenue and Michigan Street: Mr. Schlicht explained that he had concerns from employees and customers of Parson's office that crossing Michigan Street at 3rd Avenue is not safe. Mr. Depies explained that this is a busy intersection and pedestrians do have the right of way but still must use caution when crossing. He said there are delineators that could be placed in the area, but due to the large amount of truck traffic, they would have to be placed approximately 50' from the intersection and pedestrian crossing signs are already on the stop sign posts. Mayor Birmingham asked if when a grant is written to update the traffic lights at Maple Street and Madison Avenue could it also include adding a traffic light at 3rd Avenue and Michigan Street. He also asked if the DOT installs a temporary light at this intersection during the 2013 bridge detour, would the City be able to look at the cost to make it permanent and pay the difference.

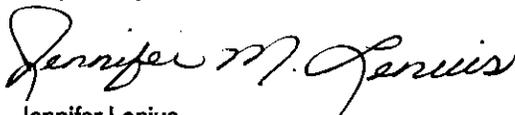
Mr. Schlicht asked to have staff place delineators on Michigan Street at 3rd Avenue

Consideration of: Parking on Neenah Avenue during the detour for the 2013 bridge closure: Mr. Wiesner stated that Neenah Avenue is narrow and if it is a major route during the bridge closure travel will be difficult if parking is allowed on both sides. He suggested allowing parking on only one side of the street. Mr. Depies stated he would need to look at the width of the road and traffic counts to provide some options to the committee for an upcoming meeting.

Motion by Mr. Wiesner, second by Mr. Schlicht to adjourn. All in favor. Carried.

Meeting adjourned at 5:10 p.m.

Respectfully Submitted,



Jennifer Lenius
Municipal Services Secretary

COMMUNITY PROTECTION & SERVICES COMMITTEE
July 17, 2012

A meeting of the Community Protection & Services Committee was called to order at 7:40 p.m. by Chairperson Fett in Council Chambers, City Hall. Roll call: Members Fett, Wiesner and Schlicht were present. Also present: Assistant City Administrator Allen and Office/Accounting Assistant I Spittlemeister.

Moved by Mr. Schlicht, seconded by Mr. Wiesner to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Review of Bills.
4. Adjourn.

Carried.

Review of Bills:

Moved by Mr. Schlicht, seconded by Mr. Wiesner to approve the invoices submitted for payment as of July 17, 2012, in the amount of \$135.00. Carried.

Moved by Mr. Wiesner, seconded by Mr. Schlicht to adjourn. Carried. The meeting adjourned at 7:41 p.m.

Respectfully submitted,



Laurie Spittlemeister
Office/Accounting Assistant

FINANCE/PURCHASING & BUILDING COMMITTEE
July 17, 2012

A meeting of the Finance/Purchasing & Building Committee was called to order at 7:45 p.m. by Chairperson Stutting in Council Chambers, City Hall. Roll call: Alderperson Stutting and Alderperson Schlicht were present. Alderperson Wiegand was excused. Also present: Alderperson Wiesner, Alderperson Fett, Assistant City Administrator Allen, Finance Director/City Treasurer Clarizio and Office/Accounting Assistant I Spittlemeister.

Moved by Alderperson Schlicht, seconded by Alderperson Stutting to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Request for refund from Advantage Leasing Corporation for a duplicate assessment on their 2011 personal property tax bill.
4. Review of unfinished business list.
5. Review bills.
6. Adjourn.

Carried.

Consideration of: Request for refund from Advantage Leasing Corporation for a duplicate assessment on their 2011 personal property tax bill:

Finance Director/City Treasurer Clarizio explained that Advantage Leasing Corporation is requesting a refund for their 2011 personal property tax bill. The City's contracted assessing service provider, Associated Appraisal Consultants, Inc., found that both Associated Leasing Corporation and Cherryland Shell reported and paid for the same equipment on their 2011 statement of personal property form.

Moved by Alderperson Schlicht, seconded by Alderperson Stutting to recommend to Common Council to refund Advantage Leasing Corporation \$450.00 for the duplicate assessment on their 2011 personal property tax bill. Carried.

Review of unfinished business list:

The unfinished business list was reviewed.

Review bills:

Moved by Alderperson Stutting, seconded by Alderperson Schlicht to accept the bills as presented and forward to the Common Council for payment. Carried.

Moved by Alderperson Schlicht, seconded by Alderperson Stutting to adjourn. Carried. The meeting adjourned at 7:52 p.m.

Respectfully submitted,



Laurie Spittlemeister
 Office/Accounting Assistant I

CITY PLAN COMMISSION

Wednesday, July 18, 2012

A meeting of the City Plan Commission was called to order at 7:02 p.m. by Acting Chairperson Dennis Statz in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members Dennis Statz, Steve Parent, John Lodl, Laurel Brooks, and Jeff Norland were present. Excused: Members Dan Wiegand and Mike Gilson. Also present were Community Development Director Marty Olejniczak and Office/Accounting Assistant I Spittlemeister.

Adoption of agenda: Moved by Mr. Lodl, seconded by Mr. Norland to approve the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from May 16, 2012.
4. Public comment on non-agenda items.
5. Presentation of: Zoning map amendment from Central Business District (C-2) to Mixed Commercial Residential (C-5) for property located at 522 Jefferson St.
6. Consideration of: Official zoning classification for recently annexed property owned by Sally Naden, located at 346 Alabama St.
7. Consideration of: Design standards for new development.
8. Discussion of: Tourist rooming houses.
9. Adjourn.

Carried.

Approval of minutes from May 16, 2012: Moved by Mr. Lodl, seconded by Mr. Parent to approve the minutes from May 16, 2012. Carried.

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

Presentation of: Zoning map amendment from Central Business District (C-2) to Mixed-Commercial Residential (C-5) for property located at 522 Jefferson St.: Mr. Olejniczak stated that Kurt and Vicki Kluge requested that their single-family dwelling, located at 522 Jefferson Street, be rezoned from Central Business (C-2) district to Mixed Commercial-Residential (C-5) district. A public hearing will be held next month on the rezoning. The proposed rezoning will conform to the Comprehensive Plan.

Commission members discussed the rezoning and that zoning codes are separate from building/fire codes. Individuals are made aware that structural changes may need to be made if converting from a family dwelling to a business or vice-versa. No action was needed.

Consideration of: Official zoning classification for recently annexed property owned by Sally Naden, located at 346 Alabama St.: Mr. Olejniczak explained that property owned by Sally Naden on Alabama Street was recently annexed into the City with conditions. Since that time, conditions of the annexation have been met and the annexation is now officially in effect. Zoning will be permanent once a public hearing is held at Plan Commission and approved by Common Council. The parcel is temporarily zoned Single-Family Residential (R-2). This seemed to be the most appropriate, since parcels surrounding the annexed property are zoned R-2 and the district coincides with

the Comprehensive Plan. Moved by Mr. Norland, seconded by Ms. Brooks to notify surrounding property owners of a public hearing for the annexed property owned by Sally Naden, located at 346 Alabama Street, for the official zoning classification as Single-Family Residential (R-2). Carried.

Consideration of: Design standards for new development: Mr. Olejniczak stated that since this was presented at the last meeting, there were a few schematic changes made to the proposed Sturgeon Bay Aesthetic Design and Site Plan Review Code ordinance and guidelines. This will apply to all commercial properties that are outside special districts, such as the Industrial Park and Waterfront Districts.

Mr. Norland agreed with certain aspects, although he had concerns that the 45 day wait for approval may slow development. Mr. Statz commented that the Historic Preservation Commission and Waterfront Design Review Board meet on demand without major delays for developers. Mr. Norland also suggested the ordinance be more specific in order for developers to submit proper plans.

Commission Members continued discussing that the criteria may be too general and everyone's interpretation would be different. However, if design features are too specific and restrictive, all the building would look similar in design.

Mr. Olejniczak gave a few suggestions on how the committee could handle the proposed ordinance and guidelines.

Moved by Mr. Lodi, seconded by Ms. Brooks to recommend to the Common Council to approve the proposed Sturgeon Bay Aesthetic Design and Site Plan Review Code ordinance and guidelines. Moved by Mr. Norland, seconded by Mr. Statz to amend the motion to change approval or denial of application within 45 days of receipt of the application to 30 days, and change certification of appropriateness shall lapse after one year from the date of approval to two years. A vote was taken on the amending motion. Carried. A vote was then taken on the original motion as amended. Carried.

Discussion of: Tourist rooming houses: Mr. Olejniczak explained that currently the City of Sturgeon Bay is the only community in Door County that does not allow short term rental housing. This item was previously considered by the Common Council and Plan Commission, but nothing has ever been adopted. He stated the topic is on the agenda to see if there is interest in re-examining this issue.

Mr. Statz explained why he wanted the topic back before the Plan Commission. The members briefly stated their thoughts on the topic.

By consensus, there was enough interest from committee members to address this issue again. Mr. Olejniczak was asked to draft an ordinance and guidelines and put on the next agenda.

Adjourn: Moved by Mr. Norland, seconded by Ms. Brooks to adjourn. Carried. Meeting adjourned at 8:06 p.m.

Respectfully submitted,



Laurie Spittlemeister
Office/Accounting Assistant I



**Tim
Herlache
Fire Chief**

CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St
Sturgeon Bay, WI 54235

920-746-2916
920-746-2905 FAX
Email: therlache@sturgeonbaywi.org

TO: The Honorable Mayor Thad Birmingham and Common Council
FROM: Fire Chief Tim Herlache *[Signature]*
SUBJECT: June 2012 Monthly Fire Report
DATE: July 16, 2012

I submit the following report of activities for the Sturgeon Bay Fire Department for the month of June 2012.

CALLS FIRE DEPARTMENT RECEIVED: 90

<u>CITY CALLS:</u>	<u>80</u>	<u>Type of Call:</u>	<u>COUNTRY CALLS:</u>	<u>10</u>
East Side Calls:	<u>52</u>	Fire	Town of Sevastopol:	<u>6</u>
West Side Calls:	<u>28</u>	EMS	Town of Sturgeon Bay:	<u>3</u>
			Forestville:	<u>1</u>

CALLS PER DAY:

Monday	11
Tuesday	9
Wednesday	11
Thursday	12
Friday	17
Saturday	18
Sunday	12

INCIDENT TYPE:

55 – First Responded	4 – Vehicle Accident
1 – Watercraft Rescue	1 – Outside/Grass/Brush Fire
5 – Building Fire	1 – Gas Leak
2 – Animal Problem/Rescue	1 – Carbon Monoxide Incident
1 – Fire Investigation	2 – Unauthorized Burning
4 – Alarm Activation, No Fire	1 – Water Rescue
1 – Lock-Out	1 – Authorized Controlled Burn
3 – Cooking Fire	1 – Vehicle Fire
1 – Outside Equip Fire	1 – Electrical Equip/Wire Fire
2 – Assist Police	2 – Dispatched & Cancelled

INPECTION REPORT:

Inspections within the city limits:	<u>26</u>
Number of violations:	<u>20</u>
Inspections outside the city limits:	<u>0</u>
Number of violations:	<u>0</u>
Total number of inspection hours:	<u>16 hours</u>

INSPECTION VIOLATIONS:

3 – Corridors/Exits Illuminated	2 – Fire Extinguisher Maintenance	2 – Exit Sign Illumination
2 – Flexible Cords/Cables	2 – Covers & Canopies	1 – Self-Closing Devices
3 – Carbon Monoxide Detectors	1 – Fire Extinguisher Required	1 – Electrical Insp/Maint
1 – Compressed Gas Cylinders	1 – Insp/Test/Maint of Sprinklers	1 – Interior Wall/Ceiling Finishes

SPECIAL REPORTS, ACTIVITIES AND REPAIRS

FIRE PRACTICE: During June's fire practice, firefighters practiced drafting water with unit #4 and shuttle pump training with unit #8.

