



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, FEBRUARY 3, 2015  
6:00 PM  
CITY OF STURGEON BAY FIRE DEPARTMENT TRUCK BAY  
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 – \$101,460.46, Capital Fund - \$89.99, Cable TV - \$4,685.00, TID #2 - \$246.84, and Solid Waste Enterprise Fund - \$1,347.54 for a grand total of \$107,829.83. [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 the 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 1/13/15 special and 1/20/15 regular Common Council minutes.
  - \* b. Approval of the following minutes:
    - (1) Sturgeon Bay Utility Commission – 12/9/14
    - (2) City Plan Commission – 1/12/15
    - (3) Finance/Purchasing & Building Committee – 1/13/15
    - (4) Parking & Traffic Committee – 1/19/15
    - (5) Board of Public Works – 1/20/15
    - (6) Personnel Committee – 1/20/15
    - (7) City Plan Commission – 1/21/15
  - \* c. Place the following on file:
    - (1) Police Department Report – December 2014
  - \* d. Consideration of: Approval of beverage operator licenses.
  - \* e. Consideration of: Approval of Temporary Class B Beer and Wine license for St. John Bosco School for March 7, 2015.
  - \* f. Personnel Committee recommendation re: Approve CSO hourly wage increase to \$10 an hour with a \$0.25 increase for each year that the employee returns.

- \* g. City Plan Commission recommendation re: Approve the final plat for Marina View Subdivision subject to conditions.
  - \* h. Finance/Purchasing & Building Committee recommendation re: Police Department accept the court ordered surrendered 2007 Ford 500 vehicle with the intended purpose to use a City staff vehicle.
7. Mayoral appointments.
  8. Second reading of ordinance re: Repeal Section 1.20 of Municipal Code (General Government); Repeal and recreate Chapter 17 of the Municipal Code (Electrical Code.)
  9. Second reading of ordinance re: Repeal and recreate Section 15.01 of the Municipal Code (Building Code.)
  10. Second reading of ordinance re: Repeal and recreate Chapter 16 of the Municipal Code (Plumbing Code.)
  11. City Plan Commission recommendation re: Approve the Planned Unit Development for Sawyer Hotel Development, LLC subject to conditions.
  12. First reading of ordinance re: Rezone property from Central Business District (C-2) to Planned Unit Development (PUD) subject to site plan and requirements. (Sawyer Hotel Development, LLC.)
  13. Committee Chairperson Reports:
    - a. City Plan Commission
    - b. Finance/Purchasing & Building Committee
    - c. Park & Recreation Committee
  14. Public comment on non-agenda items.
  15. Mayor's comments.
  16. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 1.30.15

Time: 12:00pm

By: JM

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/03/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
CITY HALL / FIRE & POLICE STN				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEE-GO BND 123113	01-000-920-70002	116.16
TOTAL CITY HALL / FIRE & POLICE STN				116.16
TOTAL GENERAL FUND				116.16
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	12/14 TRAFFIC MATTERS	01-110-000-55010	1,170.00
TOTAL				1,170.00
TOTAL LAW/LEGAL				1,170.00
CITY CLERK-TREASURER				
17700	QUILL CORPORATION	ASST OFFICE SUPPLIES	01-115-000-51950	124.15
23714	WISCONSIN MUNICIPAL CLERKS	2015 WMCA DUES/ REINHARDT	01-115-000-56000	65.00
9535	IIMC	2015 CONF.REGISTER/REINHARDT	01-115-000-55600	575.00
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASST OFFICE SUPPLIES	01-115-000-51950	49.86
R0001245	LINDA DELORIT	SUBPOENA FEE/DELORIT	01-115-000-56350	16.80
R0001245		MILEAGE 14 @ .0575/DELORIT	01-115-000-56350	8.05
R0001246	THOMAS SCHLAISS	SUBPOENA FEE/T SCHLAISS	01-115-000-56350	16.80
TOTAL				855.66
TOTAL CITY CLERK-TREASURER				855.66
COMPUTER				
R0000638	J MAUEL & ASSOCIATES	PET LICENSE SOFTWARE FEE 2015	01-125-000-51100	200.00
TOTAL				200.00
TOTAL COMPUTER				200.00
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISAL	02/03/15 CONTRACT	01-130-000-55010	1,245.84
TOTAL				1,245.84
TOTAL CITY ASSESSOR				1,245.84
MUNICIPAL SERVICES ADMIN.				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	BINDER COVER	01-145-000-51300	66.92
BUBRICKS		RED PENS	01-145-000-51300	13.33
TOTAL				80.25
TOTAL MUNICIPAL SERVICES ADMIN.				80.25

INVOICES DUE ON/BEFORE 02/03/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
PUBLIC WORKS ADMINISTRATION				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	CARD STOCK	01-150-000-52800	18.00
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	COPIER MAINTENANCE AGREEMENT	01-150-000-56250	1,168.88
TOTAL				1,186.88
TOTAL PUBLIC WORKS ADMINISTRATION				1,186.88
CITY HALL				
23730	WPS	421 MICHIGAN ST-CITY HALL	01-160-000-56600	3,285.98
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHT SWITCHES	01-160-000-54999	21.65
VIKING		#10x1 SCREW ANCHOR KIT	01-160-000-54999	9.49
VIKING		100 ORANGE WIRENUTS	01-160-000-54999	11.06
WARNER	WARNER-WEXEL WHOLESALE &	ASSTD MAINT SUPPLIES	01-160-000-51850	188.13
TOTAL				3,516.31
TOTAL CITY HALL				3,516.31
GENERAL EXPENDITURES				
08167	GANNETT WISCONSIN NEWSPAPERS	PHN ZAHLER	01-199-000-57450	30.55
08167		ORDINANCE PUBLICATION	01-199-000-57450	44.88
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	13 CARTONS COPY PAPER	01-199-000-55650	349.70
MEUW	MUNICIPAL ELECTRIC UTILITIES	2015 FIRST QTR PAYMNT	01-199-000-55605	3,125.00
TOTAL				3,550.13
TOTAL GENERAL EXPENDITURES				3,550.13
POLICE DEPARTMENT				
02790	DAN BRINKMAN	MEAL REIMB TRAINING/BRINKMAN	01-200-000-55600	25.00
21450	THE UNIFORM SHOPPE	WALLET & BADGE/PORTER	01-200-000-52900	34.95
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSTD OFFICE SUPPLIES	01-200-000-51950	127.27
BUBRICKS		OFFICE SUPPLIES	01-200-000-51950	19.12
TIGER	TIGERDIRECT INC.	COMP ENCRYPT SOFTWARE & HRDWRE	01-200-000-55500	100.02
TIGER		COMP ENCRYPT SOFTWARE & HRDWRE	01-200-000-55500	86.60
TIGER		COMP ENCRYPT SOFTWARE & HRDWRE	01-200-000-55500	27.75
TIGER		COMP. ENCRYPT SOFTWARE/HRDWRE	01-200-000-55500	128.93
US BANK	US BANK EQUIPMENT FINANCE	RICOH LEASE # 24 OF 36	01-200-000-55650	181.00
TOTAL				730.64
TOTAL POLICE DEPARTMENT				730.64
POLICE DEPARTMENT/PATROL				
02005	BAY ELECTRONICS, INC.	TWO WAY RADIO PROGRAMMING	01-215-000-57550	35.00
03075	CARQUEST OF DOOR COUNTY	SQUAD BATTERY	01-215-000-58600	80.59
03101	CDW GOVERNMENT, INC.	POWERTECH GPS RECEIVER	01-215-000-58600	368.34
06650	GALLS, AN ARAMARK COMPANY	2-HANDCUFFS @23.40EA/SOUTH	01-215-000-52900	53.75

INVOICES DUE ON/BEFORE 02/03/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
19580	STREICHERS PROF POLICE EQUIP	6-FLASHLIGHTS/WATERSTREET	01-215-000-54999	89.94
19580		LED FLASHLIGHT/WATERSTREET	01-215-000-54999	94.99
19580		11-.40SW PRACTICE AMMUNITION	01-215-000-51050	2,706.00
19580		CHARGER/HOLDER& CORD/WTRSTRT	01-215-000-54999	39.98
19880	STURGEON BAY UTILITIES	SUNSET PRK BOAT LAUNCH	01-215-000-56150	11.82
19880		NAUTICAL DR CAMERA WWP	01-215-000-56150	11.70
21450	THE UNIFORM SHOPPE	MISC UNIFORM/GRAY	01-215-000-52950	317.10
21450		NAME PLATE/GRAY	01-215-000-52950	27.40
22800	WALMART COMMUNITY	COURT CASE SUPPLIES	01-215-000-54999	16.94
22800		SD CARDS FOR SPEED BOARDS	01-215-000-54999	25.76
23640	WISCONSIN DEPT OF JUSTICE	TIME SYSTM ACCESS/JAN-MARCH	01-215-000-58999	360.00
ALBERTSO	JASON ALBERTSON	MEAL REIMB TRAINING/ALBERTSON	01-215-000-55600	31.03
HOUGAARD	CHAD HOUGAARD	MEAL EXPENSES/HOUGAARD	01-215-000-55600	22.93
KIESLERS	KIESLER'S POLICE SUPPLY, INC.	AMMUNITION	01-215-000-51050	333.00
R0000048	SHELL FLEET PLUS	OUT OF TOWN FUEL	01-215-000-51650	45.29
R0000048		FEDERAL EXCISE TAX CREDIT	01-215-000-51650	-4.03
R0000608	AUTO ZONE, INC	EXPLORER HEADLIGHTS	01-215-000-58600	24.29
		TOTAL		4,691.82
		TOTAL POLICE DEPARTMENT/PATROL		4,691.82
POLICE DEPT. / INVESTIGATIONS				
INTOX	INTOXIMETERS	DRYGAS INTOXILIZER	01-225-000-57950	140.00
RDJ SPEC	RDJ SPECIALTIES, INC.	SBPD PENCILS/KID GIVE AWAYS	01-225-000-57950	458.73
WTCSF	WTCSF, INC	ANNL ENROLL FEE 07/14-06/15	01-225-000-57950	500.00
		TOTAL		1,098.73
		TOTAL POLICE DEPT. / INVESTIGATIONS		1,098.73
FIRE DEPARTMENT				
08225	HERLACHE SMALL ENGINE	FILES	01-250-000-53000	17.50
08225		SAW PARTS	01-250-000-56250	272.52
16575	PIP PRINTING	CO CHECKLIST	01-250-000-52250	37.69
19880	STURGEON BAY UTILITIES	835 N 14TH AVE SALT SHED	01-250-000-56675	5.20
19880		835 N 14TH AVE--CITY GARAGE	01-250-000-56675	42.00
19880		DUCK POND	01-250-000-56675	5.20
19880		SUNSET CNTR/NEW CONC	01-250-000-56675	42.00
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	13.00
19880		OTUMBA PARK	01-250-000-56675	5.20
19880		WEST SIDE WARMING HSE	01-250-000-56675	5.20
19880		WEST SIDE FIRE STATION	01-250-000-56675	42.00
19880		WEST SIDE FIRE STATION	01-250-000-56150	184.27
19880		WEST SIDE FIRE STATION	01-250-000-58650	101.09
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	5.20
19880		38 S NEENAH AVE RSTRM/FC	01-250-000-56675	26.00
19880		JAYCEES BALLFLD STAND	01-250-000-56675	13.00
19880		MICH ST JC BALLFLD SPRINK	01-250-000-56675	42.00
19880		WEST SIDE BALLFLD LITES	01-250-000-56675	5.20
19880		916 N 14TH WARNING SIREN	01-250-000-56150	8.36
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	15.30

INVOICES DUE ON/BEFORE 02/03/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
19880		SUNSET PK STAR PLANT	01-250-000-56675	42.00
19880		835 N 14TH AVE SIGN SHED	01-250-000-56675	5.20
19880		CHERRY BLOSSOM PK	01-250-000-56675	13.00
19880		CLAY BANKS SIREN	01-250-000-56150	16.61
20254	TIP TOP CLEANERS	JACKET LININGS	01-250-000-52900	65.00
22800	WALMART COMMUNITY	VEHICLE SUPPLIES	01-250-000-53000	89.69
22800		PROGRAM COMMODITIES	01-250-000-52250	202.12
22800		UNIFORM SWEATSHIRTS	01-250-000-52900	41.76
22800		CLEANING SUPPLIES	01-250-000-54999	128.54
23133	WATEROUS COMPANY	MECHNIC SEMNR/AUSTAD & MNTVDEO	01-250-000-55600	550.00
23730	WPS	656 S OXFORD AVE W. FIRE STAT	01-250-000-56600	416.07
CJ	CJ WORKS, LLC	DEC LAUNDRY	01-250-000-56800	91.50
DC FIRE	DOOR COUNTY FIRE CHIEF'S INC	2014 ANNL MEMBER DUES	01-250-000-56000	100.00
FIRST	FIRST NATIONAL BANK OF OMAHA	TIRE CHAINS	01-250-000-54999	179.98
FIRST		18 V BATTERIES	01-250-000-56250	104.45
FIRST		RESCUE TOOL/MONTEVIDEO	01-250-000-52900	46.12
FIRST		REG. COMMD CLSS/WRITT & DIETMN	01-250-000-55600	460.00
FIRST		RECEIVER HITCH	01-250-000-51350	94.10
FIRST		CAMERA BATTERY CHARGER	01-250-000-56250	21.08
FIRST		FUEL	01-250-000-51650	16.47
FIRST		FUEL	01-250-000-51650	32.20
FIRST		WASHER FLUID & SOAP	01-250-000-54999	10.50
FIRST		CARDS & INK/ ID BADGES	01-250-000-51950	75.00
FIRST		LENS	01-250-000-54999	72.95
FIRST		FOOD-TRAINING/AUSTAD & CIHLAR	01-250-000-55600	42.18
FIRST		FUEL #11	01-250-000-51650	11.00
FIRST		FUEL	01-250-000-51650	43.00
FIRST		HOTEL/AUSTAD & CIHLAR TRAINING	01-250-000-55600	70.00
FIRST		FOOD/DIETMAN & WRITT TRAINING	01-250-000-55600	44.56
FIRST		FOOD/DIETMAN & WRITT TRAINING	01-250-000-55600	16.61
FIRST		FUEL #11	01-250-000-51650	34.13
FIRST		FUEL	01-250-000-51650	40.00
MINE	MINE SAFETY APPLIANCE CO	THERMAL IMAGE CAMERA REPAIR	01-250-000-56250	1,005.18
O'REILLY	O'REILLY AUTO PARTS	SPOT REMOVER	01-250-000-53000	11.49
O'REILLY		STEERING SHAFT /#11	01-250-000-53000	68.46
PAULCONW	PAUL CONWAY SHIELDS	STREAMLIGHT/KOONTZ	01-250-000-52900	29.13
TOTAL				5,178.01
TOTAL FIRE DEPARTMENT				5,178.01
SOLID WASTE MGMT/SPRING/FALL				
04545	DOOR COUNTY COOPERATIVE	TRAILER SAFETY CHAIN CLIPS	01-311-000-53000	18.88
08225	HERLACHE SMALL ENGINE	2 CYCLE OIL	01-311-000-53000	26.50
25700	ZARNOTH BRUSH WORKS INC	LEAF RAKE BRUSHES	01-311-000-53000	359.00
TOTAL				404.38
TOTAL SOLID WASTE MGMT/SPRING/FALL				404.38
STREET SWEEPING				
02844	BRUCE MUNICIPAL EQUIPMENT INC	SWEEPER SWITCHES	01-330-000-51400	72.46

INVOICES DUE ON/BEFORE 02/03/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04603	HALRON LUBRICANTS INC	HYDRAULIC FLUID/SWEEPER	01-330-000-51400	125.42
25700	ZARNOTH BRUSH WORKS INC	FLANGE WELDMENT/SWEEPER	01-330-000-51400	289.65
R0000655	TRANSMOTION, LLC	HYDRO LINE CAPS/PLUGS	01-330-000-51400	16.72
TOTAL				504.25
TOTAL STREET SWEEPING				504.25
ROADWAYS/STREETS				
06012	FASTENAL COMPANY	DRILL BIT	01-400-000-51400	25.33
TOTAL				25.33
TOTAL ROADWAYS/STREETS				25.33
SNOW REMOVAL				
03075	CARQUEST OF DOOR COUNTY	BOSS PIN KIT	01-410-000-51400	38.40
03075		FREIGHT	01-410-000-51400	8.70
06012	FASTENAL COMPANY	PLOW BOLTS	01-410-000-51400	75.90
13150	MASTERCRAFT WELDING SYSTEM	ICE CHIPPR STEEL 20FT 3/4" BAR	01-410-000-51400	40.00
18945	S & R TRUCK CENTER	#33 CODE SCAN	01-410-000-51400	45.00
APPLY MS	APPLIED MSS	PLOW SAFETY PINS	01-410-000-51400	87.29
FLEETPRI	FLEETPRIDE	TRCKLSS DIFFER. & CLUTCH REPRS	01-410-000-51400	1,041.01
TOTAL				1,336.30
TOTAL SNOW REMOVAL				1,336.30
STREET SIGNS AND MARKINGS				
12110	LANGE ENTERPRISES INC	6 HANDICAP & 1 DIRECTION SIGNS	01-420-000-52600	214.72
TOTAL				214.72
TOTAL STREET SIGNS AND MARKINGS				214.72
STREET MACHINERY				
01469	AIRGAS NORTH CENTRAL	TORCH/WELDER GASES	01-450-000-52150	134.75
03075	CARQUEST OF DOOR COUNTY	BLUE CORAL-20 DEG	01-450-000-52150	13.20
03075		OIL FILTERS	01-450-000-52150	6.69
04545	DOOR COUNTY COOPERATIVE	GRAB HOOK	01-450-000-52700	4.49
06012	FASTENAL COMPANY	ASSTD BATTERIES	01-450-000-52150	49.60
13460	MILLER BRADFORD & RISBERG, INC	FUEL SOLENOID/ #15	01-450-000-53000	207.17
L&P	L&P CONVENIENT STORE SBAY LLC	PREMIUM GAS	01-450-000-51650	14.03
O'REILLY	O'REILLY AUTO PARTS	SOCKET SET	01-450-000-52700	16.99
TOTAL				446.92
TOTAL STREET MACHINERY				446.92

INVOICES DUE ON/BEFORE 02/03/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
CITY GARAGE				
04545	DOOR COUNTY COOPERATIVE	SHOP HOSE BIB REPAIRS	01-460-000-54999	19.32
18950	SAFETY-KLEEN CORP	PARTS WASHER SERVICING	01-460-000-58999	229.23
19880	STURGEON BAY UTILITIES	835 N 14TH AVE SALT SHED	01-460-000-56150	8.24
19880		835 N 14TH AVE--CITY GARAGE	01-460-000-56150	1,144.10
19880		835 N 14TH AVE--CITY GARAGE	01-460-000-58650	127.00
23730	WPS	835 N 14TH AVE- CITY GARAGE	01-460-000-56600	3,036.77
O'REILLY	O'REILLY AUTO PARTS	SILICONE & SOAP	01-460-000-51850	13.28
O'REILLY		TRANSMISSION JACK	01-460-000-52700	399.00
TOTAL				4,976.94
TOTAL CITY GARAGE				4,976.94
<b>CELEBRATION &amp; ENTERTAINMENT</b>				
20254	TIP TOP CLEANERS	BANNER REPAIRS	01-480-000-51550	21.00
TOTAL				21.00
TOTAL CELEBRATION & ENTERTAINMENT				21.00
<b>HIGHWAYS - GENERAL</b>				
19880	STURGEON BAY UTILITIES	TREC WARNING LGHT	01-499-000-58000	8.25
TOTAL				8.25
TOTAL HIGHWAYS - GENERAL				8.25
<b>PARK &amp; RECREATION ADMIN</b>				
23715	WISCONSIN PARK & REC ASSN	2015 ANNL MEMBER DUES	01-500-000-55600	150.00
TOTAL				150.00
TOTAL PARK & RECREATION ADMIN				150.00
<b>PARKS AND PLAYGROUNDS</b>				
01766	AURORA MEDICAL GROUP	PRE-EMPLOY SCREEN	01-510-000-57100	184.00
03075	CARQUEST OF DOOR COUNTY	PLOW CONTROLLER/ P9	01-510-000-52850	539.74
03075		CREDIT RETURN PLOW CONTROLLER	01-510-000-52850	-539.74
03075		SPARK PLUGS	01-510-000-52850	4.38
03075		OIL FILTER & SPARK PLUGS	01-510-000-52850	5.14
03075		SPARK PLUGS	01-510-000-52850	10.52
08225	HERLACHE SMALL ENGINE	SPARK PLUGS	01-510-000-52850	15.00
08225		AIR FILTER	01-510-000-52850	7.93
08225		AIR FILTER & SPARK PLUG	01-510-000-52850	8.23
08225		TRIMMER LINE HEADS	01-510-000-52850	49.98
08225		FUEL CAP & SPARK PLUGS	01-510-000-52850	42.96
08225		SPARK PLUGS	01-510-000-52850	15.00
13049	MAY'S SPORT CENTER	FILTER & PLUGS	01-510-000-52850	12.97

INVOICES DUE ON/BEFORE 02/03/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
19880	STURGEON BAY UTILITIES	SUNSET CNTR/NEW CONC	01-510-000-56150	104.04
19880		SUNSET CNTR/NEW CONC	01-510-000-58650	51.40
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	24.98
19880		OTUMBA PARK	01-510-000-56150	38.74
19880		WEST SIDE WARMING HSE	01-510-000-56150	48.94
19880		JAYCEES BALLFLD STAND	01-510-000-56150	22.46
19880		OTUMBA PK WALKWAY LITES	01-510-000-56150	52.02
19880		OTUMBA PK/STREET LTG	01-510-000-56150	154.68
19880		FLORIDA ST/SUNSET PK	01-510-000-56150	16.14
19880		835 N 14TH AVE SIGN SHED	01-510-000-56150	21.27
19880		CHERRY BLOSSOM PK	01-510-000-56150	8.24
23730	WPS	835 S 15TH AVE MEM FLD	01-510-000-56600	387.30
CORTESE	RON CORTESE	BOOT REIMBURSE/CORTESE	01-510-000-56800	72.50
MRK NIEL	MARK NIELSON	WORK BOOT REIMBURSE/NIELSON	01-510-000-56800	72.50
O'REILLY	O'REILLY AUTO PARTS	PLOW CONTROLLER/P9	01-510-000-58600	268.00
TOTAL				1,699.32
TOTAL PARKS AND PLAYGROUNDS				1,699.32
<b>BALLFIELDS</b>				
13150	MASTERCRAFT WELDING SYSTEM	MOUNTING BRACKET STEEL	01-520-000-54999	55.00
19275	SHERWIN WILLIAMS	PAINT-PBI MOUNTING BRACKETS	01-520-000-54999	12.87
TOTAL				67.87
TOTAL BALLFIELDS				67.87
<b>MUNICIPAL DOCKS</b>				
19880	STURGEON BAY UTILITIES	36 S NEENAH PKG LOT LTS	01-550-000-56150	368.67
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	8.24
19880		38 S NEENAH AVE RSTRM/FC	01-550-000-56150	44.52
23730	WPS	01/15 36 S NEENAH AVE RESTRM	01-550-000-56600	15.56
TOTAL				436.99
TOTAL MUNICIPAL DOCKS				436.99
<b>WATER WEED MANAGEMENT</b>				
03075	CARQUEST OF DOOR COUNTY	FUEL CAP/P10	01-560-000-51400	8.59
TOTAL				8.59
TOTAL WATER WEED MANAGEMENT				8.59
<b>WATERFRONT PARKS &amp; WALKWAYS</b>				
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWY LIGHTS	01-570-000-56150	37.53
19880		DC MUSEUM PKG LOT LITES	01-570-000-56150	214.23

INVOICES DUE ON/BEFORE 02/03/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND

TOTAL	251.76
TOTAL WATERFRONT PARKS & WALKWAYS	251.76

EMPLOYEE BENEFITS

03780	COUNSELING ASSOCIATES OF DC	01/15 INSTALLMENT	01-600-000-56553	150.83
03780		12/14 INSTALLMENT	01-600-000-56553	150.83
TOTAL				301.66
TOTAL EMPLOYEE BENEFITS				301.66

COMMUNITY & ECONOMIC DEVLPMT

04549	DOOR COUNTY ECONOMIC DEVELOPME	ADMIN OF PROGRAMS	01-900-000-55850	6,250.00
04549		2015 1ST QTR CONTRIBUTION	01-900-000-55750	4,943.75
19730	STURGEON BAY VISITOR CENTER	2015 SBVC COMMITMENT	01-900-000-57800	44,775.00
SCOTTFRE	SCOTT FREA	3 PBLIC HRING SIGNS W/FRAMES	01-900-000-54999	186.00
TOTAL				56,154.75
TOTAL COMMUNITY & ECONOMIC DEVLPMT				56,154.75
TOTAL GENERAL FUND				90,629.46

CAPITAL FUND

FIRE DEPARTMENT

EXPENSE				
FIRST	FIRST NATIONAL BANK OF OMAHA	ICEMAKER	10-250-000-59030	89.99
TOTAL EXPENSE				89.99
TOTAL FIRE DEPARTMENT				89.99
TOTAL CAPITAL FUND				89.99

CABLE TV

CABLE TV / GENERAL

CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	02/03/15 CONTRACT	21-000-000-55015	4,685.00
TOTAL CABLE TV / GENERAL				4,685.00
TOTAL CABLE TV / GENERAL				4,685.00
TOTAL CABLE TV				4,685.00

TID #2 DISTRICT

TID DISTRICT #2

INVOICES DUE ON/BEFORE 02/03/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
TID #2 DISTRICT				
TID #2 A AREA BONDS - CITY				
TID #2 A AREA BONDS - CITY				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEE-GO BND 123113	25-320-930-70002	39.93
TOTAL TID #2 A AREA BONDS - CITY				39.93
TID #2 A AREA BONDS - DVL				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEE-GO BND 123113	25-320-931-70002	108.90
TOTAL TID #2 A AREA BONDS - DVL				108.90
T2 ROAD PROJECTS				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEE-GO BND 123113	25-320-932-70002	98.01
TOTAL T2 ROAD PROJECTS				98.01
TOTAL TID DISTRICT #2				246.84
TOTAL TID #2 DISTRICT				246.84
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
18500	R N O W INC	PUMP VALVE #39	60-000-000-53000	1,035.72
18500		FILTERS	60-000-000-53000	254.22
JX ENT	JX ENTERPRISES, INC.	CREDIT RETURN-AIR FILTER	60-000-000-53000	-110.42
JX ENT		FENDER	60-000-000-53000	160.02
JX ENT		FREIGHT	60-000-000-53000	8.00
TOTAL SOLID WASTE ENTERPRISE FUND				1,347.54
TOTAL SOLID WASTE ENTERPRISE FUND				1,347.54
TOTAL SOLID WASTE ENTERPRISE				1,347.54
TOTAL ALL FUNDS				96,998.83

**MANUAL CHECKS**

BENEFIT ADVANTAGE	\$202.00
01/20/15	
Check # 76460	
FSA Renewal/HRA	
01-600-000-50510	
MINNESOTA LIFE	\$1,902.41
01/20/15	
Check # 76461	
February Life Insurance	
01-600-000-50552	
SUN LIFE FINANCIAL	\$1,914.52
01/20/15	
Check # 76462	
February Short/Long Term Disability	
01-000-000-21545	
SUPERIOR VISION INSURANCE	\$693.75
01/20/15	
Check # 76463	
January Vision Insurance	
01-000-000-21540	
BENEFIT ADVANTAGE	\$25.00
01/20/15	
Check # 76464	
December Cobra	
01-600-000-50510	
PITNEY BOWES	\$ 3,025.00
01/21/15	
Check # 76540	
Postage Meter Refill	
01-199-000-57250	
SOUTHERN DOOR SCHOOL	\$226.81
01/21/15	
Check #76541	
Mobile Home Tax Payment	
01-000-000-41300	
STURGEON BAY SCHOOLS	\$2,841.51
01/21/15	
Check #76542	
Mobile Home Tax Payment	
01-000-000-41300	
<b>TOTAL MANUAL CHECKS</b>	<b>\$ 10,831.00</b>

DATE: 01/27/2015  
TIME: 14:38:04  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/03/2015

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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SUMMARY OF FUNDS:

GENERAL FUND	90,629.46	<del>90,629.46</del> 101,460.46
CAPITAL FUND	89.99	
CABLE TV	4,685.00	
TID #2 DISTRICT	246.84	
SOLID WASTE ENTERPRISE	1,347.54	
TOTAL --- ALL FUNDS	96,998.83	107,829.83

*Stewart Butt*  
*Lenny Meyer*

1-27-14

1-27-14

SPECIAL COMMON COUNCIL  
January 13, 2015

A special meeting of the Common Council was called to order at 3:45 p.m. by Mayor Birmingham. Roll call: Ald. Wiegand, Vandertie, Wiesner, Stults, Fett, and Schlicht were present. Ireland was excused.

