PLAN COMMISSION MEETING

Date / Time: **Tuesday, February 7th, 2023 – 5:00 p.m.**
Location: **Sevastopol Town Hall**
4528 State Highway 57, Sturgeon Bay WI 54235
Telephone: (920) 746-1230 / Email: office@townofsevastopolwi.gov

Call to order. The meeting was called to order by Committee Chair, Linda Wait at 5:00 p.m.

Roll call / Establish Quorum. The following members were present and constitute a quorum of the Plan Commission: Hugh Zettel, Mary Ellen Ramstack, Linda Wait, Laird Salisbury, and Jay Hubner. Derek Denil and Mike Woleben is excused.
Also in attendance: Amy M. Flok,

Proper notice / adopt Agenda. Upon proper notice, motion by Mary Ellen and second by Hugh Zettel to adopt the agenda as noticed. Motion carried.

Public Participation.

Approve previous minutes (January 10, 2023). Motion by Laird Salisbury and second by Hugh Zettel to approve and place on file the minutes from January 10, 2023. Motion carried.

New Business
Robert and Mary Geitner are petitioning to rezone a 5.42 acre parcel from Countryside (CS) to Commercial Center (CC). If the property was rezoned to a commercial district, the existing 4-plex would be considered a legal, conforming use and may be (re)developed in accordance with the CC district allowances. The property is located at 4054 State Highway 42/57, Town of Sevastopol, Parcel No. 022-0228282644F.
Linda stated that we received the packet from Door County Land Use Services. Jay stated that they got original approval for a duplex in the late 1970's, and it ended up being a 4-plex. Mary Ellen stated it's a non-starter for her because no information was provided as to applicants' reason for the rezone request. It is currently zoned Countryside. This area is the second worse traffic risk area in the County. Hugh spoke about doing the minimum to comply with Commercial Center to bring it into conformance. Linda stated that she would like Department of Transportation approval of the driveway. Motion by Hugh second by Mary Ellen to recommend denial of this zoning request. Concerns of changing this to Commercial Center is recognized but this stretch of Highway 42/57 is busy and dangerous with the single entrance, it only

benefits one entity, information provided is too vague to justify a rezone to Commercial Center. Even though it may fit the Comprehensive Plan, it doesn't meet the criteria set forth by Door County for rezoning. An alternate option could be to request a rezone for approximately the 200 feet back by 220 feet of frontage to cure the non-conformance. Applicants were not present to answer the questions posed by the committee or present their intentions. Department of Transportation concerns as to traffic and driveway. The majority of the parcel is consistent with the Comprehensive Zoning, but the plan is too vague as to intent. Motion carried unanimously.

Short-Term Rental (STR) of Residential Dwellings – Review of adopted STR Ordinance No. 01-2021, respond to concerns brought forth (i.e., occupancy, outdoor burning, parking, events) and potential amendment to ordinance language to address concerns.

Linda we have had our ordinance on the books since 2021. There have been some situations and concerns, so we have decided to take an additional look at the ordinance. Linda went and looked at all of the other Short Term Rental Ordinances for the municipalities in Door County. Linda started from the beginning of the ordinance and went through it in its entirety. We will do some research on the definition of "occupancy" and see if we would like to add it to the definition portion of our ordinance. If the STR owner would want to use their home for events, maybe we should consider that it be inspected by the Sturgeon Bay Fire Department along with proof of commercial insurance for use as an assembly venue. In the Gibraltar STR ordinance, they state that they can only have a maximum of 10 events per year. Linda stated that VRBO and Air BnB have codified that their agreement to not have parties at their short-term rentals. https://news.airbnb.com/official-codification-of-party-ban/ Liberty Grove allows 6 events per year. Nasewaupee has events by Board approval only. Village of Ephraim and Town of Liberty Grove have a "three strikes, and you're out" policy. We will look at our "fines" and see if the structure needs to be tweaked to ensure that it remains it fair for everyone. Section 6 – Operations – Outdoor Burning Regulations, Chapter 31 of the Door County Code has regulations for burning. Outdoor fires are permitted as long as they are enclosed in a fire ring, burn pit, burn barrel. A bonfire needs approval from the Sturgeon Bay Fire Department. Burning should be a separate item instead of just placed under property rules. Making garbage cans a separate item as well instead of placed under property rules. If you have more than 5 rooms (more than 10 people), the STR needs to be ADA compliant. We need to look more into that. Some language needs to be added to the ordinance as to how the agent handles complaints. We will take a look at drafting some of these changes and bring this item back.

Pending/Old Business:

Town of Liberty Grove proposal to amend Door County Comprehensive Zoning Ordinance to allow for auto repair/trade & contractor establishments with CUP in

Heartland-10 (HL10) zoning district- Door County Resource Planning Committee/County Board.
Linda stated that the County Board decided to send it back to the Resource Planning Committee and it was denied. Liberty Grove has the option to bring it all back. If it's brought back, the Plan Commission is on Board with submitting their earlier memo.
Recent RPC/BOA action on Sevastopol-related Land Use Items – informational only.

Future Agenda Items.
Short Term Rental Ordinance

Schedule Next Meeting.

Adjourn. Motion by Hugh and second by Laird to adjourn. Motion carried and the meeting adjourned at 6:36 p.m.

Respectfully Submitted,

Amy M. Flok
Draft 2/8/2023