PUBLIC SAFETY AND EDUCATION: Firefighters participated in the Jaycee's Babysitting Class and presented a fire safety/extinguisher demo at the Sturgeon Bay Yacht Club.

TRUCK/STATION MAINTENANCE: Firefighters installed daytime running lights on unit #5; built a 1 3/4" fill tube for unit #4; repaired the foam cover on unit #4; finished wiring/lights on the Asst. Chief's truck; changed the oil in pumps and small appliances on units: #5,#4 & #8; changed the engine oil on units: #10,#4,#7,#3,T1,#2 and R1; replaced two SCBA mask head nets at the Justice Center; installed a flood light on unit #5; rotated tires on unit #8; changed water/fuel separator on T1; changed fuel filters on unit #2; greased aerial ladder and pulleys; replaced air conditioning lines by condenser on unit #4 and changed oil on the fire pump on Marine 1.

TRAINING: 114.7 hours of training was conducted in June FF Dietman & FF Austad completed a dive/sonar training in Traverse City, MI, on-duty firefighters trained with Marine 1 and Lt Stuewer, FF Soukup & FF Mark Smith attended a Hazmat training that was held in the community room.

OTHER: Firefighters participated in: issued one burning permit; multiple station tours; testing emergency weather sirens; attended various committee meetings at the city and county level and conducted multiple station tours.



STURGEON BAY POLICE DEPARTMENT



The mission of the Sturgeon Bay Police Department is to serve, protect, and work in partnership with the community to ensure a safe, nurturing environment.

To: The Honorable Mayor
 Members of the Common Council
 Members of the Police and Fire Commission
 City Administrator Steve McNeil
 Officers of the Sturgeon Bay Police Department
 Media

From: Captain Daniel J. Brinkman

Subject: Monthly Report for June, 2012

Date: July 6, 2012

The following is a summary of the Police Department's activities for the month of June. The activities included are crimes investigated, police service calls handled by department members, arrests completed, traffic accidents investigated, miles traveled, fuel consumed, training completed, and public education provided by department members.

Crimes Investigated

The Department, during the month, investigated a total of 79 crimes.

These crimes can be broken down and classified as follows:

Theft.....	15
Criminal Damage to Property.....	19
Disorderly Conduct.....	13
Bail Jumping.....	01
Possess Marijuana.....	03
Harassment.....	06
Battery.....	05
Fraud.....	03
Burglary.....	03
Sexual Assault of Child.....	02
Arson.....	02
Attempted Homicide.....	01
Trespass.....	01
Possess Drug Paraphernalia.....	02
Deliver Controlled Substance.....	01
Child Neglect.....	01
Violation of a Court Order.....	01
TOTAL	79

The above crimes resulted in the loss of \$1,553 to the community, of which \$631 has been recovered.

Arrests

The Department completed a total of 301 arrests during the month of June. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

A. Felony Crime Arrest

Reckless Endanger Safety-Weapon.....	01
Arson.....	02
Bail Jump.....	01
Substantial Battery.....	02
Sexual Assault of Child.....	01
Forgery.....	01
TOTAL	08

B. Misdemeanor Crime Arrests

Disorderly Conduct.....	06
Theft.....	01
Battery.....	03
Retail Theft.....	01
Criminal Damage to Property.....	01
Possess Marijuana.....	01
Possess Drug Paraphernalia.....	02
Resist Arrest.....	01
TOTAL	16

Wisconsin Probation & Parole Violation Arrests.....09

Warrant Arrests.....00
TOTAL.....**09**

C. Ordinance Violation Arrests

Truancy.....	01
Underage Drinking.....	07
Possession of Marijuana.....	01
Possession of Drug Paraphernalia.....	03
Provide Alcohol to Underage Person.....	01
Disorderly Conduct with Motor Vehicle.....	01
Urinate / Defecate in Public.....	01
Petty Theft.....	01
Disorderly Conduct.....	07
Excessive Noise.....	01
Animal at Large.....	01
Water Patrol Violations.....	02
Synthetic Marijuana.....	01
Obstruct Officer.....	01
TOTAL	29

D. Traffic Crime Arrests

Operating While Intoxicated (2nd Offense or Greater).....	04
Operating after Driver's License was Revoked.....	05
Flee / Elude Officer.....	01
No Driver's License.....	02
Flee / Elude Cause Bodily Injury.....	01
Fail to Install IID.....	01
OWI Cause Injury.....	01
Hit & Run Great Bodily Injury.....	01
TOTAL	16

E. Traffic Violation Arrests

Operating a Motor Vehicle While Intoxicated.....	05
Speeding Violation.....	69
Motor Vehicle Registration Violation.....	10
Failure to Obey a Traffic Sign or Signal.....	06
Operating While Driver's License Suspended.....	08
Equipment Violation.....	02
No Driver's License.....	03
Inattentive Driving.....	06
Operating Left of Center.....	02
Seat Belt Violation.....	86
Miscellaneous Moving Traffic Violations.....	22
Failure to Yield.....	01
Violate Driver's License Restrictions.....	01
Permit Unauthorized Person to Operate Motor Vehicle.....	01
Drive Too Fast For Conditions.....	01
TOTAL	223

In addition to the preceding arrests, the Police Department conducted a total of 578 traffic stops during the month. The Police Department issued a total of 188 Motor Vehicle Defect Notices for motor vehicles being operated in violation of motor vehicle equipment standards. A total of 218 written warnings were issued for miscellaneous moving motor vehicle violations. A total of 10 parking tickets were issued for parking violations throughout the city.

Traffic Accidents

The Department, during the month, investigated a total of 21 vehicle accidents. These investigations are categorized into four types, which are described below.

A. Motor Vehicle Accidents Involving Fatalities.....	00
B. Motor Vehicle Accidents Involving Injuries.....	04
C. Motor Vehicle Accidents Involving Property Damage..... (greater than \$1,000.00)	15
D. Motor Vehicle Accidents Involving Property Damage..... (less than \$1,000.00)	02
TOTAL	21

Police Service Calls

Department members handled 513 service calls during the month. These calls consist of both citizen requests for police service and service needs initiated by officers on patrol. The type of service and the number of calls in each category are described below.

- A. Traffic and Road Incidents93

This category consists of all assignments involving assists to motorists in distress, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing debris from roadways, and all parking problem complaints.

- B. Noise Complaints21

These complaints involve private parties, licensed liquor establishments, and parties in public places.

- C. Sick and Injured Persons20

Assistance rendered to the Ambulance Service and sick or injured persons. (Of these calls 01 required the commitment of citizens to a Mental Health Facility for mental or substance abuse problems.)

- D. Alarms34

Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.

- E. Complaints Involving Animals24

Investigation by officers of noisy animals, loose animals, animal bites, wild animals, and sick, injured or dead animal complaints.

- F. Civil Disputes09

Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.

- G. Escorts09

Transporting citizens, money escorts for area financial institutions, funerals, and for area industry.

- H. Civil Assistance Rendered13

This category is broad and involves such services as auto and home lockouts, emergency notifications, attempts to locate people, retrieve personal property, and registration assistance.

- I. Assistance Rendered to Other Agencies08

Includes assistance to other law enforcement and government agencies.

J.	Suspicious Person.....	18
	Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of other people.	
K.	Suspicious Motor Vehicles.....	13
	Complaints of occupied, unoccupied, abandoned, and junked motor vehicles.	
L.	Liquor Establishments.....	07
	Complaints of problems with patrons.	
M.	Fights or Brawls.....	04
	Complaints of persons fighting where no criminal arrests were made.	
N.	Self-Initiated Field Activity.....	107
	All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.	
O.	Juvenile Problems.....	12
	Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.	
P.	Miscellaneous Incidents.....	94
	Includes arrest warrants served, recovered property calls, and all unfounded calls for police service. This category includes unfounded 9-1-1 calls investigated by Department members during the month.	
Q.	Welfare Checks.....	20
	Includes calls to check on the well being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.	
R.	Gas Drive Off.....	07
	Routine non-theft investigations where a motorist drove away without paying for their gas. Typically involves a driver, store employee, or credit card reader error.	

Department Mileage and Fuel Consumption

Department members patrolled a total of 15,405 miles with Department vehicles, consuming 1,460 gallons of fuel. The fleet averaged 10.6 miles per gallon of fuel during the month.

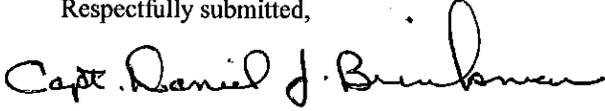
Department Training (112 hours)

Three department members completed 24 hours of unique leadership training and one officer completed 40 hours of Field Training Officer Certification.

Public Education

*Officer Robert Osborne presented a 2 hour course to USCG members educating them on the types of drugs and drug paraphernalia they may encounter during vessel boarding.

Respectfully submitted,

A handwritten signature in cursive script that reads "Capt. Daniel J. Brinkman". The signature is written in black ink and is positioned to the left of the typed name below it.

Captain Daniel J. Brinkman

BEVERAGE OPERATOR LICENSE

1. Anderson, Angela M.
2. Andresen, Jessica A.
3. Carstens, Cheryl A.
4. Croell, Rachel M.
5. Demeter, Amy L.
6. Ebel, Luke G.
7. Gilson, Henry J.
8. Jorgensen, Bonita V.
9. Judson, Janice M.
10. Kenzik, Laura L.
11. Seiler, Pam J.
12. Starr, Penny A.
13. Tess, James E.

DISALLOWANCE OF CLAIM RESOLUTION

WHEREAS, A Notice of Claim was filed on June 19, 2012, with an incident date of late April/early May, with the City Clerk; and

WHEREAS, said Notice of Claim alleges that Multiple Claimant (see attached), located along 4th Avenue Construction site, Sturgeon Bay, WI 54235, sustained damages, and alleges that there were damages by the City of Sturgeon Bay and employees of the City of Sturgeon Bay; and

WHEREAS, review of this matter by the City's Insurance Carrier recommends that the claim be denied.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Sturgeon Bay that the claim submitted by multiple claimants (see attached) be and the same is hereby denied, and no action on this claim may be brought against the City of Sturgeon Bay or any of its officers, officials, agents or employees after six months from the date of service of this notice, pursuant to Wisconsin Statute 893.80.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the claimant by certified mail, return receipt requested, as a notice of disallowance.

* * * * *

Motion made by Alderperson _____, seconded by Alderperson _____ to adopt.

Passed by the Common Council on this _____ day of _____, 2012.

Statewide Services, Inc.

Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
677-204-9712

July 16, 2012

City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI. 54235
Attention: Stephanie Reinhardt, City Clerk

RE: Our Claim #: WM000152810106
Claimant: Multiple (see attached listing)
Place of Incident: 4th Avenue in Sturgeon Bay, WI

Dear Ms. Reinhardt:

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance and through the City of Sturgeon Bay is insured. We are in receipt of the claims submitted by the attached list of claimants.

These claims arise out of property damage that occurred in late April or early May 2012 in a parking lot off 4th Street Sturgeon Bay, WI. As you know, at that time the City of Sturgeon Bay had a contract with Peter's Concrete Company for the provision of the 4th Street project. The contract contained what is commonly known as a "hold harmless" or an "indemnification" provision, which provides that the contractor has the responsibility to defend and indemnify the City of Sturgeon Bay for any liability arising out of the 4th Street project on which contractor was working.

We therefore believe that the City of Sturgeon Bay has no liability here because the contractor had sole responsibility for the work at this site and the hold harmless/indemnity clause transfers the liability to the contractor. We recommend that you tender the defense of this claim to Triple P's dba Peter's Concrete Company based on the hold harmless and indemnification provision, and should simultaneously disallow the claim because the City had no negligence based on the hold harmless/indemnity provision.