Schlicht/Fett to adopt agenda. Carried.

Fett/Wiesner to approve Sturgeon Bay Loan Review Committee minutes. Carried.

RECOMMENDATION

We, the Sturgeon Bay Revolving Loan Fund Committee, hereby recommend that a loan of \$162,000.00 be approved for Will Estes, LLC DBA Sonny's Pizzeria, LLC to be used for the purchase of equipment and that the loan be approved subject to the following conditions:

- A. Interest Rate: 4.0%
- B. Term of Loan: 5 Years with a 5 -Year Amortization Period.
- C. Monthly payments of principal and interest will be paid to the City of Sturgeon Bay until the loan is paid in full.
- D. The City of Sturgeon Bay will have a first lien purchase money security interest in items to be purchased with loan proceeds. The City will also have a second position on all other equipment.
- E. The applicant will enter into a General Business Security Agreement.
- F. The loan shall be personally guaranteed by Jason Estes with spousal consent.
- G. An Assignment of Buyer's interest in land contract for the building and equipment will be executed on 129 N. Madison Ave.
- H. A mortgage in third position shall be executed on Jason's personal residence. (4405 Walker Rd., Sturgeon Bay, WI)
- I. Mortgages in second position will also be executed on the Draft Haus (901 Egg Harbor Rd) and Sonny's previous location (43 S. Madison Ave.)
- J. The borrower shall secure other private financing in the amount of \$850,000.00 and contribute equity in the amount of \$530,000.
- K. The borrower shall obtain and keep insurance on all equipment and the real estate, with the City of Sturgeon Bay listed as loss payee.
- L. The applicant will create 10 FTE (full-time equivalency) and retain 33 FTE jobs within three years of loan closing of which at least 51% shall be held or made available to persons of low to moderate income.
- M. The applicant shall provide the City's Loan Administrator with annual business income tax returns and financial statements by April 15<sup>th</sup> of each year.
- N. The applicant will pay all out-of-pocket loan-processing costs at closing including attorney fees for loan documentation.
- O. The applicant shall submit a complete application package, to the satisfaction of William Chaudoir, Executive Director, DCEDC.

- P. The loan recipient's business location must remain in the City of Sturgeon Bay or the loan immediately becomes due and payable.
- Q. This commitment is valid for a 60-day period at which time the loan shall be closed or this commitment is null and void.

We further recommend that the City Attorney be authorized to prepare the loan agreement, promissory note, security instrument and other necessary legal documents and that the Mayor and City Clerk be authorized to sign the necessary documents to implement this action.

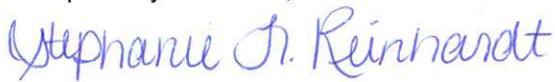
STURGEON BAY REVOLVING LOAN FUND COMMITTEE

By: Mike Gilson, Chr.

Introduced by Mayor. Wiegand/Schlicht to adopt. Carried.

Stults/Vandertie to adjourn. Carried. The meeting adjourned at 3:48 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/Human Resources Director

COMMON COUNCIL  
January 20, 2015

A regular meeting of the Common Council was called to order at 12:07 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Wiegand, Vandertie, Wiesner, Stults, Fett, and Schlicht. Ireland was excused.

Schlicht/Wiesner to adopt agenda. Carried.

Fett/Wiegand to approve following bills: General Fund - \$4,104,270.80, Capital Fund - \$110,064.95, Cable TV - \$100.00, TID #2 - \$8,500.00, TID #4 - \$9,149.02, and Solid Waste Enterprise Fund - \$17,337.17 for a grand total of \$4,249,421.94. Roll call: All voted aye. Carried.

Carri Andersson, 232 South 9<sup>th</sup> Avenue spoke on item 6b3 on the consent agenda.

Wiegand/Vandertie to approve consent agenda:

- a. Approval of 1/6/15 regular Common Council minutes.
- b. Approval of the following minutes:
  - (1) Sturgeon Bay Utility Commission – 11/11/14
  - (2) Finance/Purchasing & Building Committee – 12/30/14
  - (3) Waterfront Redevelopment Authority – 1/7/15
  - (4) Community Protection & Services Committee – 1/8/15
- c. Place the following on file:
  - (1) Inspection Department Report – December 2014
  - (2) Fire Department Report – December 2014
- d. Consideration of: Beverage Operator licenses.

Carried.

Schlicht/Stultes to confirm the following appointments:

**BICYCLE & PEDESTRIAN ADVISORY BOARD**

Rhonda Kolberg – 3 year term

Elizabeth Butler – 3 year term

Carried.

Wiegand/Wiesner to read in title only and adopt ordinance re: rezone parcel 281-62-15000108 (owned by Ryan Zahler) from General Commercial (C-1) to Single Family Residential (R-2). Carried with Schlicht voting no.

Fett/Schlicht to read in title only for first reading the ordinance re: Repeal Section 1.20 of the Municipal Code (General Government); Repeal and recreate Chapter 17 of the Municipal Code (Electrical Code.) Carried.

Wiesner/Wiegand to read in title only for first reading the ordinance re: Repeal and recreate Section 15.01 of the Municipal Code (Building Code.) It was noted that fees would be updated for the second reading. Carried.

Wiesner/Vandertie to read in title only for first reading the ordinance re: Repeal and recreate Chapter 16 of the Municipal Code (Plumbing Code.) Carried.

## RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the bid from Jim Olson Ford Lincoln for two 2015 Ford Explorer SUV Police Interceptor patrol vehicles in the amount of \$30,275.00 each.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Stewart Fett, Chr.

Introduced by Fett. Fett/Schlicht to adopt. Carried with Wiegand abstaining.

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

The following people spoke during public comment on non-agenda items: Bob Loss, 607 E. Walnut Drive; Carri Andersson, 232 South 9th Avenue; Linda Cockburn, 153 South 3<sup>rd</sup> Avenue; Bonnie Statz, 525 Louisiana Street; Kelly Avenson, 728 Georgia Street.

There were no mayoral comments.

Schlicht/Vandertie to adjourn. Carried. The meeting adjourned at 12:41 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/Human Resources Director

STURGEON BAY UTILITIES  
Regular Meeting  
December 9<sup>th</sup>, 2014

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:00 p.m. at the Sturgeon Bay Utilities office. Roll call: President Stewart Fett, Vice-President Gary DeNamur, Mayor Thad Birmingham and Commissioners Cindy Weber, and Dan Wiegand were present. Also present were General Manager James Stawicki, Operations Manager Cliff White, Electric Supervisor Jason Bieri and Recording Secretary Laurie Bauldry.

Birmingham/DeNamur to adopt the agenda (complete copy on file at the Utility office). Motion carried.

Wiegand/Birmingham to approve the minutes of the regular meeting held on November, 11<sup>th</sup>, 2014. Motion carried.

The Commission proceeded to review the bills for November in the amount of \$2,285,560.97. Fett/DeNamur to approve payment of the bills. Motion carried.

The October 2014 financials were presented. Weber/Wiegand to accept the financials. Motion carried.

General Manager Stawicki reported on the current investments and their allocations. No formal action was taken.

General Manager Stawicki gave a brief demonstration on the advanced metering system and corresponding software.

The operations report was presented by Operations Manager White. Weber/DeNamur to accept the Operations Report for December. Motion carried.

There were no council member's updates on issues.

The next item of business was the General Manager's report.

- a) Adjustments for the month
- b) Update on projects
  1. 2015 medical insurance update

Birmingham/Weber to adjourn. Motion carried. The meeting adjourned at 12:45 p.m.

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Robert Schlicht  
Secretary

Approved for publication:

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Stewart Fett  
President

Date: \_\_\_\_\_

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James Stawicki  
General Manager

Date: \_\_\_\_\_

**CITY PLAN COMMISSION  
SPECIAL MEETING  
Monday, January 12, 2015**

A special meeting of the City Plan Commission was called to order at 3:05 p.m. by Chairperson Dan Wiegand in Council Chambers, City Hall, 421 Michigan St.

**Roll call:** Members Jeff Norland, Steve Parent, Dennis Statz, Mike Gilson, and Dan Wiegand were present. Laurel Brooks entered the meeting at 3:10 p.m. Excused: Member Ed Ireland. Also present were City Administrator Steve McNeil, Community Development Director Marty Olejniczak, Community Development Secretary Cheryl Nault, and several members of the public.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Presentation by Konner Kearney pertaining to Egg Harbor Road corridor planning/design – Senior Capstone Project for UW-Madison.
4. Adjourn.

Carried.

**Consideration of: Presentation by Konner Kearney pertaining to Egg Harbor Road corridor planning/design – Senior Capstone Project for UW-Madison:** Konner Kearney, a student in the landscape architecture program at UW Madison, stated that he and his family have visited relatives in Sturgeon Bay his whole life. He was using the Egg Harbor Road corridor as his Senior Capstone Project.

Mr. Kearney presented his conceptual master plan for Egg Harbor Road. The first semester included site research, inventory and analysis, and conceptual design. There is nothing set in stone and welcomed any suggestions. The corridors of Hwy 42/57 emphasize the importance of Egg Harbor Road. It is the first and last impression that someone coming off the highway going to downtown Sturgeon Bay would have. He did a lot of historical research on the site. His goal is to provide a seamless transition from Egg Harbor Road to downtown.

Mr. Kearney stated that other goals of this project were broken into three categories: Site, Community, and Regional. The main focus when considering the regional analysis of this site would be to manage and harvest stormwater to improve the water quality before reaching the Great Lakes. Also, reusing some of that water and harvesting it for irrigation in future plantings along the sidewalks. The corridor is to create a walkable environment with connecting interest points. He would like to develop more mixed-use areas. There are three focus areas – 38-acre development site/12<sup>th</sup> Avenue/Bonnie View Dr.; Alabama St. near Walmart, and 8<sup>th</sup> Ave.

Next, Mr. Kearney discussed restructured roadways. They are to alleviate traffic flow along the corridor. His suggestions included connecting 12<sup>th</sup> Avenue to Bonnie View Dr. in the northern subdivision; connecting the two single-family subdivisions of Egg Harbor Road to the north; changing Alabama Street to connect to Egg Harbor Road at a 90° angle by Walmart; and connecting the Thunderhill subdivision to the south of the fairgrounds.

Mr. Kearney's suggestion for the streetscape plantings was using three different species, all of similar form, and more traditional light fixtures as well.

Spring semester will focus on giving new life to the corridor, developing the mixed-use spaces, and creating development for residents, businesses, and public space. Another idea discussed was creating a set of design guidelines for future development along the corridor with increased pedestrian focus and sustainability, the environment, and smart design for the future.

Ms. Brooks asked what kind of economic impetus would cause the vacant residential and commercial areas to be an immediate goal for a city of our size. Mr. Kearney responded he was surprised at the amount of vacant buildings. He said essentially Egg Harbor Rd. is a corridor for sale. There is great potential to produce that comprehensive design. This will not be as dense as downtown, but it will provide a transition from the highway. The development he is proposing is not for new development. This is all existing. It is not creating new, but redistributing what exists.

Mr. Olejniczak complimented Mr. Kearney on the progress he has made so far on the project. He offered thoughts and suggestions. He stated he liked the street connectivity. Regarding the Alabama Street connection, the controlled intersection is already established. On 12<sup>th</sup> Avenue, that intersection is not locked in and an alternative should be considered that doesn't impact the existing business. In regard to the Cherry Point Mall proposal for removal as part of a mixed-use residential zone, Mr. Olejniczak suggested rather than tearing it down mixed-use should be integrated and convert the building into a traditional downtown character. Another thing to consider is to convert some of the proposed green space into more private open space, such as swales, etc. A central open space for events, etc. is a good idea. In regard to lighting, shielded fixtures to not cast light skyward should be used.

Mr. Olejniczak added that the current official map for the City shows 12<sup>th</sup> Avenue swinging northerly through PJ's parking lot and crossing Egg Harbor Road at a 90° angle. Mr. Kearney thought another possibility is to reconfigure Bonnie View Dr. instead of 12<sup>th</sup> Avenue.

Mr. Wiegand suggested adding bump-outs along the corridor to be used for a rest area for walkers, implementing the trails with the connection of the YMCA and downtown bridges, as well as implementing the retention pond behind CVS Pharmacy.

Elliot Goettelman, 728 Georgia St., stated that he sees Egg Harbor Road as a travel corridor. He suggested changing the name of Egg Harbor Road to Sturgeon Bay Boulevard. He wishes orchard type plantings be used along the sidewalks. There should be an implementation process.

Gerald Pelrine, 608 N. 3<sup>rd</sup> Avenue, stated a safe walking path is important. A walking path should be plotted out now. Why wait for another semester?

Kelly Avenson, 728 Georgia St., mentioned the importance of green space throughout the City. Mr. Kearney responded that green space benefits the City and is essential. It provides economic value, as well as public health.

Kathleen Finnerty, 707 Georgia St., stated that she drives on Egg Harbor Rd. every day and it is hard to see walkers. It is very unsafe for pedestrians and should be a priority.

Mr. Olejniczak mentioned that street improvements for Egg Harbor Road are scheduled for this year, such as curb and gutter, sidewalks, and stormwater management improvements. Mr. Kearney will take all suggestions into consideration as he proceeds with the project. He will come back to a future meeting with his final presentation.

**Adjourn:** Moved by Mr. Statz, seconded by Mr. Norland to adjourn. Carried. Meeting adjourned at 4:04 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cheryl Nault".

Cheryl Nault  
Community Development Secretary

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**January 13, 2015**

A meeting of the Finance/Purchasing & Building Committee was called to order at 3:52 p.m. by Alderperson Fett in the Council Chambers, City Hall. Roll call: Alderpersons Fett, Wiegand and Schlicht were present. Also present: Alderperson Vandertie, Alderperson Wiesner, Administrator McNeil, Finance Director/City Treasurer Clarizio, Police Captain Brinkman, Utilities General Manager Stawicki and Receptionist Metzger.

A motion was made by Alderperson Schlicht, seconded by Alderperson Wiegand to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Acceptance of a Court Ordered Surrendered Vehicle.
4. Review of unfinished business.
5. Review bills.
6. Adjourn.

Carried.

Consideration of: Acceptance of a Court Ordered Surrendered Vehicle.

Police Captain Brinkman explained that the Court awarded the Police Department a surrendered 2007 Ford 500 vehicle, which was previously used in a crime investigated by the Department. The vehicle is in good drivable condition, has 79,000 miles with a Kelly Blue book trade-in value of approximately \$4,000. It is anticipated that the vehicle will be used by city employees for travel to meetings, conferences and seminars. He further explained that since the vehicle was a forfeiture of the Court it must be registered and titled by the City of Sturgeon Bay, regardless if the vehicle is accepted for city employee use or sold. He stated whether the vehicle is sold outright or thru auction, by State statute the City may only recoup 50 percent of the sale proceeds for expenses already incurred during the investigation. The remaining proceeds would apply to the School fund.

Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to recommend to Common Council that the Police Department accept the court ordered surrendered 2007 Ford 500 vehicle with the intended purpose to use as a city staff vehicle.

Carried.

There were no items for review on the unfinished business list.

Review bills

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

Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to adjourn. Carried. The meeting adjourned at 4:02pm.

Respectfully submitted,



Tricia Metzger

**PARKING & TRAFFIC COMMITTEE****January 19, 2015**

*A meeting of the Parking & Traffic Committee was called to order at 3:35 p.m. by Chairperson Schlicht in Council Chambers, City Hall, 421 Michigan Street.*

*Members Bob Schlicht and Ron Vandertie were present. Member Ed Ireland was absent. Also present: City Administrator Steve McNeil, Community Development Director Marty Olejniczak, City Engineer Tony Depies, Alderman Jerry Stults and Municipal Services Assistant Jennifer Lenius. Arleigh Porter entered at 3:45 p.m.*

*Moved by Ald. Vandertie, seconded by Ald. Schlicht to adopt the following agenda:*

- 1. Roll call.**
- 2. Adoption of agenda.**
- 3. Approval of minutes from 8/18/2014.**
- 4. Consideration of: Review of conceptual plans for Duluth Ave (CTH C).**
- 5. Adjourn.**

*All in favor. Carried.*

*Moved by Ald. Vandertie, seconded by Ald. Schlicht to approve the minutes from 8/18/2014. Carried.*

**Consideration of: Review of conceptual plans for Duluth Ave (CTH C).**

*Mr. Depies presented the Duluth Avenue plan which is a joint project between the County and City and has received 80% grant funding by the DOT. The construction is proposed to take place in 2018 and needs to follow state and federal guidelines. The project covers all of Duluth Avenue from north of the Hwy 42/57 intersection to Elm Street. The plan would require parking restrictions since the pavement area is not wide enough for parking with the proposed sidewalks and bicycle facilities as required by the federal standards. The project will also reconstruct the Maple Street / Duluth Avenue intersection which is currently offset by approximately 60'. Doing this would require purchasing one full property and two partial properties. The reconstruction allows for the addition of sidewalks on Maple Street west of Duluth Avenue in the future. Mr. Depies explained that if the City asks to place the additional sidewalks on Maple Street into the plan it would be possible to receive 80% grant funding for this as part of the project.*

*Discussion took place on the need for parking by residents in the area. Mr. Depies explained that most properties in this area have ample parking so there are not many vehicles that park on Duluth Avenue.*

*The committee requested that Mr. Depies ask the engineering firm, Donahue and Associates, to add sidewalks to Maple Street west of Duluth Avenue into the plan.*

*Motion by Ald. Schlicht, seconded by Ald. Vandertie to adjourn. All in favor. Carried.*

*Meeting adjourned at 4:15 p.m.*

*Respectfully Submitted,*



Jennifer Lenius

Municipal Services Assistant

BOARD OF PUBLIC WORKS  
January 20, 2015

A meeting of the Board of Public Works was called to order at 12 noon by Chairperson Schlicht in Council Chambers, City Hall. Roll call: Ald. Wiegand, Vandertie, Wiesner, Stults, Fett, Schlicht and Mayor Birmingham were present. Ireland was excused.

Fett/Stultes to adopt the following agenda:

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Election of Chairperson.
5. Adjourn.

Carried.

Wiegand/Stults to nominate Ald. Schlicht as Board of Public Works Chairperson. Carried.

Wiesner/Schlicht to adjourn. Carried. The meeting adjourned at 12:02 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/Human Resources Director

PERSONNEL COMMITTEE  
January 20, 2015

A meeting of the Personnel Committee was called to order by Chairperson Vandertie at 12:50 pm in the Second Floor Conference Room. Roll call: Members Vandertie, Fett and Wiesner were present. Ald. Schlicht & Stults were also present. Also present: Police Chief Porter, Police Captain Brinkman and Clerk/Human Resources Director Reinhardt.

Fett/Wiesner to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Increase hourly wage for Community Service Officer (CSO) Unit.
4. Adjourn.

Carried.

The CSO program began in 2010 with an \$8.00 per hour rate of pay and hasn't increased since. Capt. Brinkman conducted a survey regarding CSO wages and the results ranged from \$9.65 to \$15.72. Capt. Brinkman is requesting an increase to \$10.00 per hour with a 0.25 increase each year that an employee returns. Discussion took place regarding the wages of seasonal employees, the role of the CSO's, whether the requested wage was adequate compensation for the position, and the budgeted funds for 2015. It was noted that the CSO program is important to the City and if additional budget money was needed to keep the program at its current level, that would be looked at favorably. It was noted that the budgeted amount for 2015 is \$24,050.

Fett/Wiesner to recommend to the Common Council to approve the CSO hourly wage increase to \$10 an hour with a \$0.25 increase each year that the employee returns. Carried.

Wiesner/Fett to adjourn. Carried. The meeting adjourned at 1:12 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/Human Resources Director

A meeting of the City Plan Commission was called to order at 7:00 p.m. by Chairperson Dan Wiegand in Fire Department Truck Bay, 421 Michigan Street.

**Roll call:** Members Dennis Statz, Laurel Brooks, Jeff Norland, Dan Wiegand, and Mike Gilson were present. Excused: Members Ed Ireland and Steve Parent. Also present were City Attorney Randy Nesbitt, Community Development Director Marty Olejniczak, Community Development Secretary Cheryl Nault, and several members of the public.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from December 17, 2014 regular meeting and minutes from December 17, 2014 special meeting.
4. Public comment on non-agenda items. (30 minutes)
5. Consideration of: Final plat for Marina View Subdivision.
6. Consideration of: Planned Unit Development for Sawyer Hotel Development, LLC, located at the former Door County Co-op property, 92 E. Maple Street.
7. Adjourn.

Carried.

**Approval of minutes from December 17, 2014 regular meeting and minutes from December 17, 2014 special meeting:** Moved by Mr. Gilson, seconded by Mr. Norland to approve the minutes from December 17, 2014 regular meeting and December 17, 2014 special meeting.

Ms. Brooks questioned Mr. Nesbitt why the consideration for the PUD for the hotel was put on the agenda when the minutes from the last meeting stated there would be informational meetings held before it was put to a vote. There have been no Plan Commission meetings. The informational meeting that was held is not recognized as a Plan Commission meeting.

Mr. Nesbitt responded that there was just a unanimous motion to approve the agenda. That would have been the appropriate time to bring up the concern. It can be suggested at the time the item comes up on the agenda that Ms. Brooks thinks it is inappropriate and that the rest of the Plan Commission can discuss it.

Mr. Statz referred to page 3 of the December 17, 2015 minutes where Mr. Gilson specifically mentioned Stone Harbor and Bridgeport as positive developments that spurred growth in the City, instead of just stating different developments. Stone Harbor and Bridgeport will be added to the December 17, 2014 minutes.

Motion carried as amended.

**Public comment on non-agenda items:** Tim Graul, 844 S. 15<sup>th</sup> Avenue, a naval architect, stated that a park would stimulate private development, private investment and hence tax revenue in neighboring areas. He would like to see a requirement for a multi-story parking structure if the proposed development has to be.

Bonnie Statz stated she is opposed to the waterfront plans as presented. She understands that Sturgeon Bay has only one successful TIF district subsidizing other districts. She also mentioned that Stone Harbor parking lot and cement is owned by the City. It forever needs attention with tax dollars. More opportunities need to be explored.

Jack Money Penny, 461 N. 17<sup>th</sup> Dr., was not present to either support nor tear down the idea of the hotel. People are using the occupancy numbers generically. He pointed out that the 44.21% occupancy rate in Sturgeon Bay that has been stated is misleading. Sturgeon Bay is a seasonal destination. There are the quiet, shoulder, and peak seasons. Occupancy fluctuates per season. Occupancy rates can be 19% in January to 80% in the summer months. There is a steady growth in the City in occupancy, rooms occupied, as well as dollars the rooms are making for the City. In 2014, the City has taken in additional room tax collections totaling \$32,728.00 in the first eleven months. That represents an additional \$595,000 in gross room sales. To date, the total gross room tax collection totals \$541,321.00, which equates to \$9,841,000 in gross room sales. In 2013, 99,173 rooms were occupied. We are 2000 rooms ahead from that from 2013. If you are going to talk about occupancy, one needs to understand occupancy and know the whole picture.

Jackie Lau, 1712 Delaware Dr., said that she had gotten 70 signatures. She is a native of Door County. She never wanted the old high school taken down or Stone Harbor being built when constituents did not like it. She hopes that everyone listens.

Steve Graf, 833 Michigan St., is a Door County bridge operator. He stated that the City cannot afford a 4 or 5 million dollar park. The docks shown in the plan are 200 feet long and 300 feet long. The 200 foot long dock the City pays for, like at Stone Harbor, but are leasing it to someone else. Why should the taxpayers pay for dock space for someone else? If someone wants to put in a dock, let them pay for it. Our TID districts are in the hole!

Ryan Shaw, 15 N. 3<sup>rd</sup> Avenue, stated that TID #1 is our bread and butter. It has paid itself off. TID #2 is listed as distressed. The City cannot make the monthly payments and have borrowed money in form of bonds to make the monthly payments. Why are the projections so far off?

Barbara Daniels, 4134 Cherry Rd., is against the development. She loves Sturgeon Bay and Door County. It is not a cookie-cutter community. We have a beautiful and working waterfront that should not be relocated or obscured. Let it have a long-range vision.

Will Gregory, lives on Big Hill Park, a downtown property owner and landlord for the Niste Box. He thanked the Commission for holding these sessions. He has deep roots in this town and moved his children here. What he has seen so far just isn't it. It is a crown jewel between the two bridges.

Cathy Hayes, 864 Circle Ridge Place, handed in a list of 36 hotels/bed & breakfast establishments in Sturgeon Bay. She was concerned about existing businesses if another 96-unit hotel was built.

Monica Sawyn, 615 N. Fulton Place, stated that she doesn't want the proposed amenities on the waterfront. She wants to keep the tugs where they are. She added that it was mentioned at one time that comments and signatures on petitions from people not from Sturgeon Bay doesn't count. Who do you want to attract? Give time to develop an idea that everyone would be behind.

David Hayes, 111 S. 7<sup>th</sup> Avenue, owner of the Reynold's House Bed & Breakfast, referred to a letter with 13 signatures that he presented regarding year round occupancy rates, contributing businesses, transparency in government, and projections versus reality.

**Consideration of: Final plat for Marina View Subdivision:** Mr. Olejniczak stated that the preliminary plat was approved approximately 1 ½ years ago. Dan Schott is the developer of the subdivision. The final plat conforms to the preliminary plat. Most of the improvements are in. The road is roughed in. There are two bio-filters that are proposed. Under the City's ordinance, there is the option of finishing the improvements and then seek plat signatures or submitting financial assurance that the final improvements will be completed. Recommendation is for approval of the final plat, subject to:

1. Provide a 12-ft. utility easement for the existing electrical line looping through the plat.

2. Record drainage easement for the storm sewer on the adjoining marina lot that drains this subdivision.
3. Approval of the plat by the State.
4. Completion of the street and drainage improvements or provide financial assurance equivalent to the cost of completion.

Mr. Statz referred to Lot #6 with the existing foundation. There had been previous discussion that there was never anything to be built close to that foundation.

Mr. Olejniczak reminded the Commission that this discussion is on the creation of lots. Apartment buildings are a conditional use in this district. They would have to come back to the Commission with any proposals.

After further discussion, it was moved by Mr. Norland, seconded by Mr. Statz to recommend to Council approval of the final plat, subject to Mr. Olejniczak's four conditions. All ayes. Carried.

