

**AGENDA**  
**CITY OF STURGEON BAY**  
**AESTHETIC DESIGN & SITE PLAN REVIEW BOARD**  
Monday, January 11, 2016  
7:00 p.m.  
Community Room, City Hall  
421 Michigan Street, Sturgeon Bay, WI

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from March 16, 2015.
4. Consideration of: Proposed building for Jim Olson Ford, parcel #281-76-072726002.
5. Consideration of: Outdoor lighting regulations.
6. Adjourn.

*NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.*

Committee members  
Jon Burk  
Mark Lake  
Jeff Serafico  
Dennis Van Bramer  
Josh Van Lieshout

1/7/16  
2:00 p.m.  
CN

## AESTHETIC DESIGN & SITE PLAN REVIEW BOARD

Monday, March 16, 2015

The Aesthetic Design & Site Plan Review Board meeting was called to order at 7:00 p.m. by Chairperson Mark Lake in Community Room, City Hall, 421 Michigan St.

**Roll call:** Members Mark Lake, Jeff Serafico, Josh Van Lieshout, Dennis Van Bramer and Jon Burk were present. Also present were Gerald Worrick, Door County Memorial Hospital, Gregory Holub, Fache, Ministry North Shore Medical Clinic, Dan Boes, Ministry Door County Medical Center, Architect Anders Sandli, Berners-Schober, Wayne Spritka, County of Door, Community Development Director Marty Olejniczak and Community Development Secretary Cheryl Nault.

**Adoption of agenda:** Moved by Mr. Van Lieshout, seconded by Mr. Serafico to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from October 6, 2014.
4. Consideration of: Proposed addition for Ministry Door County Medical Center, 323 S. 18<sup>th</sup> Avenue.
5. Consideration of: Proposed 12' x 60' modular office building for County of Door, 832 N. 14<sup>th</sup> Avenue.
6. Adjourn.

Carried.

**Approval of minutes from October 6, 2014:** Moved by Mr. Serafico, seconded by Mr. Van Lieshout to approve the minutes from October 6, 2014. Carried.

**Consideration of: Proposed addition for Ministry Door County Medical Center, 323 S. 18<sup>th</sup> Avenue:** Mr. Van Lieshout began questioning if the materials for the parapet surrounding the rooftop equipment would be the same as the rest of the building. Mr. Sandli responded that the materials will match the existing building. The parking lot will have full cut-off lighting, with wall sconces on the exterior wall by the exits. Mr. Sandli added that the lighting has been priced as LED lighting.

Mr. Olejniczak stated that the large island in the parking lot complies with the 5% minimum interior landscaping requirement. The landscaping plan will be submitted at a later date. There is a minimum of 14 trees required. Eight trees will need to be replaced that were lost due to the expansion, with an additional six trees to be planted. He mentioned that a condition could be added if approved that the landscape plan be reviewed by the full board or just by the chair. The addition complies with all zoning criteria. Plan Commission approval is also needed as a conditional use. There will be no changes to the access or to operations at the clinic.

Mr. Boes stated that the signage will stay the same, except for the kiosk sign in the front that would be relocated. Mr. Worrick mentioned that they would be adding a sign above the front entrance. The addition will have a curved appearance resembling the cancer center.

Mr. Sandli stated the plan is to begin construction late April or early May, with completion in

April, 2016. The parking lot will be constructed first. The construction site will be fenced and gated, with the gate facing Rhode Island St. The site will be required to be kept clean.

After further discussion, it was moved by Mr. Van Bramer, seconded by Mr. Burk to issue a certificate of appropriateness as presented, with condition that the landscape plan comes back for approval by the chair, as long as it conforms to the code. All ayes. Carried.

**Consideration of: Proposed 12' x 60' modular office building for County of Door, 832 N. 14<sup>th</sup> Avenue:** Wayne Spritka, representing County of Door, presented the plans for a temporary modular office building to be located next to the Senior Center on 14<sup>th</sup> Avenue. Door County will soon be going to family care, a state mandated program. The County will be hiring two new Information Assistant (I & A) specialists for that program. The County has outgrown the Senior Center. This temporary office would house six employees, the I & A specialists and Aging & Disability Resource Center (ADRC) employees, for about two – three years while the new Senior Center is built. Only two of the six employees are full-time. The building will be skirted and also have an aluminum ADA ramp. Water and sewer will not be hooked up, only electricity. The Senior Center would be used for those services. They will have wireless IT service. The only exterior lights are the ones on each side of the front door. The office will not be open in the evening. Clients will not be seen in the modular office.

Mr. Olejniczak stated that the building meets setbacks. He didn't see any problems with the building since it is temporary. The building inspector is satisfied with the handicap ramp.

Members were concerned if this would just be another empty building when the new Senior Center is complete. Mr. Spritka is unsure if this building will be purchased or leased. If purchased, it will be moved out after use. It may be used at other locations. The hitch will come off of the building. Anchors will be driven into the asphalt and will not be seen visible behind the skirting. There will be no signage on the building. It may take up to 18 months to complete construction of the Senior Center.

Further discussion was held. Moved by Mr. Van Lieshout, seconded by Mr. Van Bramer to issue a certificate of appropriateness for a maximum of 3 years, subject to the installation of skirting, trim be repaired and painted, and the insulation conforms with requirements of the City and state code. All ayes. Carried.

**Adjourn:** Moved by Mr. Van Bramer, seconded by Mr. Serafico to adjourn. Carried. Meeting adjourned at 7:36 p.m.

Respectfully submitted,



Cheryl Nault  
Community Development Secretary

# CITY OF STURGEON BAY

## AESTHETIC DESIGN & SITE PLAN REVIEW BOARD

### APPLICATION FOR *CERTIFICATE OF APPROPRIATENESS*

Name: JIM OLSON FORD

Owner of Premises: \_\_\_\_\_

Address or Legal Description of Premises:  
PARCEL # 281-SB-072726 0001

Statement of Specific Item Requested for Approval:  
NEW FORD DEALERSHIP

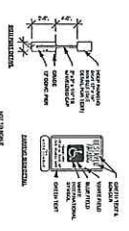
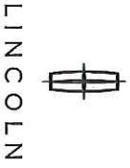
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12-21-15  
Date

  
Applicant

Date Received: 12-21-15  
Staff Signature: \_\_\_\_\_  
Date Approved/Denied: \_\_\_\_\_