Please let us know if you have any questions.

Very truly yours,

Lois Reynolds
Statewide Services Inc.
PO Box 5555
Madison, WI. 53705
855-828-5514
Fax 866-828-6612
lreynolds@statewidesvcs.com

List of Claimants

Greg and Cassie Gast
814 Michigan Street
Sturgeon Bay, WI. 54235

Brian Hartl
456 N 16th Drive
Sturgeon Bay, WI. 54235

April Kiehnau-Krauel
3930 Harbor School Road
Egg Harbor, WI. 54209

Carolyn Melland
4291 Park Drive
Sturgeon Bay, WI. 54235

Vicki Shefchik
1924 Huron Street
Sturgeon Bay, WI. 54235

Rebecca Neinas
8591 Renier Road
Brussels, WI. 54204

Lois Pluff
8115 Red Cherry Road
Baileys Harbor, WI. 54202

Leslie and Jon Gast
936 memorial Drive
Sturgeon Bay, WI. 54235

Monica Mackey
1384 County Road C
Brussels, WI. 54204

Christie Felhofer
4559 HWY 57
Sturgeon Bay, WI. 54235

Kerry Neuville
1336 Texas Street
Sturgeon Bay, WI. 54235

Steve Jacobs
PO Box 403
Sturgeon Bay, WI. 54235

Danny Hanson II
1428 N 12th Place
Sturgeon Bay, WI. 54235

Pat Qualman
721 Alpine Road
Algoma, WI. 54201

Chad and Shannon Liebergen
3680 N New Franklin Road
New Franklin, WI. 54229

Megan Welch
7485 W Central Road
Sturgeon Bay, WI. 54235

Gino Totaro
540 Tacoua Beach Road #15
Sturgeon Bay, WI. 54235

Tina Schram
5984 Edward Drive
Sturgeon Bay, WI. 54235

Kelly Lumaye
222 N Geneva
Sturgeon Bay, WI. 54235

Tera Olson
1004 Sunset Avenue
Algoma, WI. 54201

David Doro
1727 Ridgeway Drive
DePere, WI. 54115

Jodi Walker
1593 Delsart Road
Sturgeon Bay, WI. 54235

Ali Delfosse
3047 Pine Lane
Brussels, WI. 54204

Amanda Kohler
7501 Y Inn Road
Sturgeon Bay, WI. 54235

Brenda Hawker
5551 Silverdale
Sturgeon Bay, WI. 54235

Debra Cihlar
6914 County Road C
Sturgeon Bay, WI. 54235

Statewide Services, Inc.

Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712

July 16, 2012

Triple P's Inc
dba Peter's Concrete Company
1516 Atkinson Drive
Green Bay, WI. 54303

Our Claim # WM000152810106
Our Insured: City of Sturgeon Bay

To Whom It May Concern:

Statewide Services, Inc. Claims is the liability claims administrator for the League of Wisconsin Municipalities Mutual Insurance Co, with which the City of Sturgeon Bay is insured. This matter arises out of property damage to vehicles belonging to a number of claimants (see attached) for a loss that occurred in late April or early May 2012. At that time, you were working on construction project removing and replacing the road on 4th Street in Sturgeon Bay, WI, and had a contract with the City of Sturgeon Bay.

A copy of the contract is enclosed for your review. The attached list of claimants submitted a claim to us for property damage, and we now tender the defense and indemnification of the City of Sturgeon Bay to you because the contract contains a hold harmless/indemnification clause. The clause provides:

"Contractor shall indemnify and hereby agrees to hold harmless city, its agents, officers and employees for any damages to person, property, or otherwise caused by the actions of contractor, its suppliers, agents, employees or subcontractors."

Page 18 Acticle 6.3

Based on the plain language of the contract, it is the City of Sturgeon Bay's position that you have a duty to defend and indemnify us for any liability arising out of this matter.

We look forward to hearing your response to this tender.

Yours,

Lois Reynolds
Statewide Services Inc.
PO Box 5555
Madison, WI. 53705
855-828-5514
Fax 866-828-6612
lreynolds@statewidesvcs.com

cc: City of Sturgeon Bay

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to refund Advantage Leasing Corporation \$450.00 for the duplicate assessment on their 2011 personal property tax bill.

Respectfully submitted,
FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Joseph Stutting, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 17, 2012

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2012.

EXECUTIVE SUMMARY

TITLE: Request for refund from Advantage Leasing Corporation for a duplicate assessment on their 2011 personal property tax bill

BACKGROUND: Advantage Leasing Corporation has requested reimbursement for a duplicate assessment for the 2011 tax year. As per Associated Appraisal Consultants Inc., the City's contracted assessing service provider, both Advantage Leasing Corporation and Cherryland Shell reported the same personal property on their 2011 Statement of Personal Property form. As a result, both parties paid taxes on the same equipment.

Advantage Leasing is the lessor of the property and Cherryland Shell is the lessee of the property. According to Associated Appraisals, Advantage Leasing Corporation has followed the procedures necessary to warrant reimbursement. The value of the double assessment is \$21,100 which equates to a reimbursement in the amount of \$450.99.

FISCAL IMPACT: \$450.99

- OPTIONS:
- 1) Refund Advantage Leasing Corporation \$450.99 for the duplicate assessment on their 2011 personal property tax bill.
 - 2) Deny the request for refund from Advantage Leasing Corporation for reimbursement in the amount of \$450.99 for the duplicate assessment on their 2011 personal property tax bill.

RECOMMENDATION: Refund Advantage Leasing Corporation \$450.99 for the duplicate assessment on their 2011 personal property tax bill.

PREPARED BY: Valerie J. Clarizio 6/20/12
Valerie J. Clarizio Date
Finance Director/City Treasurer

APPROVED BY: Stephen McNeil 6/20/12
Stephen McNeil Date
City Administrator

**STATE OF WISCONSIN - DOOR COUNTY
PERSONAL PROPERTY TAX BILL FOR 2011
CITY OF STURGEON BAY**

LOCAL TREASURER:

VALERIE CLARIZIO
421 MICHIGAN ST
STURGEON BAY WI 54235

(920)746-2900



DOOR COUNTY

www.co.door.wi.gov

Parcel No. 281-1128 P
Bill No. 281-0995

All correspondence should refer to the Parcel No.
See Reverse Side for Important Information

IMPORTANT: Be sure this description covers your property.
Note that this description is for the tax bill only and may
not be a full legal description.

Legal Description / Location of Property:

FURN, FIXT, EQUIP

ADVANTAGE LEASING
COPORATION
C/O TAX ACCOUNTING
PO BOX 1146
NORTHBROOK IL 60065

*should be
10,400
x 21.373086
\$ 222.28*

Assessed Value Land	Ass'd Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Mkt.	A star in this box means unpaid prior year taxes.
PERSONAL PROPERTY		31,500	1.0089	PERSONAL PROPERTY		31,200	
	2010	2011		2010	2011		
Taxing Jurisdiction	Est. State Aids Allocated Tax Dist.	Est. State Aids Allocated Tax Dist.		Net Tax	Net Tax	% Tax Change	Net Property Tax
STATE OF WISCONSIN					5.30		673.27
DOOR COUNTY					108.93		<i>(222.28)</i>
CITY STURGEON BAY	142,471	126,121			238.22		<i>Reimburse 450.99</i>
VOCATIONAL SCHOOL	1,556,675	1,376,793			50.83		
STURGEON BAY SCH	272,728	194,669			269.99		
	4,399,691	4,211,254					
Total	6,371,565	5,908,837			673.27		
	First Dollar Credit						
	Lottery and Gaming Credit						
	Net Property Tax				673.27		
School taxes reduced by school levy tax credit.	\$47.63						
		Net Assessed Value Rate (Does NOT reflect Credits)			\$21.373086		

FOR FULL PAYMENT
PAY BY JANUARY 31, 2012
\$ 673.27
Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

CITY OF STURGEON BAY
COUNTY OF DOOR
2011 TAXES



ADVANTAGE LEASING
COPORATION
C/O TAX ACCOUNTING
PO BOX 1146
NORTHBROOK IL 60065

Parcel No. 281-1128 P
Bill No. 281-0995

PAY 2ND INSTALLMENT - \$.00

By July 31,

REMEMBER TO PAY TIMELY TO AVOID
INTEREST PENALTY OF 10.5% IN AUGUST 2012

MAKE CHECK PAYABLE & MAIL TO:

Tear off this stub and include with your payment. If receipt is needed, send stamped, self-addressed envelope. If payment is made by check, receipt is not valid until check has cleared all banks.

CITY OF STURGEON BAY
COUNTY OF DOOR
2011 TAXES



ADVANTAGE LEASING
COPORATION
C/O TAX ACCOUNTING
PO BOX 1146
NORTHBROOK IL 60065

Parcel No. 281-1128 P
Bill No. 281-0995

PAY 1ST INSTALLMENT - \$ 673.27

OR

FULL PAYMENT - \$ 673.27

By January 31, 2012

MAKE CHECK PAYABLE & MAIL TO:

JAY ZAHN
DOOR COUNTY TREASURER
421 NEBRASKA ST
STURGEON BAY WI 54235
(920)746-2286

Tear off this stub and include with your payment. If receipt is needed, send stamped, self-addressed envelope. If payment is made by check, receipt is not valid until check has cleared all banks.

281-1128



c/o My Tax Co Property Tax Team
P.O. Box 130
Metamora, MI 48455-0130

Phone: 248-894-1720
Fax: 484-384-2113
Email: advantage-leasing@MyTaxCo.com

May 8, 2012

City of Sturgeon Bay
Office of the Assessor
421 Michigan St
Sturgeon Bay, WI 54235

RE: Account Advantage Leasing Corporation

Ladies and Gentlemen,

It has come to our attention that there was a duplicate assessment for the 2011 tax year. Advantage Leasing inadvertently reported property leased to others on its 2011 Statement of Personal Property that was a conditional sale and actually owned by the lessee. The lessee, Cherryland Shell, also reported on this property as owned by them and was assessed. Accordingly, Advantage Leasing has enclosed an Amended 2011 Statement and herein requests a refund of the 2011 personal property taxes paid on this property. A copy of the lease agreement and proof of lessee's filing are also attached.

If there is an additional form to file or if this letter should be addressed elsewhere, please advise.

We thank you in advance for your assistance with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Valerie Pfeiffer', is written over a horizontal line.

Valerie Pfeiffer

Authorized Tax Agent

On behalf of Advantage Leasing Corporation

H Mended

DUE DATE
March 1, 2011

STATEMENT OF PERSONAL PROPERTY
Subject to Assessment January 1, 2011

2011

Who Must File? Every person, firm, or corporation as defined in Section 70.35 Wis. Statutes receiving from the assessor a return of personal property, must submit the return to the assessor on or before March 1. This return is confidential and is not available for public inspection.

Failure to File: If you fail to file, the assessor must estimate the value of your property using the best information available. In addition, you shall be denied any right of abatement by the board of review, under Section 70.35(4), Wis. Statutes.

Property Owner: (or in charge as agent, consignee, or other representative capacity)

FOR ASSISTANCE IN COMPLETING THIS FORM, YOU MAY CONTACT THE ASSESSOR.

Advantage Leasing Corp.
P.O. Box 1146
Northbrook, IL 60065

Town
 Village of } Sturgeon Bay City
 City
County of Door

Account Number _____
Property Address See Attached

School District _____ TID # _____
Assessor
Attn: Assoc Appraisal Consultants
Sturgeon Bay City Assessor (Door)
421 Michigan St,
Sturgeon Bay, WI 54235-2217

Engaged in Business of Services
 Sole Proprietorship Partnership Corporation LLC LLP

Type of Change Discontinued Sold
 Incorporated Moved
Date of Change _____

New Owner Name _____
Situs Address _____
Mailing Address _____
City, State, Zip _____
Phone No. _____

Schedule A SUMMARY OF PERSONAL PROPERTY AS OF JANUARY 1, 2011

Schedule A is the summary of all taxable personal property from Schedules B through H. The total of column 3 is your declaration of personal property subject to tax within this municipality. Do not write "SALY" for Same as Last Year; forms must be filled out completely. Note that Schedule D-1, exempt computer equipment and software, cash registers and single-function fax machines, is excluded from TOTAL ASSESSABLE.

