

TOWN OF LIBERTY GROVE PUBLIC MEETINGS

Economic Development Committee *via Zoom*

Date: September 14, 2021

Time: 6:00 PM

Place: Town Hall, 11161 Old Stage Road *via Zoom*

Agenda:

1. Call to order
2. Roll call
3. Approve Agenda
4. Approve Minutes: 8/10/21
5. Public Input
6. DCEDC update
7. Workforce Housing Request for Proposals
8. Food Trucks on Town Property
9. List of uses for 11976 Highway 42
10. Future meeting
11. Adjourn

All agenda items will include discussion and possible action. Deviation from listed order may occur

***Audience members must ask for permission, during public input, to speak on agenda items ***

Anastasia Bell, Clerk/Treasurer

Members of the Town Board or any other Town Committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town Committee or Board. Town of Liberty Grove is inviting you to a scheduled Zoom meeting (teleconferencing). To Join Zoom Meeting enter the following on your computer:

<https://us02web.zoom.us/j/87256184337?pwd=SnhmUXJIY1VKbTZxK3p5SWUvNzRhZz09>

Meeting ID: 872 5618 4337

Password: 758828

If the link doesn't work, go to <https://zoom.us/>, click the "Join a meeting" button and enter the meeting ID and Password when prompted.

To find your local number visit <https://zoom.us/join>. To join the meeting by telephone dial one of the numbers below based on your location.

Dial by your location

(312) 626-6799 US (Chicago)

(253) 215-8782 US (Tacoma)

(346) 248-7799 US (Houston)

(646) 558-8656 US (New York)

(301) 715-8592 US (Germantown)

(669) 900-9128 US (San Jose)

Town of Liberty Grove
Minutes of the Economic Development Committee meeting on August 10, 2021
(This meeting was correctly posted)

Agenda:

1. Call to order
2. Roll call
3. Approve Agenda
4. Approve Minutes: 7/20/21
5. Public Input
6. DCEDC update
7. Baylake Regional Planning Commission
8. 2022 Economic Development Budget
9. Attainable Housing Request for Proposals
10. Future meeting
11. Adjourn

Chair John Lowry called the meeting to order at 5:58pm. Committee members Alan Kroll and Andrew Gantman were present along with Clerk/Treasurer Anastasia Bell and Steve Jenkins of DCEDC and one member of the public. Committee member chuck Scheckel was excused.

Lowry moved, Gantman second to approve the agenda as posted. Passed 3-0.

Lowry moved, Gantman second to approve the 7/20/21 minutes as presented. Passed 3-0. Committee member David Studebaker arrived along with Administrator Walter Kalms.

Public – Marc Savard requested assistance with the commercial code for auto repair shops because the current state code is “one size fits all” and many requirements will not apply to the business that will be on his property. Studebaker reminded the committee of the broadband and co-op presentations which will be held at the Town Hall on Friday 8/13/2021 at 1:30pm. Deputy Clerk/Treasurer Doug Curzon arrived.

DCEDC Update – Steve Jenkins provided the broadband survey results, presented a draft plan for a modular house building facility, and indicated County Zoning continues to be an issue for workforce housing in many areas.

Baylakes Regional Planning Commission – Lowry stated BRPC offers grant writing assistance which could help to keep the Town budget under the levy cap and complete projects.

2022 Economic Development Budget – The proposal includes BRPC membership with no changes to the bottom line.

Attainable Hosing RFP – Steve Jenkins offered to have sample documents for a future meeting and noted public-private partnerships work when there is a palatable reason for the project.