Jim Olson



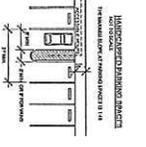
**LEVEL LANDING**  
 SURFACE OF RAMP LEVEL LANDING

**MINIMUM REQUIREMENTS FOR CONCRETE**

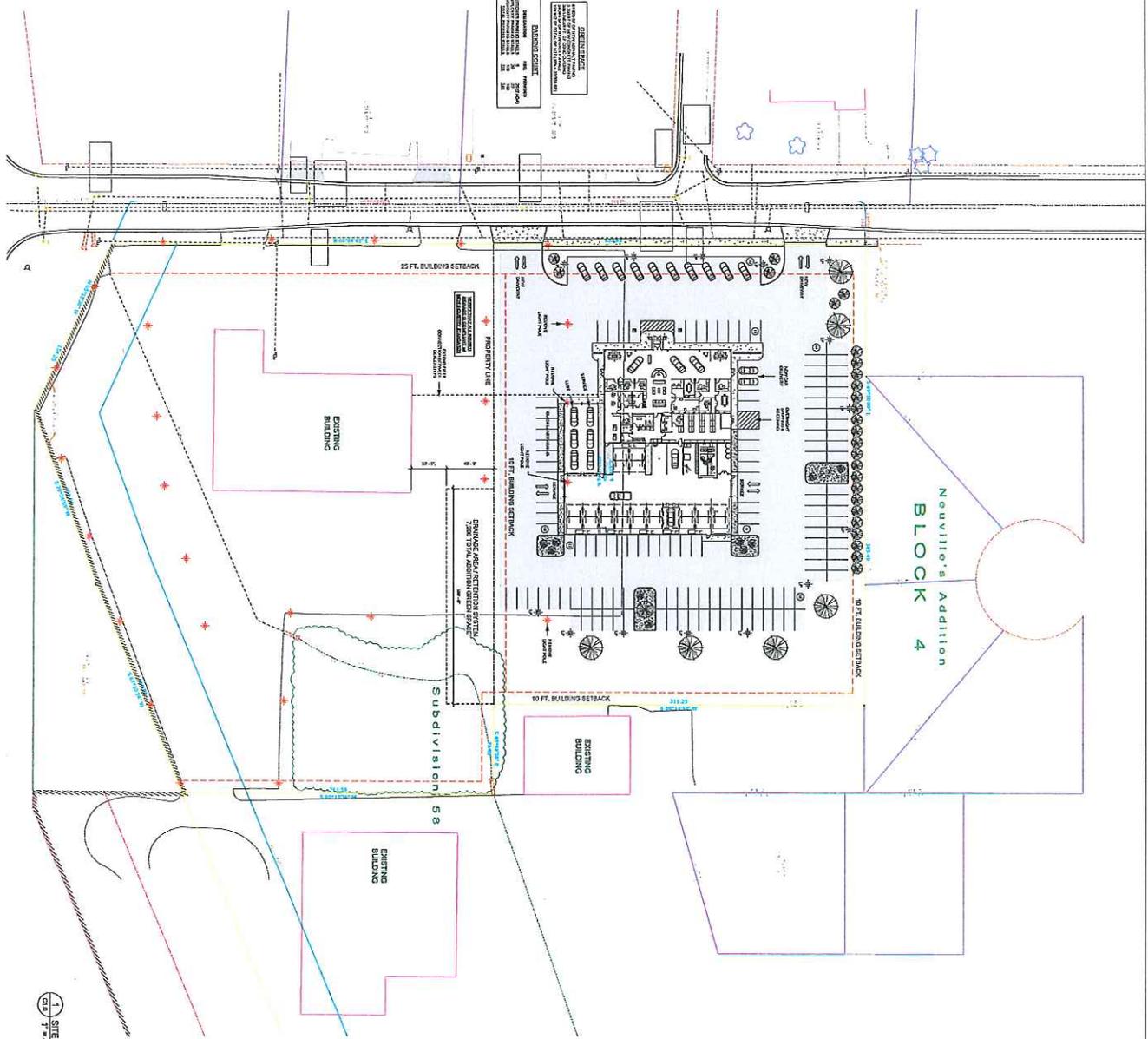
MIN. COMP. STRENGTH	4000 PSI
MIN. CURE TIME	28 DAYS
MIN. FINISH	20 5
MIN. JOINTS	40 12

NOT TO SCALE

1.7.1.1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LOCAL JURISDICTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LOCAL JURISDICTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LOCAL JURISDICTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LOCAL JURISDICTION.



2 SITE SPECS & DETAILS  
 C1.0 3000 x 1100



As of  
 1/5/16

**BAYLAND**

BAYLAND BUILDINGS  
 1000 2nd Street  
 Sturgeon Bay, WI 54989  
 (920) 468-8000 FAX (920) 468-3033  
 www.baylandbuildings.com

DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:  
**JIM OLSON FORD**  
 STURGEON BAY, WISCONSIN; COUNTY OF: DOOR

SCALE VERIFICATION

**JOB NUMBER:** 15-2815

**SALES REP:** DAVE PHILLIPS  
 (920) 282-8280

**JIM THIES**  
 (920) 371-2011

**DRAWN BY:** DEV

**DATE:** 01-05-2015

**REVISIONS:**

**ISSUED FOR:**

PRELIMINARY

BID SET

CONSTRUCTION

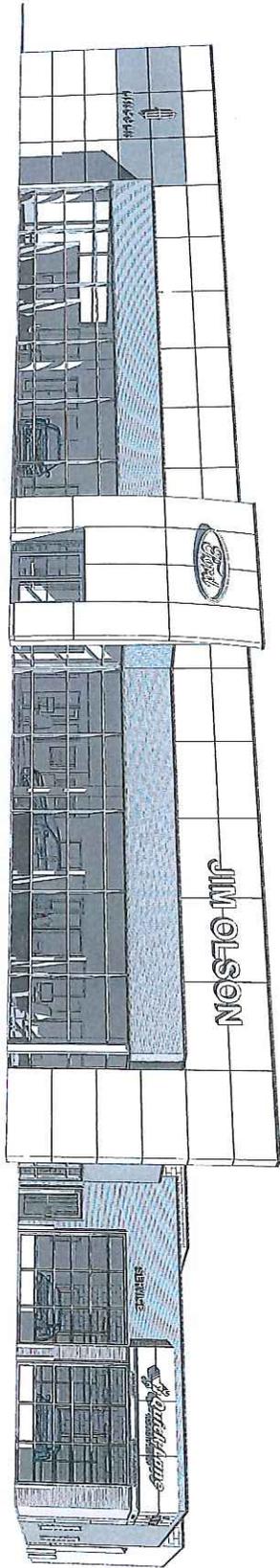
SHEET

**C1.0**

1 SITE PLAN  
 C1.0 T=40x50



LINCOLN



BAYLAND BUILDINGS  
P.O. BOX 13371 - GREENBAY, WI 54307  
(920) 228-2200 FAX (920) 428-5022  
www.baylandbuildings.com

DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:  
**JIM OLSON FORD**  
STURGEON BAY, WISCONSIN; COUNTY OF: DOOR

**SCALE VERIFICATION**

DATE: 01-05-2015

JOB NUMBER: 15-2015

SALES REP: DAVE PHILLIPS  
(920) 202-5560  
JIM THIES  
(920) 971-2011

DRAWN BY: DBV

DATE: 01-05-2015

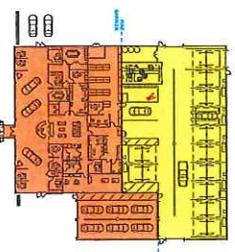
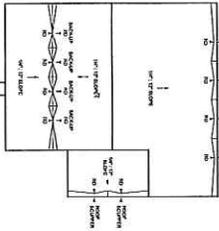
REVISIONS:

- ISSUED FOR:
- PRELIMINARY
  - BID SET
  - CONSTRUCTION
- SHEET

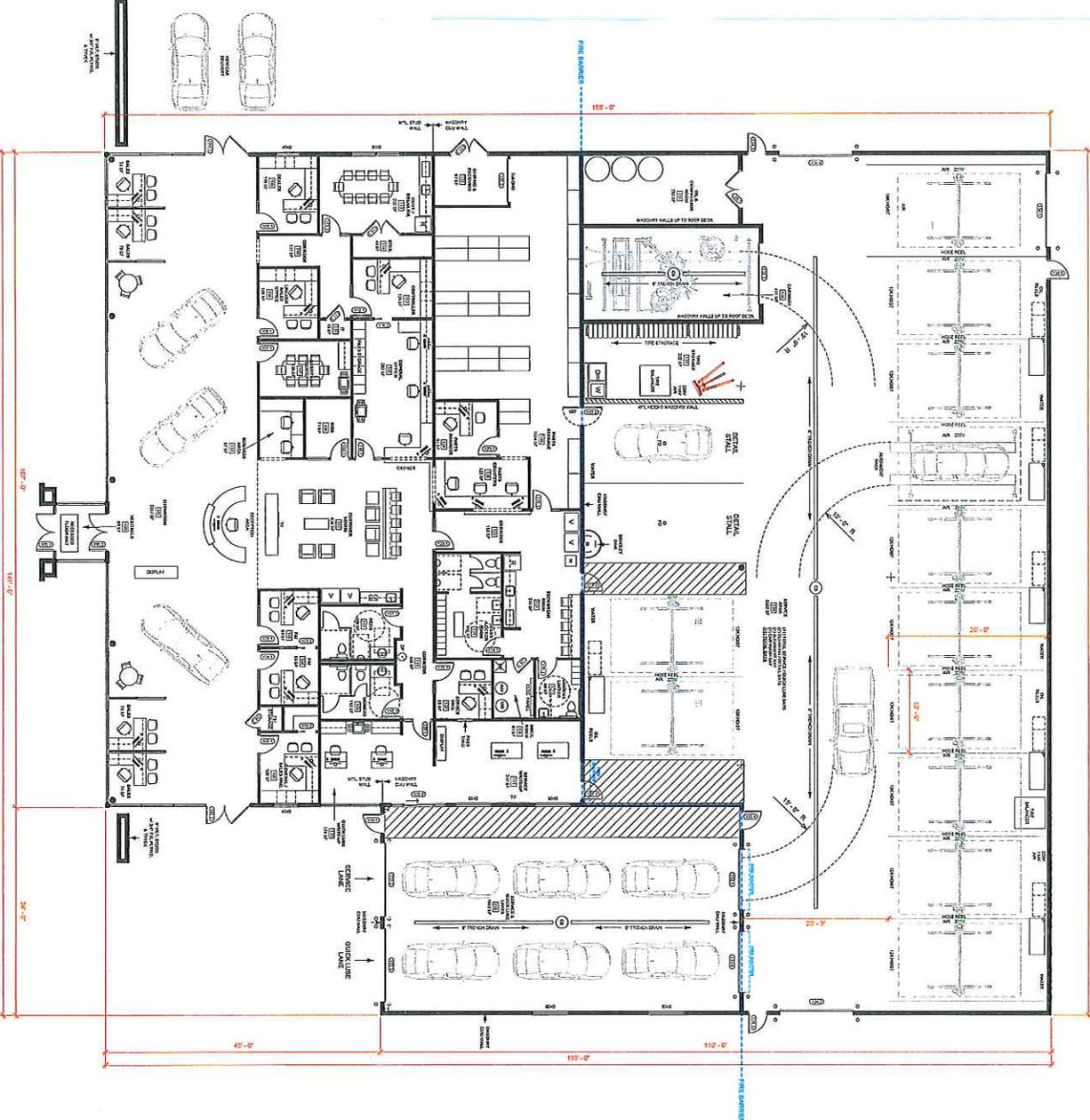
T0.1



LINCOLN



TOTAL BUILDING SF = 20,415 SQ. FT.  
 PREC AREA #1 = 9,022 SF  
 PREC AREA #2 = 11,393 SF  
 PREC AREA #3 = 1,000 SF  
 FINISH FLOOR PLAN  
 1/8" = 1'-0"



**BAYLAND BUILDINGS**  
 1425 NORTH 130TH  
 GREENSBAY, WI 54303  
 (920) 484-3000 FAX (920) 484-3233  
 www.baylandbuildings.com  
 DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:  
**JIM OLSON FORD**  
 STURGEON BAY, WISCONSIN; COUNTY OF: DOOR

**SCALE VERIFICATION**

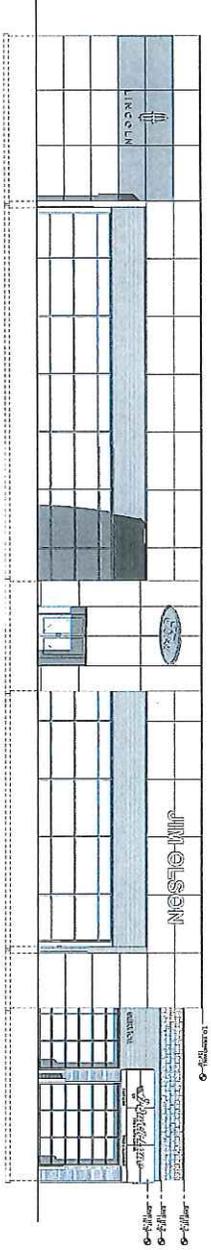
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JOB NUMBER: 15-2915  
 SALES REP: DAVE PHILIPS (262) 3082580  
 DRAWN BY: JIM THRES (920) 374-2011  
 DATE: 01-05-2015  
 DRAWING: DBV

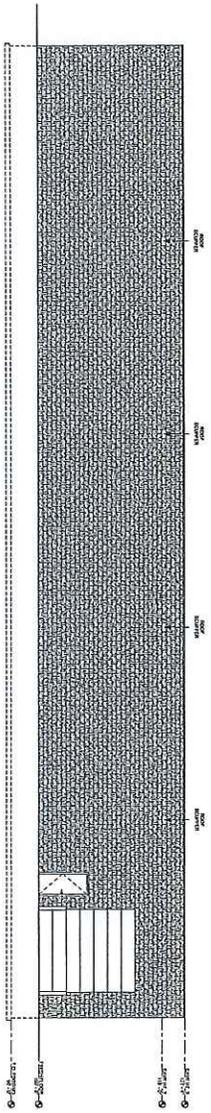
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 CONSTRUCTION  
 SHEET

A1.0

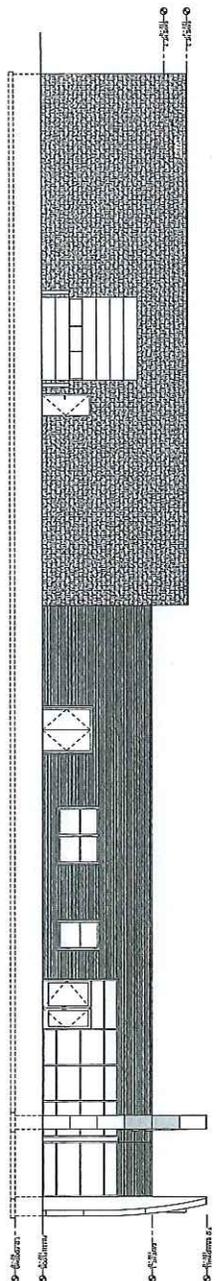
LINCOLN



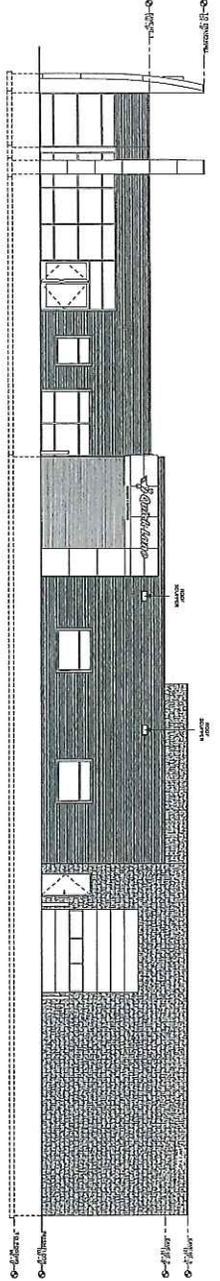
2 WEST ELEVATION  
1/8" = 1'-0"



1 EAST ELEVATION  
1/8" = 1'-0"



3 NORTH ELEVATION  
1/8" = 1'-0"



4 SOUTH ELEVATION  
1/8" = 1'-0"



**BAYLAND BUILDINGS**  
P.O. BOX 11871 GREEN BAY, WI 54907  
(920) 428-8200 FAX (920) 428-3533  
DESIGN & BUILD CONTRACTORS

PROPOSED BUILDING FOR:  
**JIM OLSON FORD**  
STURGEON BAY, WISCONSIN; COUNTY OF: DOOR

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JOB NUMBER: 15-2815

SALES REP: DAVE PHILLIPS (920) 508-5880

DRAWN BY: JIM TYRES (920) 571-2071

DATE: 01-05-2015

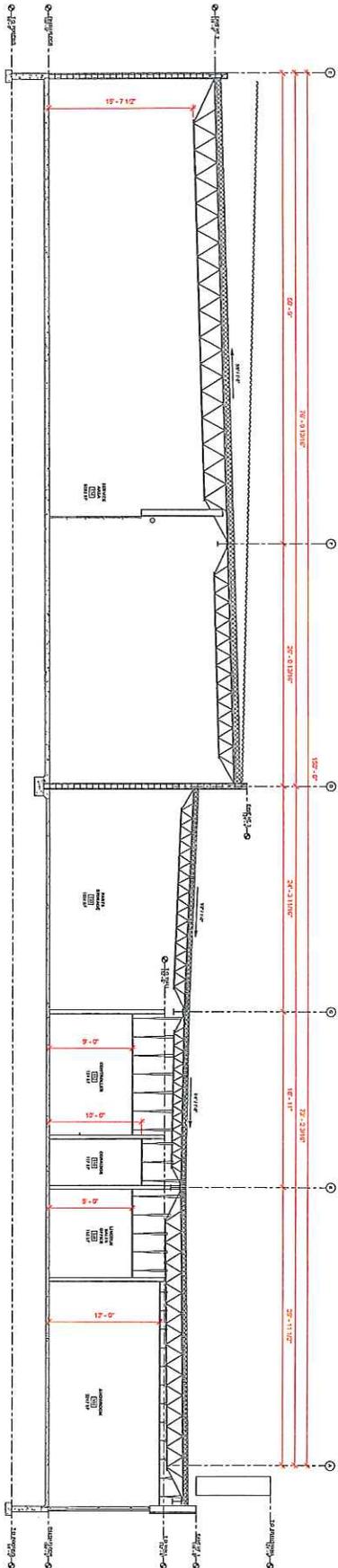
REVISIONS:

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	<input checked="" type="checkbox"/> BID SET
	<input type="checkbox"/> CONSTRUCTION
SHEET	

A2.0



LINCOLN



1. BUILDING SECTION  
SCALE: 3/8" = 1'-0"

PROPOSED BUILDING FOR:

JIM OLSON FORD

STURGEON BAY, WISCONSIN; COUNTY OF: DOOR

SCALE VERIFICATION

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JOB NUMBER: 15-2915

SALES REP: DAVID PHILLIPS

JIM THYRES  
(920) 3082800

DATE: 01-05-2015

REVISIONS:

ISSUED FOR:

- PRELIMINARY
- BID SET
- CONSTRUCTION

SHEET

A3.0

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 P.O. BOX 20717 STURGEON BAY, WI 54989  
 (920) 438-2000 FAX (920) 438-2000  
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 DESIGN & BUILD GENERAL CONTRACTOR



## Stormwater Summary

### I. Site Description

The approximate 3 acres of developable upland is located north end of the existing Jim Olson Dodge-Jeep dealership located along Duluth Ave in the City of Sturgeon Bay, Wisconsin. The site will be developed into a Ford dealership.

### II. Existing (Pre-developed) Conditions

A portion of the existing site is currently paved and used as overflow parking for the Doge dealership to the south. The site drain from west to east with 0.66 acres currently draining off the northeast corner of the site and the remaining 2.40 acres draining to the existing un-named stream located off-site to the southeast.

No wetlands exist on the development site. Bedrock depths range between 6 and 26 inches. Duluth Avenue borders the property to the west. Duluth Avenue has curb and gutter and storm sewer. There is no off-site contributing watershed draining through this site.

All on-site soils are predominantly sandy loams. Bedrock depths exempt this site from infiltration requirements. Soils act as hydrologic group B soils due to underlying bedrock.

Site slopes vary between 1 and 7 percent. Average slope is approximately 3 percent from west to east.

### III. Proposed (Post-developed) Conditions

The site is being proposed as a car dealership. Much of the lot will be paved to allow vehicle display. Portions of the site will remain green space.

The entire development will be directed to a storm water management pond located along the east side of the lot. The storm pond will be equipped with an outlet structure as well as an emergency spillway.

The proposed storm pond will reduce peak flow rates and remove total suspended solids prior to discharge to the wetland/channel. Two bio-retention areas will be placed to allow treatment prior to flows reaching the peak rate control dry pond.

The pond will likely require rock blasting which will make a synthetic or clay liner necessary.

This site is exempt from infiltration requirements due to the underlying bedrock. Curb and gutter, storm sewer and grass swales will be used to convey water to the proposed storm pond.

Storm water from the majority of the parcel will be treated/managed with grassy swales, the bio-retention forebays and dry pond. This is considered infill development therefore requiring 40% suspended solids removal. SLAMM program analyzed the proposed

stormwater measures to accomplish 75% suspended solids reduction and provide peak flow reductions in accordance with DNR requirements as well as the City of Sturgeon Bay storm water requirements. Peak flow reductions will be provided such that the peak flow leaving the site after development during all events will not exceed current peak flows leaving the site in its undeveloped state during like event.

No external drainage basins from off-site lands drain through this site. Therefore the on-site pond will handle this site independently.

#### IV. Stormwater Pond

The storm pond has been designed to meet water quality and peak flow guidelines per City's requirements. The storm pond will treat storm water from the proposed development prior to allowing discharge to the off-site channel.

A DNR type B liner will be placed in the base of the pond in rock blasted areas to seal the pond and provide separation to the underlying bedrock.

An outlet structure has been designed to reduce peak flows and promote settling out of pollutants. Spillway will be provided to pass events above the 100 year storm event.

Peak flows have been modeled to analyze net impact leaving the site.

A safety ledge or safety fence will be installed in accordance with DNR guidelines.

#### V. Design Methodology

Aspects of the stormwater management system have been designed using the following design methods:

- Stormwater ponds – US-SCS TR-55 Hydrology (Hydraflow program)
- Storm sewer/culverts – Rational Method and Haestad Methods Culvertmaster Program (Manning's formula)
- Ditches & swales – Haestad Methods Flowmaster program (Manning's formula)

#### VI. Erosion Control

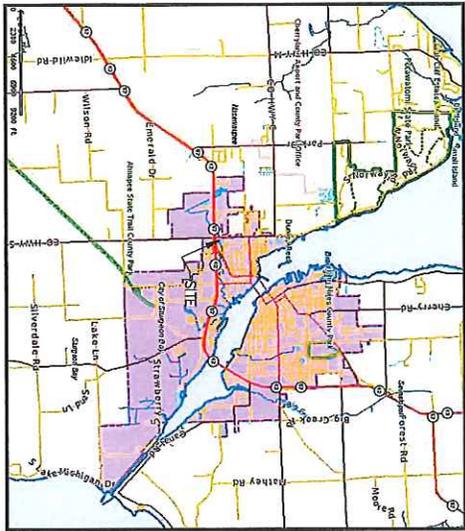
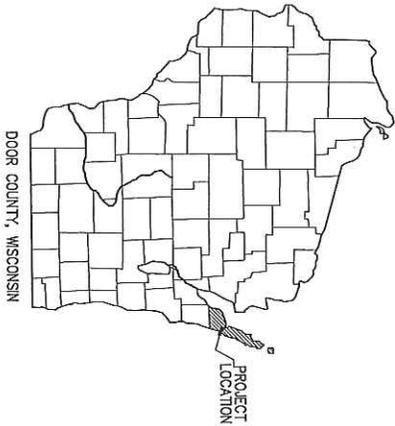
The erosion control for this site has been designed in conformance with requirements set forth by the City of Sturgeon Bay and DNR Technical Standards. Maintenance and installation of erosion control shall follow City requirements as well as the DNR Technical Standards.

#### VII. Conclusion

Implementation of the designed stormwater pond and erosion control practices will provide a stormwater system that will minimize any negative impacts of this development to the downstream waterways and meet DNR/City goals for water quality and peak flow management prior to leaving the site.

# Bayland Buildings - Jim Olson Motors Proposed Ford Dealership Building Grading, Drainage, & Erosion Control Plans

JOB NUMBER  
22-429



INDEX OF SHEETS

1 of 5	COVER & INDEX SHEET
2 of 5	GRADING, DRAINAGE, & EROSION CONTROL PLAN
3 of 5	CONSTRUCTION DETAILS
4 of 5	CONSTRUCTION DETAILS
5 of 5	CONSTRUCTION DETAILS

PREPARED FOR:  
JIM OLSON MOTORS  
632 GREEN BAY ROAD  
STURGEON BAY, WI.  
54225 BY:  
BAUDHUIN INCORPORATED  
55 S. 3RD AVENUE  
STURGEON BAY, WI 54235  
(920) 741-8211  
www.baudhuin.com  
DRAWN BY: D.P.V.B.