Column 1 Property Description	Column 2 Subtotals	Column 3 Totals	Column 4 LEAVE BLANK
1. Boats & Other Watercraft (from Schedule B)			1
2. Machinery, Tools & Patterns (from Schedule C)			2
3. Furniture, Fixtures & Office Equipment (from Schedule D)	10821		
5. Multifunction Fax Machines, Postage Meters, Copiers & Phone Systems (from Sch. D-2)			
6. TOTAL OF LINES 3 and 5		10821	3
7. Leased Equipment (Property in charge of but not owned from Sch. F)			
8. Supplies (from Schedule G)			
9. All Other Personal Property (from Schedule H)			
10. TOTAL OF LINES 7, 8, AND 9			4A
11. Building on Leased Land (from Schedule E)			4B
TOTAL ASSESSABLE (TOTAL OF LINES 1, 2, 6, 10, AND 11)		10821	

4. EXEMPT Computer Equipment & Software ... (from Schedule D-1)
Please report the total from Schedule D-1 from the 2010 PA-003 →

I hereby declare all information given is true and correct for all the personal property for which I am subject to assessment and which was owned by me or held in my possession on January 1, 2011.

Owner's Name (please print) Advantage Leasing Corp.	Signature & Date <i>[Signature]</i> 5/8/12	Preparer's Name (please print) Valerie Pfeiffer	Signature & Date <i>[Signature]</i> 5/8/12
Owner's Full Address 324 E. Wisconsin Ave., Ste. 250 Milwaukee, WI 53202		Preparer's Full Address P.O. Box 130 Metamora MI 48455	
Owner's Phone Number (800) 949-7040	Fax Number (414) 291-3406	Preparer's Phone Number 248-894-1720	Fax Number 784-384-2113
E-mail	E-mail VP@taxcoefficient.com OR advantage-leasing@mytaxco.com		

Schedule B

BOATS AND WATERCRAFT

Schedule B is for reporting boats and watercraft not exempt. Composite Conversion Factors and a table of Composite Useful Lives on various equipment can be found at www.revenue.wi.gov/report/p.html#personal.

Column 1 Property Description	Column 2 Year Acquired	Column 3 Cost When Acquired	Column 4 Conversion Factor	Column 5 Declared Value January 1	Column 6 LEAVE BLANK
N/A					
Total Declared Value					

Use additional sheets if necessary.

Enter Col. 5 Total on
Sch. A, Line 1, Col. 3

Schedule C

MACHINERY, TOOLS AND PATTERNS

Report all machinery and shop equipment. Take the costs shown from your accounting records. Any variation from information contained in your income tax return must be explained by letter or schedule. Summarize the original asset costs by acquisition year as of January 1 of last year. Enter these costs in column 2. Enter any additions or deletions by acquisition year in column 3.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2010	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2010	Column 4 Net Total Original Installed Cost as of Jan. 1, 2011 <small>(Column 2 +/- Column 3)</small>	Column 5 Conversion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2011 <small>(Column 4 x Column 5)</small>	Column 7 LEAVE BLANK
2010				.925		
2009				.786		
2008				.688		
2007				.596		
2006				.522		
2005				.451		
2004				.394		
2003				.336		
2002				.285		
2001				.242		
Prior to '01				.135		
Totals						

Enter Col. 6 Total on
Sch. A, Line 2, Col. 3

Schedule D

FURNITURE, FIXTURES AND OFFICE EQUIPMENT

Report such assets as office, store and professional furniture, fixtures and equipment, business and professional libraries, and other assets related to the sales and administration of your business. Original Cost per column 4, Schedule D should contain all costs of installation and freight, add-ons, and sales tax.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2010	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2010	Column 4 Net Total Original Installed Cost as of Jan. 1, 2011 <small>(Column 2 +/- Column 3)</small>	Column 5 Conversion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2011 <small>(Column 4 x Column 5)</small>	Column 7 LEAVE BLANK
2010				.925		
2009				.786		
2008				.688		
2007	18,156		18,156	.596	10,821	
2006				.522		
2005				.451		
2004				.394		
2003				.336		
2002				.285		
2001				.242		
Prior to '01				.135		
Totals	18,156		18,156		10,821	

Enter Col. 6 Total on
Sch. A, Line 3, Col. 2

DUE DATE
March 1, 2011

STATEMENT OF PERSONAL PROPERTY
Subject to Assessment January 1, 2011

2011

Who Must File? Every person, firm, or corporation as defined in Section 70.35 Wis. Statutes receiving from the assessor a return of personal property, must submit the return to the assessor on or before March 1. This return is confidential and is not available for public inspection.

Failure to File: If you fail to file, the assessor must estimate the value of your property using the best information available. In addition, you shall be denied any right of abatement by the board of review, under Section 70.35(4), Wis. Statutes.

Property Owner: (or in charge as agent, consignee, or other representative capacity)

Advantage Leasing Corp.
P.O. Box 1146
Northbrook, IL 60065
281-1128

FOR ASSISTANCE IN COMPLETING THIS FORM, YOU MAY CONTACT THE ASSESSOR.

Town
 Village of } Sturgeon Bay City
 City
County of Door

Account Number _____
Property Address See Attached Shell 1331.6 BRd - trans (law)

School District _____ TID# _____
Assessor
Attn: Assoc Appraisal Consultants
Sturgeon Bay City Assessor (Door)
421 Michigan St,
Sturgeon Bay, WI 54235-2217

Engaged in Business of Services

Sole Proprietorship Partnership Corporation LLC LLP

New Owner Name _____
Situs Address _____
Mailing Address _____
City, State, Zip _____
Phone No. _____

Type of Change Discontinued Sold
 Incorporated Moved

Date of Change _____

Schedule A
SUMMARY OF PERSONAL PROPERTY AS OF JANUARY 1, 2011

Schedule A is the summary of all taxable personal property from Schedules B through H. The total of column 3 is your declaration of personal property subject to tax within this municipality. Do not write "SALY" for Same as Last Year; forms must be filled out completely. Note that Schedule D-1, exempt computer equipment and software, cash registers and single-function fax machines, is excluded from TOTAL ASSESSABLE.

Column 1 Property Description	Column 2 Subtotals	Values ↓ Column 3 Totals	CODE	Column 4 LEAVE BLANK
1. Boats & Other Watercraft (from Schedule B)			1	
2. Machinery, Tools & Patterns (from Schedule C)			2	
3. Furniture, Fixtures & Office Equipment (from Schedule D)	32,836			
5. Multifunction Fax Machines, Postage Meters, Copiers & Phone Systems (from Sch. D-2)				
6. TOTAL OF LINES 3 and 5		32,836	3	
7. Leased Equipment (Property in charge of but not owned from Sch. F)				
8. Supplies (from Schedule G)				
9. All Other Personal Property (from Schedule H)				
10. TOTAL OF LINES 7, 8, AND 9			4A	
11. Building on Leased Land (from Schedule E)			4B	
TOTAL ASSESSABLE (TOTAL OF LINES 1, 2, 6, 10, AND 11)		32,836		

4. EXEMPT Computer Equipment & Software ... (from Schedule D-1)

Please report the total from Schedule D-1 from the 2010 PA-003 →

I hereby declare all information given is true and correct for all the personal property for which I am subject to assessment and which was owned by me or held in my possession on January 1, 2011. **LUCY QUIMETTE, POWER OF ATTORNEY**

Owner's Name (please print) Advantage Leasing Corp.	Signature & Date <i>Lucy Quimette, POA</i> 02/28/2011	Preparer's Name (please print) ECS Financial Services, Inc.	Signature & Date <i>Quimette</i> 02/28/2011
Owner's Full Address 324 E. Wisconsin Ave., Ste. 250 Milwaukee, WI 53202		Preparer's Full Address 3400 Dundee Road, Northbrook, IL 60065	
Owner's Phone Number (800) 949-7040	Fax Number (414) 291-3406	Preparer's Phone Number 847-291-1333	Fax Number 847-291-1190
E-mail		E-mail	

**Schedule B
BOATS AND WATERCRAFT**

Schedule B is for reporting boats and watercraft not exempt. Composite Conversion Factors and a table of Composite Useful Lives on various equipment can be found at www.revenue.wi.gov/report/p.html#personal.

Column 1 Property Description	Column 2 Year Acquired	Column 3 Cost When Acquired	Column 4 Conversion Factor	Column 5 Declared Value January 1	Column 6 LEAVE BLANK
N/A					
Total Declared Value					

Use additional sheets if necessary.

*Enter Col. 5 Total on
Sch. A, Line 1, Col. 3*

**Schedule C
MACHINERY, TOOLS AND PATTERNS**

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2009				.786		
2008				.688		
2007				.596		
2006				.522		
2005				.451		
2004				.394		
2003				.336		
2002				.285		
2001				.242		
Prior to '01				.135		
Totals						

*Enter Col. 6 Total on
Sch. A, Line 2, Col. 3*

**Schedule D
FURNITURE, FIXTURES AND OFFICE EQUIPMENT**

Report such assets as office, store and professional furniture, fixtures and equipment, business and professional libraries, and other assets related to the sales and administration of your business. Original Cost per column 4, Schedule D should contain all costs of installation and freight, add-ons, and sales tax.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2010	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2010	Column 4 Net Total Original Installed Cost as of Jan. 1, 2011 <i>(Column 2 +/- Column 3)</i>	Column 5 Conversion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2011 <i>(Column 4 x Column 5)</i>	Column 7 LEAVE BLANK
2010		23,800	23,800	.925	22,015	
2009				.786		
2008				.688		
2007	18,156		18,156	.596	10,821	
2006				.522		
2005				.451		
2004				.394		
2003				.336		
2002				.285		
2001				.242		
Prior to '01				.135		
Totals	18,156	23,800	41,956		32,836	

*Enter Col. 6 Total on
Sch. A, Line 3, Col. 2*

EXECUTIVE SUMMARY

TITLE: Request from Boys & Girls Club to have Lemonade Stand in Sawyer Park on August 17 from 11:30 am – 1:00 p.m.

BACKGROUND: The Boys and Girls Club of Door County is exempt from having to obtain a Transient Merchant Permit to have a lemonade stand in the City (on private property) due to their non-profit status. [Municipal Code Section 9.02(3)(h)]

However, in order to operate the Lemonade Stand on City property, the Council must grant permission/exemption to do so.

The attached letter summarizes that the Boys and Girls Club wish to hold a Lemonade Stand in Sawyer Park on August 17, 2012 from 11:30 am – 1:00 pm and is requesting permission from the Council to do so.

FISCAL IMPACT: None.

ACTION:

- a. Approve the request from Boys & Girls Club of Door County to hold a Lemonade Stand in Sawyer Park on August 17, 2012.
- b. Deny the request from Boys & Girls Club of Door County to hold a Lemonade Stand in Sawyer Park on August 17, 2012.

PREPARED BY: Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk

APPROVED BY: Bob Bordeaux 8-1-2012
Bob Bordeaux, Municipal Services, Supt.