**Consideration of: Planned Unit Development for Sawyer Hotel Development, LLC, located at the former Door County Co-op property, 92 E. Maple Street:** Mr. Olejniczak stated that at the December meeting it was opted not to make a decision at that time and to hold additional informational meetings to gather more information from the public. One additional informational meeting was held. The Commission has the ability to have more informational meetings. However, there is a time limit set by the ordinance as to when the Plan Commission has to make their recommendation to Council, which expires February 3, 2015. It can be extended by mutual consent of the Plan Commission and applicant.

The Plan Commission needs to decide whether the zoning should be kept as existing Central Business district (C-2) or change the zoning to Planned Unit Development (PUD). A PUD allows for flexibility, the types of uses, and standards and design of buildings, as well as a greater degree of scrutiny by Plan Commission and Council as to how a development looks. The proposal is for a  $\frac{3}{4}$  acre area for the hotel, not including public space. The adjacent planned brewery/restaurant is no longer interested in pursuing development. The latest site plan was tweaked to allow for a better view corridor along Neenah Avenue. The developer has indicated he would remove one story if required. Options are to continue to think about this, approve the proposal, approve with a different design, or if it was thought the hotel is too big, the PUD can be denied and require the hotel to be built under C-2 standards. Under C-2 it would not be allowed to be taller than 45'. Another option is to approve the PUD with conditions, such as maximum number of rooms or floors. He also gave sample recommendations.

Mr. Gilson said the west waterfront redevelopment plan was laid out almost four years ago. The improvements made in the last 20 years have had a significant positive impact on this community. The waterfront plan will only enhance what has already been done. Moved by Mr. Gilson, seconded by Mr. Norland to recommend to Council to approve the Planned Unit Development for Sawyer Hotel Development, LLC subject to the following:

1. Final lot dimensions and positioning of the building to be reviewed and approved by the Plan Commission prior to building permit issuance.
2. The following zoning parameters shall be incorporated into the PUD zoning ordinance.
  - a. Building height not to exceed 4 stories and no more than 45 feet in building height, not including parapets or roof access stairway.
  - b. Hotel shall not exceed 76 units.
  - c. Minimum yards and building setbacks shall conform to the final site plan, as approved under condition #1, but in no case shall be less than 5 feet.
  - d. The minimum parking spaces shall be available within 400 feet. Such spaces may be joint parking spaces used for other components of the West Waterfront Redevelopment Project. Some other parking arrangement could be included.

- e. Identification signs may be permitted within the overall redevelopment site bounded by Madison Ave., Maple Street and Oregon Street Bridge, subject to conformance with the dimensional requirements of the Sturgeon Bay sign code and design approval from the Waterfront Design Review Board.
3. The final building design shall be reviewed and approved by the Waterfront Design Review Board.

Ms. Brooks stated she is disappointed to be dealing with this issue based on the motion made at the December meeting. She listed several pieces of information that were not provided to the Plan Commission in regard to the application. She didn't feel this application can be acted upon without all the information. She read a summary by Vandewalle & Associates of the public info meeting that said the project should have greater scrutiny and more transparency.

Mr. Statz stated that he has very strong feeling about this item. The minutes of December 17<sup>th</sup> state that Mr. Olejniczak stated that the hotel doesn't have to be built in 2015. If not under construction in spring, it does not kill the development project. Mr. Olejniczak responded that there are a lot of things that have to happen in addition to getting the zoning in place. There may not be enough time in 2015 to get construction started.

Mr. Statz restated the motion that he made at the December 17<sup>th</sup> meeting. He asked if any more informational meetings will be held. He thought the informational meeting that was held was just to fulfill the obligation of the motion, and was embarrassed and borderline disgusted.

A roll call vote was taken on the motion. Carried, with Mr. Wiegand, Mr. Gilson and Mr. Norland voted aye. Ms. Brooks and Mr. Statz voted no.

**Adjourn:** Moved by Mr. Norland, seconded by Mr. Wiegand to adjourn. Carried, with Ms. Brooks voting no. Meeting adjourned at 8:25 p.m.

Respectfully submitted,



Cheryl Nault  
Community Development Secretary



# 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 December, 2014

Date: January 23, 2015

The following is a summary of the Police Department's activities for the month of December. 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 43 crimes.

These crimes can be broken down and classified as follows.

Theft.....	07
Criminal Damage to Property .....	03
Disorderly Conduct.....	12
Possession of Marijuana.....	00
Bail Jumping .....	02
Violate Court Order .....	03
Child Neglect / Abuse .....	01
Attempt Escape .....	01
Knowingly Maintain Drug House .....	01
Dangerous Weapon on School Property .....	01
2 <sup>nd</sup> Degree Sexual Assault Child.....	01
Identity Theft .....	01
Substantial Battery .....	01
Forgery/Fraud/Scams .....	03
Burglary .....	01
Possession of Drug Paraphernalia.....	01
Resist Arrest.....	00
Obstruct Police.....	01

Possess Cocaine .....	02	
Possess Cocaine with Intent to Deliver .....	01	
		<b>TOTAL 43</b>

The above crimes resulted in the loss of \$4,745 to the community, of which \$1,900 has been recovered.

**Arrests**

The Department completed a total of 129 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

<b>A. Felony Crime Arrest</b>		
Possess Cocaine.....	02	
Possess Cocaine w/Intent to Del.....	02	
Bail Jump.....	02	
Attempt Escape.....	01	
Burglary.....	01	
Knowingly Maintain Drug House.....	02	
Dangerous Weapon on School Property.....	01	
2 <sup>nd</sup> Degree Sexual Assault of Child.....	01	
Identity Theft.....	01	
Substantial Battery.....	01	
Theft.....	01	
		<b>TOTAL 15</b>

<b>Felony Warrant Arrests .....</b>	<b>01</b>	<b>TOTAL 01</b>
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<b>B. Misdemeanor Crime Arrests</b>		
Battery .....	04	
Criminal Damage to Property .....	01	
Intermediate Theft.....	01	
Obstruct Police Officer .....	02	
Disorderly Conduct.....	12	
Possess Drug Paraphernalia .....	01	
		<b>TOTAL 21</b>

<b>Wisconsin Probation &amp; Parole Violation Arrests .....</b>	<b>07</b>	
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<b>Warrant Arrests.....</b>	<b>00</b>	<b>TOTAL 07</b>
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<b>C. Ordinance Violation Arrests</b>		
Underage Alcohol Consumption / Possession.....	07	
Underage Use Tobacco Products.....	02	
Damage to Property .....	02	
Theft.....	01	
Disorderly Conduct.....	05	
Possess Marijuana.....	03	
Miscellaneous (Not adopting any state statute).....	07	
		<b>TOTAL 27</b>

**D. Traffic Crime Arrests**

Operating after Driver's License Revoked.....	01
Operating while Intoxicated (2 <sup>nd</sup> or more).....	01

**TOTAL 02**

**E. Traffic Violation Arrests**

Operating a Motor Vehicle While Intoxicated.....	04
Speeding Violations.....	19
Motor Vehicle Registration Violation.....	09
Failure to Obey a Traffic Sign or Signal.....	04
Equipment Violation.....	00
Operating While Driver's License Suspended/Revoked.....	03
No Driver's License.....	03
Fail to Yield.....	01
Operate Left of Centerline.....	01
Inattentive Driving.....	01
Minor Transporting Intoxicants.....	03
Seat Belt Violations.....	00
Driving too Fast for Conditions.....	00
Operate Motor Vehicle in Violation of Absolute Sobriety.....	02
Violate Driver's License Restrictions.....	00
Permit Unauthorized Person to Operate Motor Vehicle.....	00
Miscellaneous Moving Traffic Violations.....	06

**TOTAL 56**

In addition to the preceding arrests, the Department conducted a total of 208 traffic stops during the month and logged 82 violations for various motor vehicle defects and local ordinances and issued 65 written warnings for those violations. A total of 23 parking tickets were issued for parking violations throughout the city.

**Traffic Accidents**

The Department during the month investigated a total of 15 vehicle accidents. These investigations are categorized into four types described below.

A. Motor Vehicle Accidents Involving Fatalities.....	00
B. Motor Vehicle Accidents Involving Injuries.....	00
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)	00

**TOTAL 15**

**Police Service Calls**

Department members handled 294 service calls during the month. These calls consist of both citizen requests for police service as described below (229), crimes investigated (43), traffic accidents investigated (15), and Wisconsin Probation and Parole Assists 07.

A. Traffic and Road Incidents.....	31
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This category consists of all assignments involving assists to stranded motorists, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing obstructions from roadways, and all parking problem complaints.

B. Noise Complaints .....	02
These complaints involve private parties, licensed liquor establishments, and parties in public places.	
C. Sick and Injured Persons .....	11
Assistance rendered to the Ambulance Service and sick or injured persons.	
D. Alarms .....	15
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 Animals .....	14
Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.	
F. Civil Disputes .....	02
Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	
G. Escorts .....	06
Transporting citizens, money escorts for area financial institutions, funerals, and for area industry.	
H. Citizen Assist.....	33
This category is broad and involves such services as assistance in gas drive-off's, emergency notifications, attempts to locate people, retrieve personal property, and registration assistance.	
I. Assistance Rendered to Other Agencies .....	08
Includes assistance to other law enforcement and government agencies.	
J. Suspicious Person / Vehicle / Circumstance.....	23
Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of vehicles and people.	
K. Liquor Establishments .....	00
Officers conducting compliance checks and investigations concerning problems with customers.	
L. Fights .....	02
Complaints of persons fighting where no criminal arrests were made.	
M. Self-Initiated Field Activity .....	03
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.	

N. Juvenile Problems..... 06

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.

O. Miscellaneous Incidents ..... 63

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.

P. Welfare Checks ..... 10

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.

**TOTAL 229**

**Department Mileage and Fuel Consumption**

Officers patrolled a total of 11,661 miles with department vehicles, consuming 1,163 gallons of fuel. The fleet averaged 10.0 miles per gallon of fuel during the month.

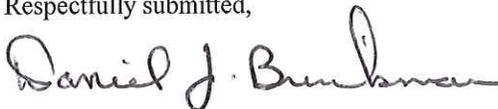
**Department Training**

Officers Steve South and Chad Mielke provided monthly training to 6 members of the Lakeshore Police Explorers, Post 9368. Two officers completed an 8 hour course titled Valor In The Face of Adversity, 2 officers completed a one day Glock Armorer course, one officer completed a free 16 hour course in Commercial Motor Vehicle Drug Interdiction and members of the Joint SWAT and Joint Dive teams completed their monthly training.

**Public Education**

No public education in the month of December.

Respectfully submitted,



Captain Daniel J. Brinkman

**BEVERAGE OPERATOR LICENSES**

1. Chaney, Andrea L.
2. Ebel, Wade M.

6e.

6e.

**TEMPORARY CLASS B BEER AND TEMPORARY CLASS B WINE LICENSE:**

St. John Bosco School  
Agent: Tracey Allen  
15 North Elgin Avenue  
Sturgeon Bay, WI 54235  
March 7, 2015

**R E C O M M E N D A T I O N**

**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Personnel Committee, hereby recommend to approve the CSO hourly wage increase to \$10 an hour with a \$0.25 increase each year that the employee returns.

Respectfully submitted,

PERSONNEL COMMITTEE  
By: Ronald A. Vandertie, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 20, 2015

\* \* \* \* \*

Moved by Alderperson \_\_\_\_\_, seconded by Alderperson

\_\_\_\_\_ that the said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

## EXECUTIVE SUMMARY

**TITLE:** Increase the hourly wage for the Community Service Officer (CSO) Unit

**BACKGROUND:** The CSO program began in 2010 with a wage of \$8.00 an hour. The hourly wage has remained the same since the program's beginning. By contrast, the seasonal employees who work for the city earn a beginning wage of \$9.00 to \$10.00 an hour depending on their classification and then earn .25 an hour more each year they return. Additionally, a request was sent to other municipalities asking for their CSO wage scale. Twelve responses were received and the wage scales ranged from a low of \$9.65 to a high of \$15.72 an hour.

**FISCAL IMPACT:** FY2015 budgeted amount for the CSO program is \$24,050.

**RECOMMENDATION:** To approve the CSO hourly wage increase to \$10.00 an hour with a .25 increase each year that employee returns.

**PREPARED BY:**



Daniel Brinkman, Captain

**REVIEWED BY:**



Arleigh Porter, Chief of Police

**REVIEWED BY:**



Stephanie Reinhardt, City Clerk/Human Resources Director

**APPROVED BY:**



Steve McNeil, City Administrator

**DATE:**

December 29, 2014.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to approve the final plat for Marina View Subdivision, subject to the following:

- 1. Provide a 12-ft. utility easement for the existing electrical line looping through the plat.
- 2. Record drainage easement for the storm sewer on the adjoining marina lot that drains this subdivision.
- 3. Approval of the plat by the State.
- 4. Completion of the street and drainage improvements or provide financial assurance equivalent to the cost of completion.

Respectfully submitted:  
City Plan Commission  
By: Dan Wiegand, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: January 21, 2015

\*\*\*\*\*

Introduced by \_\_\_\_\_.

Moved by Alderperson \_\_\_\_\_, seconded by Alderperson \_\_\_\_\_ that said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

## Executive Summary

### Final Plat – Marina View Subdivision

**Petition:** Marina View Apartments, LLC and SturgeonBayMarinas.com, LLC seek approval of the final plat for Marina View Subdivision. The plat was submitted by Davel Engineering & Environmental, Inc. It creates seven lots out of three existing parcels. The subject property is located along the north side of Nautical Drive and the extension of Thorn Street.

**Existing Conditions:** The total area of the subject property is 8.7 acres. There are two 8-unit apartment buildings with detached garages on Lot 7 in the southwest corner of the site. A 16-unit apartment building with detached garages is located on Lot 3 in the northeast corner of the plat. There also is a structure used for storage on Lot 6. The balance of the property is vacant. The site slopes approximately 20 feet from a high point of about elevation 605' at the southwest corner to a low of about elevation 584' along the east edge. The extreme east edge of the property is within the regulated floodplain, which is at elevation 585'.

The site is zoned C-2 Central Business District. Most of the surrounding land is also zoned C-2, but there are two adjoining parcels zoned C-5 Mixed Commercial-Residential and a few lots zoned R-2 Single-Family Residential.

The surrounding land use is mixed. Roen Salvage Co. and Bay Marine's large boat storage building are located to the north. To the east is the marina. To the south there is a two-family dwelling and an 8-unit apartment building, with Lakes Gas Company across Nautical Drive. To the west there is a mixture of old storage buildings, another 8-unit dwelling, and the back yards of a few deep residential lots.

**Comprehensive Plan:** The Future Land Use Map of the Sturgeon Bay Comprehensive Plan recommends Recreational & Tourist Commercial land use for this site. This land use area is described in the plan as "areas which are characterized by uses that are recreational in nature or are geared toward visitors and tourists, such as marinas, hotels, galleries, restaurants and the like. These areas are mostly located along the waterfront and near to the central business district to take advantage of the waterfront recreational opportunities and the pedestrian nature, and emphasize retail goods and services which cater to the visiting public. It may also include some residential uses such as condominiums." The subject site, due to its relatively remote location from the rest of downtown, may not be appropriate for some tourist-related activities such as retail. But, its nearness to the water does make the site conducive to support for water-related uses and residential development. Representatives of the proposed subdivision have indicated the intent is to develop the lots for multiple-family residential development.

Another plan recommendation that relates to this subject site is the proposed waterfront pedestrian loop that runs through this area. The plan envisions a waterfront pathway leading to the existing waterfront walkway downtown. While the path wouldn't necessary have to be across the subject site, it is proposed to be somewhere in this vicinity. The developer has agreed to accommodate the pedestrian path through an easement along the edge of this subdivision on land that is part of the adjoining marina, under the same ownership.

**Plat Layout:** The proposed plat extends Thorn Street easterly from its existing dead end and

terminates in a cul-de-sac. Five of the proposed lots front on Thorn Street and two have frontage on both Thorn St and Nautical Drive.

The lots range in size from 0.65 acre (28,468 sq. ft.) to 1.80 acres (78,285 sq. ft.). Many of the lots have irregular shapes. This is due in part to the odd angles of the exterior boundaries and the need to keep the existing buildings in conformance with minimum yards. All of the lots have reasonable potential building envelopes outside of the required setbacks. All of the lots comply with the minimum lot area and width requirements of the C-2 district.

**Conformance to Approved Preliminary Plat:** The preliminary plat was approved on December 4, 2012. It was subject to several conditions. The final plat mostly matches the preliminary plat. One lot that was within the preliminary plat has already been created by recorded certified survey map (vol. 17, pg. 105) and, therefore, is not included in the final plat. The new part of Thorn Street has been repositioned to match up with the existing end of Thorn Street. This was required by the Council as part of its approval of the construction plans. The radius of the turnaround at the end has been increased to 60 feet as required by the Plan Commission. A few of the lot lines have had minor adjustments, including the adjustment of the lot line angle between Lots 4 and 5 as required by the Plan Commission.

**Additional Considerations:** Staff from the City and Sturgeon Bay Utilities reviewed the proposed plat. The following is a discussion of certain pertinent issues.

Utilities – The mains for sanitary sewer and water are in place and easements provided. SBU has no concerns with those utilities. Electrical service has also been installed. The plat should identify an electrical easement for a recently installed line per SBU.

Stormwater – The drainage plan was reviewed and approved as part of the construction plans for the development. Water flows from west to east. Drainage from the street is handled through ditches and then directed through a drainage easement from the end of the cul-de-sac to a storm sewer on the marina property. An easement for the marina property is being created. Two bio-filters to capture and cleanse water are proposed along the east edge of the subdivision. These are being installed this spring and are required as conditions for the apartment development.

Thorn Street – The total length of Thorn Street is 750 feet, which was approved by the Plan Commission and Council during preliminary plat review. The street plan using a cross section with ditches was approved. Construction of grading and base is completed. The paving is scheduled for spring. Prior to recording the plat, the improvements must be completed or the developer must provide financial assurance that the improvements will be completed.

There are no sidewalks planned for Thorn Street at this time. The Council considered that issue at several meetings and ultimately agreed to a plan for the developer to construct a pedestrian path from the end of Thorn Street to the marina property where it intersects the planned waterfront walkway. This path can remain private (use by subdivision residents only) until such time that the waterfront walkway is achieved. A memorandum of agreement regarding the dedication of the easement for pedestrian facilities has been recorded in accordance with the Council's action.

**Plan Commission Action:** The Plan Commission unanimously recommended approval of the final plat of Marina View Subdivision, subject to:

1. Provide a 12-ft. utility easement for the existing electrical line looping through the plat.
2. Record drainage easement for the storm sewer on the adjoining marina lot that drains this subdivision.
3. Approval of the plat by the State.
4. Completion of the street and drainage improvements or provide financial assurance equivalent to the cost of completion.

Prepared by:   
Marty Olejniczak,  
Community Development Director

1-28-2015  
Date

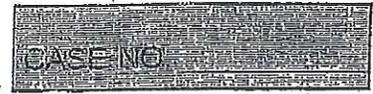
Reviewed by:   
Tony Depies,  
City Engineer

1-28-2015  
Date

Reviewed by:   
Steve McNeil,  
City Administrator

1-29-2015  
Date

Date Received 11-2-15  
Fee \_\_\_\_\_  
Staff Signature \_\_\_\_\_



CITY OF STURGEON BAY \_\_\_\_\_ Sketch Plan \_\_\_\_\_ Planned Unit Development  
PETITION FOR APPROVAL OF: \_\_\_\_\_ Preliminary Plat \_\_\_\_\_ Zoning  
x Final Plat

NAME OF SUBDIVISION/PUD/ REZONING: Marina View Subdivision

NAME OF PETITIONER: Marina View Apartments, LLC C/O Dan Schott  
ADDRESS: PO Box 227 Sturgeon Bay

INTEREST OF PETITIONER: Owner

NAME OF LOCAL AGENT: John Davel, Davel Engineering & Environmental Inc. PHONE: 920-560-6563  
ADDRESS: 1811 Racine Road, Menasha WI 54952

OWNER: Same as Petitioner PHONE: 920-284-0761  
ADDRESS: \_\_\_\_\_

ENGINEER: Tim Wittmann, Davel Engineering & Environmental, Inc PHONE: 920-560-6568  
ADDRESS: 1811 Racine Road, Menasha WI 54952

LAND SURVEYOR: James R. Sehloff, Davel Engineering & Environmental, Inc PHONE: 920-\*560-6562  
ADDRESS: 1811 Racine Road, Menasha WI 5495

ATTORNEY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: Lot 2, CSM 2721 Lot 1 CSM 2502 and Outlot 1 CSM 2826 Being part of Gov. Lot 4, of Section 7, T27N, R26E, City of Sturgeon Bay, Door County Wisconsin

COMMON ADDRESS: 206 Thorn Street, 226 Nautical Drive and 306 Nautical Drive

PERMANENT INDEX NUMBER (Tax Parcel No.) 2816476000809A1, 2816476000809A2 & 2816476000809A3

AREA OF SUBJECT PROPERTY: 8.6534 Acres

NO. OF LOTS: 7 Lots

PRESENT USE: Storage EXISTING ZONING: C-2

STATE OF WISCONSIN )  
 ) SS  
COUNTY OF DOOR )

I, Marina View Apartments LLC Inc, hereby depose and say that all of the above statements contained in the papers submitted herewith are true. I agree to be present in person or by representation when this is heard by the Plan Commission.

Date: 1-12-15

[Signature]  
Petitioner

Subscribed and sworn to before me this 12<sup>th</sup> day of January

Chris A. Nault  
Notary Public

My Commission Expires: 8/14/16

**CITY OF STURGEON BAY  
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

**WHEREAS** the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the city clerk/ treasurer to charge for reimbursement of legal, consulting and incidental expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

**AND WHEREAS** the undersigned has requested services and/ or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting or incidental expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

**NOW, THEREFORE, IT IS AGREED** that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the city clerk/ treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting and incidental expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and Engineering Review, Legal review and document preparation, recording, and miscellaneous expenses.

This Agreement must be signed prior to the institution of any action by the City of Sturgeon Bay.

Dated: 1-12-15

[Signature]

Dated: \_\_\_\_\_

\_\_\_\_\_

# Location Map - Marina View Subdivision



0 75 150 300 450 600 Feet

Map date: Jan. 15, 2015  
Air photo date: May 2013





**RECOMMENDATION**

**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Finance/Purchasing & Building Committee, hereby recommend the Police Department accept the court ordered surrendered 2007 Ford 500 vehicle with the intended purpose to use as a city staff vehicle.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 13, 2015

\*\*\*\*\*

Introduced by \_\_\_\_\_.

Moved by Alderperson \_\_\_\_\_ seconded by

Alderperson \_\_\_\_\_ that said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

## EXECUTIVE SUMMARY

**TITLE:** Acceptance of a Court Ordered Surrendered Vehicle

**BACKGROUND:** On November 13, 2014, the Honorable D. Todd Ehlers ordered a 2007 Ford 500 automobile surrendered to the Sturgeon Bay Police Department. The vehicle was used in the commission of a crime that was investigated by the Sturgeon Bay Police Department. The vehicle has roughly 79,000 miles on the odometer, is lien free and has a Kelly Blue Book trade in value of \$4000. The vehicle will be used by city employees when they have travel to conferences and seminars.

**FISCAL IMPACT:** Yearly insurance, registration, maintenance and fuel.

**RECOMMENDATION:** To approve the Sturgeon Bay Police Department take possession of the court ordered surrendered vehicle

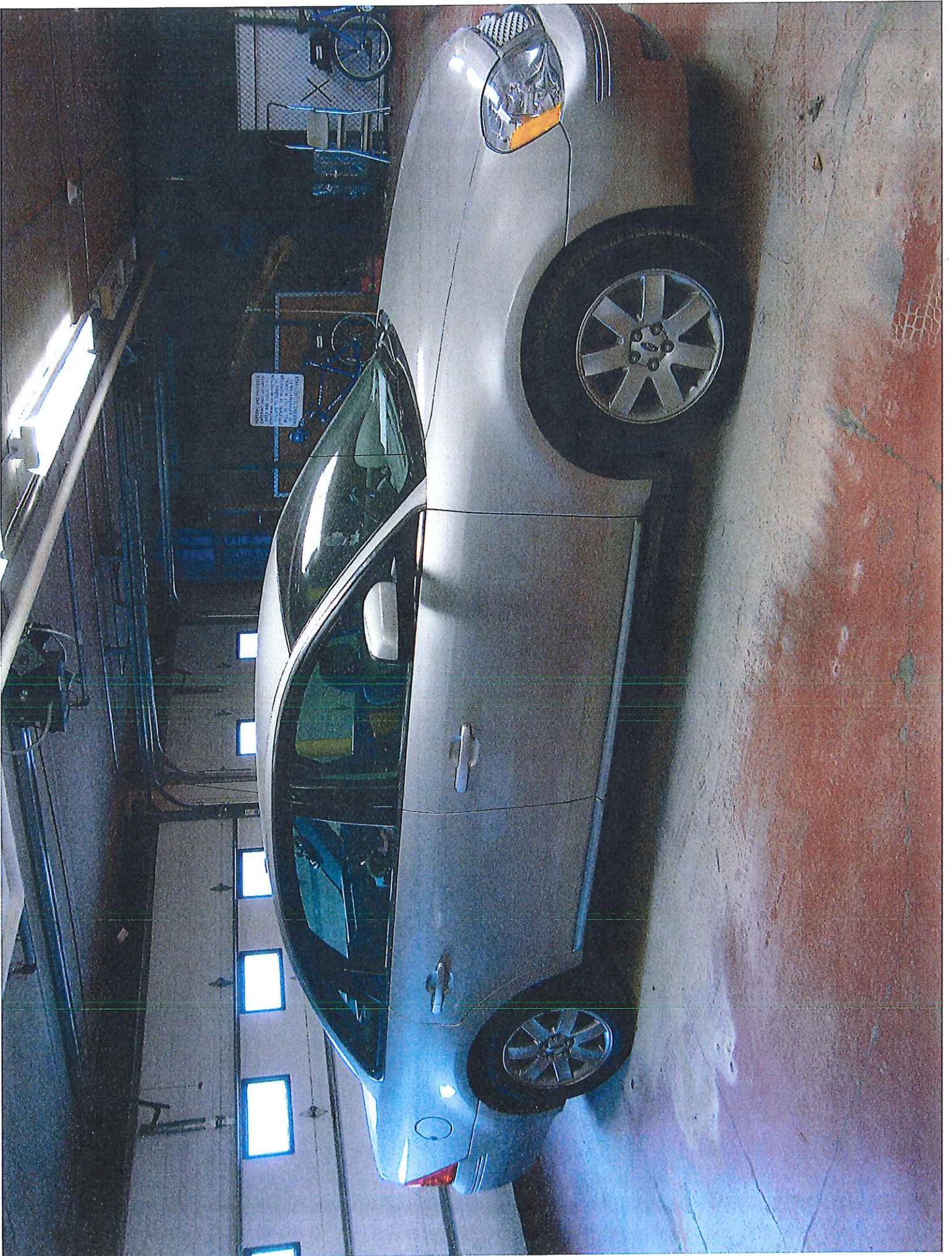
**PREPARED BY:** Daniel Brinkman  
Daniel Brinkman, Captain

**REVIEWED BY:** Arleigh R. Porter  
Arleigh Porter, Chief of Police

**REVIEWED BY:** Valerie Clarizio  
Valerie Clarizio, City Treasurer/Finance Director

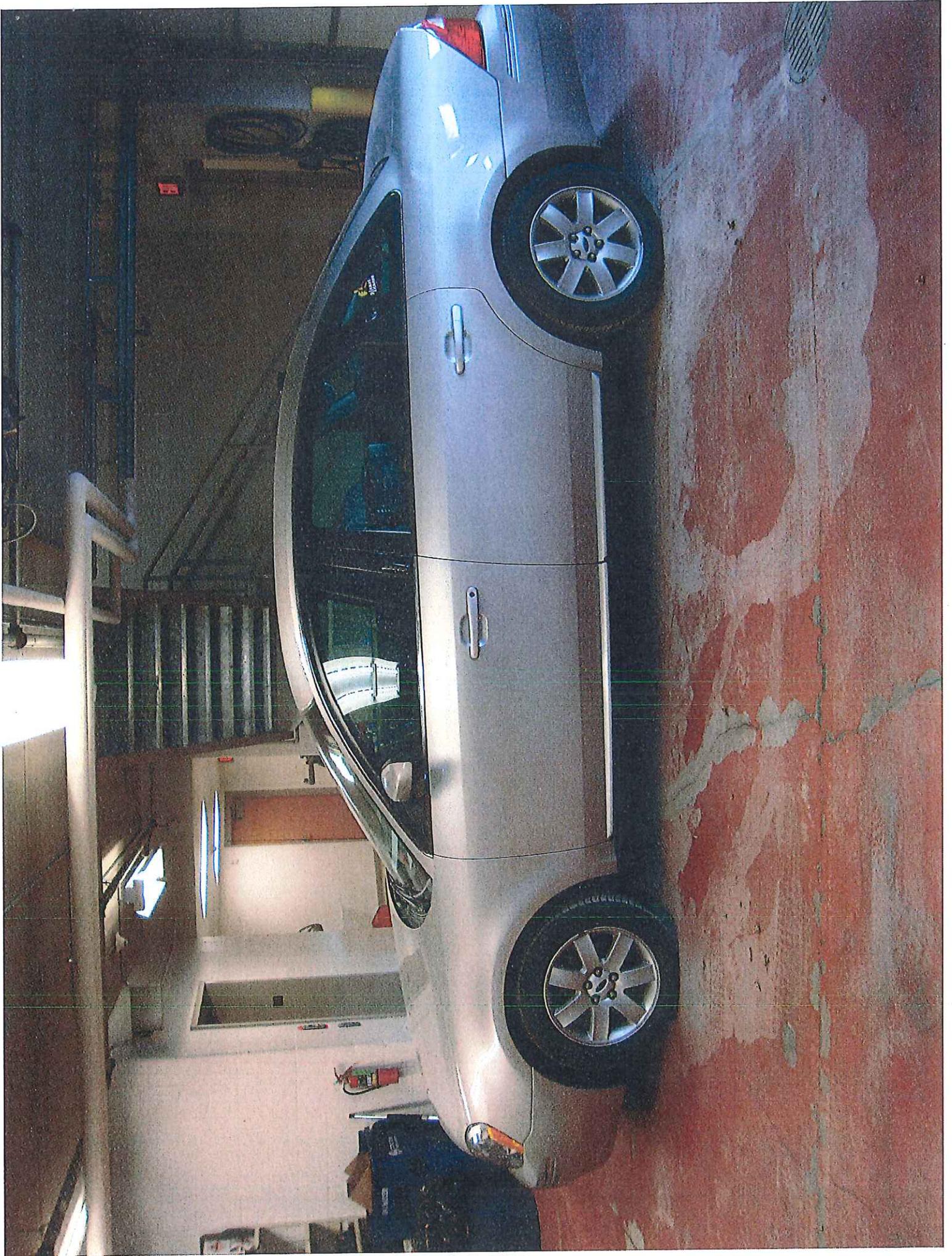
**APPROVED BY:** Steve McNeil  
Steve McNeil, City Administrator

**DATE:** December 29, 2014.





539-UEN  
America's Dairyland.