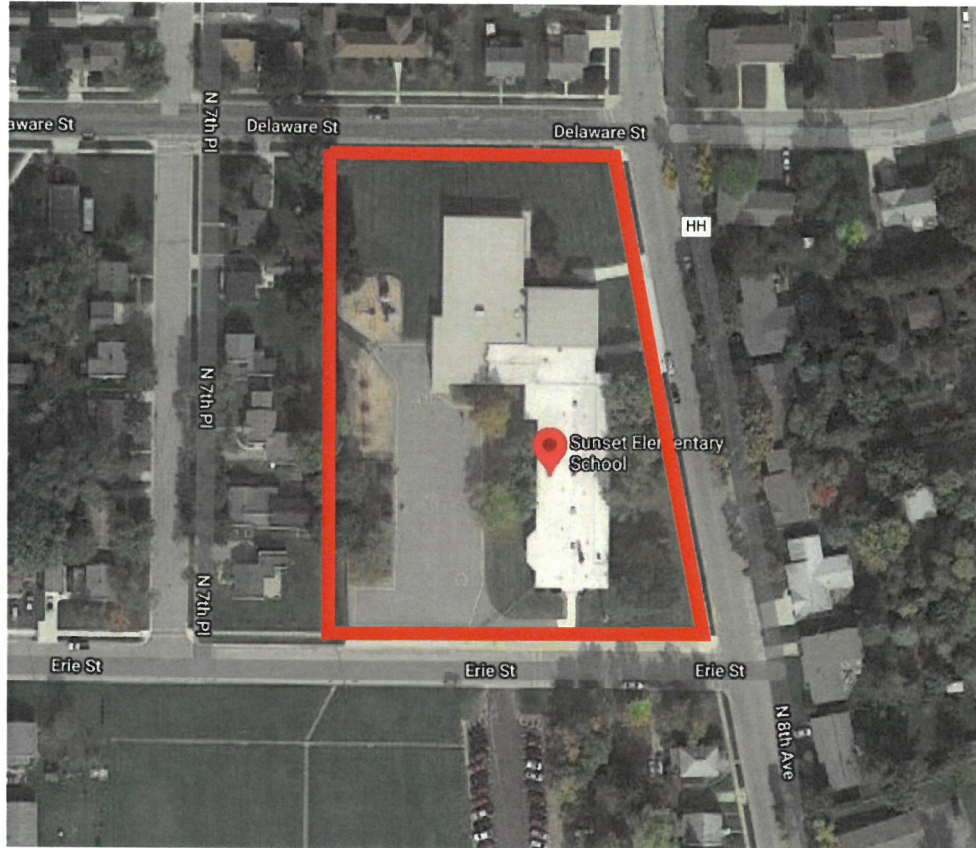
The next meeting will be Tuesday, September 14, 2021 at 6:00pm.

Lowry moved, Kroll second to adjourn at 7:20pm. Passed 4-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Request for Proposals

Sunset Elementary School Property



City of Sturgeon Bay, Wisconsin & Sturgeon Bay School District

**City of Sturgeon Bay
City Administrator**
421 Michigan Street
Sturgeon Bay, Wisconsin
(920) 746 – 6905

**Sturgeon Bay School District
Superintendent**
1230 Michigan Street
Sturgeon Bay, Wisconsin
(920) 746 - 2801

Issued October 1, 2020

Table of Contents

1. Introduction and Disclaimer	3
2. Format, Submission Deadline, & Review Schedule.....	4
3. Property Overview.....	5
4. Potential Uses.....	6
5. Potential Incentives.....	7
6. Proposal Components	7
7. Evaluation & Selection Criteria.....	9
Map of Sites.....	10
Air photos of Sunset School Site.....	11

SECTION 1: INTRODUCTION & DISCLAIMER

The City of Sturgeon Bay and the Sturgeon Bay School District (together, the “City”) invite qualified individuals and development teams to submit a proposal for the acquisition and redevelopment of the 2.76-acre Sunset Elementary School property located at 827 N 8th Avenue along with a 0.81-acre parcel that contains a parking lot and stormwater detention pond. This parcel is located directly across Erie Street to the south of the school. Proposals will be accepted for either or both of the two parcels.

The primary goal of this RFP is to expand high quality, affordable rental options in the City’s existing housing stock.

The City of Sturgeon Bay is a fourth class city with a 2010 U.S. Census population of 9,144. It is governed by a mayor and seven-member common council. It is the county seat and only city in Door County. As such, it is the primary employment and retail center in the county. Sturgeon Bay has a strong manufacturing base and expanding health care facilities. It is connected to the Green Bay metropolitan region by State Highway 57, a four-lane, divided expressway.

The Sturgeon Bay School District serves the public education needs of nearly the entire geographic area of the City of Sturgeon and a portion of the adjoining Town of Sevastopol. The district is managed by a full-time superintendent and a nine-member elected board of education. The district currently has approximately 1,100 students enrolled in 4K through 12th grade. It operates three elementary schools, a middle school, and a high school. However, the Board of Education determined that one of the elementary schools, Sunset School, should be closed and this decision was confirmed via referendum.

Sunset School will be closed at the end of the current 2020-2021 school year and become available for reuse or redevelopment sometime during late summer or early fall of 2021. Due to the location of the sites and documented need for housing and particularly affordable housing, the City believes transfer of the parcels to a developer(s) for new housing units to be the proper course of action.