Steve McNeil
Steve McNeil, City Administrator

DATE: August 1, 2012



BOYS & GIRLS CLUB
of Door County

August, 2012

Dear Common Council,

**BOARD OF
DIRECTORS**

ELFRIEDE LEPORTE
CVO

PERRY ANDROPOLIS
Vice President

WILLIE SCHARTNER
Secretary

MATT NICHOLS
Treasurer

LELAND BURNETT
Director

AMY FOGARTY
Director

HUGH LEVOY
Director

DAVE PAPE
Director

CPO
Heather Powell

The members of the Boys & Girls Club of Door County have been busy this summer creating a business plan for running a Lemonade Stand. During club time dedicated to reading skill building, members have spent time creating marketing materials as well as writing letters and advertisements. During our math skill building time, members have practiced counting change and figuring out how much each cup of lemonade would cost us based on the supplies we would need at the stand. This entire project has enabled our members to keep their math and reading skills sharp for their return to school this fall in a way that was fun.

Our culminating activity will have our members put their skills to the test by setting up and running lemonade stands throughout the community on August 17th from 11:30-1:00. Our members spent time discussing locations have identified Sawyer Park as a good location for one of our stands. All our stands will be staffed with adults to ensure our members' safety and good behavior. We would set up at 11:00 and have everything taken down by 1:30.

I would ask the Common Council to consider granting our members request to run a lemonade stand in the park. This is a great activity to help children understand the many aspects of business. (Our members range in age from 6-11.)

If you have any questions about our plan, please do not hesitate to call me at 495-5124.

Thank you for your time and consideration.

Sincerely,

Julie Davis
Program Director

Office: Boys & Girls Club of Door County
PO BOX 579, Sturgeon Bay, WI 54235
cpodc@bgcdoorcounty.org
www.bgcdoorcounty.org 920-746-5125

EXECUTIVE SUMMARY

TITLE: Request from Door County Candy for Sidewalk Café Permit **exceptions.**

BACKGROUND: Section 8.06(2)(f) of the Municipal Code allows for a sidewalk café permit to be issued by the Common Council.

Door County Candy is requesting a variance to allow the tables and chairs for the sidewalk café to be left out overnight. The policy states that they must be removed from the sidewalk between the hours of 10 pm and 6 am and when the corresponding business is not in operation. (See attached letter.)

The remainder of the application has been completed and associated fee paid.

The City Clerk, Community Development Director, and DPW Supt have reviewed application for basic requirements.

FISCAL IMPACT: There is a \$55.00 fee associated with this permit

- ACTION:**
- (1) Approve sidewalk café without the variance that Door County Candy is requesting.
 - (2) Approve the sidewalk café with the variance that Door County Candy is requesting.
 - (3) Deny the sidewalk café application.

PREPARED BY: Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk

APPROVED BY: Steve McNeil
Steve McNeil, City Administrator

DATE: July 31, 2012

SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

1. **Written request.**
2. **Scaled diagram** (scale 1":1') detailing the frontage of the applicants café or restaurant facing the sidewalk area requested for use as a sidewalk café. The plan shall indicate the location of doorways, width of sidewalk (distance from curb to building face), location of trees, tree wells, sidewalk benches, trash receptacles, utilities (including fire hydrants, light fixtures, etc.) newspaper racks, mailboxes, and any other semi-permanent sidewalk obstruction which may affect or be affected by the proposal. The drawing shall delineate the area requested for use as a sidewalk café, and indicate the total square footage of the affected road right of way and exact dimensions of the proposed outdoor area.
3. **Copy of current Certificate of Insurance with City named as additional insured.**
4. **Completed Hold Harmless Certificate.**
5. **Non-refundable application fee in the amount of \$55.00 per location if alcohol is not served.**
Non-refundable application fee in the amount of \$220.00 per location if alcohol is served.

Name of applicant:

TERRY WILLMAN
Door County Candy

Establishment Name:

Address:

12 N. 3rd Ave

Phone/Email:

920-246-0824

Written Request Submitted



Cert of Insurance (additional insured) submitted

Scaled Diagram submitted



Hold Harmless Certificate submitted

Fee Paid 55⁰⁰

Date Completed Application Submitted:

Terry Willman

Community Development Approval:

Martha Stepienak 7-30-12

Department of Public Works Approval:

Bob Jordan 7-30-2012

Date of Common Council Approval:

- Copy of Sidewalk Café Policy/Procedures provided to applicant.
 Copy of Sidewalk Café Ordinance provided to applicant.

*See back for "Alcohol Being Served Application Submission Information."

**CITY OF STURGEON BAY
SIDEWALK CAFÉ POLICY/PROCEDURES**

Sidewalk café shall mean the expansion of an establishment creating an outdoor seating area in the public right of way that immediately adjoins the licensed premises for the purpose of consuming food or beverages.

APPLICATION SUBMISSION:

The following shall be submitted to the City Clerk's Office.

1. A permit application, which shall consist of a written request along with a scaled diagram, to operate a sidewalk café. (This permit application shall be reviewed by the Community Development Office and Street Department prior to submission to the Common Council for final approval.)
 - A. A diagram (scale 1":1') detailing the frontage of the applicant's café or restaurant facing the sidewalk area requested for use as a sidewalk café. The plan shall indicate the location of doorways, width of sidewalk (distance from curb to building face), location of trees, tree wells, sidewalk benches, trash receptacles, utilities (including fire hydrants, light fixtures, etc), newspaper racks, mailboxes, and any other semi-permanent sidewalk obstruction which may affect or be affected by the proposal. The drawing shall delineate the area requested for use as a sidewalk café, and indicate the total square footage of the affected road right of way and exact dimensions of the proposed outdoor area.
2. Copy of current Certificate of Insurance with the City named as an additional insured.
3. Completed Hold Harmless Certificate.
4. A non-refundable application fee in the amount of \$55.00 per location if alcohol is not served.
A non-refundable application fee in the amount of \$220.00 per location if alcohol is served.

SIDEWALK CAFÉ STANDARDS:

The following standards, criteria, conditions, and restrictions shall apply to all sidewalk cafés, however, additional restrictions to protect and promote public safety, health, or welfare may be imposed.

1. Sidewalk cafés are restricted to the public right of way immediately adjacent to the applicants premise.
2. Tables, chairs, or other fixtures in the sidewalk café:
 - ✓ a. Shall not block designated ingress, egress, or fire exits from or to the establishment or any other structure.
 - ✓ b. Shall be readily removable and shall not be physically attached, chained, or in any manner affixed to any structure, tree, post, sign or other fixture.
 - ? ✓ c. Shall be removed when the sidewalk café is not in operation.
 - ✓ d. Shall be maintained in a clean, sanitary and safe manner.
 - ✓ e. Must remain within designated boundaries when seating is filled to capacity.
 - ✓ f. All staff responsible for set up of the sidewalk café must know how to arrange it according to original application and do so consistently.
 - ? ✓ g. Must be removed from the sidewalk between the hours of 10:00 p.m. and 6:00 a.m.
3. Sidewalk cafes shall be located in such a manner that a distance of not less than six feet is maintained at all times as a clear and unobstructed pedestrian path. For the purpose of minimum clear path, trees, plantings, sculptures, benches, newspaper dispensers or any of the like shall be considered obstructions.

ORDINANCE NO. 1147-0706

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

SECTION 1: Section 8.06 (2) (f) of the Municipal Code of the City of Sturgeon Bay is hereby rescinded and recreated as follows:

- (f) Sidewalk Cafés. Restaurants creating an outdoor seating area in the public right-of-way immediately adjacent to the restaurant may, upon approval by the City Council following application to the City Clerk, occupy and use a portion of the City right-of-way as approved by the City Council and subject to the sidewalk café policy and procedures adopted by the City of Sturgeon Bay. The application fee for a sidewalk café shall be identified in the sidewalk café policy and procedures as adopted by the City of Sturgeon Bay. Any restaurant which obtains approval from the City Council to serve alcohol upon the public right-of-way shall, in addition to receiving authorization under this section, obtain an amendment to its alcohol beverage license permitting service and consumption of alcohol upon the public right-of-way.

SECTION 2: Section 8.06 (2) (g) of the Municipal Code of the City of Sturgeon Bay is hereby created as follows:

- (g) Encroachments. Encroachments into public rights-of-way for such proposed use including but not limited to outdoor seating, outdoor display of merchandise, and outdoor plant displays located in the Waterfront Redevelopment Area subject to the following:
1. The minimum cleared sidewalk width shall at all times be six feet.
 2. The owner of the building housing the business encroaching into the right-of-way shall sign and file a "Hold Harmless and Indemnification Agreement" relieving the City of any legal liability related to the encroachment.
 3. Restaurants adding outdoor seating shall be reviewed by the Department of Health and Human Services.
 4. If portions of this section conflict with provisions in other sections of the Municipal Code, such as regulations that would prohibit proposed encroachments or be more restrictive regarding regulation of proposed encroachments, the more restrictive provision(s) shall govern.
 5. Encroachments under this subsection located in the Waterfront Redevelopment Area must be approved by the Common Council.
 6. Encroachments under this subsection, excepting those for sidewalk cafes, shall require an annual permit to be issued by the office of the City Clerk upon payment of a \$25.00 fee.

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

Approved: Dennis McIntosh, Mayor

To Mayor & Council,

Please except the submitted scale drawing, \$55⁰⁰ payment, & paperwork for the tables & chairs / outdoor seating permit.

Is it possible to get a variance to allow them out overnight. I have many people using them prior to opening at 9:00 AM & After 10:00 PM, when we close. I will remove them from the street during snow removal times, but would like to keep them out otherwise.

Thank you
Sincerely

Perry J Allman
Deer County Candy

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned certifies that he or she is a duly authorized agent of Door County Candy, and is duly empowered and authorized to execute this hold harmless and indemnification agreement on behalf of the above referenced party.

The undersigned in consideration of being allowed to use City property to Set up tables & Chairs, which shall encroach in the public right-of-way adjacent to property located at 12 - W. 3rd Ave; do hereby release, acquit, and forever discharge the City of Sturgeon Bay, its officers, agents, and employees (hereinafter known as City), from any and all actions, causes of action, claims, demands, costs, expenses and compensation related to property damages, personal injury or death arising out of any accident or occurrence while maintaining said encroachment in the public right-of-way. The undersigned further agrees to hold harmless and defend the City from any claims or actions arising from said tables & Chairs as an encroachment in the public right-of-way.

The undersigned agrees that as a condition of the City approving the use as an encroachment in the public right-of-way, it will maintain usage, and continue to provide a minimum of six foot unobstructed area for public use and passage in said public right-of-way.

Dated this 14 day of July 2012, 2007.

By: Terry Ullman

By: _____

EXECUTIVE SUMMARY

Title: Annexation Petition from Myra Lagerman

Background: The City received a petition for direct annexation from Myra Lagerman. The petition is for one vacant parcel within the Town of Nasewaupée. It is located along the west side of Columbia Avenue between Maple Street and Juniper Street. It is 1.56 acres in size and is directly across the street from land within the city. The annexation would allow Ms. Lagerman's proposed dwelling to have municipal water and sanitary sewer services. These utilities are already located within the Columbia Avenue right-of-way, but only parcels within the city are eligible for such services.

The first step in the annexation process is for Council to accept the petition. This does not formally annex the parcel, but merely indicates that the petition is valid and the city has potential interest in annexing the parcel. The City Attorney, City Clerk, and Community Development Director have reviewed the petition and believe that it meets the minimum requirements of the state statutes for annexation.

If the Council accepts the petition, then City staff will complete an annexation study and the matter will be reviewed by the Finance Committee and the Plan Commission. An ordinance must be adopted by 2/3 of the Council to officially annex the property.

Fiscal Impact: The fiscal impact will be estimated as part of the annexation study.

Options for Council Action: The Council can accept the petition and the process will move forward. It does not commit the Council to adopt the actual annexation ordinance.

Alternatively, the Council can reject the petition. No further action would be taken and the parcel would remain in the Town of Nasewaupée.

Recommendation: Accept the petition and refer the matter to Finance Committee and Plan Commission, along with directing staff to prepare the annexation study.