## ORDINANCE NO. \_\_\_\_\_

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

SECTION 1: Section 1.20 of the Municipal Code (General Govt) is hereby repealed.

~~1.20 Board of electrical examiners.~~

~~— See section 17.04 of this Municipal Code.~~

SECTION 2: Chapter 17 of the Municipal Code (Electrical Code) is hereby repealed and recreated as follows:

**Chapter 17**

**Electrical Code**

**17.01 State code adopted.**

The following chapters of the Wisconsin Administrative Code are hereby adopted by reference and made a part of this chapter with the same force and effect as though set out here in full:

SPS 316

Electrical Code

**17.02 Definitions.**

Definitions as used in this chapter are as follows:

~~*Department.* The inspection department of the city.~~

~~*Electrical apprentice.* A person 16 years of age or over who shall enter into a contract of service, expressed or implied, whereby that person is to receive from an employer in consideration for that person's services, in whole or in part, instruction in the electrical trade.~~

~~*Electrical contractor.* Any person engaged in installing, altering or repairing any electrical wiring, fixtures, devices or equipment, including all electrical work as defined in this section.~~

*Electrical work.*

(a) The installation, superintending or inspection of electrical wiring, devices and equipment for the production, modification, utilization or safeguarding of electrical energy as covered by section 17.01

(b) Electrical maintenance includes only the necessary replacement or repairs to provide the safe operation of previously installed electrical equipment within a plant, building or other structures.

~~*Homeowner.* A person owning and occupying as that person's permanent address a single family dwelling.~~

~~*Journeyman electrician.* The work of a journeyman electrician consists of the installing, altering or repairing of electrical wiring and equipment as covered in the definition of "electrical work."~~

*Master electrician.* The work of a master electrician consists of the planning and/or superintending of the installing, altering or repairing of electrical wiring and equipment as covered in the definition of "electrical work."

*Utility service lateral.* Continuous overhead cable system or underground conduit and cable system originating on the adjacent utility pole or underground pedestal and terminating on the property owner's electrical service entrance equipment.

### **17.03 Administration.**

(1) *Duties of inspection department.* The inspection department shall enforce all the ordinances or laws relating to electrical installation, including any lawful orders issued by the department of industry, labor and human relations or any other agency of the state, and there is hereby vested in the department the necessary power and authority to properly execute such duties.

(2) *Authority to enter premises.* The electrical inspector may, at all reasonable times for any proper purpose, enter upon any private or public premises and demand inspection thereof, and require of any person doing electrical work the production of the license or permit therefor, and no person shall resist or obstruct any lawful exercise of authority by the electrical inspector.

### **~~17.04 Board of electrical examiners.~~**

~~(1) *Composition.* The board of electrical examiners shall consist of the following:-~~

~~(a) One member of the city council.~~

~~(b) One master electrician.~~

~~(c) The city utilities general manager, who shall be the chairperson of the board.~~

~~(d) Reserved.~~

~~(e) Commercial electrical inspector.~~

~~(f) Two alternates, who shall be the city engineer and the fire chief. The alternate shall vote only when a member is absent or has disqualified himself from voting.~~

~~(2) *Appointments; terms.* Members are to be appointed by the mayor for a term of two years beginning May 1. One alderperson shall be appointed for a one-year term. All members shall hold office until April 30 in the year their terms expire or until their successors shall have been appointed and qualified. The commercial electrical inspector, utilities general manager, city engineer, and the fire chief are permanent members.~~

~~(3) *Vacancies.* Vacancies on the board of electrical examiners shall be filled by appointment by the mayor.~~

~~(4) *Transaction of business.* A majority of all of the members of the board of electrical examiners shall constitute a quorum for the transaction of business.~~

~~(5) *Arbitration board.* The board of electrical examiners shall also act as an arbitration board.~~

### **17.05 Licenses.**

(1) *Required.* No person, either individually, as a member of a firm or as an officer or employee of a corporation, shall conduct the business of electrical wiring, electrical construction or contracting unless such person shall have a license, registration, or certification as required by § 101.862, Wis. Stats.

## 17.06 Permits.

(1) *Issuance.* The inspection department shall issue permits for all electrical installations to the master electrician in charge for light, heat or power upon the filing of a proper application, which shall be made on forms furnished by the inspector and shall describe the nature of the work as well as such other information as may be required for inspection. Permits as required by chapter 15 of this Municipal Code shall be obtained prior to the start of the electrical work. The inspection department may require the applicant to furnish plans and specifications covering the work to be done. No permit shall be required for repairs necessary for the proper maintenance of an existing installation as provided in subsection (b) of the definition of "electrical work."

(2) *Unlawful use of license.* No person with a master's license shall allow the use of that license, directly or indirectly, for the purpose of obtaining local permits for others.

## 17.07 Concealment of electrical installation.

Upon the completion of the wiring of any building or before any wiring is to be hidden from view, the person doing the same shall notify the inspection department (electrical inspector), who shall inspect the installation within 48 hours of the time such notice is received. If upon inspection it is found that such installation is fully in compliance with this chapter and does not constitute a hazard to life or property, the inspection department shall approve the same and authorize concealment of such wiring or connection for electrical service. If the installation is not strictly in accordance with this chapter, the inspection department shall issue orders to the person installing the same to remove all hazards and make the necessary changes or additions within ten days. Concealment of electric work before inspection or failure to comply with the order of the inspection department shall constitute a violation of this chapter.

## 17.08 Construction requirements.

(1) *General.* No certificate of inspection shall be issued unless the electric light, power or heating installation and all other electric apparatus connected with it are in strict conformity with the provisions of this chapter and the rules and regulations of the state electrical code.

(2) *Utility service lateral.*

- (a) ~~The pole riser located on the utility pole shall be furnished with a minimum size of two-inch inside diameter rigid steel conduit for single phase service sizes up to and including 200 amp.~~
- (b) ~~Pole risers shall be installed by the contractor up to eight feet above final grade with all remaining materials being provided at the job site for city utilities' crews to complete. Pole risers shall be grounded.~~
- (c) ~~All pole risers shall have appropriate materials provided to have weather heads installed at the top of the riser. The top of the riser shall be at least 40 inches above any cable TV or telephone wires.~~
- (d) ~~Nonmetallic schedule 40 PVC conduit may be used in lieu of rigid steel for pole risers where a 14 gauge minimum u-guard is placed over the PVC pipe conduit in the area of the pole requiring mechanical protection. The mechanically protected area shall be no less than eight feet above and 18 inches below final grade. The u-guard shall be lagged to the pole on both sides of the conduit with two-inch by one-fourth-inch (2" x 1/4") lags and the maximum vertical spacing of the lags shall not exceed 20 inches.~~
- (e) ~~All metal conduit and u-guard shall be effectively grounded with a #6 copper wire or metal conduit path connection, to a ground rod or electric system ground wire.~~
- (f) ~~All metal conduit and u-guard shall meet the latest UL and ASTM requirements for mechanical strength, dimensions and corrosion resistance.~~

~~(g) Conduit shall be supported as identified in the National Electric Code, Article 346-12 for rigid steel and Article 347-8 for nonmetallic.~~

~~(h) All elbows in the conduit system shall be rigid steel construction for cable pulling.~~

~~(i) The conduit systems shall be continuous and installed at a minimum depth of 18 inches below final grade.~~

~~(j) All conduit shall be installed in a clean trench, free of stones exceeding three inches in diameter. Backfill shall be granular with stones not exceeding three-quarters of an inch in diameter.~~

(a) All proposed utility service laterals shall be reviewed and approved by Sturgeon Bay Utilities before a permit is granted.

(b) Trenching and conduit installation must be completed by a Sturgeon Bay Utilities approved contractor. The property owner or applicant is responsible for the cost of trenching, backfilling, and the conduit (provided by the Utility).

(3) *Compliance.* Electrical installations and equipment shall be in compliance with the policies and requirements set forth by the Sturgeon Bay Utilities. Separations of electrical and gas shall be in compliance with Wisconsin Public Service Commission regulations.

#### 17.09 Electrical interference.

(1) *Regulations.* No person shall knowingly or wantonly operate or cause to be operated any machine, device, apparatus or instrument within the city, the operation of which shall cause electrical interference with any other equipment on other premises.

(2) *Exceptions.* This rule shall not be applicable to any and all equipment operating within the limits of the frequency authorized for this use by the Federal Communications Commission.

#### 17.10 Prefabricated buildings.

Electrical wiring installed in prefabricated buildings in such a manner as to comply with the state code shall be acceptable provided the connections between component parts are made by a licensed city electrician at the time of the erection.

#### 17.11 Arbitration.

When the chief of the inspection department condemns all or part of the electrical installation in any building, the owner, within five days after receiving written notice from the chief of the inspection department, may file a petition in writing for review of such action of by the chief to the board of electrical examiners **Community Protection & Services Committee**, upon receipt of which such board shall determine whether such electrical construction complies with this chapter and within three 14 days shall make a final decision in accordance with its findings.

#### 17.12 Applications for variance.

(1) Application for variances shall be in writing to the building inspection department. The chief building inspector, fire chief and electrical inspector shall evaluate the request and schedule a meeting of the board of electrical examiners **Community Protection & Services Committee** within 14 days of receipt of request.

(2) The application shall be accompanied by a fee of \$50.00 as established by resolution of the city council for each requested variance.

(3) Decision on the variance shall be based on the health, safety and welfare of the city and its residents.

**17.13 City not liable by reason of inspection.**

This chapter shall not affect the responsibility or liability of any party owning, operating, controlling or installing any electrical equipment for damage to persons or to property caused by any defect therein; nor shall the city be held as assuming such liability by reason of the inspection or reinspection authorized herein, the certificate of approval issued as herein provided, or by reason of the approval or disapproval of any equipment authorized herein; nor shall the city be held in any way liable for any work performed by any individual or group of individuals licensed under this chapter.

**17.14 Penalty.**

(1) Any person who shall violate any provision of this chapter shall be subject to a penalty as provided in section 25.04 of this Municipal Code.

(2) Compliance with this chapter may also be enforced by an injunctive order or judgment issued by a court of competent jurisdiction upon civil suit by the city.

(3) In any action by the city for imposition of penalties for injunctive relief, the fact that a permit shall have been issued by any officer, board or department of the city shall not constitute a defense nor shall any error, oversight or dereliction of duty on the part of any public official, board or department constitute a defense.

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

Approved:

---

Thad Birmingham  
Mayor

Attest:

---

Stephanie L. Reinhardt  
City Clerk

EXECUTIVE SUMMARY

Title: Revisions to Electrical Code (Chapter 17) for Becoming a Certified Municipality for Plan Review

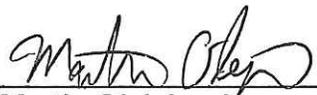
Background: To become a certified municipality for local plan review, the City needs to have its building, plumbing and electrical codes be consistent with the state code. Several amendments to Chapter 17 (Electrical Code) have been drafted. These changes correct the various references to the state code to the proper references. The amendments also eliminate some outdated requirements for service laterals and also some definitions that are no longer used in the code.

Another change is the elimination of the Board of Electrical Examiners. At one time this board issued licenses for electricians. The state took that power away and all licenses are issued by the state with no local involvement. The Board has not met in over a decade. The part of the electrical code regarding licensing was previously repealed, but the Board of Electrical Examiners is still part of the code as an arbitration board for appeals or variance requests. Since those actions happen so infrequently, the proposal is to eliminate the Board altogether and have the Community Protection & Services Committee serve as the arbitration board.

The proposed amendment to the code has been reviewed and approved by staff of Sturgeon Bay Utilities.

Fiscal impact: There is a minor cost for publishing the adopted code. The adoption of the amendments allows the City to become certified for plan review. This in turn will allow the City to retain 15% of the plan review fees, so there will be a modest increase in future revenue.

Recommendation: Adopt the amendments to Chapter 17 (Electrical Code).

Prepared by:   
Martin Olejniczak  
Community Development Director

1-15-15  
Date

Reviewed by: \_\_\_\_\_  
Stephen McNeil  
City Administrator

\_\_\_\_\_  
Date

## ORDINANCE NO. \_\_\_\_\_

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

SECTION 1: Section 15.01 of the Municipal Code (Building Code) is hereby repealed and recreated as follows:

**15.01 Permits generally.**

(1) *Applications.* All applications for licenses and permits under this chapter or chapters 16 and 17 of this Municipal Code shall be made to the building inspector and all licenses and permits shall be issued by him/her.

(2) *Permit required.*

- (a) No building or structure or any part thereof shall hereafter be moved, built, enlarged, altered, or demolished, or electrical wiring, plumbing or heating apparatus or fire suppression system as defined by NFPA 301.3.3.28, installed within the city (except as hereafter provided) unless a permit therefor shall be obtained by the owner or agent from the building inspector or the fire department for fire suppression systems. If the required permits have not been obtained prior to commencement of the work, all fees for such permits shall be double the fees listed.
- (b) All work which affects the occupancy, area, structural strength, fire protection, exits, light or ventilation of the building requires a permit. Minimum repairs or alterations which are less than \$500.00 in value (of labor and materials) do not require a permit if they do not affect the occupancy, area, structural strength, fire protection, exits, lights or ventilation of a building.
- (c) Fire protection systems. Any new installations, alterations or additions to any fire suppression system (a fixed system designed to extinguish a fire or substantially reduce the heat release rate of the fire) in a commercial building shall have a third party plan review prior to the issuance for a permit. Copies of the plan review shall be forwarded to the fire department.

(3) *Inspection.* When any work for which a permit is required shall be completed, the person to whom the permit is issued shall immediately notify the building inspector and no such work shall be covered or concealed until a certificate of inspection has been issued by him/her. Such certificate of inspection shall be issued only after all work under a permit shall have been completed in accordance with the requirements of city ordinances and the state code applicable thereto and after a personal inspection of the work has been made by the building inspector.

(4) *Certified Municipality Status.* The City of Sturgeon Bay has adopted the Certified Municipality Status as described in SPS 361.60 of the Wisconsin Administrative Code.

- (a) *Responsibilities.* The City shall assume the following responsibilities for the Department of Safety and Professional Services (Department):

1. Provide inspection of commercial buildings with certified commercial building inspectors.
2. Provide plan examination of commercial buildings with certified commercial building inspectors.

(b) *Plan Examination.* Drawings, specifications and calculations for all the types of buildings and structures, except state-owned buildings and structures, to be constructed within the limits of the City of Sturgeon Bay shall be submitted, if the plans are for any of the following:

1. A new building or structure containing less than 50,000 cubic feet of total volume.
2. An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume.
3. An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
4. An alteration of a space involving less than 100,000 cubic feet of total volume.
5. The City may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the Department for review and approval.
6. The department may waive its jurisdiction for the plan review of a specific project, where agreed to by the city, in which case plans and specifications shall be submitted to the City for review and approval.

(c) *Plan Submission Procedures.* All commercial buildings, structures and alterations, including new buildings and additions less than 25,000 cubic feet, require plan submission as follows:

1. Building permit application.
2. Application for review – SBD-118.

a. Fees per Table 302.31-2 and SPS 302.31.

b. Fees apply to all commercial projects.

3. 4 sets of plans.

a. Signed and sealed per SPS 361.31.

b. One (1) set of specifications.

c. Component and system plans.

d. Calculations showing code compliance.

**(5) *Building-HVAC-Electrical-Plumbing Inspector.***

(a) **Creation and Appointment.** There is hereby created the office of building inspector. The building inspector shall be appointed by the city council. The building inspector shall be certified for inspection purposes by the Department in the required categories specified under SPS 305, Wisconsin Adm. Code.

(b) **Assistants.** The building inspector may employ, assign or appoint, as necessary, assistant inspectors. Any assistant hired to inspect buildings shall be certified as defined in SPS 305, Wisconsin Adm. Code, by the Department.

(c) **Duties.** The building inspector shall administer and enforce all provisions of this ordinance.

(d) **Powers.** The building inspector or an authorized certified agent of the building inspector may, at all reasonable hours, enter upon any public or private premises for inspection purposes. The building inspector may require the production of the permit for any building, plumbing, electrical or heating work. No person shall interfere with or refuse to permit access to any such premises to the building inspector or his/her agent while in the performance of his/her duties. In the event that the building inspector is refused access to any such premises, then the Inspector is authorized to apply for a special inspection warrant pursuant to Section 66.0119, Stats.

(e) **Inspections.** In order to permit inspection of a building project at all necessary phases without causing delay for the owner, the owner and/or contractor shall request all of the following inspections in conformity with the appropriate time frame defined in the Wisconsin Administrative Code or at least 48 hours in advance by the applicant/contractor or property owner as applicable.

1. Footing.

2. Foundation.
3. Rough Carpentry, HVAC, Electric and Plumbing.
4. Drain tile/Basement Floor.
5. Underfloor Plumbing.
6. Electric Service.
7. Insulation.
8. Final Carpentry, HVAC, Electric & Plumbing.
9. Erosion Control.

- (f) Failure to request any inspection will be the responsibility of the contractor and/or property owner. No Construction shall be deemed approved by default or lack of inspection by the building inspector.
- (g) The expense of uncovering or exposing any work which must be inspected, where such work was required by the failure of the owner to request any inspection, will be the responsibility of the contractor and/or property owner.
- (h) Records. The building inspector shall perform all administrative tasks required by the Department under all codes covered in 15.02 (1). In addition, the building inspector shall keep a record of all applications for permits and shall number each permit in the order of its issuance.

(6) *Permit fees.* Fees for permits and commercial plan reviews required under all subsections of this chapter shall be established by resolution of the common council.

(7) *Expiration.* Work contemplated under permits herein granted shall be completed within two years from the date of the permit, except that all permits granted hereunder may be extended by the building inspector for up to one year periods. If the permit is extended, the building inspector shall endorse the permit.

(8) *Certificate of occupancy.*

- (a) *One-family and two-family dwellings or buildings.* The building inspector shall make a final inspection of all new buildings, additions, and alterations. If no violations which jeopardize public health or safety are found, the building inspector shall issue a certificate of occupancy stating the purpose for which the building is to be used. If any violations of this chapter or Municipal Code are found which do not jeopardize public health or safety, they shall be ordered corrected within 30 days of the date of issuance of the certificate of occupancy.
- (b) *Multifamily, commercial and public buildings.* The building inspector and the fire chief or his designee shall make a final inspection of all new buildings, additions, and alterations.

If no violations to the state building code, state fire code, or Municipal Code which jeopardize public health or safety are found, the building inspector and the fire chief or his designee, shall issue a certificate of occupancy stating the purpose for which the building is to be used. If any violations of this chapter or Municipal Code are found which do not jeopardize public health or safety, they shall be ordered corrected within 30 days of the date of issuance of the certificate of occupancy.

- (c) *Change of use.* Any building which the existing use is changed, as defined in the State of Wisconsin Building Code, shall obtain a certificate of occupancy, subject to the provisions in section 15.01(8)(a) and (b).

(9) *Park and playground fees.* At the issuance of a building permit for new residential construction, or a change in use from a nonresidential land use to a residential land use, a fee of \$300.00 per residential unit shall be paid for park and playground purposes, except that, on any lot where a payment has been made prior to March 27, 1986, the first unit shall be exempt from payment. Residential care apartment complexes as defined in § 50.01(1d), Wis. Stats., shall be exempt from this fee. Should any existing residential land use which has been exempted from this fee change to a residential land use which is not exempt from said fee, then said fee shall become due and payable at the current existing fee level. All applicable conditions of [section 21.09](#) of this Municipal Code shall apply to the collection, handling and use of this fee.

~~(8) *Plan review fees for buildings other than one-family and two-family dwellings.* For new buildings up to 50,000 cubic feet and alterations to buildings up to 100,000 cubic feet, the plan review fees shall be as listed in § IND 69.09, Wis. Adm. Code, which is hereby adopted by reference in this section as if fully set out.~~

(10) *Tree planting deposit.* At the issuance of a building permit for new residential construction, or a change in use from a nonresidential land use to a residential land use, a deposit in an amount to be determined by the common council by resolution shall be paid for each tree required to be planted under section 8.07(10)(a)5. Such deposit shall be returned to the property owner upon proof of compliance with section 8.07(10)(a) in the planting of trees, meeting the requirements of that section.

SECTION 2: Section 15.02 of the Municipal Code (Building Code) is hereby repealed and recreated as follows:

**15.02 State building codes adopted.**

- (1) The following chapters of the Wisconsin Administrative Code are adopted and incorporated in this chapter by reference, including all amendments thereto:

Ch. SPS 302.31	Plan Review Fee Schedule
Ch. SPS 305	Credentials
Chs. SPS 316	Electrical Code
Chs. SPS 320-325	Uniform Dwelling Code
Chs. SPS 361-366	Commercial Building Code
Ch. SPS 375-79	Buildings Constructed Prior to 1914
Chs. SPS 381-387	Uniform Plumbing Code

- (2) The provisions of Chs. [SPS 320-325](#), Wis. Adm. Code, including all amendments thereto, shall apply to all one- and two-family dwellings where initial construction permits were issued prior to June 1, 1980.

(3) Unattached garages and sheds, storage buildings and other structures not specifically included in subsections (1) and (2) are hereby expressly included therein and shall be constructed or altered to the standards required by this section.

SECTION 3: Section 15.10 of the Municipal Code (Building Code) is hereby repealed and recreated as follows:

**15.10 Penalty Violations and penalties.**

(1) *Prohibition.* No person, entity, or firm may construct, remodel, demolish or repair any building in a manner which violates any provision or provisions of this ordinance.

(2) Except as otherwise provided herein, any person who shall violate any provision of this chapter, or any order, rule or regulation made hereunder, shall, upon conviction thereof, be subject to a penalty as provided in section 25.04 of this Municipal Code.

(3) Violations discovered by the Building Inspector shall be corrected within 30 days, or more if allowed by the Inspector, after written notice is given. Violations involving life safety issues shall be corrected in a reasonable time frame established by the Building Inspector.

(4) Compliance with the requirements of this ordinance is necessary to promote the safety, health and well-being of the community and the owners, occupants and frequenters of buildings. Therefore, violations of this ordinance shall constitute a public nuisance which may be enjoined in a civil action.

SECTION 4: This ordinance shall take effect on the day after its publication.

Approved:

\_\_\_\_\_  
Thad Birmingham  
Mayor

Attest:

\_\_\_\_\_  
Stephanie L. Reinhardt  
City Clerk

## EXECUTIVE SUMMARY

Title: Revisions to Building Code (Chapter 15) for Becoming a Certified Municipality for Plan Review

Background: Under state and local regulations, property owners must submit construction plans and obtain building permits prior to commencing most construction work. For commercial projects (basically everything other than single-family and two-family dwellings) the Wisconsin Department of Safety and Professional Services (SPS) must review and approve the plans before the local building inspector can issue the permits.

Per SPS 361.60 of the Wisconsin Administrative Code, there is an option for local municipalities to become certified to perform some of the required plan reviews, rather than the state. Currently, the City of Sturgeon Bay is just certified for inspections, but the Common Council recently authorized the process to become certified for plan review. The City needs to have its construction related codes consistent with the state code. The proposed changes to the building code will allow the City to be certified for plan review. There also are a few other changes to update the standards and streamline the code.

Summary of Proposed Amendments: The changes consist of the following:

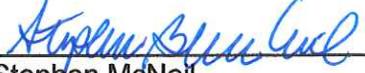
- s. 15.01(4) and (5) are new sections that lay out the requirements and process for plan review for commercial projects and inspections. Most of this language is from state statutes or current building inspection policies/procedures. The types of commercial projects covered are listed. It is noted that larger commercial projects above the thresholds listed in the new code would still require the plan review by SPS.
- s. 15.01(8) regarding fees is deleted as it is covered under sub (6) and sub (4)(c)2.a. The proposed code references the fee schedule established in the Wisconsin Administrative Code for reviews by certified municipalities.
- s. 15.02 is updated to reference the correct current state code sections.
- s. 15.10 is expanded to include additional standards for correcting/preventing violations of the building code.