The Door County Housing Analysis, completed in 2019 by AECOM, identified a shortage of rental housing units, particularly in the Sturgeon Bay region of the county. That study can be viewed at <https://cms9files.revize.com/sturgeonbaywi/Community%20Development/Door%20County%20Housing/Door%20County%20Housing%20Analysis.pdf>

Disclaimers:

- At its discretion, the City may accept or decline any proposal that is submitted and the City has absolute discretion in selecting which proposals best conform with the City's goals and current needs. The City is not obligated to accept any proposal and reserves the right to reject all proposals and reissue the RFP.
- If insufficient proposals are submitted or rejected, the City reserves the right to negotiate and enter into discussion with future individual developers or development entities without future advertising or providing public notice. The property will be continually available for sale until sold or transferred for new development.

SECTION 2: FORMAT, SUBMISSION DEADLINE, & REVIEW SCHEDULE

Proposals submitted to the City should concisely illustrate all components of the redevelopment plan requested by this RFP.

- **Proposal Submission & Questions.** Please direct questions regarding the proposal to:

Marty Olejniczak
Community Development Director
421 Michigan Street
Sturgeon Bay, Wisconsin 54235
Telephone: 920-746-6908
Email: molejniczak@sturgeonbaywi.org

- **Format.** Proposals should be electronically submitted in .pdf format.
- **Deadline.** The proposal must be submitted by 4:00 PM on Monday, October 19th, 2020 in order to be considered.
- **Timeline.**
 - Thursday, October 1, 2020 - RFP available for distribution;
 - October 1 – October 16 - Developer may submit questions to the City and School District;
 - Monday, October 19 at 4:00 PM Central Time – Deadline to submit proposal;

- October 20 – November 2 – Review of proposals by City and School District staff and pertinent committees and recommendation to the Common Council;
- Tuesday, November 3rd – City Council action to select/approve a proposal or reject all proposals [Thursday, November 17th is the back-up date for Council action is additional time is needed to fully vet the proposals.]

Upon selection/approval of a proposal, it is anticipated that the developer will enter into a contract to purchase the property with the School District and a development agreement with the City of Sturgeon Bay.

SECTION 3: PROPERTY OVERVIEW

Parcel A: Located on Sturgeon Bay's east side, this prime 2.76-acre parcel is zoned R-4 Multiple-Family Residential. It has frontage on Erie Street to the south, North 8th Avenue to the east, and Delaware Street to the north. N. 8th Avenue is a north-south collector street that connects to Egg Harbor Road, the City's primary business corridor.

The property currently contains the Sunset Elementary School, a single-story building with attached gymnasium. While the building is still operating, the Sturgeon Bay School District will be decommissioning and closing this facility at the end of the 2020-2021 school year. The existing school building was constructed in 1954 and has been added onto since the original construction. It is not designated as an historic structure and there are no restrictions on demolition.

The ground elevation is somewhat higher along N. 8th Avenue compared to the western part of the lot. There is a berm ranging from about 4 to 8 feet in height that separates the school building from the western part of the parcel. The property is not located within the floodplain and has no wetlands or other limiting factors. The site is served by all municipal and private utilities necessary for the development of housing. Sanitary sewer and water mains are located within Delaware Street and N. 8th Avenue.

Parcel B: Located south of the school with access to both Erie and Florida Streets, this 0.81-acre parcel is zoned R-4 Multiple-Family Residential. It is currently used as a parking lot for Sunset School employees. It also has a small detention pond at its southeast corner. The lot is relatively narrow with about 82-84 feet of width measured perpendicular to the side lot lines. Currently, the municipal sanitary sewer and water mains do not run past either the Erie Street or Florida Street

frontages. To get sanitary sewer and water service to Parcel B, the mains would need to be extended or service would need to be acquired via the adjoining apartment development.

The subject sites are located 5 blocks from Sturgeon Bay's largest public park and just 3 blocks from two other City parks. They are within convenient walking distance of some of Sturgeon Bay's major employers, shopping/restaurants, and the Sturgeon Bay campus of Northeast Wisconsin Technical College. They are less than one mile from downtown.

The subject property is within the middle of a stable neighborhood comprised of primarily owner-occupied modest homes with a smattering of apartment buildings. A new 37-unit apartment complex is nearing completion on the site abutting the west side of Parcel B. The only nonresidential use adjacent to the site is the Veterans of Foreign Wars hall located across Delaware Street to the north.

SECTION 4: POTENTIAL USES

The City is anticipating that developers would look at this property for the creation of additional workforce housing, but developers may propose a wide range of housing types and densities.

The current Multiple-Family Residential zoning classification allows multiple-family family dwellings up to 8 units per lot as a permitted use. Single-family dwellings, two-family dwellings, and multiple-family dwellings greater than 8 units per lot are conditional uses. The maximum density of dwelling units is one unit per 3,500 square feet of lot area, which equates to 34 units on the school site and 10 units on the parking lot site. The maximum amount of impervious surface allowed on the site is 70% of the lot area. The entire zoning code can be viewed on the city's website at www.sturgeonbaywi.org.