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COVER &  
INDEX SHEET

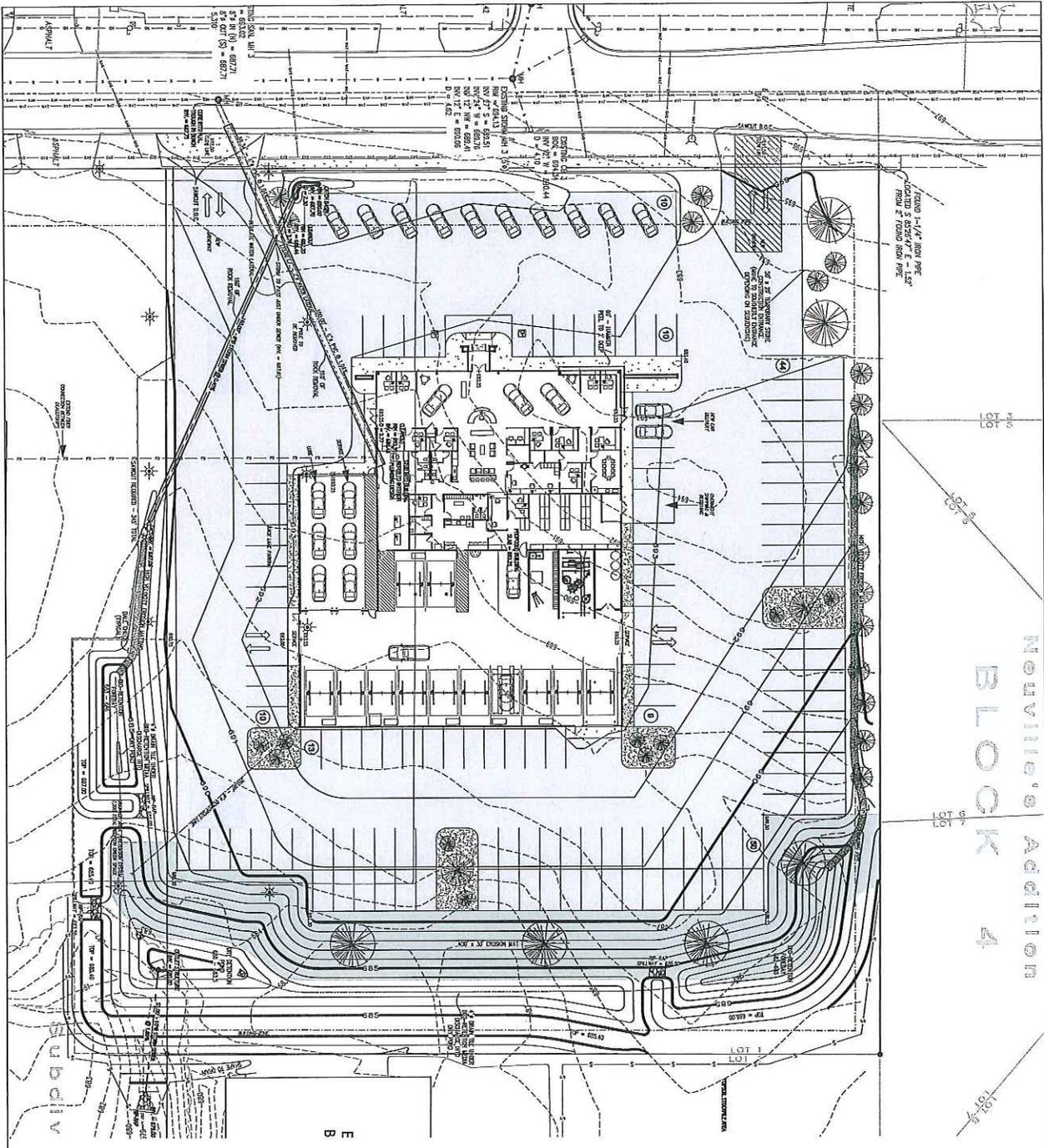
Jim Olson Motors

Baudhuin Incorporated  
Site Engineering • Surveying • Oil Science

55 S. 3RD AVENUE  
P.O. BOX 105  
STURGEON BAY, WI.  
54235  
PHONE: 920-743-8211  
FAX: 920-743-8217

DATE 11/15/15	PROJECT SHEET IN THIS BOOK	DRAWN BY D.P.V.B.
PLAN NAME 22-429	REVISION DATE	CHECKED BY D.P.V.B.
SCALE NONE		DATE REVISION 2/1/17

1 of 5



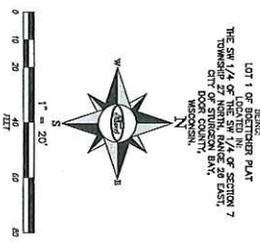
Nouville's Addition  
**BLOCK 4**

**PARKING COUNT**

DESIGNATION	REQ.	PROVIDED
CUSTOMER PARKING STALLS	6	22 (2.4x4)
EMPLOYEE PARKING STALLS	20	110
INVENTORY PARKING STALLS	110	103
TOTAL PARKING STALLS	136	135

**GREEN SPACE**  
 41,820 SF OF NEW ASPHALT PAVING  
 3,300 SF OF NEW CONCRETE PAVING  
 570 SQUARE FEET OF CONCRETE CURBING  
 116,882 SF TOTAL OF LOT COVER = 162,002 SF

- - 2" FOUND IRON PIPE
  - - 1" FOUND IRON PIPE
  - - 3/4" FOUND IRON PIPE
  - ☉ - POWER POLE
  - ★ - LIGHT POLE
- NOTES**  
 - CONTOUR INTERVAL = 1 FOOT.  
 - CONTRACTOR HAS THE OPTION TO RE-LOCATE STOCKPILE AREA AS LONG AS ALL FENCE SURROUNDS REMAIN.



LOT 1 OF SECTION 7  
 THE SW 1/4 OF LOT 101, 1/4 OF SECTION 7  
 TOWNSHIP 27 NORTH, RANGE 28 EAST  
 CITY OF STURZEN BECK, MISSOURI

**2015**  
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**GRADING, DRAINAGE, & EROSION CONTROL PLAN**

**Jim Olson Motors**

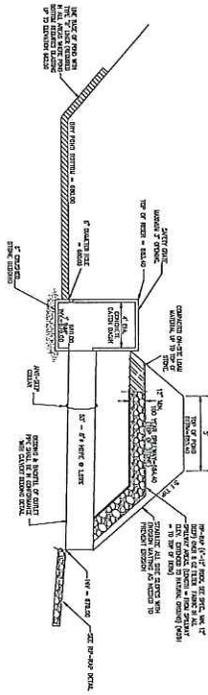
**Baudhuin Incorporated**  
 Site Engineering • Surveying • Soil Science

55 S. 360 AVENUE  
 P.O. BOX 105  
 STURZEN BECK, MO  
 64235  
 PHONE: 820-743-8211  
 FAX: 820-743-8217

DATE	PROJECT DESCRIPTION	SCALE
11/11/15	GRADING, DRAINAGE, & EROSION CONTROL	1" = 20'
REVISED DATE:		
DESIGNED BY:		
CHECKED BY:		
DATE:		



**Pond Outlet Structure Detail**  
NO SCALE



**Clay Liner Criteria**  
BASED ON US EPA AND OTHER RESEARCH. THIS IS A GENERAL GUIDELINE. CONSULT WITH A PROFESSIONAL ENGINEER FOR MORE DETAILED INFORMATION. (ONLY TYPE B LINERS)

1. 50% IMPERVIOUS TO WATER
2. 10% LEAKAGE RATE
3. 10% PERMEABILITY
4. 10% TENSILE STRENGTH
5. 10% ELONGATION
6. 10% TENSILE MODULUS
7. 10% TENSILE STRENGTH
8. 10% TENSILE MODULUS
9. 10% TENSILE STRENGTH
10. 10% TENSILE MODULUS

**Bio-Retention Pond Detail**  
NO SCALE



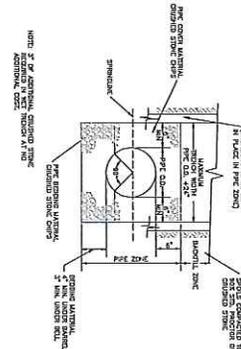
**Bio-Retention Detail**  
NO SCALE



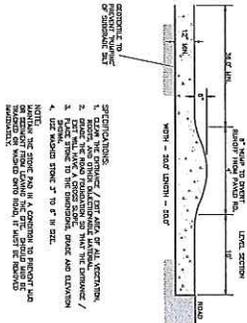
**Storm Pond Spillway Detail**  
NO SCALE



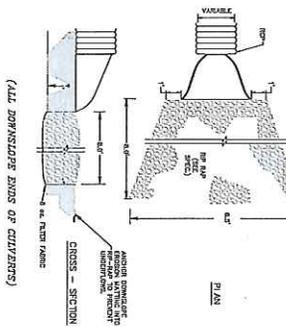
**Culvert & Storm Sewer Bedding Detail**  
NO SCALE



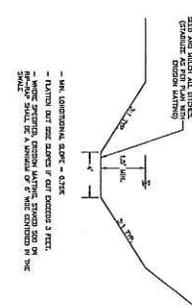
**Temporary Stone Construction Entrance Detail**  
NO SCALE