Fiscal impact: There is a minor cost for publishing the adopted code. After adoption, the fees for the required plan reviews would go to the local plan reviewer rather than the state. The fee schedule for plan review by certified municipalities is slightly less than for state review, so there would be a slight financial gain to the applicant (builders, architects, and property owners). The plan review fee would still follow the split specified in the City's contract with Independent Inspections, so 15% of the fee is retained by City and 85% going to Independent Inspections. Therefore, the City will receive some modest income from becoming a certified municipality for plan review.

Recommendation: Adopt the amendments to Chapter 15 (Building Code).

Prepared by:   
Martin Olejniczak  
Community Development Director

1-29-15  
Date

Reviewed by:   
Stephen McNeil  
City Administrator

1-29-15  
Date

ORDINANCE NO. \_\_\_\_\_

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

SECTION 1: Chapter 16 of the Municipal Code (Plumbing Code) is hereby repealed and recreated as follows:

**Chapter 16**  
**PLUMBING CODE**

**16.01 Plumbing defined.**

Plumbing for the purpose of this chapter is hereby defined as follows:

- (1) As defined in § 145.01(10)(a), (c), (d) and (e), Wis. Stats.
- (2) The construction, connection to or alteration of any drain, soil or waste pipe to carry domestic sewage, stormwater or industrial waste from the foundation walls of any building to the sewer lateral at the curb or other disposal terminal, including the private sewage disposal or treatment plant. This definition does not include minor repairs to faucets and the removal of stoppages in soil or waste pipes.

**16.02 State code adopted.**

The provisions and regulations of ch. 145, Wis. Stats., and chs. **SPS 381—385**, Wis. Adm. Code, are hereby made a part of this section by reference, and shall extend over and govern the installation of all plumbing installed, altered or repaired in the city.

**16.03 Authority to enter premises.**

The plumbing inspector may, at all reasonable times for any proper purpose, enter upon any private or public premises and demand inspection thereof, and require of any person doing plumbing the production of the license or permit therefor, and no person shall willfully resist or obstruct any lawful exercise of authority by the plumbing inspector.

**16.04 Reports of existing insanitary conditions.**

Whenever it shall be reported to the health officer by the inspector that the plumbing in any building is liable to breed disease or sickness, or is a menace to health, or when complaint is made to the health officer by any person that the plumbing in any building is defective as aforesaid, the health officer shall direct the plumbing inspector to examine all plumbing in such building and report his/her findings in writing to such health officer, suggesting such changes as are necessary to put the same in proper sanitary condition. The health officer shall, thereupon, with the approval of the board of health, direct such changes as he/she deems necessary to be made and fix a time for doing same, and no person shall fail to comply with such direction.

**16.045 Sump pit for new construction having basement or habitable space below grade.**

All new construction which includes a basement or habitable space below grade shall require drainage tile around the exterior foundation walls, which shall drain into a sump pit in which a sump pump is installed,

and no drainage from this pit shall be into the sanitary sewer system. Exceptions to this section will be permitted when it is established that such measures are not necessary. The intent of this section is to prevent the entrance of surface water or groundwater into the sanitary sewage system.

**16.046 Water mains and installations.**

(1) A water main is any water line on public or private property which is either larger than two inches in diameter measured inside or which serves more than one customer in separate buildings.

(2) A water main shall meet all requirements of this chapter.

(3) Before any water main can be installed, a permit therefor shall be obtained from the building inspector pursuant to section 15.01(2) of this Code.

(4) Before the building inspector can issue a plumbing permit, plans for such water main shall be approved by the superintendent of Sturgeon Bay Utilities.

(5) Before approving plans for water mains, the superintendent of utilities operations manager for Sturgeon Bay Utilities shall satisfy himself/herself that all other regulatory agency permits are obtained and that all necessary easements and rights-of-way for such main are obtained and favorable to the city.

(6) Proof of safe water by a sample test and reported by the state department of health and social services shall be given to the water utility superintendent operations manager for Sturgeon Bay Utilities before new installation of a water main becomes operational and/or part of the city's water system.

**16.047 Building drains.**

(1) *Materials.* Each building drain inside a building and to a point three feet to five feet outside the building shall be of cast iron pipe or type "L" hard drawn copper, except that, where proper cover can be maintained as outlined in the state plumbing code, approved plastic pipe will be allowed. Materials shall be consistent with SPS 384.30, Wis. Admin. Code and shall be approved by Sturgeon Bay Utilities.

(2) *Fixtures below sidewalk grade.*

(a) *New construction.* In all new construction, all fixtures located below the sidewalk grade, including lavatories, sinks and automatic washer drains, shall be provided with an approved automatic type backwater valve.

(b) *Existing buildings where drainage systems subject to backflow.* Where a building drainage system is subject to backflow of sewage and where the building was erected prior to June 1, 1980, the owner of the building shall, when ordered by the plumbing inspector or his/her authorized representative, install approved automatic type backwater valves in all fixtures located below the sidewalk grade.

(c) *Buildings subject to backwater and basement flooding.* Where it is determined by the plumbing inspector or his/her authorized representative that backwater and basement flooding is possible and where the use of plumbing fixtures below the sidewalk grade is critical to the operation and use of a building, backwater valves, sewer ejectors or pumps shall be installed. Prior to the issuance of a plumbing permit, a plan to prevent backwater and basement flooding, showing details of construction of building drains, backwater valves, sewer ejectors and pumps, shall be submitted for approval to the plumbing inspector.

**16.048 Water laterals.**

(1) *Materials.* From the curb stop to the first shut off inside the building the only approved water lateral material shall be copper pipe. Materials shall be consistent with SPS 384.30, Wis. Admin. Code and shall be approved by Sturgeon Bay Utilities.

(2) *Minimum depth.* The minimum depth for water lateral installation from the curb stop to the building shall be 60 inches below finished grade. This depth can be reduced to 48 inches if the water lateral is insulated horizontally above the pipe for a minimum distance of 12 inches in each direction from the centerline of the pipe. (A list of currently approved insulation materials is on file in the office of the city clerk-treasurer.) If compliance with the above requirements would be inconsistent with the standards of the state plumbing code, they shall be modified as much as is necessary to comply with the state plumbing code. *Frost Protection.* Adequate measures shall be taken to protect all portions of the water supply system from freezing. All private water mains and water services shall be installed below the predicted depths of frost specified in s. SPS 382.30 (11) (c) 2. d., Figure 382.30-1 and Table 382.30-6, unless other protective measures from freezing are taken, subject to approval from Sturgeon Bay Utilities.

(3) *Water meter location.* Location of the first valve (water meter) within the building shall be approved by the plumbing inspector Sturgeon Bay Utilities prior to installation of the water lateral.

#### **16.049 Grinder pump installations in low pressure sewer systems.**

(1) *Definitions.*

(a) *Grinder pump.* A unit designed to grind and pump domestic sewage consisting of a pump, receiver tank, accessway and liquid level controls. The pump may be a centrifugal type or a progressing cavity type.

(b) *Low pressure sewer system.* A low pressure sewer system consists of pressurization facilities and pressurized inlet points all being served by a pressurized sewer main.

(c) *Particular system.* A low pressure sewer system that is defined as all pressurized sewer mains, all pressurization inlet points and all pressurization facilities being served by a single outlet to a gravity sewer connection.

(2) *Purpose.* The provisions of this section are established to provide for uniform grinder pump installations for use in conjunction with a low pressure sewer system.

(3) *Uniformity.* Uniformity of grinder pumps shall be maintained within a particular low pressure system.

(a) Uniformity shall be maintained by designating a particular grinder pump or pumps for use throughout a particular system. This designation is intended to maintain uniformity of output characteristics and compatibility of replacement parts and to protect design calculations.

(b) The grinder pumps to be designated for use in a particular system shall be as authorized by city council resolution upon recommendation of the city engineer. The approval of a particular grinder pump is subject to periodic review by the city engineer and may be rescinded by the city council at his/her recommendation.

(c) Alternate grinder pumps may be installed upon submittal of pump specifications, shop drawings, wet wall details and any other requested information to the city engineer and his/her approval of same. Evidence of such approval shall be by written approval on the plans of such alternate installation.

(4) *Installation details.* Standard details of a low pressure sewer system installation shall be on file at the office of the city engineer.

#### **16.05 General requirements.**

All plumbers doing business in the city shall carry out all directions of the plumbing inspector and shall install all work in keeping with the state plumbing code and all amendments thereto and such additional rules and regulations as are now in force or may from time to time be adopted by the city.

#### **16.06 Duty to report violations.**

Police officers, the plumbing inspector and the health officer shall inquire into cases of violations of this chapter and shall report the same to the proper officer for investigation and prosecution.

#### **16.07 Sump pump requirements**

##### *(1) Definitions.*

*Clear water.* Includes water from roof drains, surface drains, foundation water drains, and cistern overflows, refrigerator cooling waters and water from air conditioning equipment.

*Natural outlet.* Any outlet into a water course, pond, ditch, lake or other body of surface water.

*Storm sewer.* A sewer that carries storm, surface and ground water drainage, but excludes sewage and industrial wastes. A sump pump discharge collection system is included in this definition of storm sewer.

##### *(2) Sump pump installation.*

- (a) All new construction which includes a basement or habitable space below grade shall require drainage tile around the exterior foundation walls, which shall drain into a sump pit in which a sump pump is installed, and no drainage from this pit shall be into the sanitary sewer system.
- (b) A plumbing permit is required for the installation of a sump pump and connection to the storm sewer, where applicable.
- (c) The applicant shall submit plans and specifications relating to the connection of the sump pump to the storm sewer or other discharge outlet. The plumbing inspector or other officer, prior to issuing any permits, shall review and approve such plans and specifications.
- (d) Any installation and connection hereunder shall be performed in such manner to allow for inspection by the plumbing inspector.
- (e) The requirements of section 15.07 of this Municipal Code shall be followed for construction elevation and sump pump installation in areas of high groundwater.

##### *(3) Prohibited discharge outlets.*

- (a) *Discharge to sanitary sewers.* No person shall discharge any clear water by means of sump pump or roof drains into any sanitary sewer, and no person shall permit rain or surface water to drain into any sanitary sewer.

(b) *Discharge onto sidewalks.* No person shall permit the drainage of water onto any sidewalk or other public area.

(c) *Discharge to public streets.* No person shall discharge any clear water into a public street or alley from November 1 to March 31, inclusive. No person shall discharge any clear water into a public street or alley from April 1 to October 31, inclusive, without first obtaining a written permit from the city inspection department.

(4) *Discharge to storm sewer.*

(a) *Connection required.* All property owners with a sump pump shall connect the pump discharge outlet to a storm sewer whenever such storm sewer is available or becomes available for connection and has sufficient capacity to accept the anticipated flow. The city may also require a property owner to connect any other storm water diversion system to a storm sewer. A storm sewer shall be deemed available if there is a storm sewer, located in any tract, easement or public way, which abuts the property. All connections to a storm sewer shall comply with established city standards for such connections on file at the city inspection department. The chief of the inspection department is authorized to issue orders for compliance with this section.

(b) *Excavation permit required.* No person shall open any street, alley or sidewalk for the purpose of connecting to a storm sewer or other terminal without first obtaining from the clerk-treasurer an excavation permit in accordance with section 8.05 of this Municipal Code.

(c) *Storm sewer connection charge.* A connection charge will be assessed against any property for which a connection is made to a storm sewer or catch basin. The charge shall be \$500.00 for each connection. This connection charge shall not be applicable when a current or previous property owner has paid for and is connected to a public or private storm sewer system serving his/her property. A private storm sewer system shall meet the requirements of subsection (6).

(5) *Other discharges.* Where a storm sewer is not available, clear water shall be discharged directly to a natural outlet. If a natural outlet is not accessible to the property, clear water shall be discharged to a clear water dry well or onto the ground surface at least one foot from the building foundation and directed toward the front or rear lot line. Such discharge shall not be directed so as to flow on adjacent property, nor shall the discharge be allowed to accumulate and create ponds of standing water. Nothing contained herein shall act to relieve a person from complying with the other provisions of this section.

(6) *Private storm sewer systems.* Any property owner or group of property owners may install a private storm sewer system to achieve the purpose of this section provided that the plans and specifications for such system are certified by the city engineer and approved by the board of public works as meeting minimum standards to achieve the objectives of this section.

(7) *Correction of violations.* Any person who is the owner of any building or land wherein there is a violation of the provisions of this section shall cause the violation to be corrected within a maximum of 60 days after being notified in writing by the chief of the inspection department, whose duty it shall be to enforce this section. Nothing in this section shall preclude the city from maintaining any other appropriate action to prevent or remove a violation of this section.

#### **16.08 Holding tank agreements.**

(1) No person shall install a holding tank without first entering into an agreement with the city to insure compliance with all applicable regulations regarding such installation and use.

(2) The city clerk-treasurer shall receive all applications for holding tank agreements and approve such agreement upon submission of the following:

(a) A signed copy of a service agreement for pumping of the holding tank.

(b) A deposit fee as follows:

1. Two hundred fifty dollars for residential use.
2. Five hundred dollars for commercial or industrial use.
3. In addition to the fees provided for above, all recording fees shall be paid by the applicant.

**16.09 Reserved.**

**16.10 Penalty.**

Except as otherwise provided herein, any person who shall violate any provision of this chapter, or any order, rule or regulation made hereunder, shall, upon conviction thereof, be subject to a penalty as provided in section 25.04 of this Municipal Code.

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

Approved:

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Thad Birmingham  
Mayor

Attest:

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Stephanie L. Reinhardt  
City Clerk

EXECUTIVE SUMMARY

Title: Revisions to Plumbing Code (Chapter 16) for Becoming a Certified Municipality for Plan Review

Background: To become a certified municipality for local plan review, the City needs to have its building, plumbing and electrical codes be consistent with the state code. Several amendments to Chapter 16 (Plumbing Code) have been drafted. These changes correct the various references to the state code to the proper references. There also are updates to the terminology and titles of persons involved in administering the code. None of the changes have any significant impact to the current system of enforcing the code. They have been reviewed and approved by staff at Sturgeon Bay Utilities.

Fiscal impact: There is a minor cost for publishing the adopted code. The adoption of the amendments allows the City to become certified for plan review. This in turn will allow the City to retain 15% of the plan review fees, so there will be a modest increase in future revenue.

Recommendation: Adopt the amendments to Chapter 16 (Plumbing Code).

Prepared by:   
Martin Olejniczak  
Community Development Director

1-1-15  
Date

Reviewed by: \_\_\_\_\_  
Stephen McNeil  
City Administrator

\_\_\_\_\_  
Date

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to approve the Planned Unit Development for Sawyer Hotel Development, LLC subject to the following:

1. Final lot dimensions and positioning of the building to be reviewed and approved by the Plan Commission prior to building permit issuance.
2. The following zoning parameters shall be incorporated into the PUD zoning ordinance.
  - a. Building height not to exceed 4 stories and no more than 45 feet in building height, not including parapets or roof access stairway.
  - b. Hotel shall not exceed 76 units.
  - c. Minimum yards and building setbacks shall conform to the final site plan, as approved under condition #1, but in no case shall be less than 5 feet.
  - d. The minimum parking spaces shall be available within 400 feet. Such spaces may be joint parking spaces used for other components of the West Waterfront Redevelopment Project. Some other parking arrangement could be included.
  - e. Identification signs may be permitted within the overall redevelopment site bounded by Madison Ave., Maple Street and Oregon Street Bridge, subject to conformance with the dimensional requirements of the Sturgeon Bay sign code and design approval from the Waterfront Design Review Board.
3. The final building design shall be reviewed and approved by the Waterfront Design Review Board.

Respectfully submitted:  
 City Plan Commission  
 By: Dan Wiegand, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: January 21, 2015

\*\*\*\*\*

Introduced by \_\_\_\_\_.

Moved by Alderperson \_\_\_\_\_, seconded by Alderperson \_\_\_\_\_ that said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

## Executive Summary

### Preliminary/Final PUD – Hotel on West Waterfront

**Background:** Sawyer Hotel, LLC (Robert Papke) petitions for approval of a Planned Unit Development (PUD) for a hotel that is part of the West Waterfront Redevelopment Project. The proposed PUD covers approximately ¼-acre of the 4-acre redevelopment site located north of E. Maple Street and westerly of the Oregon Street Bridge. The hotel was originally planned to contain over 90 rooms and be 5 stories high. Based upon the Plan Commission recommendation, the hotel has been reduced to 4 stories and 76 units.

The PUD designation allows the developer greater flexibility and potential deviations from normal underlying zoning standards, but requires a higher level of scrutiny including the design of the building.

**Existing Conditions:** The proposed site is comprised of a portion of the former U.S. Coast Guard storage yard and a portion of the former Door County Cooperative. The lots are currently vacant, except for the abandoned grain elevator. The subject property is blighted in character, generally covered by large expanses of asphalt, concrete and gravel. Surrounding land uses include a variety of commercial, public and institutional uses.

In terms of existing zoning classification, the subject parcel and all surrounding parcels are zoned Central Business District (C-2).

The site is flat and has no natural features. It is located within the floodplain of the bay.

**Comprehensive Plan:** The Future Land Use Map of the Sturgeon Bay Comprehensive Plan identifies this subject area for recreational and tourist commercial use. The proposed PUD fits that land use designation. The plan also contains recommendations pertaining to West Side Waterfront Redevelopment. These include developing a signature building at the Maple/Neenah/Oregon Bridge intersection, completing the waterfront pedestrian walkway, integrating parking, adding landscaping and providing pedestrian links through the site to connect the waterfront to rest of downtown.

The City also adopted the West Waterfront Area Redevelopment Plan, which has much more detail and specifics. The plan recommends new private development including lodging, four season market, and additional retail/restaurant use, along with public amenities including a festival waterfront and improvements to the Coast Guard/Sawyer Park area.

The proposed hotel supports the recommendations of the Comprehensive Plan and the West Waterfront Area Redevelopment Plan.

**Site Plan and Design Considerations:** City staff has thoroughly reviewed the proposed development both for compliance with various municipal requirements and for general soundness. The following is a summary of some of the aspects of the development:

Use – The proposal is for a hotel with certain amenities. These include indoor pool, spa, exercise room and small retail area. The hotel will feature breakfast, but is not planned to have either a full restaurant or bar. It will have a couple of meeting rooms, but will not be a conference center. All of the individual uses within the building are permitted uses of the C-2 district.

Lot design – The proposed lot has not been created yet. The proposal is to create a lot that encompasses the building footprint and enough additional space for an outdoor patio, landscaping, and visitor drop-off area. This lot scenario is the same as was done for the Maritime Museum and the waterfront restaurant (new Sonny's Pizzeria). The proposed lot is shown on the submitted lot plan. It is generally supported by the Waterfront Redevelopment Authority and staff, but some minor adjustments may be needed. If the hotel is approved, a certified survey map (CSM) will be completed and recorded in order to create the official lot. The lot will meet the minimum area and width requirements of the C-2 district. However, it has not been determined whether it will have actual frontage on Maple Street or Oregon Street Bridge right-of-way.

Building envelopes/site plan – The proposed hotel footprint is about 19,200 square feet. The building is L-shaped and wraps around the planned parkland. The shape and orientation of the building is due to the fact that the filled area of the redevelopment site is still considered lake bed and cannot be privately developed. The developer is also trying to take advantage of views to the north and south along the bay.

The original site plan has been revised slightly by rotating the building clockwise. This change opens up the view of the public waterfront as you travel north on Neenah Avenue toward the site. It would be a more inviting view. The revised plan also straightens the access drive into the site and pushes the driveway further from the Neenah Ave. intersection. Obviously, any new buildings will have an impact on the view toward the water. The previous Co-op and Coast Guard buildings and fence enclosure mostly blocked the view. The new site plan, if developed, would be an improvement from both the previous design and better than the views prior to demolition of the Co-op buildings.

Surrounding the hotel is a landscaping and patio area that would be part of the hotel lot. The distance is typically 10 feet from the building to the lot line. But, there is more space on the water side of the hotel adjacent to the public parkland and there is less space at the corner of the hotel closest to the street. The building is about 6 feet from the right-of-way line. In the C-2 district the minimum yards are 15 feet for street yard, 5 feet for side yard and 25 feet for rear yard. The code allows lesser setbacks (such as zero lot line) when approved by the Plan Commission and Waterfront Design Review Board. The PUD, if approved, will need to specify the minimum yards or be tied to an approved final site plan and CSM. The site is tight and is constricted by the official ordinary high water mark and proposed public access to the waterfront alongside the hotel. However, given the public space surrounding most of the hotel, the tight setbacks will not be noticeable to the general public. The building will be close to the right-of-way at 6 feet, but that is only the corner of the building. The distance to the street increases along the walls in both directions.

The current roof height of the building (4-story) is 44 feet. However, there are parapets that rise an additional 6 feet and a planned roof access staircase that rises about 9 feet above the roof. The total height will exceed the 45-foot maximum height for buildings in the C-2 district. Thus, the PUD will need to address the maximum height. There appears to be no major concerns over servicing the building with utilities or fire protection. The site is adjacent to the Maritime Museum that was recently approved for a 110-foot tall tower and the grain elevator, which is approximately 78 feet tall. A comparison of heights and footprints for various downtown buildings is included in the agenda materials.

Building Design – The hotel has had several architectural design changes based upon input from the public, the Waterfront Design Review Board and Vandewalle & Associates. The latest renderings of the 4-story building with the added design elements are included in the materials.

This revised design was approved by the Waterfront Design Review Board.

Landscaping - A plan for landscaping surrounding the building was submitted by Meissner Landscape. The plan does a good job of enhancing the foundation and screening the service area/mechanical area. Depending upon the final design for the adjoining public space, the plan for the hotel could be altered, if necessary.

Parking – The parking for the hotel is a surface parking lot adjoining the hotel on the west. This lot would be an expansion of the existing parking lot by the Maritime Museum and would provide parking for the hotel, the public waterfront, and potentially other uses. The intent is for this parking area to be jointly used so that it can efficiently serve all of the uses. Therefore, the plan is for the City to own and maintain this parking area like it does for the other parking areas in the waterfront redevelopment district. There is planned to be access to the parking area from both Maple Street and Madison Avenue. The C-2 district requires a hotel to have 1 space per room plus one space for every three employees on the maximum shift. The total amount of parking will easily meet that requirement, but will be shared with other uses.

Utilities – The site is currently served with all municipal utilities. The existing sanitary sewer that crosses the site is old and will be replaced as part of the redevelopment with the assistance of a grant that the City received.

There is an existing electric transmission line that runs along the north side of the bridge within an easement. The hotel is just outside of the main part of the easement, but the footprint is within a “spur” of the easement that contains the guy wires that help support the pole holding the transmission wires. The City is investigating with American Transmission Company options for relocating either the guy wires or the pole. If that is not possible, the hotel may have to shift slightly to avoid the guy wire.

Open Space – The site plan identifies the improved public waterfront promenade and new City parkland that is referred to as the Festival Waterfront. The site plan is consistent with the plans developed by the City’s consultant – Vandewalle & Associates. The City intends to develop the public amenities as the private development progresses, using a combination of grants and tax increment funds. Without the anticipated taxes generated from the private development such as the hotel, it is unlikely that the public improvements can be fully funded.

Walkways – In addition to the existing sidewalks along Maple Street and the bridge corridor, a pedestrian walkway is planned to be established alongside the hotel leading down the waterfront. This sidewalk is part of the City’s design for the public space and will be installed by the City. The pedestrian accommodations are very good throughout the redevelopment area.

**PUD Review Criteria:** The zoning ordinance has general PUD review criteria of whether the proposed development is consistent with the spirit and intent of the zoning code, has been prepared with competent professional guidance, and produces benefits to the City compared with conventional developments. In addition, there are nine specific review criteria to consider for PUD’s. The following is a discussion regarding these criteria.

1. Compatibility with Comprehensive Plan and Other Pertinent Plans – As discussed earlier, the proposed development conforms to the Comprehensive Plan and the West Waterfront Area Redevelopment Plan.

2. Internally and Externally Compatible Land Uses – The proposed mix of amenities and uses

within the hotel are good. The hotel should complement the adjoining museum and planned restaurant.

3. Creative Approach in Land Development – The hotel integrates well with the planned restaurant. Efficiencies are gained with the planned joint parking and the site will have access to both Madison Ave. and Maple St. The overall project will allow for upgraded utilities. The redevelopment project maintains the waterfront for public use and the large area that is former bay bottom will provide open space. The project allows for redevelopment of a brownfield site and all environmental regulations will be met, including compliance with the floodplain zoning code.

4. Conserves Environmentally Sensitive Areas – The entire site has been previously developed. The area is almost entirely paved and there are no environmentally sensitive areas. There is floodplain within the site, but proposed elevation of the hotel complies with the requirements.

5. Addresses Open Space and Recreation Needs – The proposed hotel will assist the City in providing open space and recreational opportunities. The approximately 1.3-acre public waterfront space will provide a larger gathering/recreation space than the Stone Harbor area. There will be pedestrian linkages to Sawyer Park, to the bridge sidewalk, to the Maritime Museum and to Maple Street/Madison Avenue. The Festival Waterfront being created will be a tremendous asset for residents of the City and visitors to the hotel.

6. Would Not Adversely Affect Municipal Services (utilities, police/fire, snow removal, etc.) – The City can serve the site with utilities. As an infill site it will not require extensions of mains or streets. As stated above the conflict with the electric transmission line needs to be resolved. The City received a grant to assist with relocation of utilities.

7. Safe and Adequate Transportation Facilities – The combination of existing streets and sidewalks, and the planned pedestrian walkways satisfies this criterion.

8. Economic Practicality – The Waterfront Redevelopment Authority and Common Council will need to approve the development and create a development agreement. That involves investigation of the developer's ability to financially complete the project and confirmation that the City's portion of the overall project costs for site improvements will be covered through future tax increment generated by the hotel. The financial feasibility will also be considered by the developer's lender.

A hotel has been a part of the West Waterfront Redevelopment Plan for some time. The City's consultant believes there is a market for the hotel, but the proposed 76 rooms is larger than envisioned. Many citizens have questioned the viability of the hotel and expressed concerns about its impact on existing lodging establishments. Mr. Papke has stated his intent to design and furnish his hotel to be "upscale" and market it toward a different clientele. There is also a goal that the overall redevelopment project will lead to more visitors to Sturgeon Bay, thereby aiding the existing establishments. Nevertheless, there could be impacts to the existing hotels.

9. Benefits to City Justify the Intended Variations – Because the C-2 district already allows considerable flexibility for new infill development, the proposed PUD does not require much in the way of variations from the underlying zoning. With the revised hotel being just four stories, only the parapets and roof access staircase will exceed the 45-foot height limit. The taller building keeps the building footprint as small as practical and the parapets improve the building design, which are justifications for the extra height allowance.

The proposed reduced building setbacks are intended to keep as much of the waterfront site in public ownership as possible for use as waterfront parkland, which is a benefit to the public.

The development also needs a sign location that is off its actual lot, since the lot will essentially be just the building footprint with little or no street frontage. Since the redevelopment site is being planned as a whole, the City's plan to have joint signage at the entrances to the parking area from Madison Avenue and Maple Street is supported. Again, the final design of any such sign is important, however.

**Public Comments:** The required public hearing was held on November 19<sup>th</sup>. In addition, the Plan Commission received considerable input at its December meeting and held a public info meeting about the overall West Waterfront Redevelopment Project on January 7<sup>th</sup> at Sturgeon Bay High School. In addition, a considerable volume of comments have been received during Council meetings and via submitted written comments. These have been forwarded on to the members. The comments received have related to a number of issues concerning the overall project, not just the hotel itself. Many question the need for the hotel at all or are opposed to the size or design of the hotel.