Prepared by: Martin Olejniczak 8-1-12
Martin Olejniczak Date
Community Development Director

Reviewed by: Stephanie Reinhardt 8-1-12
Stephanie Reinhardt Date
City Clerk

Reviewed by: Steve McNeil 8/1/12
Steve McNeil Date
City Administrator

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL

We, the undersigned, constituting all of the electors and all of the owners of real property in the following territory of the Town of Nasewaupee Door County, Wisconsin, lying contiguous to the City of Sturgeon Bay, petition the Common Council of the City of Sturgeon Bay to annex the territory described below and shown on the attached scale map to the City of Sturgeon Bay, Door County, Wisconsin:

RECEIVED
7-24-12

See legal description attached hereto as Exhibit "A".

The current population of such territory is 0.

A scaled map of the parcel subject to this petition is attached hereby as Exhibit "B". Petitioners request that the City of Sturgeon Bay approve a zoning classification of R-1 upon the subject property.

We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation, or consolidation proceedings, if any.

Signature of Petitioner	Printed Name	Date of Signing	Owner*	Elector*	Address or Property Description
1. <i>Myra A. Lagerman</i>	Myra A. Lagerman	7/24/2012	Self		Lot 3/BUHR PLAT
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

*If owner, write "owner" in appropriate box; if elector, write "elector" in appropriate box.

I, Myra A. Lagerman, (name of circulator), being duly sworn, state: WI I reside at 221 S. Duluth Ave, Sturgeon Bay, Wisconsin. I personally circulated the attached petition commencing on the 24 day of July, 2012, and terminating on the 24 day of July 2012, and personally obtained each signature on this petition. I know that each person who signed is an elector or owner of property located in the territory proposed for annexation and signed the petition with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I reside within the territory described above. I am aware that falsifying this affidavit is punishable under Sections 12.13 (3) (a) and 946.32 (1) (a) of the Wisconsin Statutes.

Myra A. Lagerman
Signature of Circulator

Subscribed and sworn to before me this 24th day of July, 2012.

[Signature]
Notary Public, State of Wisconsin
My Commission Expires: 4



DOOR COUNTY TREASURER

07/23/2012

2011 TAX BILL

020 140003 R

Bill#: 2354 Desc: BUHR PLAT

LAGERMAN

LOT 3

MYRA A

Acres: 1.56

SEC. 12-27-25 SWNE

221 S DULUTH AVE

Sch#: 5457

STURGEON BAY WI 54235

Voc#: 1300

Doc# 751391; 739015

Type Desc.

Land

Improvements

E.F.M.V.

L1 RESIDENTIAL

39000

0

39500

RE Tax: 529.90 RE Tax Paid: 529.90

Lottery: Lottery Used:

First Half: 264.95 TOTAL TAX: 529.90 TOTAL PAID: 529.90

Second Half: 264.95 BALANCE DUE: .00

DELINQUENT TAXES FOR PRIOR YEARS

CURRENT

PRIOR YEARS TOTAL DUE AS OF 07/23/2012

0.00

YEAR

TAX DUE

INT/PEN DUE

TOTAL DUE

**** NO PRIOR YEAR TAXES DUE ****

CLOSE WINDOW

DOOR COUNTY REAL PROPERTY LISTING

07/23/2012

LEGAL DESCRIPTION

020 140003 R 2012

LAGERMAN, MYRA A

12 27 25 Acres: 1.56

BUHR PLAT LOT 3

SEC. 12-27-25 SWNE

DOC# 751391 WD

DOC# 739015 QCD

DOC# 637442 V 854 P 27 WD

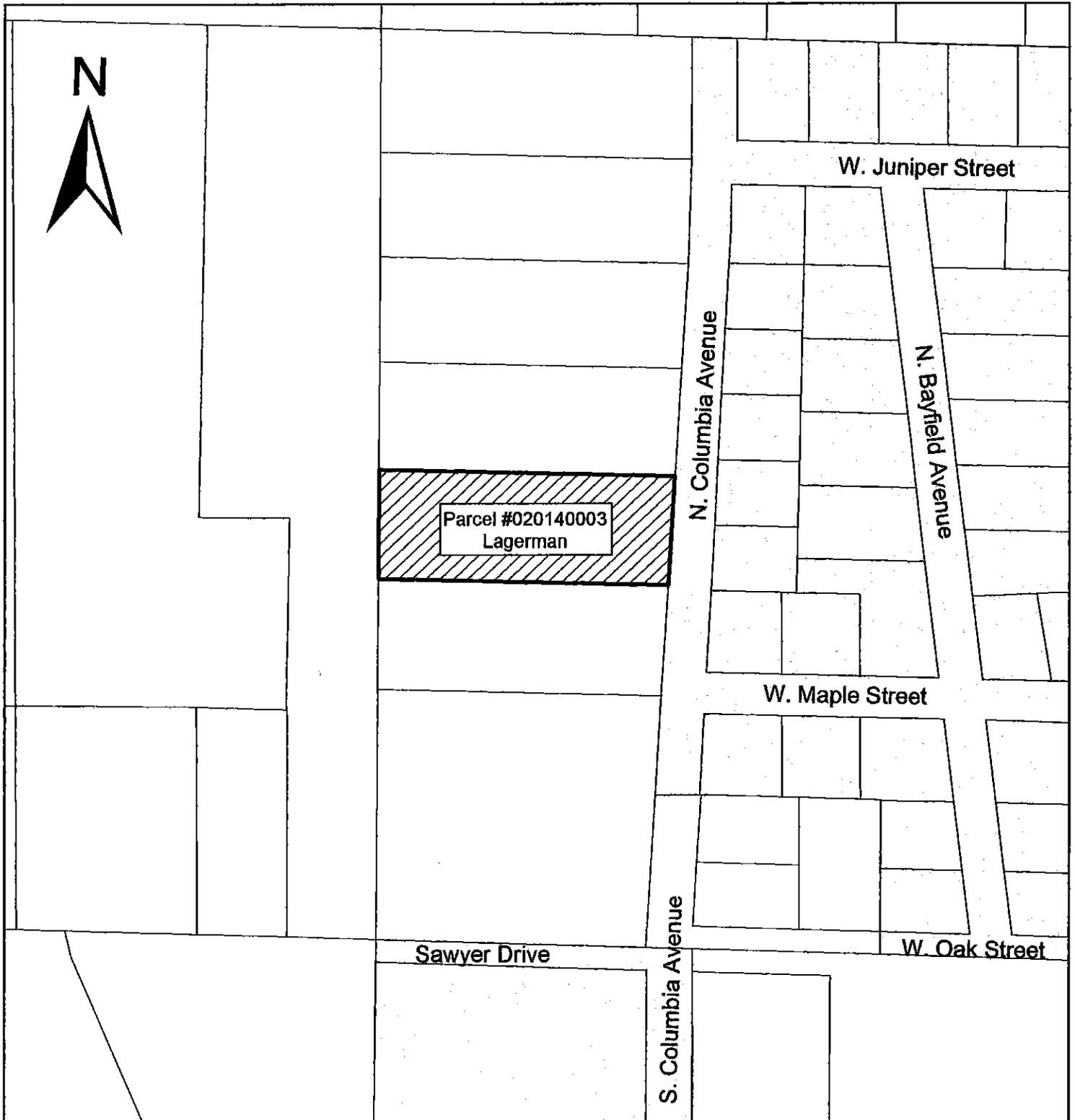
DOC# 543019 V 572 P507 WD

CLOSE WINDOW

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Exhibit B

Area Proposed to be Annexed to the City of Sturgeon Bay

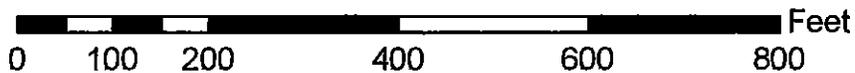


Annexation Area



Existing City Parcels

Map Date: July 18, 2012



N.W. CORNER SW-NE (EX. IRON PIPE)

N.E. CORNER SW-NE (EX. IRON PIPE)

S89°30'W

NORTH

LINE

OF CITY

SW-NE

1318.72

LIMITS

452.66

N1°57'W

N1°57'W

CITY

PROPOSED

PROPOSED

BARRICK RD.

CERTIFICATE OF SURVEYOR

I, Alan Groll, Reg. Land Surveyor, State of Wisconsin, No. S-246, do hereby certify that I have made the survey and map as shown here and that the boundaries, markers, monuments and roadways as shown thereon are both true and correct.

Dated April 12, 1995

Signed Alan Groll
Alan Groll, Surveyor

ALAN GROLL, SURVEYOR
APRIL 12, 1995



W E

1" = 100'

S1°53'50"E

1/4

SECTION

LINE

1321.37

N89°30'30"E

OAK

393.29

1/4

CENTER SEC. 12 (DCM)

DESCRIPTION
A tract of land in the SW 1/4 of the NE 1/4 of section 12, T27N, R25E, Town of Neenah, described as follows:
Commencing at the center of said section 12, which is marked by a Door County Monument and is the point of real beginning, thence N89°30'30"E along the East - West 1/4 section line 393.29 feet, thence N1°57'W 1062.85 feet, thence N1°57'W 259.80 feet to the North line of the said SW 1/4 of the NE 1/4, thence S1°53'50"E along the North - South 1/4 section line 1321.37 feet to the point of real beginning.
Said tract contains 13.01 acres of land.

13.01 AC.

N1°57'W

PROPOSED

N1°57'W

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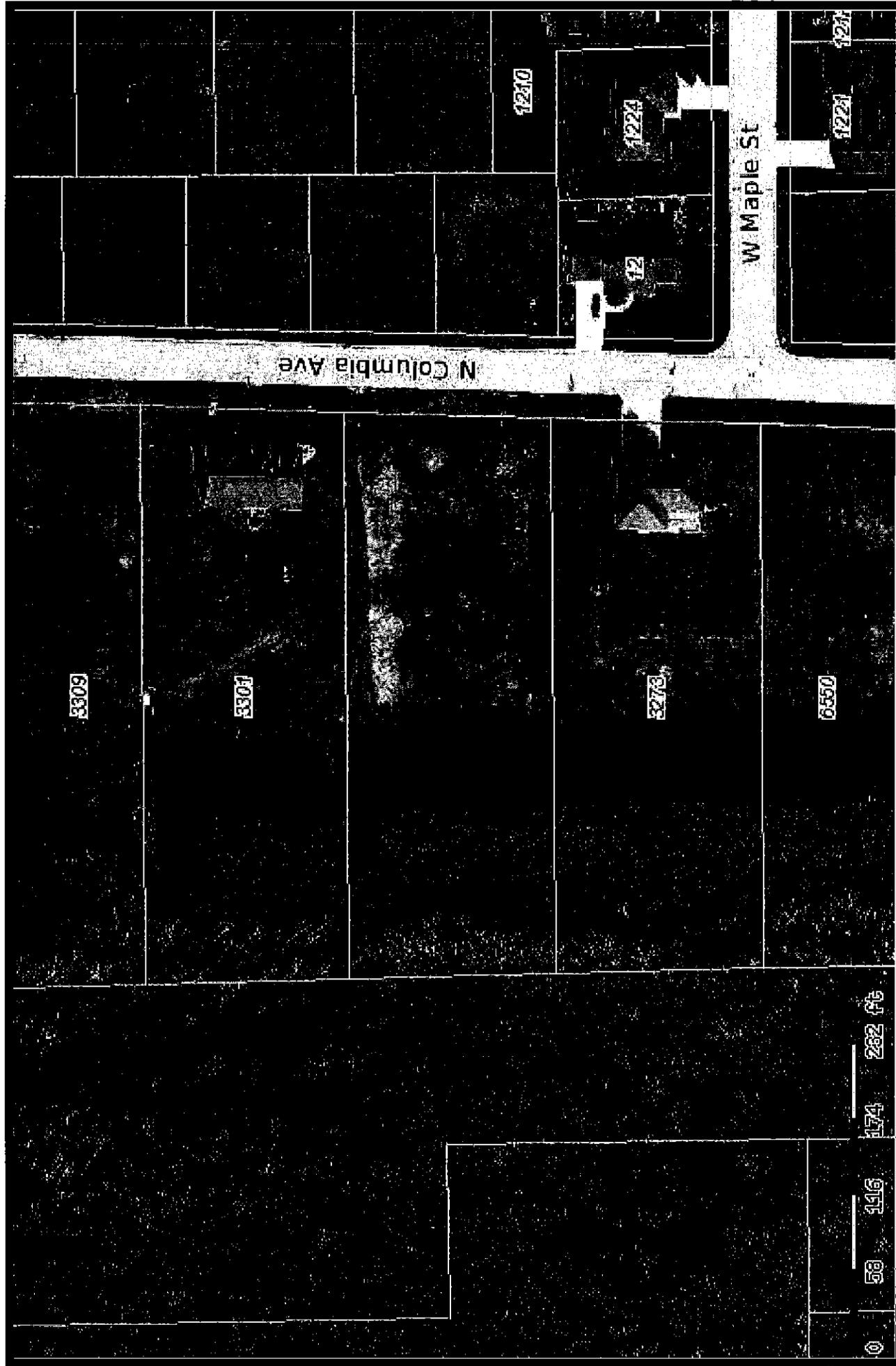
Map

Printed 07/23/2012 courtesy of Door County Land Information Office

... from the Web Map of ...
([//www.co.door.wi.gov](http://www.co.door.wi.gov))



Door County, Wisconsin
... for all seasons!