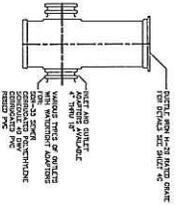
**Culvert Rip-Trap Detail**  
NO SCALE



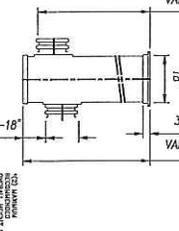
**Non-roadway Swale Detail**  
NO SCALE



**18" Drain Basin**  
NO SCALE



**VARIABLE INVERT HEIGHT**



**VARIABLE OVERALL HEIGHT 1/2**





Date : 6 Jan 2016

Title : Olson

Desc : Poles

## Luminaire

IES Filename : itl81448.ies

Description : WPLEDC104 / ALEDC104 (7.5-DEGREE UPTILT)  
CAST FINNED METAL HOUSING, 2-PIECE  
EXTRUDED METAL HEAT  
FOUR WHITE MULTI-CHIP LIGHT EMITTING

For :

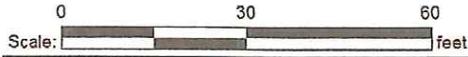
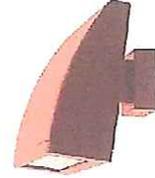
Light Loss Factor : 1.00

By : Harvs Electric

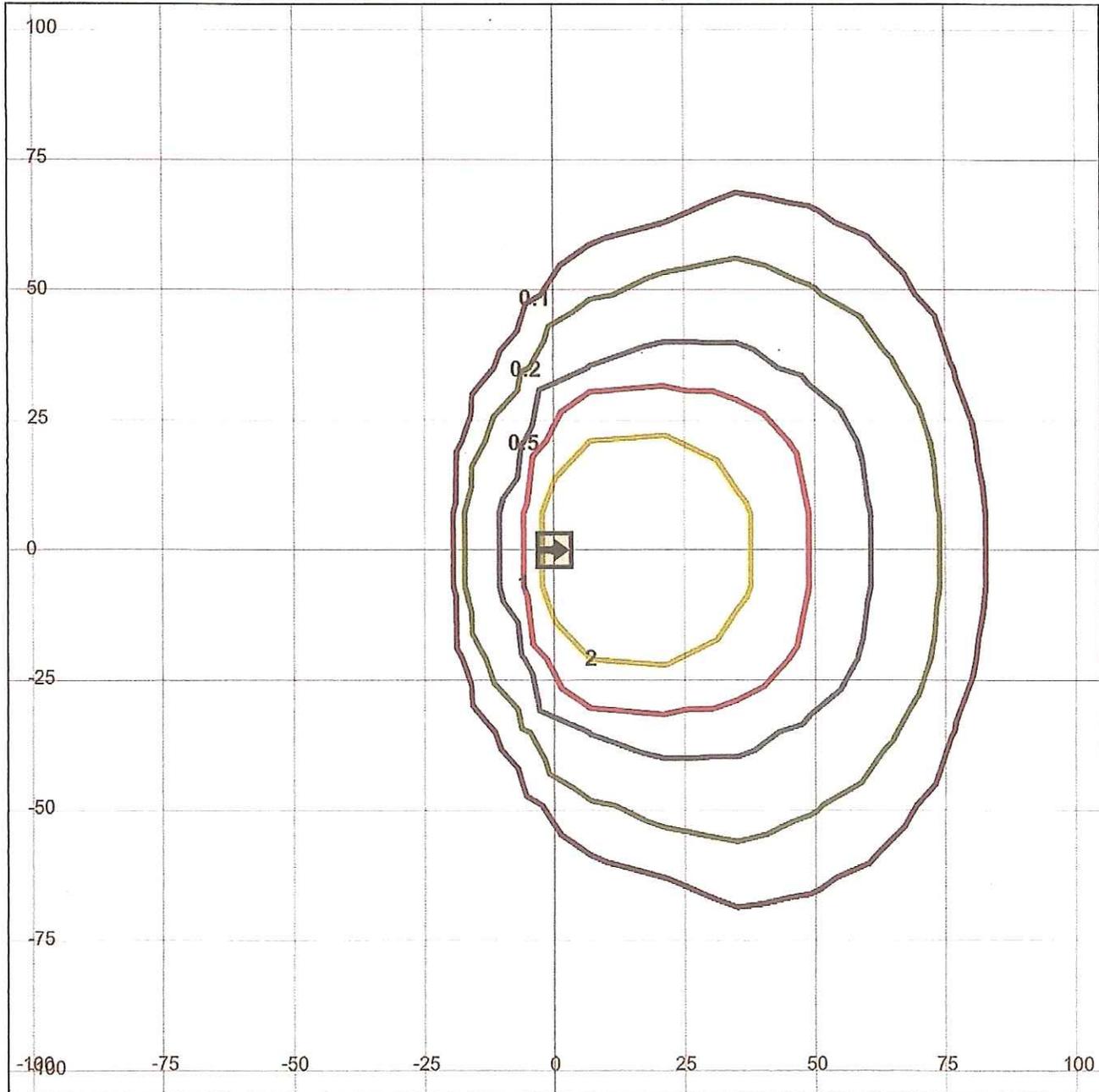
Number of Lamps : 4

Lamp Lumens : -1 lms

Luminaire Watts : 104 W



Arrangement Magnification: 100 %



Date: 6 Jan 2016

Title: Olson Ford

Desc: Pole lights.

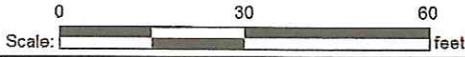
## Luminaire

IES Filename: E-AL2L331CZ.IES

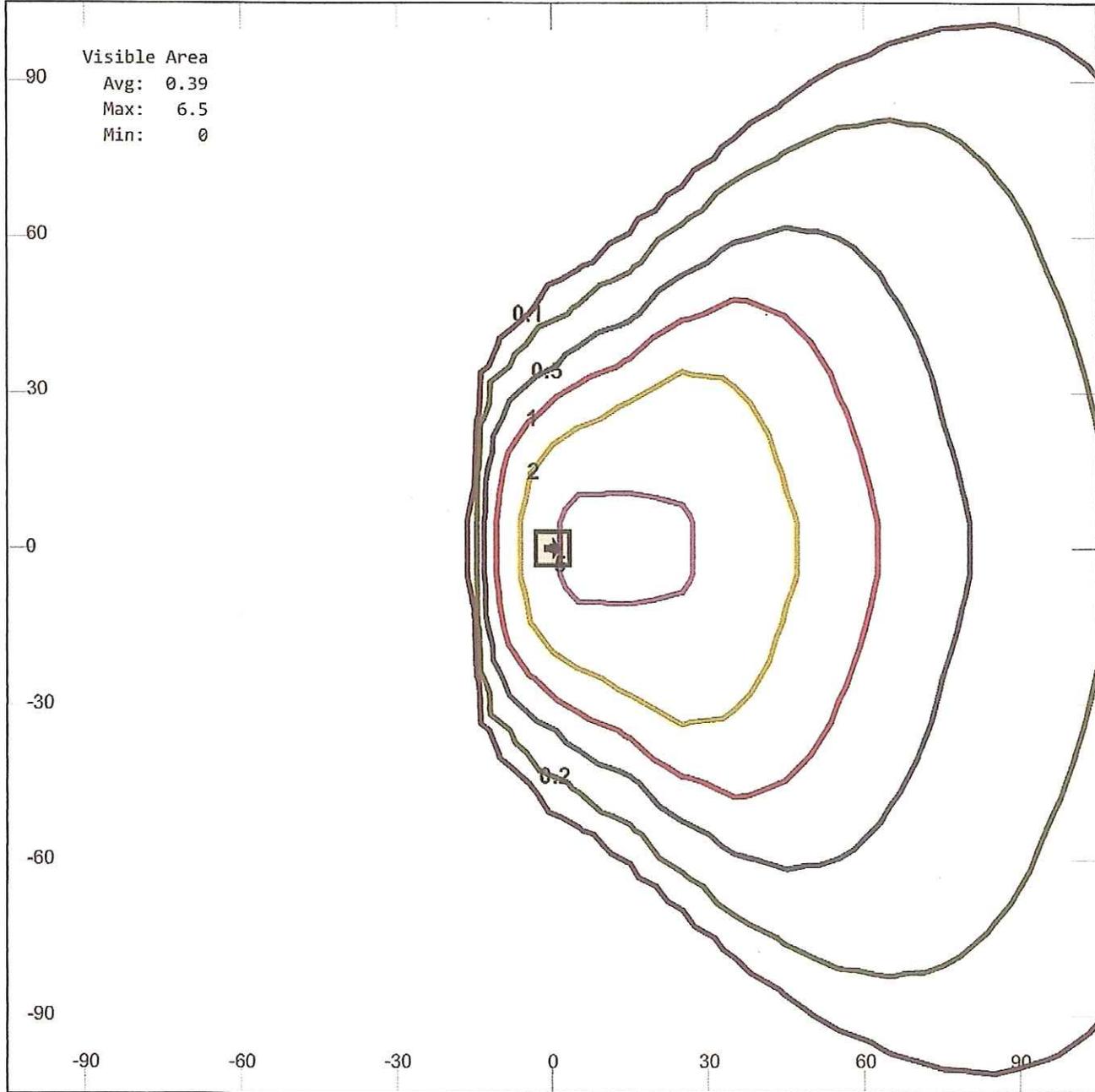
Description: E-AL2L331CZ  
LED area light. Black metal housing, integrated heat sink.  
Four LED arrays with  
Four type CXA3050 LED arrays