**Fiscal Impact:** The 4-story hotel is estimated to have a value of approximately \$7.5 million. It is part of tax increment district #4 so property taxes generated will be directed toward paying the costs of the public costs for the overall redevelopment project. Upon the close of the TID, the taxes will be directed to the various taxing entities.

**Plan commission Action:** The Plan Commission voted 3-2 to recommend approval of the PUD. It was subject to the following parameters:

1. Final lot dimensions and positioning of the building to be reviewed and approved by the Plan Commission prior to building permit issuance.
2. The following zoning parameters shall be incorporated into the PUD zoning ordinance.
  - a. Building height not to exceed 4 stories and no more than 45 feet in building height, not including parapets or roof access stairway.
  - b. Hotel shall not exceed 76 units.
  - c. Minimum yards and building setbacks shall conform to the final site plan, as approved under condition #1, but in no case shall be less than 5 feet.
  - d. The minimum parking spaces shall be available within 400 feet. Such spaces may be joint parking spaces used for other components of the West Waterfront Redevelopment Project. Some other parking arrangement could be included.
  - e. Identification signs may be permitted within the overall redevelopment site bounded by Madison Ave., Maple Street and Oregon Street Bridge, subject to conformance with the dimensional requirements of the Sturgeon Bay sign code and design approval from the Waterfront Design Review Board.
3. The final building design shall be reviewed and approved by the Waterfront Design Review Board.

**Recommendation:** Staff is supportive of the proposed PUD. It is anticipated that the positive impacts will exceed the potential negatives and be a net benefit to the City. The deviations from underlying zoning requirements are justified based upon the uniqueness of the project and the conformance of the hotel layout/design to the adopted West Waterfront Redevelopment Plan. Minor adjustments to the lot layout and building positioning may still be needed to account for utilities, final grades and similar aspects.

Therefore, while the PUD zoning district can be established, there is still a need for final review of the layout and building design prior to construction. That is covered under the parameters recommended by the Plan Commission.

The recommendation is to approve the PUD with the same parameters as recommended by the Plan Commission's.

**Drafted By:** Marty Olejniczak  
Marty Olejniczak  
Community Development Director

1-28-2015  
Date

**Reviewed By:** Anthony Depies  
Anthony Depies  
City Engineer

1-29-2015  
Date

**Reviewed By:** Stephen McNeil  
Stephen McNeil  
City Administrator

1-29-2015  
Date

454 Kentucky Street  
P.O. Box 89  
Sturgeon Bay, WI 54235  
Telephone: (920) 743-6505  
Facsimile: (920) 743-2041  
Writer's E-mail: rnesbitt@pinkertlawfirm.com



# Memo

**To:** Sturgeon Bay Common Council  
**From:** Atty. Randall J. Nesbitt  
**Date:** January 29, 2015  
**Re:** Spot Zoning Issue

---

The zoning recommendation from the Plan Commission relating to the proposed Sawyer Hotel includes an issue raised by one or more Plan Commissioners suggesting that the proposed rezoning would constitute "illegal spot zoning". This memorandum outlines the nature of spot zoning and the analysis of whether this proposed rezoning constitutes illegal spot zoning.

## 1. What is spot zoning?

A 1968 Wisconsin Supreme Court case known as *Cushman v. City of Racine* defined spot zoning as "the practice whereby a single lot or area is granted privileges which are not granted or extended to other land in the vicinity in the same district . . .".

Over the years, courts have identified spot zoning as instances where a single lot has been granted a rezoning with privileges inconsistent with surrounding properties and inconsistent with other properties in the general area. In other words, the lot has been singled out and treated differently.

## 2. Is spot zoning illegal?

It sometimes is, and it sometimes isn't. A Door County case known as *Ballenger v. Door County* from 1986 was one of the first to recognize that spot zoning is not illegal just because it's spot zoning. As early as the *Cushman* case in 1968, courts were of the opinion that spot zoning should only be indulged in where it is in the public interest and not solely for the benefit of the property owner who requests the rezoning.

In a recent case in the Wisconsin Court of Appeals entitled *Whitbeck v. Barron County Board of Supervisors*, from 2007, it was noted that spot zoning has been characterized as a necessary device to provide flexibility to comprehensive zoning ordinances.

To determine whether spot zoning is illegal, a court would need to determine whether it supported a public interest and was not solely for the benefit of the property owner who requests the rezoning. A 1995 Wisconsin Court of Appeals case entitled *Gilbert Lake Advancement Association, Inc. v. County of Waushara*, outlined several instances where spot zoning was authorized because of its benefit for the whole community. It noted that a Dane County case entitled *Bubolz v. Dane County*, from 1990, authorized spot zoning to accommodate an electrical contracting business in an area zoned residential with rural homes because the business provided a public service to both its immediate neighbors as well as the entire Town of Verona.

In the Door County case involving *Ballenger*, also decided by the Wisconsin Court of Appeals, the court upheld an ordinance amendment which involved spot zoning which allowed a ferry terminal to be constructed in a primarily residential and resort area because the ferry terminal location would involve shorter trips for the traveling public, fewer detours, increased safety, less traffic and congestion, and would provide restrooms, food and drink for the public.

In *Jefferson County v. Timmel*, a case from 1952, spot zoning was authorized because it minimized a traffic hazard which was in the interest of the general welfare as promoting safety on a main highway.

More directly on point is a City of Milwaukee case entitled *Barbian v. City of Milwaukee* from 1979. In that Wisconsin Court of Appeals case, the court justified spot zoning based upon the following language:

Another point to be considered when weighing the validity of the rezoning at issue is the value of the improved property to the city in terms of an increased tax base. This was noted by the trial court in its findings of fact and conclusions of law. The general prosperity of the area is a factor to be considered, and was recognized early in the history of zoning in *State ex rel Carter, supra*. We note that the increased tax revenue attributed to improved land affects the general prosperity of the area. Thus, the public welfare is benefited by the rezoning.

**3. Is the proposed rezoning of the West Side Waterfront parcel considered spot zoning?**

It probably is not. There are few absolute determinations in the law, but the facts relating to the proposed rezoning strongly suggest that it is not spot zoning. The property immediately adjacent to the subject property is the Door County Maritime

Museum. The Door County Maritime Museum is under PUD zoning, the same type of zoning proposed here. Immediately across the Maple-Oregon Bridge are the properties of Shipyard Development under a variety of ownership names. Those properties which have been developed are under PUD zoning.

The analysis of the surrounding area suggests that the proposed rezoning for the Sawyer Hotel is not granting a single lot privileges which are not granted or extended to other land in the vicinity or the same district. As indicated, the adjacent land is also PUD zoning. Land just across the bridge which was also used for recent development is under PUD zoning. Further, the change from C-2 zoning, which would authorize construction of a hotel, suggests that the change to PUD zoning is not extraordinary since the proposed use is also a permitted use under existing zoning. For these reasons, I am of the opinion that the proposed rezoning is not spot zoning.

#### **4. If this is spot zoning, is it illegal spot zoning?**

Very likely not. As early as the *Cushman* case in 1968, referenced above, it was noted that spot zoning is permissible when it is in the public interest and not solely for the benefit of the property owner who requests the rezoning. A number of authorized uses for spot zoning were referenced above, suggesting that some benefit to the public is sufficient to authorize spot zoning. In particular, the *Barbian v. City of Milwaukee* case cites very similar reasoning to the facts which exist here in Sturgeon Bay. Improving tax base in the area and general prosperity of the area justifies the use of spot zoning. The *Whitbeck* case cited above authorized spot zoning use where the public benefits included a need for economic development and recreational facilities, and allowing vacationers better access to northern Wisconsin lakes were important reasons in authorizing spot zoning.

In conclusion, it is highly unlikely that the proposed rezoning of the former Co-op site from C-2 to PUD would be considered spot zoning. If it were considered spot zoning, it is further unlikely that it would be considered illegal as there are specific Wisconsin appellate cases justifying spot zoning in similar circumstances, particularly when economic development and general prosperity of the area are factors involved in the consideration.

RJN:hb

F:\Clients\S\Sturgeon Bay-City\Sawyer Hotel\spot zoning 01-29-15.docx

# CITY OF STURGEON BAY PLANNED UNIT DEVELOPMENT APPLICATION

Date Received:	<u>11-5-14</u>
Fee Paid \$	<u>400.00</u>
Received By:	<u>CN</u>

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

NAME OF PROPOSED PLANNED UNIT DEVELOPMENT: <u>West Waterfront Hotel</u>		
	<b>APPLICANT/AGENT</b>	<b>LEGAL PROPERTY OWNER</b>
Name	Bob Papke	
Company	Sawyer Hotel Dev. LLC	
Street Address	1241 N 18th Ave	
City/State/Zip	Sturgeon Bay, WI 54235	
Daytime Telephone No.	920-493-7316	
Fax No.		
STREET ADDRESS(es) OF SUBJECT PROPERTY: <u>92-100 E Maple St</u> Location if not assigned a common address: _____		
TAX PARCEL NUMBER(s): <u>281-12-10080101 &amp; 281-24-15090101</u>		
AREA OF SUBJECT PROPERTY AND NO. OF LOTS: <u>3.69 Acres of total redevelopment area, one lot of approximately 0.75 Acre proposed for hotel.</u>		
CURRENT ZONING CLASSIFICATION: <u>C2</u>		
CURRENT USE AND IMPROVEMENTS: <u>Vacant</u>		
COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: <u>Tourist &amp; Recreational Commercial</u>		
WOULD APPROVAL OF THE PROPOSED PLANNED UNIT DEVELOPMENT CONFORM WITH THE COMPREHENSIVE PLAN? Yes <input checked="" type="checkbox"/> No ___ Explain: <u>Comp. Plan calls for Redevelopment consistent with tourist &amp; Recreational Commercial uses.</u>		

PLEASE IDENTIFY SPECIFIC PROPOSED LAND USES. USES MUST IDENTIFY AND CORRESPOND TO A PARTICULAR LOT, LOCATION, BUILDING, ETC. Hotel

**CURRENT USE AND ZONING OF ADJACENT SURROUNDING PROPERTIES:**  
 North: Water - No Zoning  
 South: CellCom & Glas Coffee Shop - C2  
 East: US Coast Guard & Sawyer Park - C2  
 West: Maritime Museum - C2

**COMPREHENSIVE PLAN DESIGNATION OF ADJACENT SURROUNDING LAND USES:**  
 North: Tourist & Recreational Commercial  
 South: Central Business District  
 East: Open Space & Recreational  
 West: Tourist & Recreational Commercial

**IS ANY VARIANCE FROM COMPREHENSIVE PLAN, SUBDIVISION ORDINANCE, OR ZONING ORDINANCE BEING REQUESTED? If yes, describe:**  
 Yes - Lot size and or setback variances may be required.  
Height variance to allow a building up to 65'  
Parking to be provided off site by City of Sturgeon Bay

**HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? NO IF YES, EXPLAIN:**  
I request "combined" Primary & Final PUD

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

Sawyer Hotel Dev. LLC  
 Property Owner (Print Name)

Bob Papke  
 Applicant/Agent (Print Name)

[Signature] 11/5/14  
 Signature Date

[Signature] 11/5/14  
 Signature Date

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

11/5/14  
 Date of review meeting

[Signature] [Signature]  
 Applicant Signature Staff Signature

## PAPKE WATERFRONT HOTEL

### PROPOSED CONSTRUCTION SCHEDULE:

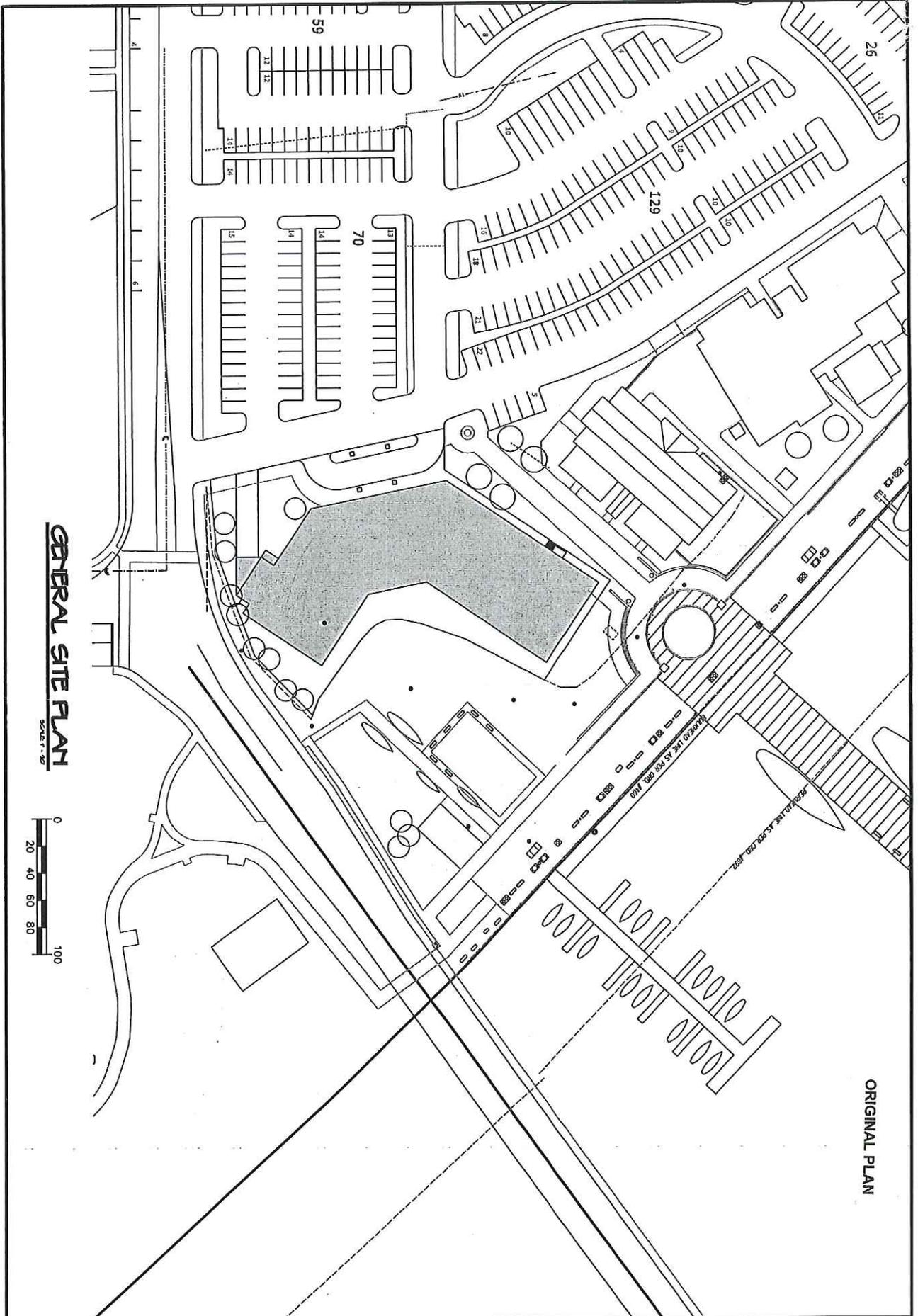
December 31, 2014	All Approvals completed from City of Sturgeon Bay
March 1, 2015	Architectural Drawing Conditional Approval by State of Wisconsin
May 1, 2015	Pilings / site work begins
May 15, 2016	Hotel completed and opens

### EXTERIOR BUILDING MATERIALS:

Exterior walls - common areas: cut stone  
Exterior walls – hotel rooms: composite siding  
Cornice: EIFS  
Trim: composite, AZEK or equivalent  
Windows: fixed glazing, clad wood frames  
Deck railings: tempered glass  
Pitched roofing: standing seam metal or equivalent  
Flat roof: EPDM rubber

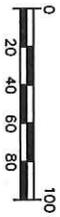
### ENTRY ELEVATION:

First floor common space to be at elevation 587.2 (match maritime museum and proposed Restaurant)



**GENERAL SITE PLAN**

SCALE: 1" = 20'



ORIGINAL PLAN

1 OF 1	SHEET
	DATE 10/27/2014
REVISIONS	

**PAPKE WATERFRONT HOTEL**

STURGEON BAY, WISCONSIN

**ISAKSEN** ARCHITECTS  
 HENRY M. ISAKSEN - ARCHITECT/PLANNER  
 118 SOUTH MADISON AVENUE  
 STURGEON BAY, WISCONSIN 54235  
 PHONE: 920-743-9759 FAX: 920-743-9762  
 EMAIL: HENRY@ISAKSENARCHITECTS.COM

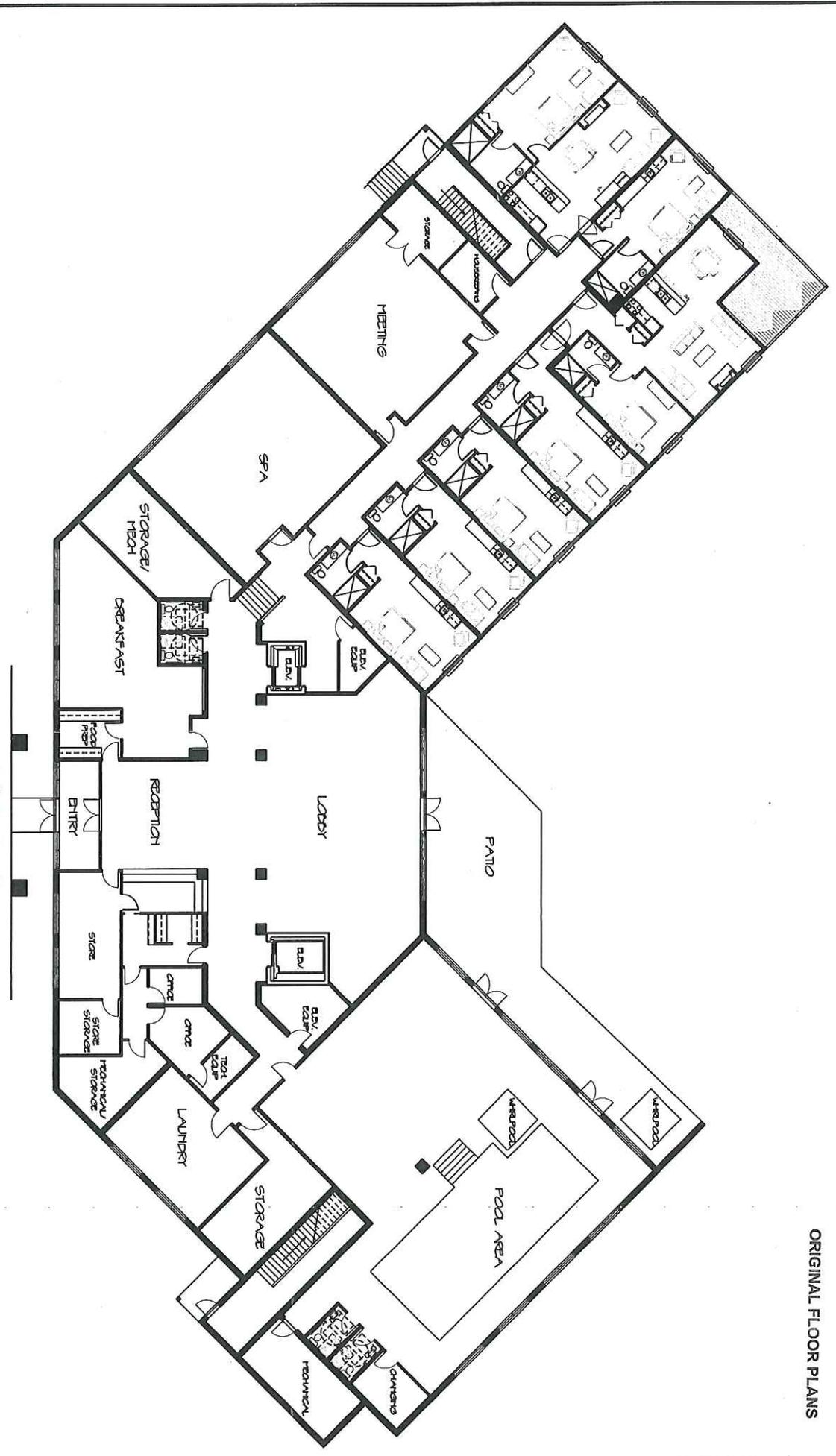
ORIGINAL BUILDING DESIGN



ISAIAH  
ARCHITECTS



**RAMSDELL**  
Architects



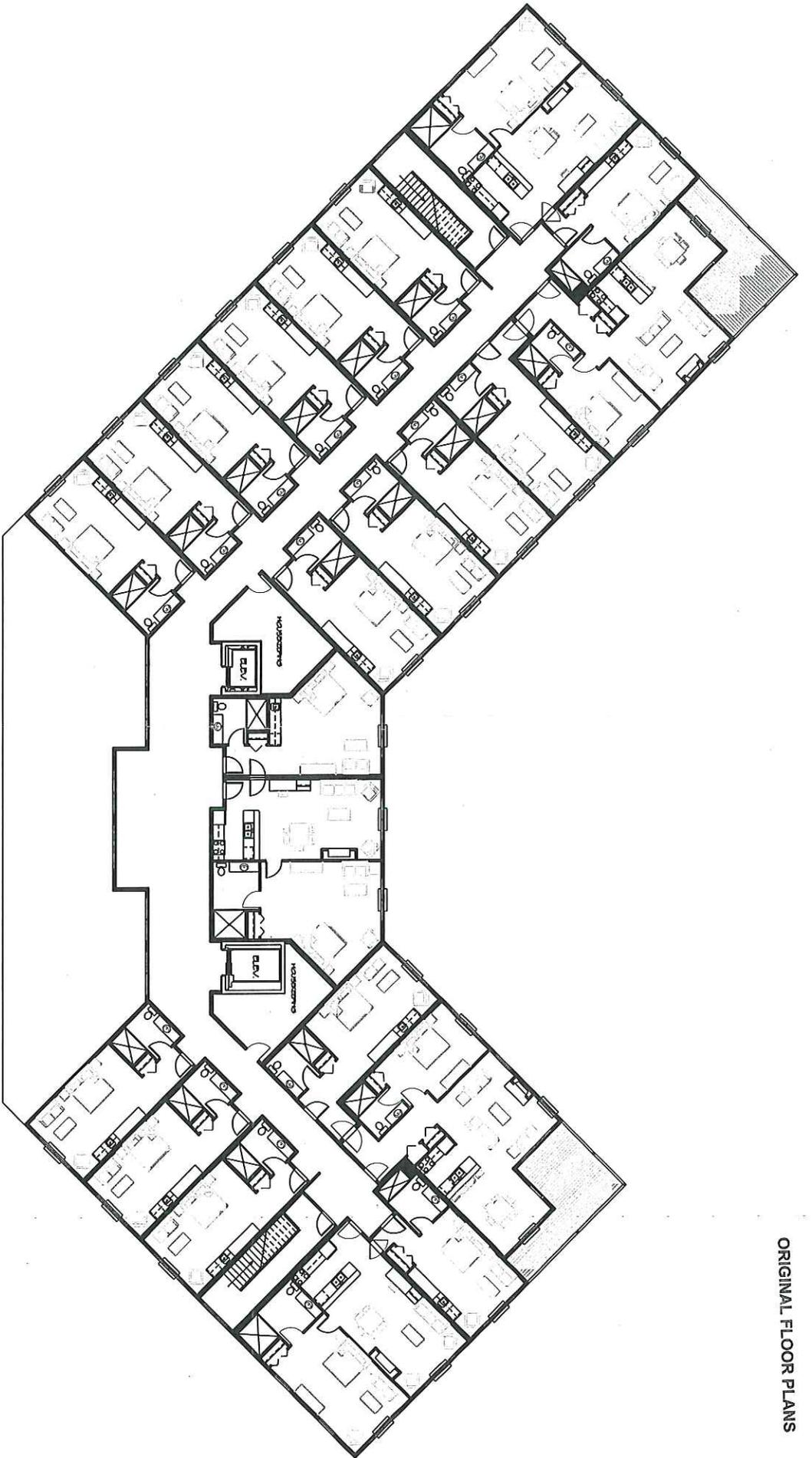
1ST FLOOR  
SCALE 1/8"

**PARK WATERFRONT HOTEL**  
STURGEON BAY, WISCONSIN  
Preliminary Drawing

**ISAACSEN Architects**  
HENRY M. ISAACSEN - ARCHITECT/PLANNER  
119 SOUTH MADISON AVENUE  
STURGEON BAY, WISCONSIN 54235  
PHONE: 920-743-9759 FAX: 920-743-9782  
EMAIL: HENRY@ISAACSENARCHITECTS.COM

REVISIONS	DATE	SHEET
		1
		OF 4





ORIGINAL FLOOR PLANS

**3RD, 4TH AND 5TH FLOORS**

SCALE 1/8"=1'-0"

**PARK WATERFRONT HOTEL**

STURGEON DAN. MCKAY  
 PEELTARY DRAWING



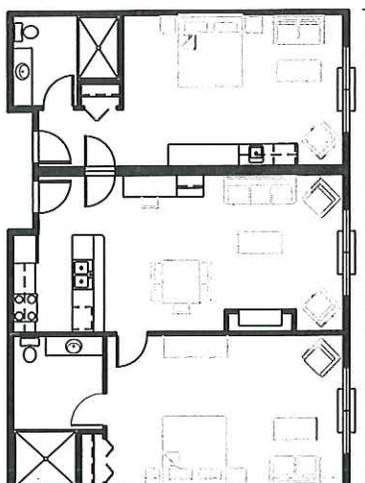
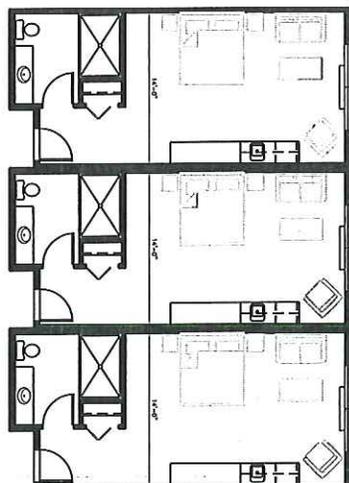
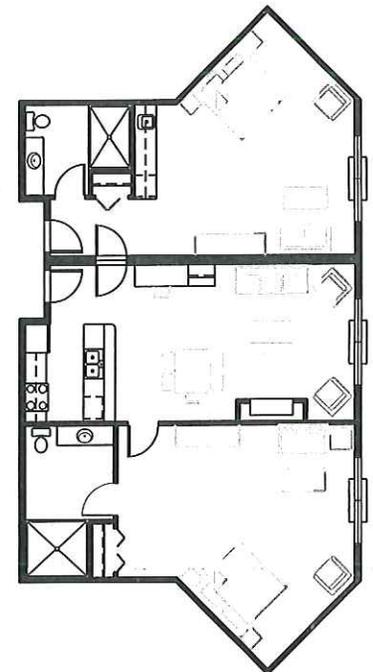
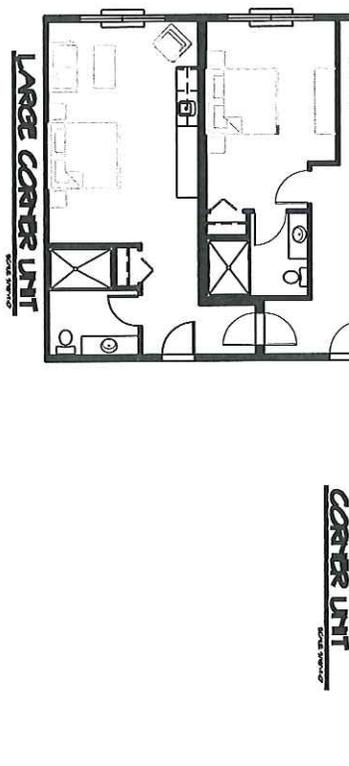
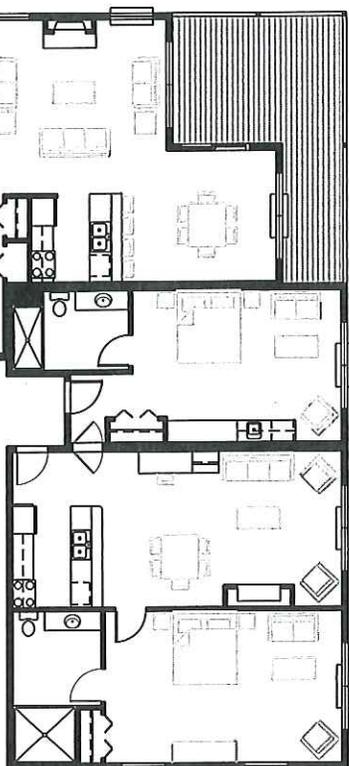
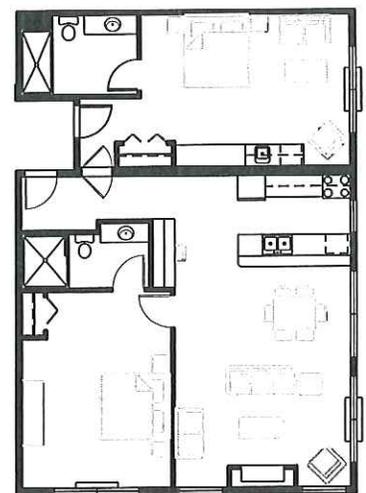
HENRY M. ISAIXSEN - ARCHITECT/PPLANNER  
 1111 11TH AVENUE  
 STURGEON BAY, WISCONSIN 54253  
 PHONE: 920-743-9799 FAX: 920-743-9792  
 EMAIL: HENRY@ISAIXSENARCHITECTS.COM