Parcel A (school site) is well-positioned for redevelopment. Its compact shape and frontage on three streets allow for multiple arrangements for new building(s). Parcel B (parking lot) is less conducive to new development due to its shape. But it could accommodate some limited multiple-family residential development. It also could be used in an auxiliary fashion to the school site. For instance, it could provide overflow parking for housing units on the school site or could provide green space or recreational space for the tenants. If developed in conjunction with the school site, the lot area of the parking lot site could also be added to the school site's lot area to provide more overall dwellings and still fit within the density limits of the zoning code.

The City anticipates that rezoning to Planned Unit Development (PUD) overlay may be necessary to accommodate the winning proposal's redevelopment plan. The PUD district allows

more flexibility and creativity in the design of development projects. The underlying density and dimensional standards can be varied, such as increasing the maximum density of dwelling units. The requirements within a PUD are ultimately determined by the Sturgeon Bay Common Council after recommendation from the Plan Commission. An increase in density to perhaps one unit per 3,000 square feet of lot area may be possible, which would equate to 40 units on the school site.

SECTION 5: POTENTIAL INCENTIVES

The City and School District desire to see the sites quickly redeveloped into a housing use that fits the needs of the community. Hence, incentives to encourage the reuse of the site(s) can be requested. The ultimate incentive package requires approval of the Common Council and/or Board of Education. Currently, no funds have been specifically allocated to or approved for the redevelopment of Sunset School but the following will be considered:

- Sale of the property at below market price.
- Low interest loan through the City/County Revolving Loan Fund.
- Assistance with any required extension, relocation, or upgrades to municipal utilities or with land clearance.
- Tax Increment Financing (TIF) assistance such as a developer-financed loan repaid with the new tax increment generated by the project being allocated back to the developer. Please note that the property is not located within an existing Tax Increment District (TID), but the City has had informal discussions and believes there is a possibility of creating a new TID for this project. Creation of a TID in Wisconsin requires approval of the Joint Review Board, which cannot be guaranteed by the City and School District.
- Municipal applications for state and federal grants/assistance to be used on behalf of the development project.

The developer should include any requested TIF development incentive or other financial incentives within the proposal, together with a statement identifying the proposed project's projected stabilized property tax assessed value.

SECTION 6: PROPOSAL COMPONENTS

At a minimum, the proposal shall include the following components:

- **Description of Proposal Development.** Please describe the proposed use and target demographics. The description should include the number of units, product type, and proposed parking. A concept sketch of the development and/or photos/designs for similar products are strongly encouraged, but detailed architectural drawings are not necessary. The description should also include the estimated stabilized property value of the project after construction.
- **Financial Feasibility and Investment Strategy** The developer shall provide a summary indicating the amount and timing of investments necessary to close and construct the project, as well as an anticipated rent structure. The developer's familiarity with the project's proposed financing mechanism should also be noted. In addition, the long-term ownership and management strategy for the development should be included.
- **Project Team and Management Qualifications.** Identify key members of the project team, including the developer, co-developer (if applicable), architect, general contractor (if known), and the property manager. Describe key personnel assigned to the project for each team member and their responsibilities and expertise with the proposed project type. Describe the team's history working together on similar projects in the State of Wisconsin. Include contact information for each individual or company.
- **Development Organization and Financial Capacity.** Provide information indicating the State in which the respondent was organized, the official registered name, and a statement which demonstrates financial capacity to perform. Also, provide any irregularities relative to suspensions, defaults, or bankruptcies and other matters which may have an effect or impact on this proposal. Include description of the party that will make financial guarantees for the proposed project.
- **Financial Request and Proposed Land Price.** Include the proposed price for the land and a description of any financial assistance requests to the City.
- **Milestone Schedule.** Provide an outline and timeline of the critical path items required to bring the project from concept to operation, including design, permitting, financing, construction, occupancy and any other tasks required to complete the proposed project.