For:  
By: Harvs Electric

Light Loss Factor: 1.00  
Number of Lamps: 1  
Lamp Lumens: -1 lms  
Luminaire Watts: 303 W



Arrangement Magnification: 100 %



## Nault, Cheryl

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**From:** Kernosky, Ryan  
**Sent:** Monday, January 04, 2016 12:07 PM  
**To:** Nault, Cheryl  
**Subject:** FW: Jim Olson pictures

For ZBA

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**From:** David Phillips [<mailto:DPhillips@baylandbuildings.com>]  
**Sent:** Monday, January 04, 2016 12:05 PM  
**To:** Kernosky, Ryan  
**Subject:** Jim Olson pictures









**David Phillips** | Sales Representative  
Bayland Buildings, Inc.

P.O. Box 13571 | Green Bay, WI 54307-3571

**Work** 920.498.9300 | **Mobile** 262.308.2580 | **Fax** 920.498.3033

**Email** [dphillips@baylandbuildings.com](mailto:dphillips@baylandbuildings.com) | **Web** [baylandbuildings.com](http://baylandbuildings.com)



12/11/2017 10:00 AM



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SERVICE

FAST LUBE

TIRES & ALIGNMENT

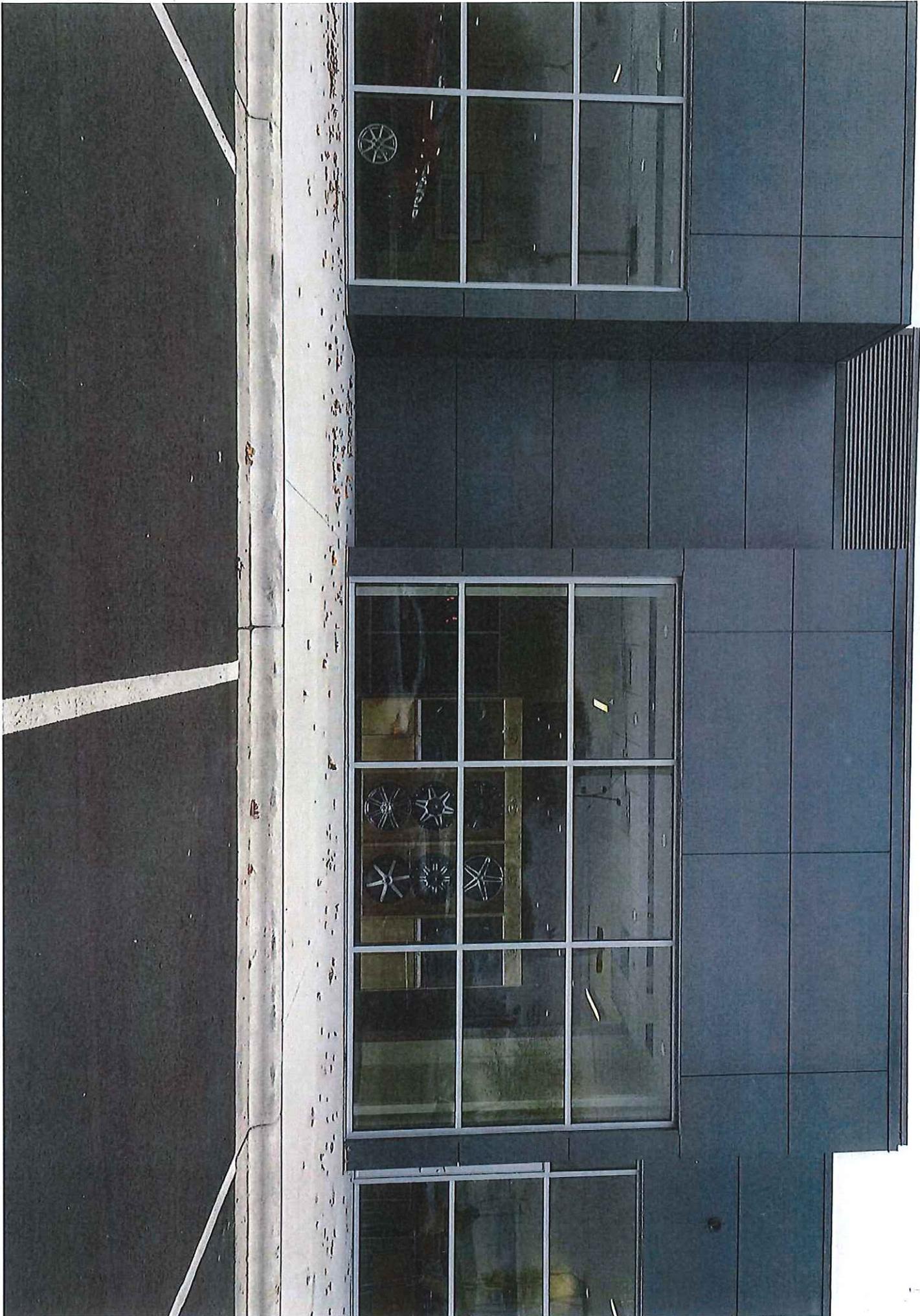
BRACE & BATTER

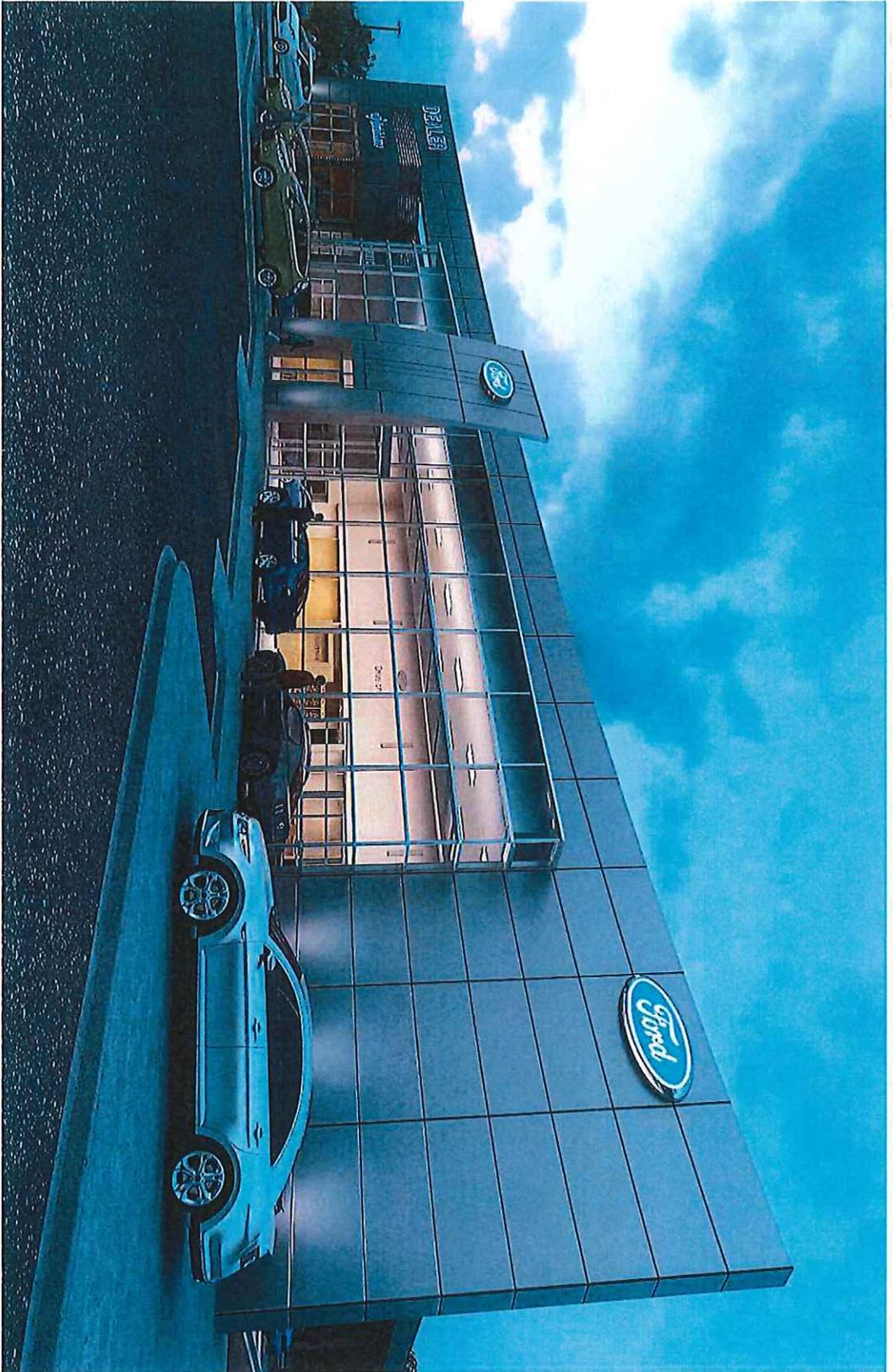
  
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# FORD TRUSTMARK - 750 SE

ANYWHERE, USA  
 RENDERING - 02.03.2012

DATE AND REVISIONS	
REVISIONS	DATE





**FORD TRUSTMARK - 750 SE**  
 ANYWHERE, USA  
 EXISTING FACILITY

DATE AND REVISIONS	
REVISIONS	DATE



Ryan J. Kernosky  
Planner/Zoning Administrator  
421 Michigan Street  
Sturgeon Bay, WI 54235



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

# MEMO

\*To: City Plan Commission  
From: Ryan Kernosky, Planner & Zoning Administrator  
Date: November 13, 2015  
Subject: Outdoor Lighting Ordinance

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Currently, the City of Sturgeon Bay does not regulate outdoor lighting for residential, commercial, or industrial purposes. The City does, however, regulate signage lighting within our sign code. Many municipalities similar to Sturgeon Bay regulate outdoor lighting to increase safety, security, and retain nighttime character of the community. Other reasons to include an outdoor lighting ordinance are more focused on subjects pertaining to privacy (light trespass and spillage), glare, and to keep energy costs at a minimum.

Outdoor lighting regulations may include, but are not limited to the following:

- Fixture height for parking lots, pedestrian walkways, and industrial uses
- Types of lights allowed to be installed and location
- Lumen limit for lights depending on location and use

City Staff is interested in whether or not the Plan Commission wants to pursue the creation of this potential ordinance. If so, City Staff is willing to put together an information packet and potential ordinance.

Enclosed are outdoor lighting ordinances from the Village of Egg Harbor, along with our lighting guidelines for the Waterfront Redevelopment Area, and guidelines for the Aesthetic Design and Site Plan Review Code. Please familiarize yourself with these materials and then be prepared to discuss this topic.

Please don't hesitate to contact me with questions or comments.

# Plan Commission Minutes - 11-18-15

Mr. Gillis added that they have proposals for soil borings and surveying. After that is completed they will be able to determine the final height.

Mr. Olejniczak stated that according to the plan, they meet the normal setback of 15 feet. In the Central Business District there is the authority to go to a zero lot line. The underground parking area would contain 39 parking spaces and 24 outside surface parking spaces. The outdoor parking would be available for the retail customers. Mr. Olejniczak discussed the triangular strip of right-of-way on Madison Avenue that widens out. It is proposed to vacate that strip, but to dedicate a strip along W. Larch Street and swap properties. It is anticipated that there will be some Tax Increment Financing associated with this development. There would be a need for upgrades to curb & gutter, but there is no need for any sewer, water, or other utility upgrades.

Mr. Laurent would like to break ground in March, 2016 and complete the project by March, 2017.