10/27/2014

DATE

REVISIONS

SHEET  
**3**  
 OF 4



**ISAKSEN** ARCHITECTS  
HENRY M. ISAKSEN - ARCHITECT/PLANNER  
119 SOUTH MADISON AVENUE  
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EMAIL: HENRY@ISAKSENARCHITECTS.COM

**WATERFRONT HOTEL**  
STURGEON BAY, WISCONSIN  
PRELIMINARY DRAWING

REVISIONS

DATE: 10/27/2014  
SHEET: 4  
OF 4



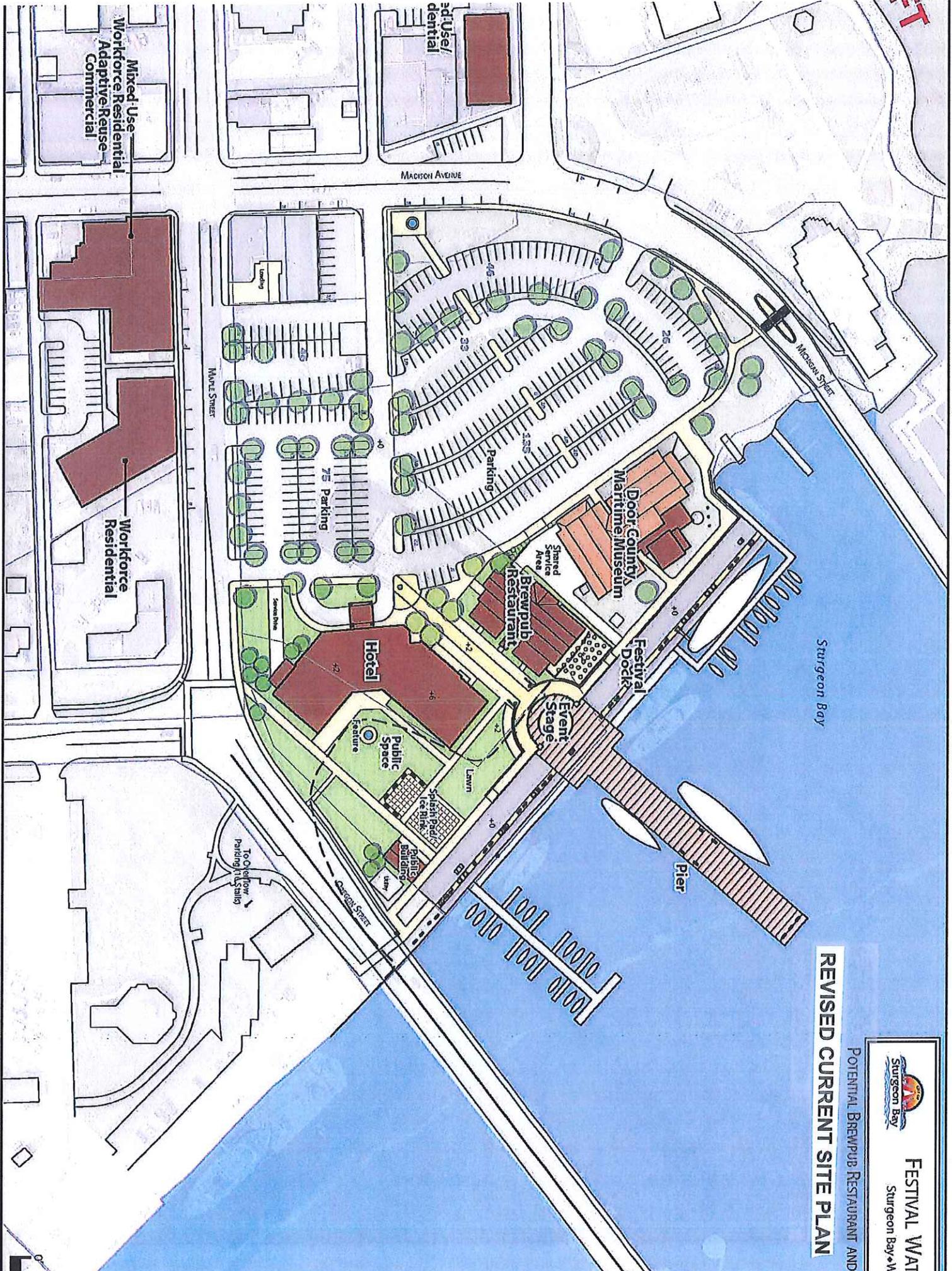
A CONCEPTUAL LANDSCAPE DESIGN FOR  
**SAWYER HOTEL**

STURDEAN BAY

Wintersinger  
 Landscape Inc.  
 1000 N. 10th Street, Suite 100, Portland, OR 97227  
 Phone: 503.255.1111

DATE:	10/11/14	SCALE:	1/8" = 1'	DESIGNED BY:	GBM
PROJECT:	SAWYER HOTEL	DATE:	10/28/14	REVISIONS:	
DESIGNER:	LM	DATE:		BY:	
CHECKER:		DATE:		BY:	
APPROVED:		DATE:		BY:	





FESTIVAL WATT  
Sturgeon Bay • WI

POTENTIAL BREWPUB RESTAURANT AND  
**REVISED CURRENT SITE PLAN**

POTENTIAL BREWPUB RESTAURANT AND

REVISED CURRENT BUILDING DESIGN



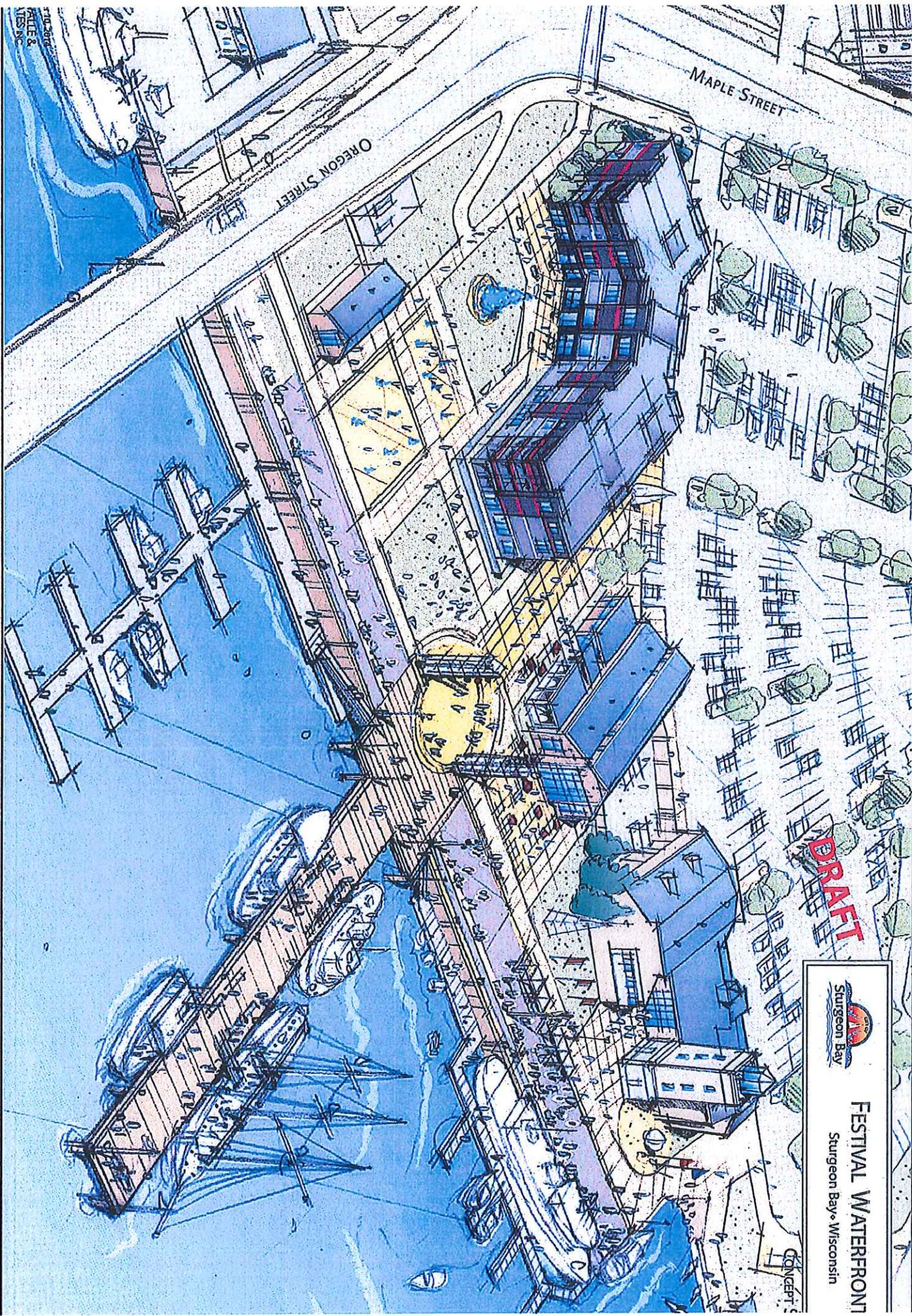
AMSEY  
CHICAGO







BIRD'S EYE VIEW OF REVISED PLAN



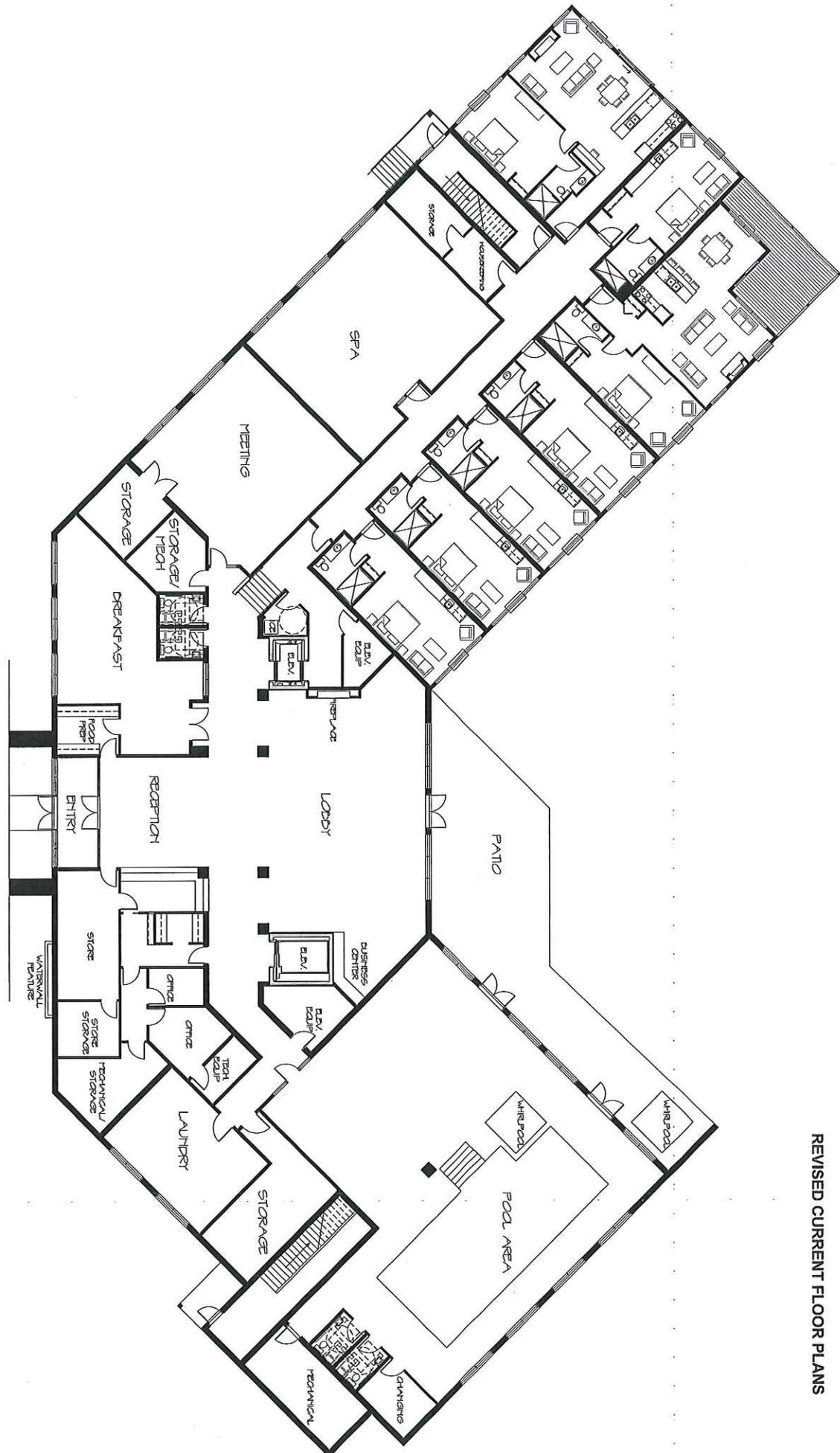
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FESTIVAL WATERFRONT  
Sturgeon Bay • Wisconsin

710-367-  
VALLE &  
LIES INC

CONCEPT'S



1ST FLOOR  
SCALE 1/8"=1'-0"

LHP GREEN

BOULIQUE WATERFRONT HOTEL  
STURGEON BAY, WISCONSIN  
PRELIMINARY DRAWING

**ISAKSEN Architects**  
HENRY M. ISAKSEN - ARCHITECT/PLANNER  
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PHONE: 920.742.9799 FAX: 920.742.9792  
EMAIL: HENRY@ISAKSENARCHITECTS.COM

REVISIONS	DATE	SHEET
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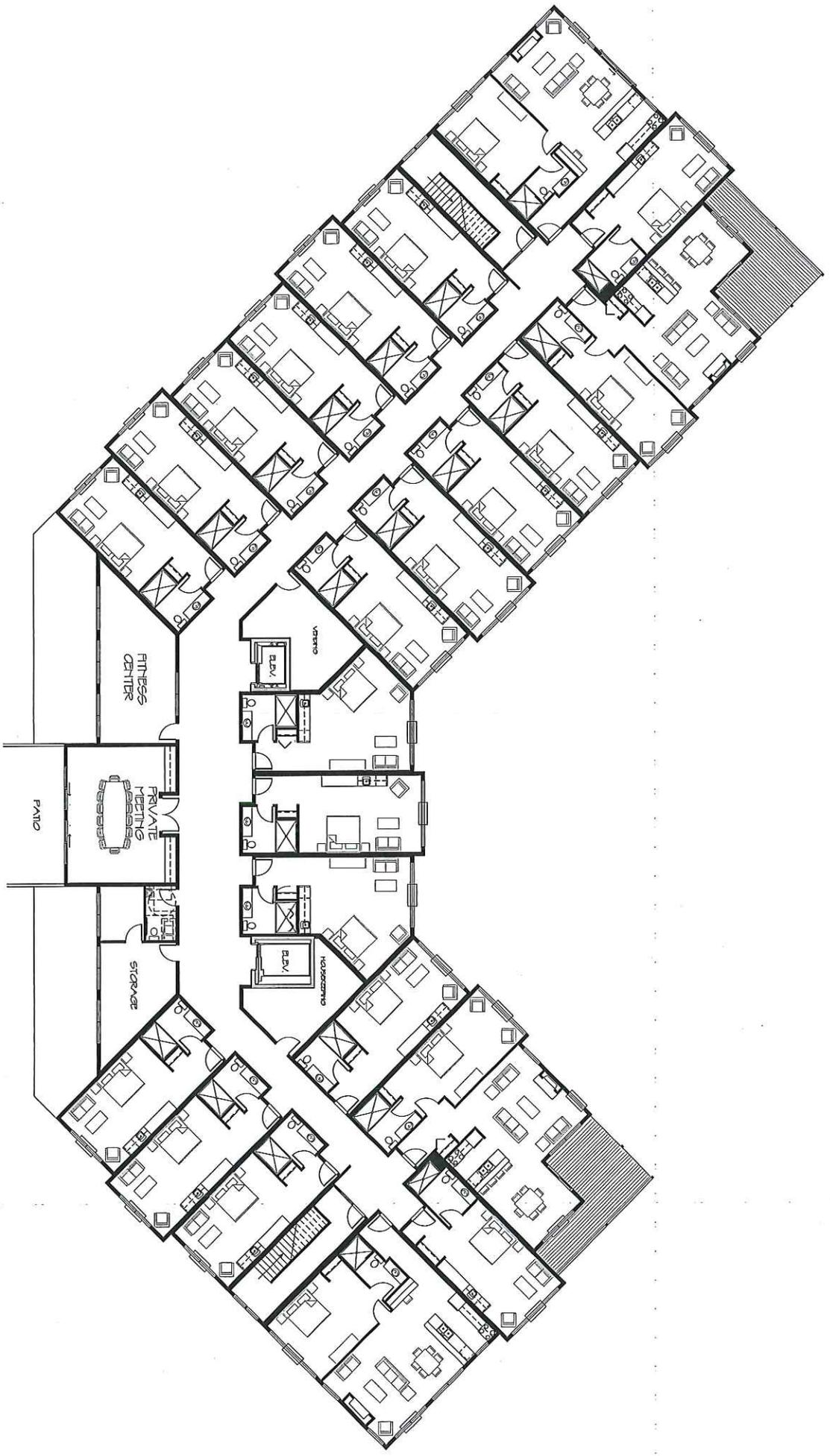
OF 5

LHP GREEN

BOULIQUE WATERFRONT HOTEL

STURGEON BAY, WISCONSIN  
 FULTONVIEW PRAMING

2ND FLOOR  
 SCALE: 1/8"=1'-0"

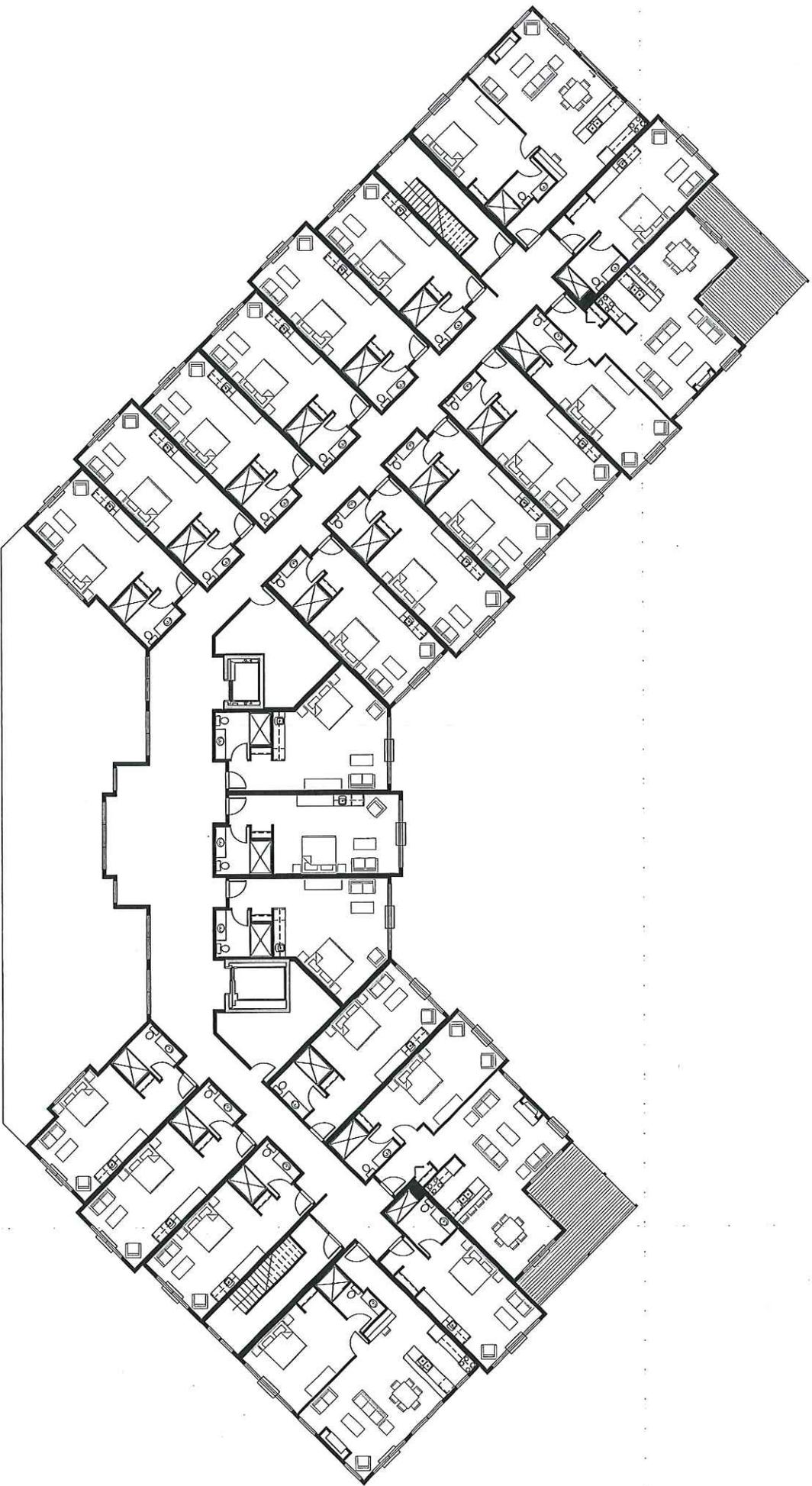


**ISA KSEN**  
 Architects

HENRY M. ISA KSEN - ARCHITECT/PLANNER  
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 STURGEON BAY, WISCONSIN 54235  
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 EMAIL: HENRY@ISA KSENARCHITECTS.COM

REVISIONS	DATE
	1/28/2015

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 OF 5



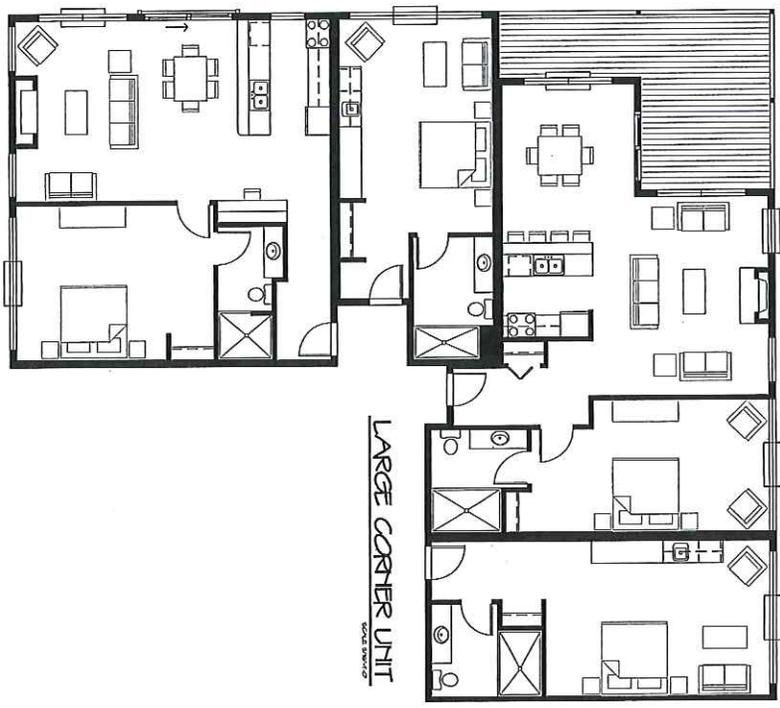
3RD AND 4TH FLOORS  
WITH EXTENDED SUITES  
SCALE 1/8"=1'-0"

LHP GREEN

BOULIQUE WATERFRONT HOTEL  
SUNBURGH PARK MICHIGAN  
RESIDENTIAL PROGRAM

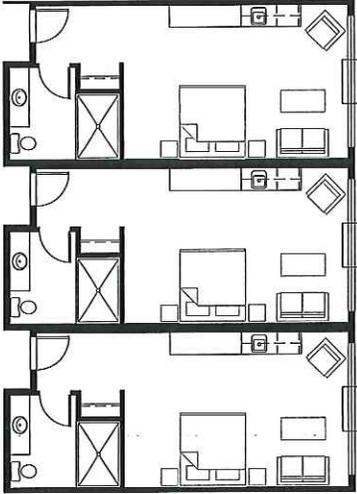
**ISAKSEN**  
Architects  
HENRY M. ISAKSEN - ARCHITECT/PLANNER  
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TULARESON PARK, MICHIGAN 49286  
PHONE: 268.2222  
EMAIL: HENRY@ISAKSENARCHITECTS.COM