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CITY OF STURGEON BAY
Resolution Authorizing Conveyance of Property
 Resolution No. _____

WHEREAS, the City of Sturgeon Bay, by its Common Council, has entered into an agreement to exchange property with NAMI of Door County, Inc.;

AND WHEREAS the City of Sturgeon Bay, by its Common Council, has agreed to convey the following described property, upon the terms and conditions which are satisfactory to the City of Sturgeon Bay;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Sturgeon Bay as follows:

1. The City of Sturgeon Bay hereby resolves to convey the following property to NAMI of Door County, Inc. a/k/a Alliance for the Mentally Ill of Door County, Inc. in exchange from property to be received from NAMI of Door County, Inc.:

Lot 1 of Certified Survey Map No. 2598 recorded at Volume 15 of Certified Survey Maps, Page 296, as Document No. 746056, located in Subdivision 16, in the SE1/4 of the NW1/4 of Section 5, Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin.

2. The Common Council of the City of Sturgeon Bay authorizes the Mayor and City Clerk of the City of Sturgeon Bay to execute conveyance documents to complete such transaction, and to further execute any extensions, amendments, or modifications in the sale documents which are not inconsistent with this resolution.

Adopted at a meeting of the Common Council this _____ day of _____, 2012.

Attest:

 Stephanie L. Reinhardt, Clerk

CITY OF STURGEON BAY
Resolution No. _____
Resolution Authorizing Sale of Property

WHEREAS, the City of Sturgeon Bay, by its Common Council, has entered into an agreement for the sale of property to United Development Group, LLC;

AND WHEREAS the City of Sturgeon Bay by its Common Council has agreed to sell the following described property, upon the terms and conditions which are satisfactory to the City of Sturgeon Bay;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Sturgeon Bay as follows:

1. The City of Sturgeon Bay hereby resolves to convey the following described property to United Development Group, LLC upon payment by United Development Group, LLC of the purchase price as provided in the contract of sale upon the following property:

Lot Two (2) of Certified Survey Map No. 2663, recorded at Volume 16 of Certified Survey Maps, Pages 89-90, Document No. 754960, located in part of the Northeast Quarter (NE ¼) of the Northeast Quarter (NE ¼), Section 5, Township 27 North, Range 26 East, in the City of Sturgeon Bay, Door County, Wisconsin.

2. The Common Council of the City of Sturgeon Bay authorizes the Mayor and City Clerk of the City of Sturgeon Bay to execute conveyance documents to complete such transaction and to further execute any extensions, amendments, or modifications in the sale documents which are not inconsistent with this Resolution.

Adopted at a meeting of the Common Council this _____ day of August, 2012.

Attest:

Stephanie L. Reinhardt, Clerk

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking and Traffic Committee, hereby recommend eliminating the stop signs on Egg Harbor Road at Georgia Street and 8th Avenue after public education has taken place.

PARKING & TRAFFIC COMMITTEE

By: Robert Schlicht, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 16, 2012

Introduced by _____

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

Passed by the Council on the _____ day of _____, 2012.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to approve the attached Sturgeon Bay Aesthetic Design and Site Plan Review Code and Design Guidelines and Review Criteria.

Respectfully submitted,
CITY PLAN COMMISSION
By: Dennis Statz, Vice-Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 18, 2012.

* * * * *

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2012.

Executive Summary

Title: Sturgeon Bay Aesthetic Design and Site Plan Review Code

Background: Many communities require that proposed projects undergo a review of the projects' design prior to receiving a permit. These processes are called by various names, such as appearance codes, site plan review, architectural review, etc. Some communities form special boards to conduct such reviews, while others use the Plan Commission, Council, or even staff. There can be several purposes for these requirements, such as ensuring development that is compatible with the community's desired character, promoting certain architectural styles, coordinating development on adjoining parcels, preserving historic integrity and many other reasons.

Currently, in Sturgeon Bay there are three areas where projects require such a review. These include the Industrial Park with projects being reviewed by the Industrial Park Design Review Team, the Third Avenue Historic Preservation District with reviews by the Historic Preservation Commission, and the Waterfront Redevelopment District with reviews by the Waterfront Design Review Board. Within the rest of the City, development projects do not go through a review process other than zoning compliance unless special approval is required, such as a conditional use or planned unit development.

The idea of a citywide design review code has been considered by the Plan Commission for quite some time and the proposed code and design criteria have evolved considerably. A previous version was approved by the Plan Commission after a public hearing in late 2007. The Council referred it back to consider certain changes. However, in 2008 the Plan Commission elected to suspend work on the code until after the comprehensive plan was updated, since that project was just getting underway. After the plan was adopted, the Plan Commission revisited the topic and after more changes has now recommended to the Council that the code and criteria be adopted.

The proposed code requires that prior to issuance of a permit, a proposed project must be approved by the design review board. It applies to most future projects, not just specific areas.

A few highlights of the proposed design review code:

1. It applies to both site design and building design issues. Thus, it is a blending of a site plan review code and an architectural review code.
2. All non-residential and multiple-family developments are subject to the code. Single-family and two-family dwellings are exempt.
3. The design guidelines and review criteria are set into a separate document that can be revised or tweaked as necessary in the future. This is similar to the set-up for the Waterfront Design Review Code and Historic Preservation Code. It is anticipated that the review criteria would be enhanced through photos, diagrams, etc., if the code is adopted by the Council. If the design review code is adopted by the Council, the design guidelines and review criteria should be formally adopted as well.
4. A five-member review board is created to administer the code, with appeals to the Common Council. This is the same arrangement as the Waterfront Design Review Code. The design review board members would be confirmed by the Council after appointment by the mayor.
5. The existing review districts (Historic District, Waterfront Redevelopment, Industrial Park) are exempted from the draft code. Therefore, a proposed project would not have to undergo multiple reviews by different codes. These existing design review districts would continue to follow their own procedures and guidelines. However, there remains the possibility of combining some or all of the existing review bodies into one umbrella review authority in the future.
6. The drafted guidelines are written to be somewhat general and flexible. They do not specify a specific architectural style and do not restrict corporate designs. The intent is to improve the site design, building materials, etc. and not to prevent new development from occurring.

The proposed code, if adopted, could be inserted into the zoning code (like the industrial park design review provisions) or could be a stand-alone ordinance (like the historic preservation code and waterfront design review code). The City Attorney prefers the zoning code option.

Fiscal Impact: If the code is adopted, there will be administrative costs. Staff time is required to process applications, coordinate meetings, ensure compliance, and handle violations. Based upon experience with the existing review codes, staff time amounts to an estimated 7 hours for a larger project, such as a new building. For smaller projects, such as a new sign, the staff time would be much shorter, especially if some sort of expedited review process is implemented. Based upon the expected number of projects, existing staff should be able to handle the administration, but it will somewhat cut into time spent on other matters.

Assuming the newly created review board is also not paid, there would be no impact for their time. The City does not charge for an application within the existing design review districts. However, it would be possible to institute a fee to recoup some or all of the City's expenses in administering the code. This would require adding it to the City's fee schedule and could be done at any time.

Public Hearing: If the recommendation of the Plan Commission is adopted, the actual ordinance would need to be acted upon. A public hearing needs to be held.

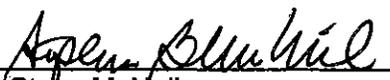
Options for Council Action: Among the available actions are the following:

1. Approve the recommendation of the Plan Commission and direct staff to schedule the public hearing for the Aesthetic Design and Site Plan Review Code as a zoning code amendment.
2. Approve the recommendation of the Plan Commission and direct staff to schedule the public hearing for the Aesthetic Design and Site Plan Review Code as a stand-alone ordinance.
3. Reject the recommendation. No further work would be done.
4. Make changes to the code or to the design guidelines.
5. Refer the matter back to the Plan Commission.

Recommendation: Option 1 or 2 is recommended.

Prepared by: 
Martin Olejniczak
Community Development Director

8/2/12
Date

Reviewed by: 
Steve McNeil
City Administrator

8/2/12
Date

Sturgeon Bay Aesthetic Design and Site Plan Review Code (Draft – July 2012)

Section 1. Title and authority. This chapter shall be known as, referred to or cited as the “Aesthetic Design and Site Plan Review Code of the City of Sturgeon Bay, Wisconsin.” This chapter is created under the authority granted by Wis. Stats. sec. 66.0101, and sec. 62.23(7).

Section 2. Purpose. The purposes of the design and site plan requirements set forth below are as follows:

(1) To ensure that new development is consistent with the desired character under the Sturgeon Bay Comprehensive Plan or other adopted plans.

(2) To encourage that the design and construction of new development is compatible with, and integrated into, adjacent and nearby land uses - both existing and planned.

(3) To maintain and protect significant existing natural features on the development site and in general promote the quality of the environment of the surrounding region.

(4) To protect existing adjacent residential development from potential adverse impacts of new development.

(5) To encourage high quality architectural designs.

(6) To promote accessibility to/from new developments by both vehicular traffic and alternative means of transportation, as appropriate.

(7) To identify and resolve potential site planning problems prior to the preparation of final construction plans.

(8) To protect and enhance property values.

(9) To promote the health, safety and welfare of current and future residents of the city.

Section 3. Sturgeon Bay Aesthetic Design and Site Plan Review Board.

(1) *Creation and composition.* There is hereby created an aesthetic design and site plan review board, which shall consist of five citizen members appointed by the mayor, subject to confirmation by the common council.

(2) *Terms.* Of the initial members appointed, one shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of three years. Thereafter, the term for each member shall be three years.

(3) *Powers and Duties.* The board shall have the following powers and duties:

- (a) After review of an application in accordance with the procedures outlined in section 5 of this chapter, grant or deny a certificate of appropriateness for any project required to undergo review under this chapter.
- (b) Make recommendations to the common council regarding changes or additions to the set of design guidelines serving as criteria for review and approval of development applications.
- (c) Develop educational manuals and other materials to assist architects, builders, engineers, and owners of property in meeting the established design criteria.

Section 4. Certificate of Appropriateness Required.