Ms. Brooks thought that this should be taken step by step and then more people in the community would have a chance to look at the project and give feedback. She did not think there should be a combined PUD.

Mr. Olejniczak stated that a public hearing is held at the preliminary PUD. All materials would have to be submitted by that time. Special meetings could also be scheduled to keep the process moving forward.

Mr. Laurent wants to be able to open at the right time in the rental cycle. They should be fine with the longer process.

Mr. Vandertie hopes that it can be worked out with staff and Plan Commission to fulfill the developer's schedule.

No action was needed at this time.

**Consideration of: Zoning Code Amendment – Tourist Rooming Houses:** Mr. Kernosky presented a potential ordinance relating to tourist rooming houses. Currently, tourist rooming houses are not allowed in R-1, R-2 or R-3 zoning districts. This has come back to Plan Commission and Council several times over the past 10 years. There were consensus items that were included in the proposed ordinance, as well as other options.

Mr. Gilson referred to the proposed ordinance language. He felt that language should be worded as a "responsible person" rather than owner/operator must reside in Door, Kewaunee, or Brown Counties.

Mr. Statz stated that the 30 day period should be clarified.

Mr. Olejniczak said that this would be a permitted use, but issued with a license similar to issuance of a liquor license. An annual renewal would be required. If any complaints were issued, it would be flagged and it would be looked at before the license would get renewed. Mr. Kernosky added that staff would have the authority to pull a permit if necessary.

Discussion took place in regard to what defines a family.

In summary, the Commission was interested in removing the sentence "tourist rooming houses shall accommodate not more than one family at a time". Mr. Kernosky will also look into the definition of 30 days, as well as different language on how to deal with violations, such as a non-renewals.

**Consideration of: Outdoor Lighting Regulations:** Mr. Kernosky stated that the City currently does not regulate outdoor lighting for residential, commercial, or industrial purposes. However, signage lighting is regulated through the sign code.



Mr. Gilson wondered if there was a problem with the lighting. He referred to all of the street lights that had been removed throughout the City.

Mr. Olejniczak stated that when a conditional use is reviewed, the Plan Commission requires conditions regarding outdoor lighting. A majority of developments do not come to Plan Commission. Staff wondered if outdoor lighting regulations was a topic that should have specific rules. It could apply to commercial, residential, or all properties.

Mr. VanLieshout discussed the lighting ordinance for Egg Harbor, which mostly applied to commercial and institutional districts. His advice was to make any language simple, with more guidance-type regulations.

Mr. Olejniczak stated that the projects in the commercial and industrial districts go under a design review. The idea of cut-off fixtures is a good idea. It could be started off with some simple enforcement rules. He offered a couple of options. The first is to address it through the aesthetic design section of the code. The other option is to add it to somewhere in the code and apply it to all districts or to just commercial and industrial districts.

Mr. Wiesner gave an example of Bay Ship and how they have night shifts that need the lighting.

Mr. Gilson did not think there was a big enough problem to administer a lighting ordinance. If there has to be one, it needs to be very simple.

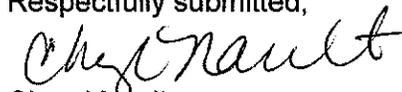
Mr. Olejniczak suggested over the next couple of months as other committee meetings occur to discuss this and come back to Plan Commission with their ideas.

Mr. Wiesner asked if there was any review for businesses that change their lighting after they have already been through the process.

It was the consensus of the Commission to have something basic written into an ordinance.

**Adjourn:** Moved by Mr. Statz, seconded by Ms. Brooks to adjourn. Carried. Meeting adjourned at 8:20 p.m.

Respectfully submitted,



Cheryl Nault  
Community Development Secretary