REVISIONS	DATE	SHEET
	1/26/2015	3



CORNER UNIT  
SOLD SERVICE

LARGE CORNER UNIT  
SOLD SERVICE



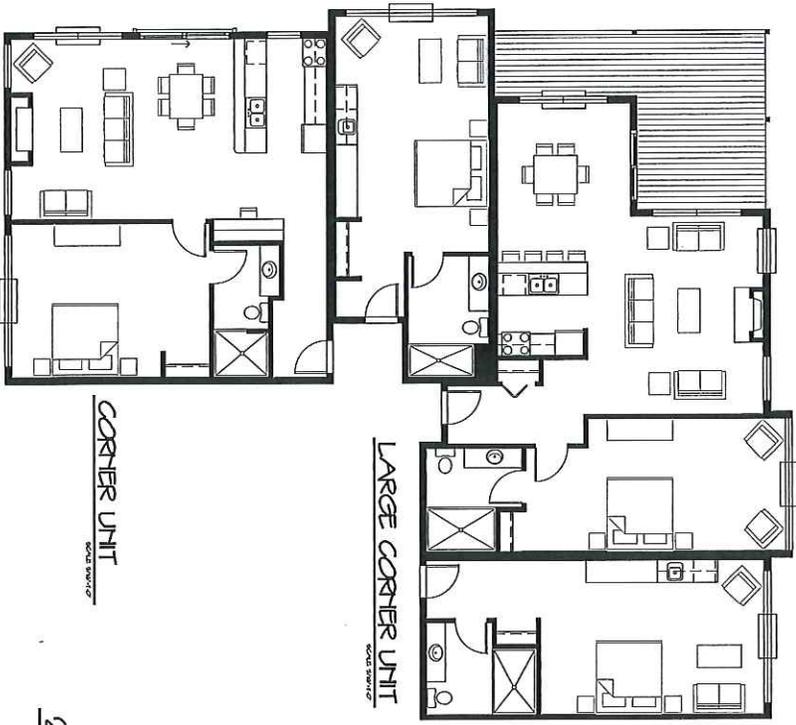
3 SUITE CONFIGURATION  
SOLD SERVICE

FIRST FLOOR UNITS

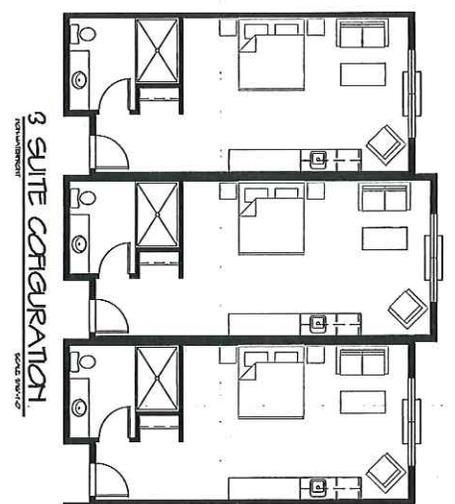
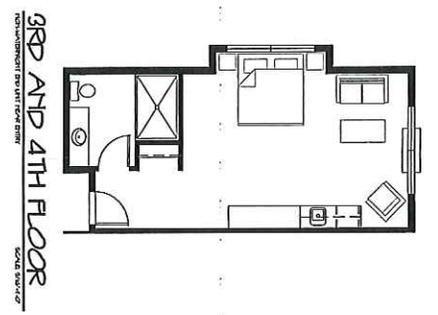
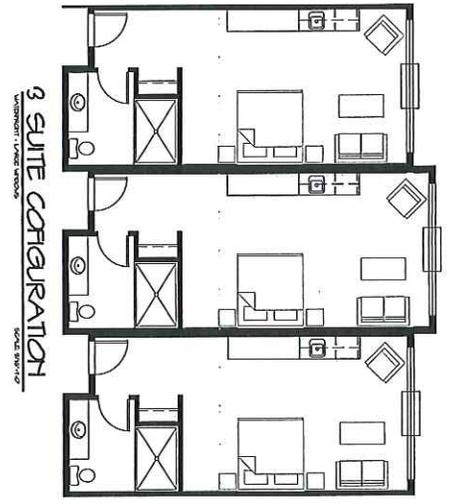
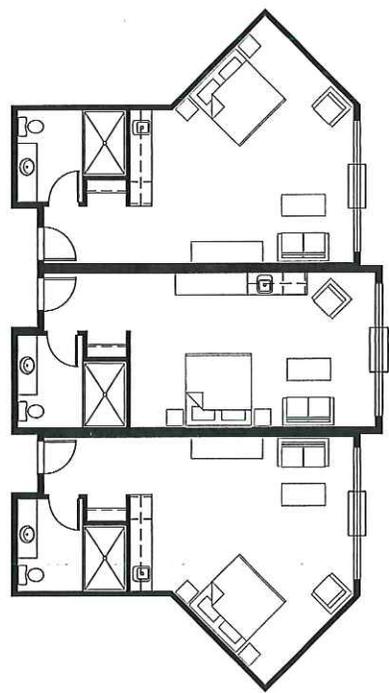
REVISIONS

**LINDGREN**  
WATERFRONT BOUTIQUE HOTEL  
STURGEON BAY, WISCONSIN  
PRELIMINARY DRAWING

**ISAKSEN** ARCHITECTS  
HENRY M. ISAKSEN - ARCHITECT/PLANNER  
119 SOUTH MADISON AVENUE  
STURGEON BAY, WISCONSIN 54235  
PHONE: 920-743-9759 FAX: 920-743-9762  
EMAIL: HENRY@ISAKSENARCHITECTS.CO



2ND, 3RD & 4TH FLOOR UNITS



REVISIONS	DATE

LINDGREN  
WATERFRONT BOUTIQUE HOTEL  
STURGEON BAY, WISCONSIN  
PRELIMINARY DRAWING

**ISAKSEN** ARCHITECTS  
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Sturgeon Bay  
West Waterfront Redevelopment Plan  
Public Meeting and Open House

**Review of West Waterfront Redevelopment Plan:  
Meeting Summary and Public Feedback**

Prepared 1/15/15

The second public meeting was held on Wednesday, January 7, 2015 at the Sturgeon Bay High School Auditorium. There were roughly 77 registered attendees. The Open House agenda included reviewing and discussing the Redevelopment Plan, vision and implementation progress for the West Waterfront Redevelopment Area including the Festival Waterfront public space design. Jolena Presti, AICP and Jeff Maloney, both from Vandewalle & Associates, presented on the following topics:

- Purpose of the *West Waterfront Redevelopment Plan*
- Overview of Planning Process
- Plan Implementation
- Public/Festival Waterfront Design

After the presentations, the floor was opened for questions and comments from the public. Questions, comments, and discussion occurred for over an hour. Vandewalle & Associates representatives and city staff were then made available for one-on-one questions and feedback. Written comments were also collected from attendees. Below is a paraphrased summary of these statements:

- There should be more regular interaction with the public related to the progress and next steps for the West Waterfront. To overcome the issue of disconnection between the public and the West Waterfront redevelopment project, ongoing public information more frequent news updates and meetings related to the West Waterfront should be held more regularly.
- As was the intent and vision of the adopted plan, participants expressed strongly that any private development at the site should highlight the unique aspects of Sturgeon Bay and Door County and authentically represent values and design cues favored by its residents, rather than catering to out-of-town sensibilities. Comments highlight the miles of shoreline, water, farming culture and the beautiful countryside, folk arts and foodways, the state parks and recreational trail system. Additional input from local artists, designers and those interested in preserving nature may add additional legitimacy to redevelopment planning process.
- Participants concerned that hotels/tourism focused development overrides city residents' concerns about maintaining unimpeded view of waterfront and it remaining in the public domain.
- Relocation/removal of the tug boat business from this location will alter the authentic, historic feel of the waterfront. Participants felt the tug boat business should stay in operation at this site and in the same location if possible. Any dockage and pathways built

## Sturgeon Bay West Waterfront Redevelopment Plan Public Meeting and Open House

should include service vehicle access to the tugs, and allow pedestrians to get close to them.

- A large portion of the envisioned redeveloped site is reserved for parking lots for vehicles and motorboat slips, lending to the perception of the site concept as too tourist friendly and inhospitable to pedestrian access. The lack of parking at comparable gathering sites throughout the County do not seem to inhibit their use for major events.
- The Four Seasons market concept remains appealing to many members of the public. This portion of the original plan was well received. There is a strong perception that there are many available tenants ready to occupy a Door County Four Seasons Market in the area and the city was asked to consider additional study/discussion to advance the Door County Market at the site in some capacity. Recent plan publicity may have also raised interest in the market, and citizen mobilization through social media may be harnessed in gaining support among potential businesses and customers. Others, however, cite the smaller wintertime population of Sturgeon Bay as a reason not to pursue a year-round market and the lack of capital to construct the Market itself.
- The public space and promenade are well designed and connect the land side developments to the water. The presence of a large-scale hotel at the site puts the public space at risk for access and local use. Some believe the public portion of the waterfront area should be as large as possible, greater than shown in current site plan. Several note a desire for increased “silent sport” accommodation – i.e. aerobic activities such as running, bicycling, swimming, cross-country skiing, snowshoeing, hiking and kayaking/paddling.
- There are mixed opinions about saving the granary. It is a historic symbol of the site and Sturgeon Bay that should be preserved by a new business on the site, but to some is an eyesore that impedes redevelopment. Ideas for granary reuse include an art gallery; *seasonal* Door County farm and artisan market, or creating a lookout at the top of the granary.
- Development of the co-op site should be waterfront related – other types of private development should be across Madison and Maple Streets as part of the business district or in the surrounding neighborhoods.
- Some resident comments imply an understanding that a sophisticated public space and promenade cannot be built and maintained without increment from private redevelopment on the site, while others would prefer the site be converted to public green space with limited amenities regardless of its development potential (or how the improvements would be paid for).
- Striking an appropriate balance and scale for public versus private space appears to be the issue at stake, and many perceive the hotel as out-of-scale for the surrounding area.

Concerns, suggestions and opinions voiced by attendees during face-to-face interactions with

Sturgeon Bay  
West Waterfront Redevelopment Plan  
Public Meeting and Open House

consultants largely reflected the written commentary, and included the following points of emphasis:

- The “working waterfront” feel will be lost if tugs are relocated.
- The Festival Pier is not a good relocation spot for tugs as the gas lines would need to be run off shore.
- Preference of low-rise buildings to maintain views of the Bay between the bridges.
- Another hotel not needed due to (perceived) high vacancy rates at existing establishments.
- Existence of and potential for public review of a hotel market study.
- Preservation of historic granary as a condition for redevelopment.
- Need for additional public involvement meetings.
- Desire for hotel developer to attend next meeting.

A number of questions regarding the hotel and other elements of the site plan were also posed for future consideration:

- What is the economic impact of another hotel in the local market? Is it financially justified?
- What type of hotel is it? How is it different from current type of hotel rooms offered?
- Has anyone studied the effect of the long pier on water flow, weed and algae build-up?
- Would such a pier create navigational problems for ships moving in and out of the channel?
- Who would examine the granary for structural integrity to be used as part of this development?
- How does the current plan tie in with the Green Island ferry dock that was on the plans but not discussed?

### **Next steps**

In spite of the best intentions and efforts of the City, Redevelopment Authority, consultants and other partners, public sentiment at this time demands a greater degree of scrutiny for all private development proposals for the West Waterfront. A more transparent system of information sharing and citizen engagement, which may include additional public input sessions, surveys, economic impact and market analysis, developer and retailer recruitment efforts, could contribute to an improved public perception of the site and that their collective voice is being heard.

	1. Which opportunities discussed in the presentation did you like best? Which do you feel need improvement?	2. Is anything missing in the West Waterfront Redevelopment Plan from your perspective that you think should be discussed?	3. What other specific or general thoughts do you have about this project, next steps, and the potential of the West Waterfront that you would like to share?
Response #			
1	Love public space - but not just a little strip. We want the tugs to stay there; we don't want a hotel blocking our view and taking up space	n/a	Don't be in a hurry. People do not like the current proposal. Wait until you find something that works!
2	No damn high rollers from out of town, using my waterfront and blocking my view. It's my and other city residents' view. I'd like more discussion of the 4 seasons market. I do not like the idea of a motel there at all. I do not like the idea of making so much of it into parking lots for vehicles and parking for motorboats.	Try for the 4 seasons market again. With all the publicity now you may get more people interested. Through social media and the new energy in people do not come to SB/Door County to see motels, parking lots, spots for boats. They come for the things that are unique to us- water (more miles of shoreline than any other county in the US), farming and the beautiful countryside, the ARTS, the importance of keeping land PUBLIC (note all the state parks and the good work of the land trust). We need input from local artists, designers and those interested in preserving nature.	Scale it back. Leave the tugboats there! This current proposal is fake Florida crap. We can do better than this! Please do not make the mistake of assuming creative people cannot manage money or make practical decisions. We need more space for silent sports - including boats without motors - not an overdeveloped area that has no character.
3	I like the public space and the terrace system to look onto the water - the promenade looks amazing. It will not feel so public with the hotel there - much like the walkway behind Stone Harbor	Will the granary stay or go? I'm so confused on this point. I don't want the tugs to go. Can we leave them and keep the park space? I would have a picnic and look at the tugs.	n/a
4	Leave the tugs where they are!	Tugs- yes! Grass- beautiful park- yes	Small restaurant - OK No large hotel
5	Create green space/park!	n/a	Has anyone studied the effect of the long pier on water flow, weed and algae build-up? Would such a pier create navigational problems for ships moving in
6	n/a	Keep tugs and working waterfront Keep granary structure	Keep dialogue open with citizen input Listen to the public
7	Started with a place-based vision, but current design has completely abandoned that award winning concept	How about a public vote?	There is only ONE historic building left on the waterfront. The tug boats are the ultimate icon of a working waterfront, not the abandoned docking site. Where is the financial justification for the hotel?
8	Granary Preservation	Transient boaters also need a grocery store within walking distance. Presenters keep coming back to the "appeal of the working waterfront" - "the REAL potential for attracting visitors to SB. Display the REAL character of the City and County.	The proposed project is a hazard to navigation and a blight on the waterfront and city.
9	Like: Market building, concert stage and pier Don't like: 5 story hotel and 300 seat restaurant, huge surface parking lot	n/a	Build the hotel subterranean!
10	13. Opportunity to slow this project and get real community input 15. REAL economic market and local business and existing resources (e.g. tug boats, and real working waterfront) Impact analysis	Yes, why are we putting together a project that could be on any street? Keep the tugs, welcome fishing boats, have a fish market (Bear Cat type). This is who we are and what makes us interesting to people that come here - the other ideas are old thinking.	Develop around the area but not on it unless it is waterfront related. May I add the apartments in Middleton, WI look like dorms.
11	n/a	Yes, an impact study on existing lodging sites and other businesses in the hotel/brewery business that the proposal might conflict with.	I feel, as many do, that there is a lot of secrecy and back door dealing going on. How does this tie in with the Green Island ferry dock that was on the plans but not discussed? The hotel, per Mr. Papke, is not intended as a long stay (week) so families if there is no kitchen in the rooms as he described in the original meeting. Why? Why is Mr. Wulf sitting on boards/meetings when he has property in this TIF? Things are not adding up. I have been coming to Door Co every summer since 1983 and retired in SB 5 years ago. I did not pick SB for its large hotels and conference centers but rather for the water that surrounds it and the nautical heritage. Stop monkeying around and get it
12	I like the marketplace as the central focus - instead of the 99 room hotel.	Yes, an impact study on existing lodging sites and other businesses in the hotel/brewery business that the proposal might conflict with.	How does the proposed development tie in with the Green Island development?
13	I enjoyed the context provided by the consultants who were brought in to imagine what a waterfront development in SB would look like; they did a nice job of explaining the history of the project. The latest iteration, with the huge hotel dominating the site, needs more discussion.	The market that was in the original plans is, in my opinion, worth rereassessing. If there is a potential tourist draw in this development it is a marketplace, not a big box motel.	
14			

15	<p>So different than presentation on Dec 17 - a new approach. The entertainment - the fun stuff - cannot be built without \$ from the motel. Amplifiers for entertainment: anyone living on the water knows water amplifies, louder than a loud speaker. I live by the highway, you can hear people talking on their boats as if they were in your house. You hear the speakers at Bay Ship...</p>	<p>The people DONT WANT THE MOTEL. I was at Bridge Point development, everyone in the meeting was against the motel. It passed because the council wanted it, not the people. Have you already made up your minds and are playing a game with us taxpayers. WE NEED INDUSTRY - WE NEED THE TUGS, WE NEED OUR WATERFRONT</p>	<p>WE NEED COMPLETE STUDIES - not 3-21 people interviewed. We need entire community to be involved - not Mayor saying WE DO IT OUR WAY and then blame the public what went wrong (sic). Dec 17th, it was stated Stone Harbor and Bridgepoint are at a capacity of 31.7% and are living with conventions to make it. Motel owners tell you and you tell us that they are 50-75% full, and it is not even built. You have the tugs, a notable industry (let's put them somewhere after we displace them. Now we have 2 bridges practically next to each other, w/ a ship the TEXAS involved in an incident... I remember 2 ships right next to each other as there was no room at Bay Ship. We had 1,000 footers on both sides...where are they going to go now... I guess the city wants Bay Ship to go bye-bye too. After all, that is a profitable industry, people make wages - we will do tourism and motels and services- What brings people to our community, a place to stay or a place that is unique. We are known worldwide... I worked a fish boil in Door County and I served repeated customers from Norway, England, many from as far away as Australia, and they came back to Door Co. because it was unique. Because of the water, because of the ships, because of the clear air... Not for the tall bldgs., not for the blockage of the waterfront. They come to have fresh air, open spaces, less NOISE. What do we want - like the Badger- Make it a park; add grass, trees, picnic tables, benches, a bathroom facility, kiosks explaining the history and significance of our waterfront. Make it a hub for silent sports and general gatherings. It will be much less expensive to construct and maintain. Limit parking because it works for Egg Harbor, Fish Creek and Sister Bay. They all have big events and no parking lots. People will walk to the events - we walked 2 miles to Egg Harbor's Pumpkin Patch. Don't take up valuable land in cement - the times you need a big parking lot are few. We are not in favor of a year round farmers market building as proposed because the population in Door County is down in winter. Rather, we would like to see the Granary preserved. Make the granary an art gallery/DC product store, i.e. a smaller year round farmers market - showcasing plain air and other local artists with local DC products to sell. Have it run perhaps by the Greco Gallery or Door County Art League, etc., where the vendor, be it artists or DC businesses that have product there take turns "manning the store" where it is logged what money goes to who. We envision a cement walkway all along the waterfront by the tugs up to and including the bollards so service vehicles can get to them. Next to that another pedestrian walk delineated by patterned or colored concrete from Sawyer Park to Michigan Street Bridge. Add a few of our pleasant 3rd Avenue lights to illuminate. Next to the colored concrete, the park with the same type of lights. We do not need additional dockages; there are plenty of slips and seawalls nearby that are empty and within walking distance. Here's another idea: what about the top of the Granary becoming the</p>
16	<p>I think the city planners are over-thinking what to do with this property. Make the area a park and build around it across Madison and Maple Streets. West side businesses will prosper from the park visitors. We do not need another hotel that will jeopardize existing lodging businesses.</p>	<p>Please listen to the public! Where are the tugboats going to be- they are not included in any plans. The tugboats are essential to the shipyard and shipping in the Great Lakes. They should not be relocated because the public enjoys getting close to them, artists like to paint them, and they blend well with the Maritime Museum. The tugs represent our working waterfront. Also, it is expensive to relocate the tugs and visitors and artists would not seek them out as they do now.</p>	

### Comparison of Existing Building Footprints to Proposed Hotel

The proposed hotel has a building footprint of approximately 19,420 square feet. To provide perspective, the following is a list of approximate footprints of existing buildings. The numbers are taken from the building layer in the Door County GIS and are shown in square feet.

Door County Maritime Museum	11,960
Former DC Cooperative*	18,110
Restaurant (DJ's/Applebees/Sonny's)	9,530
Bridgeport Resort	47,430
St. Peter's Church/School/gym	30,220
Stone Harbor Resort	69,940
Centerpointe (canopy building)	29,890
Door County Library	16,390
Door County Government Center	30,540
Sturgeon Bay City Hall	27,920
PJ's building at foot of Jefferson St	19,840
Bay Marine	42,520
West Side School	5,720
Sturgeon Bay Yacht Club	10,180
Quarterdeck Condo – 1 <sup>st</sup> building	10,870
Leathem Smith Lodge	44,210
Comfort Inn	13,420
AmericInn	15,510
Super 8 Hotel	23,680

*\*the figure for the Coop is the main building including attached lean to and grain elevator. This has been demolished except for the grain elevator portion. The elevator itself has a footprint of about 2,430 square feet.*

### Comparison of Existing Building Heights to Proposed Hotel

The proposed hotel has a building height of 45 feet along the main parapet. The height of the tallest parapet (over main entrance) is 51 feet. To provide perspective, the following is a list of the approximate heights of other taller buildings. The numbers were gathered by measuring from the County's Pictometry oblique photos.

Door County Maritime Museum - 39 feet	Door County Gov't Center – 41 feet
Grain elevator – 75 feet (55 feet for main portion)	PJ building at foot of Jefferson St – 60 feet
Bridgeport Resort – 41 feet	St. Joseph Church (not incl. steeples) – 57 feet
Stone Harbor Resort – 45 feet	Bay Ship – 311 building – 83 feet
Bay Marine – 40 feet	Fairfield Building – 42 feet
West Side School – 38 feet	Centerpointe canopy building – 42 feet
St. Peters Church – 61 feet	

## ORDINANCE NO. \_\_\_\_\_

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

SECTION 1: The following described property is hereby rezoned from Central Business District (C-2) to Planned Unit Development (PUD) and shall be subject to the site plan and requirements incorporated herein:

A tract of land located in the NE ¼ of Section 7, T. 27 N., R. 26 E., City of Sturgeon Bay, Door County, Wisconsin and described as follows:

Commencing at the intersection of the east line of Neenah Avenue and the north line of Maple Street, thence N 89°59'38" W along said north line of Maple Street 91.60 feet to the point of beginning, thence N 85°03'44" E 49.68 feet, thence N 69°31'57" E 80.99 feet, thence N 46°00'22" E 64.41 feet to the approximate ordinary high water line, thence along said ordinary high water line as follows: N 69°57'18" W 16.60 feet, N 54°01'08" W 52.88 feet, N 46°47'03" W 11.34 feet, N 37°59'31" W 5.05 feet, N 24°15'51" W 7.57 feet, N 01°14'01" W 11.87 feet, N 11°54'30" E 14.79 feet, N 19°09'16" E 35.48 feet, and N 27°35'00" E 30.30 feet; thence leaving said ordinary high water line N 33°52'22" E 54.65 feet; thence N 47°16'59" W 94.11 feet; thence S 42°12'35" W 237.85 feet, thence South 152.47 feet to the intersection with said north line of Maple Street, thence S 89°59'38" E along said north line of Maple Street 71.16 feet to the point of beginning.

Said Tract contains 49,394 square feet (1.134 acres) of land.

SECTION 2: The following requirements and conditions are placed upon the property described within the legal description.

**A. Underlying zoning:** The underlying zoning district shall be C-2 Central Business District. The permitted uses and other zoning requirements of the underlying district shall apply, except as otherwise indicated under the PUD requirements shown below.

**B. PUD Requirements:** The requirements of the underlying C-2 district shall apply except a hotel shall comply with the following requirements:

1. Lot and Building Layout. Final lot dimensions and positioning of the hotel building shall be reviewed and approved by the Plan Commission prior to building permit issuance.
2. Building Height: A hotel shall not exceed 4 stories and not exceed 45 feet in building height, not including parapets or roof access stairway.
3. Maximum Hotel Size. The hotel shall not exceed 76 units.
4. Yards (setbacks): The minimum yards and building setbacks shall conform to the final site plan, as approved Plan Commission under B.1. above, but in no case shall be less than 5 feet.
5. Parking. The minimum parking spaces required for the hotel shall be available within 400 feet of the hotel lot. Such spaces may be joint parking spaces used for other uses within the West Waterfront Redevelopment Area. Some other parking arrangement could be included.
6. Signs. On-premise signs shall comply with the Sturgeon Bay Sign code. Off-

premise Identification sign(s) may be permitted within the overall redevelopment site bounded by Madison Avenue, Maple Street and Oregon Street Bridge, subject to conformance with the dimensional requirements of the Sturgeon Bay sign code and design approval from the Waterfront Design Review Board.

7. Final design. The final building design shall be reviewed and approved by the Waterfront Design Review Board.

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

Approved:

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Thad Birmingham  
Mayor

Attest:

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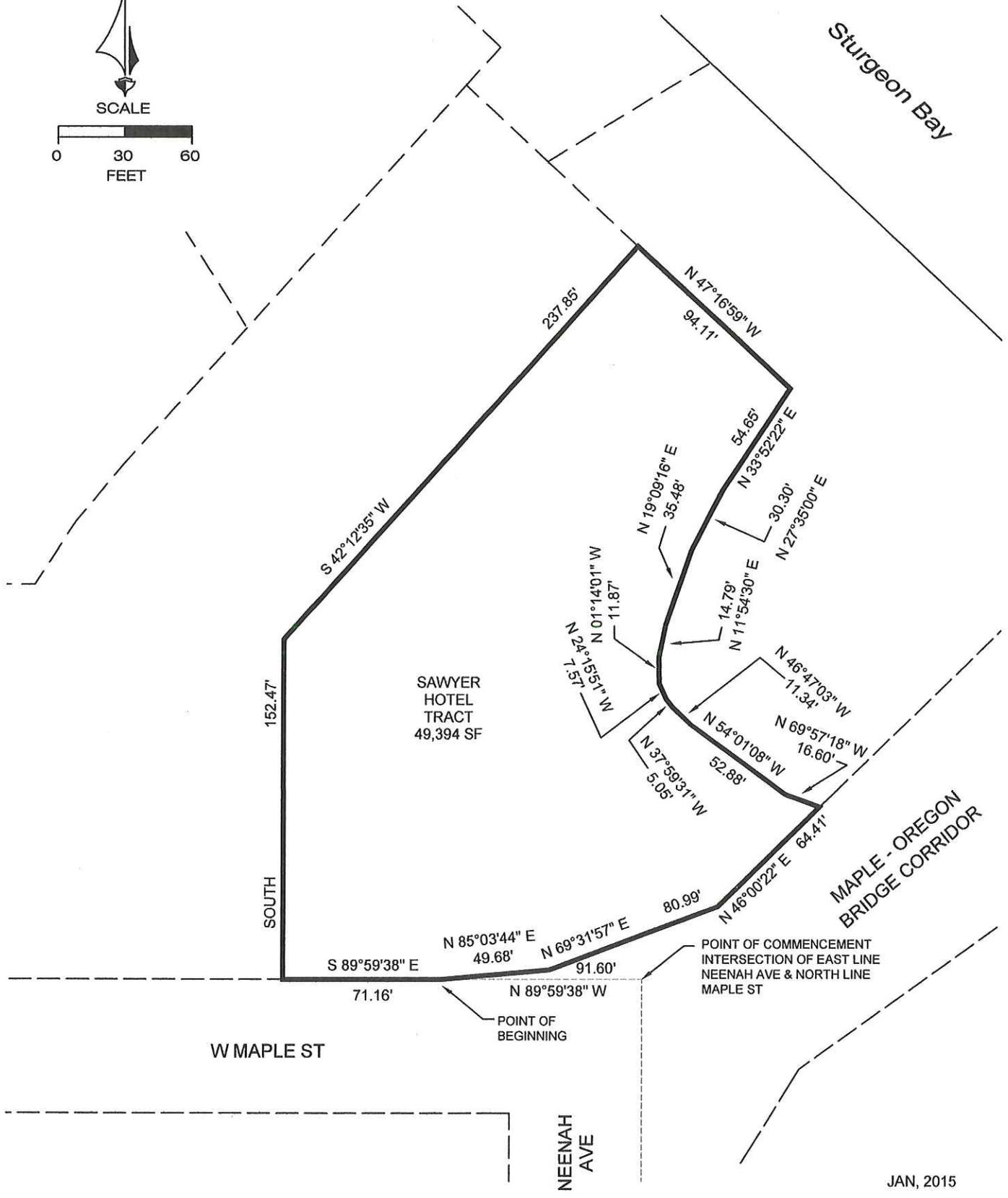
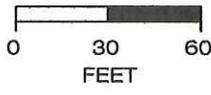
Stephanie Reinhardt  
City Clerk

# ZONING MAP AMENDMENT C-2 TO PUD - SAWYER HOTEL

N



SCALE



JAN, 2015