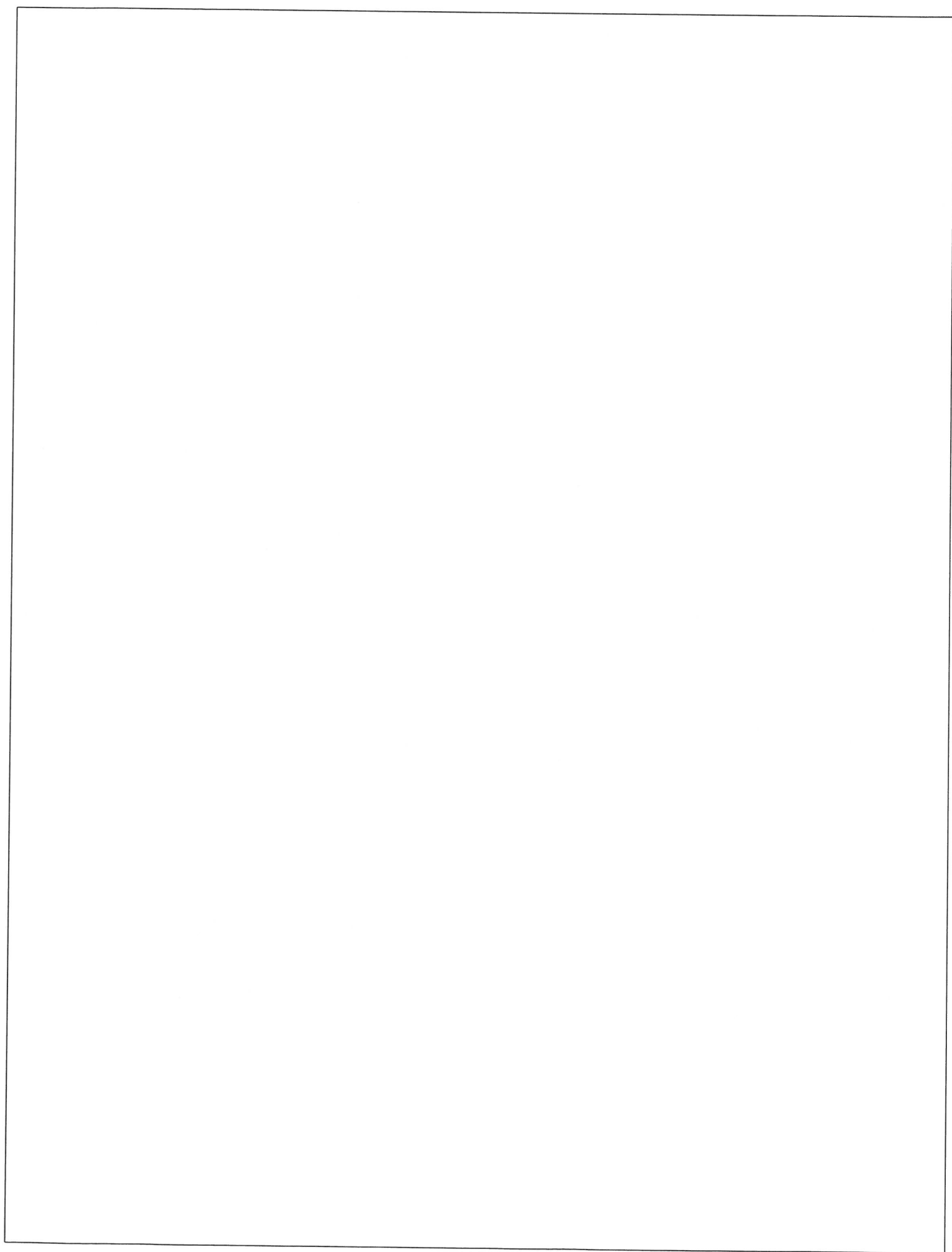
- **References.** The proposal shall identify up to three relevant, similar development project examples that the developer has completed. Include contact information of municipal officials who have worked with the respondent on such similar projects.

SECTION 7: EVALUATION AND SELECTION CRITERIA

Any award to be made for this project will be based upon the proposal that most successfully meets the with consideration for operational, technical, cost, and management requirements. The following items will be the primary considerations utilized to evaluate proposals and selection of the developer:

1. A proposed housing type or mix of housing that is marketable and complements the surrounding neighborhood
2. Developer's experience, record of performance, and ability to deliver the project as proposed
3. Proposed timeline and ability to commence the project soon after the property becomes available
4. Acceptable level of requested City financial incentives and investment
5. General approach to the redevelopment process
6. The extent to which the proposal fulfills stated requirements

The evaluation criteria listed above is not necessary the only criteria that the City will utilize to rate and rank proposals. The City may give greater weight to some criteria than others. The City reserves the right to discontinue this Request for Proposal process without notice for any reason; the City may reject any and all proposals; may waive formalities in the review of proposals and the City may select whichever proposal it deems to be in the best interest of the City.



Sturgeon Bay School District Parcels



0 50 100 200 300 400 Feet

Notes: 1-ft contour lines are shown
Air photo is from 2019

Sunset School - looking north (2019)



Sunset School - looking south (2019)



Sunset School - looking east (2019)



Sunset School - looking west (2019)