(1) *Applicability.* Any development activity that requires the issuance of a permit from the city shall require approval of a certificate of appropriateness prior to the issuance the permit. Development activity includes buildings, additions to buildings, exterior structural modifications, parking lots, driveways and curb cuts, signs, and grading.

(2) *Exemptions.* The following shall be exempt from these regulations:

- (a) Development activity related to single-family and two-family dwellings.
- (b) Any property or site that is subject to the Historic Preservation Code (chapter 28 of the municipal code), the Waterfront Design Review Code (chapter 29 of the municipal code), or the Development standards for I-1A and I-2A districts (section 20.32 of the municipal code. However, the reviewing bodies for those properties or sites may refer to the overall design criteria established for this chapter.
- (c) Uses or improvements that do not affect the exterior of buildings or site layout as determined by the Community Development Director and which are consistent with the purposes of this chapter.

Section 5. Procedures.

(1) *Submission.* An application for a certificate of appropriateness (design approval) and the applicable fee shall be submitted to the community development department. The application shall be accompanied by the written material and other information required in section 6.

(2) *Staff review.* The community development director (or designee) shall review the plans and accompanying material for conformance to the municipal code and shall

coordinate additional review as may be appropriate by other city departments. The application shall then be referred to the aesthetic design and site plan review board for its consideration.

(3) *Board review.* When reviewing an application, the aesthetic design and site plan review board shall consider the set of design guidelines formally established for the city as well as any pertinent recommendations and objectives of the Sturgeon Bay Comprehensive Plan or other adopted plans. The action of the aesthetic design and site plan review board shall be to approve the certificate of appropriateness with or without conditions, deny the proposed project design or defer it for further study or additional information. The aesthetic design and site plan review board shall approve or deny the application within 30 days of receipt of the application, unless such time is mutually extended to allow for further study or submission of additional information.

(4) *Written determination.* The Board shall file a written decision within 10 days after its final hearing considering the application for a certificate of appropriateness, with a copy of such decision to be sent to the applicant. If the certificate of appropriateness is approved, the applicable city permits (building permit, driveway permit, sign permit, etc.) may be issued if all other municipal regulations are met.

(5) *Appeals.* Appeals of decisions of the aesthetic design and site plan review board shall be heard by the common council. An appeal must be made in writing within 30 days after the date of the written determination of the aesthetic design and site plan review board. In considering an appeal, the common council shall balance the purposes of this chapter and the interest of the public against the interest of the owner in using the subject property for his/her own purposes. The common council may then affirm the decision of the aesthetic design and site plan review board, or reverse or modify such decision if it finds that, owing to unique conditions pertaining to the specific piece of property, failure to approve the site plan will preclude the reasonable use of the property or will cause serious hardship for the owner.

(6) *Changes to approved plans.* Changes to an approved project shall require approval in the same manner as required for the original plan design.

(7) *Approval time limit.* A certificate of appropriateness shall lapse after two years from the date of approval, unless the pertinent permit is issued and the project commenced within such two-year period. Time extensions may be authorized by the aesthetic design and site plan review board, provided the applicant demonstrates that there are circumstances, difficulties or practical hardships which make compliance with the original two-year period unreasonable.

Section 6. Application requirements.

(1) Applications for a certificate of appropriateness (design approval) shall be accompanied by a description and illustration of the proposed work that is of sufficient detail and scope to enable the aesthetic design and site plan review board to readily

understand the nature of the proposed work. Whenever pertinent the application shall at a minimum consist of the following:

- (a) Name, location, owner/developer and designer of the project.
- (b) A map showing the location and dimensions of the property, and showing pertinent existing features, including existing buildings, driveways and parking areas, vegetation, drainage features, 100-year floodplain limits, wetlands, and significant topography.
- (c) A proposed site plan drawn to a convenient scale depicting all building locations, access driveways and circulation, parking areas, bicycle and pedestrian facilities, stormwater management facilities, and other improvements.
- (d) Building elevations, including indications of proposed materials, and colors.
- (e) Landscaping plans and planting schedules.
- (f) Grading plan, utilities plan, and stormwater management plan.
- (g) Plans for signage including location, dimensions, materials, and lighting of signs.
- (h) Exterior lighting plan.
- (i) Additional information as necessary to aid in review of the application.

Section 7. Compliance. Upon the granting of a certificate of appropriateness the project plans and other materials upon which the certificate was granted shall be used by the community development director and/or building inspector to determine that the project is completed in compliance with the certificate of appropriateness and that there are no unauthorized deviations. Failure to correct any deficiency identified by the community development director or building inspector will constitute a violation of this chapter.

Section 8. Penalties. Any person who violates any provision of this chapter or any order, rule or regulation issued pursuant to this chapter shall be subject to a penalty as provided in section 25.04 of this Municipal Code.

Design Guidelines and Review Criteria

for the

Sturgeon Bay Aesthetic Design & Site Plan Review Code

When acting upon an application, the Sturgeon Bay Aesthetic Design and Site Plan Review Board shall rely upon generally accepted site planning and design principles, the stated purposes and intent of the Sturgeon Bay Aesthetic Design and Site Plan Review code, and the provisions of the Sturgeon Bay Comprehensive Plan or other applicable plans and ordinances. The Aesthetic Design and Site Plan Review Board shall also give important consideration during the review process to the following criteria for approval:

(1) Site layout.

- (a) The existing natural topographic and landscape features of a site should be incorporated into a development plan. Such plan shall include all prudent and necessary steps required to protect the natural environment of the site and surrounding areas during and after construction.
- (b) The site shall be designed to accomplish a desirable transition from the public streetscape, and between commercial, industrial, and residential land use areas.
- (c) Where grading is necessary for the construction of structures and paved areas, the grading should blend into adjacent property. Abrupt changes in grade are discouraged.
- (d) Where possible, buildings should be situated on the site to promote and protect public views to and along shorelines from public roads and other public lands.
- (e) In areas where sidewalks exist or are planned, buildings containing retail and other commercial uses should have entrances that provide convenient pedestrian access from the street.
- (f) Where a pattern of small-scale commercial development exists or is planned, narrower buildings or multiple storefronts within larger buildings are encouraged.
- (g) Where a pattern of relatively consistent building setbacks exist on a street, new buildings should be situated to closely match such setback pattern.
- (g) On corner parcels where the proposed building is located close to both street lines, the corner of the building shall be recessed from the street lines in order to create pedestrian areas; prominent building entrances; and more architecturally interesting buildings.

(h) Stormwater drainage shall be designed so as not to alter the natural drainage systems or cause flooding or erosion on neighboring properties.

(2) Access, circulation and parking.

(a) Vehicular driveways into the site shall be located in a manner to minimize traffic congestion and difficult turning movements and shall be coordinated with existing and proposed access points on adjoining or nearby properties. Individual developments having more than one access points per street are discouraged and shared access driveways with adjoining properties is encouraged.

(b) The interior circulation of the site shall be designed to provide for the convenient and safe flow of pedestrians and non-pedestrian traffic through the site and to/from public streets or sidewalks.

(c) Off-street parking areas for motor vehicles and bicycles that are shared with neighboring businesses and parcels through the use of common driveways or internal access driveways shall be encouraged, if feasible, instead of stand-alone single use parking areas.

(d) Off-street parking located to the rear or side of buildings is preferred over parking between the building and the street, particularly if the amount of off-street parking supplied is greater than required under the zoning code. For stand-alone buildings under 15,000 square feet, it is preferable that not more than one tier (single row or double row) of parking be located between the building and the street it fronts.

(e) For large developments over 40,000 square feet, the site design shall allow for present or future alternative transportation modes, such as bike routes or transit stops.

(f) Permeable surfaces, bioswales, rain gardens, and other forms of stormwater runoff prevention for parking and on-site traffic areas are encouraged.

(3) Building design.

(a) Buildings shall not be limited to a preferred type of architecture or building materials. However, architectural styles, which are generally not common to Sturgeon Bay or Northeastern Wisconsin, are discouraged.

(b) Buildings should be sited and designed to be aesthetically pleasing as viewed from adjoining public streets. Excessively long, unbroken building facades shall be avoided. Building materials and design features shall be consistent with the general design theme and/or proposed use of the development.

(c) The architectural character of historic structures shall be maintained or enhanced whenever remodeling, expansions, or other changes are proposed.

- (d) Buildings on in-fill sites shall be compatible with surrounding buildings in terms of scale, massing, height, entrances, and windows.
 - (e) Rhythm/re-occurring patterns in windows and storefronts are encouraged.
 - (f) Building components, such as windows, doors, eaves, and parapet, should be in proportionate scale in relationship to one another.
 - (g) The use of door and window canopies and awnings is encouraged.
 - (h) The use of special architectural features, including projecting windows, towers, turrets, arches and cupolas are encouraged, particularly on corner buildings.
 - (i) Rooftop mechanical equipment shall be screened with parapets or the roof form.
 - (j) Designs seeking Leadership in Energy and Environmental Design (LEED) certification are encouraged.
 - (k) Buildings containing retail commercial uses that are located within 15 feet of the street should have transparent windows on the ground floor along at least 50% of the length of the building facade facing the street.
 - (l) Garages should be designed to not dominate the site. Whenever possible, detached garages shall be located to the rear of the principal building or shall be screened or have overhead doors not facing the street. Attached garages that extend beyond the front façade of the building are discouraged. Garages with three or more parking stalls shall be designed to limit the visual impact of overhead doors through features such as offsets or side-loading.
 - (m) Blank walls viewable from the street are undesirable.
- (4) Materials and colors.
- (a) Opaque or reflective window tints and glazes are discouraged.
 - (b) The use of identical building materials on all sides of a building that are visible from public streets is encouraged.
 - (c) For developments with multiple buildings, a palette of options for exterior building colors for use throughout the site should be established. The range should be wide enough to allow for variety, yet narrow enough to unify all the buildings on a site.
 - (d) Metal siding is strongly discouraged except for industrial buildings or for facades not facing public areas such as streets or parking areas.

(5) Landscaping.

- (a) The appearance of paved areas should be enhanced through landscaping. Large parking areas shall comply with the interior landscaping requirements of the Sturgeon Bay Zoning Code. Required landscape islands shall be dispersed throughout the parking area to avoid large expanses of pavement.
- (b) Storage areas, dumpsters and other places that tend to be unsightly shall be screened by walls, fences, berms, vegetation, or combinations of these. The screening should be equally effective in winter and summer.
- (c) To reduce erosion and surface runoff, trees and other vegetative land cover shall be removed only where necessary for the construction of structures or paved areas.
- (d) Vegetative landscaping shall be used to soften the appearance of blank walls.
- (e) Fences and retaining walls shall be surfaced, painted, landscaped or otherwise treated to blend with their surroundings.
- (f) Utility lines should be placed underground where appropriate and economically feasible to reduce the visual impact on open and scenic areas. Utility pedestals should be screened.
- (g) The use of native and indigenous plant species is encouraged over exotic species. The use of invasive species, as defined by the Wisconsin Department of Natural Resources, is prohibited.

(6) Lighting.

- (a) Exterior light fixtures shall be shielded such that direct beams of light are not cast skyward or onto adjoining property.
- (b) Lighting of an intensity beyond which is reasonably required to conduct operations or maintain security is discouraged.
- (c) Lighting fixtures and devices promoting energy efficiency are encouraged.

(7) Signs.

- (a) The location, size, design, materials, and colors of signs should be compatible with the building style.
- (b) The location and design of freestanding signs shall be coordinated with the landscape treatment.

- (c) Neon signs, portable arrow signs, and light box signs are discouraged. Interior lit cabinet signs, when approved, should be designed with opaque materials such that only the message/logo is lit rather than the entire cabinet.
- (d) Signs that are raised on a pole or pylon should have landscaping such as shrubs or flower beds surrounding the base of the sign.