

**VILLAGE OF EPHRAIM
PLAN COMMITTEE MEETING MINUTES
TUESDAY, MAY 26, 2026 – 7:00 PM
9996 WATER STREET**



ACTION ITEMS:

Thorp moved, Held seconded to approve the April 28, 2026, Plan Committee Working Session minutes as presented, all ayes. Motion carried.

Thorp moved, Held seconded to approve the April 28, 2026, Plan Committee minutes as presented, all ayes. Motion carried.

The consensus of the Plan Committee members present was for K. Nelson as Chairman of the Plan Committee and Village Administrator Bristol to work with the Village Attorney to draft an enforcement letter, along with a fine schedule regarding the non-compliant chimney cap to Thomas Price, 9889 Water Street.

Hoyerman moved, McClean seconded, to approve the new SFR Conditional Use Permit - Design Review Application for John and Victoria Cultra at 9887 Water Street, as presented, subject to the following conditions:

- **Removal of the exterior lights on the garage surrounding the bay window on the south elevation.**
 - **Selection of the paired, slatted shutter and door color elements,**
 - **Further submittal of future landscape and hardscape elements for general design review.**
- K. Nelson called the question. Roll call vote: Bartlet aye, Hart nay, Held aye, Hoyerman aye, McClean aye, Thorp abstained, and K. Nelson aye. Motion carried.**

Thorp moved, Hart seconded to approve the Addition Conditional Use Permit - Design Review Application for Gregory Goltermann at 9917 Water Street, as presented, all ayes. Motion carried.

Thorp moved, Held seconded, to approve the Addition Conditional Use Permit- Design Review Application for Roy Harsch at 9931 Water Street, as presented, subject to the following conditions:

- **The deed for the Munns and Harsch property exchange, as approved by the Board of Appeals be recorded with the Door County Register of Deeds.**
- **Work is to be completed by October 31, 2026.**
- **The attached shed on the front elevation of the property facing Water Street shall be modified prior to work commencing on the rear addition.**

All ayes. Motion carried.

Thorp moved, McClean seconded to approve the Conditional Use Permit – Outdoor Service for Colin Welford at 10355 Bella Vista Lane, as presented, all ayes. Motion carried.

Thorp moved, McClean seconded to approve the Design Review Application for deck and guard rails for Ann Abbott at 9886 Water Street, as presented, all ayes. Motion carried.

Thorp moved, Held seconded, to approve the new SFR Design Review for Michael Wegner at County Highway Q – Parcel 1210113312744B2, as presented, contingent on sample material review within thirty days, all ayes. Motion carried.

Thorp moved, McClean seconded to approve the sign Design Review Application for Slade and Sarah Martin of Red Barn Biscuit Company, as presented, located at 10426 Water Street to install a permanent sign thirty-five feet from the STH 42 right of way and located on top of the existing sign, all ayes. Motion carried.

McClean moved, Held seconded to approve the Ephraim Business Council Event Application for

Ephraim's Sweet Summer Send Off on Saturday, August 22, 2026, at Harborside Park from 1-4 PM as presented, all ayes. Motion carried.

McClean moved, Held seconded to approve Ephraim Business Council Event Application for the North End Path Celebration on Monday, June 22, 2026, from 3-6 PM as presented, all ayes. Motion carried.

McClean moved, Hart seconded to approve the event application for the Peninsula Pacers Wine Trail Trolley Pick Up at the Village Hall as presented on Saturday, June 27, 2026, from 10:45 AM – 4:15 PM, all ayes. Motion carried.

McClean moved, Bartelt seconded to adjourn at 9:45 PM, all ayes. Motion carried.

Present: Andy Bartelt, Laird Hart, Grace Held, Rick Hoyerman, Monique McClean, BD Thorp, Ken Nelson – Chair.

Absent: None.

Staff: Brent Bristol - Village Administrator and Kim Roberts - Deputy Clerk.

Guests in person: Drew Willmann (DeLeer's Construction), Chris Schmeltz, Dave Eliot, Roy Harsch, Kelsey Stone (EBC), and Roy Harsch.

Guests online: John and Victoria Cultra, Greg Golterman, Kathy Pentler, Michael Wegner, Sarah Martin, Wanda McDonald, Caller 01, Caller 02, Gary Houchin-Miller, "John C", Lane Methner (EBC), Nan Evanson, and "Paul".

1. Call to order:

K. Nelson called the meeting to order at 7:00 PM.

2. Quorum:

A quorum of the Plan Committee was present.

3. Approval of previous minutes:

Thorp moved, Held seconded to approve the April 28, 2026, Plan Committee Working Session minutes as presented, all ayes. Motion carried.

Thorp moved, Held seconded to approve the April 28, 2026, Plan Committee minutes as presented, all ayes. Motion carried.

4. Changes in agenda:

K. Nelson requested that agenda item 16 be moved to the first agenda item.

5. Visitors' Comments: There were no visitors' comments.

6. Discussion and consideration regarding Price chimney cap enforcement:

Bristol provided historical context regarding the agenda item. He noted that the project included the razing of the original structure, concept review, and a conditional use design review approval. Once the project was built, a large copper chimney cap was installed, which was contrary to the approval process of the conditional use that was granted. Per ordinance, the chimney can be no taller than 25' from the crown grade of STH 42. There has been continued communication with the builder as well as a meeting with the owners to rectify the issue. The latest communication indicates that the cap is to be removed this Friday and a new, manufactured cap is to be installed.

K. Nelson noted that during the meeting with the owners last fall, there was an understanding established that was not followed through on. He recommended an enforcement letter with a set deadline of thirty (30) days, along with a fine schedule. He stressed that they had too many promises of "soon" come and go.

The consensus of the Plan Committee members present was for K. Nelson as Chairman of the Plan

Committee and Village Administrator Bristol to work with the Village Attorney to draft an enforcement letter, along with a fine schedule regarding the non-compliant chimney cap to Thomas Price, 9889 Water Street.

7. John and Victoria Cultra – 9887 Water Street – New SFR – Conditional Use – Design Review:

Bristol provided background on this application, noting the applicants had previously appeared for concept reviews and a conditional use request. The design had evolved based on feedback from the Historic Preservation Committee (HPC) and Plan Committee, with specific changes addressing roof pitch concerns over the screen porch, reducing the number of dormers on the front elevation from two to one shed dormer, and reducing exterior lighting to only locations near doorways.

Thorp explained that the Historic Preservation Committee (HPC) had voted 2-1 against the application. He noted that he was unable to read a page of notes during last month's Historic Preservation Committee meeting regarding his concerns about the project; at the time, he had voted positively to keep the meeting moving. He expressed that he had been mistaken in doing so. He stated it would be appropriate to abstain from voting on this application.

Drew Willmann, representing the applicants from De Leers Construction, outlined the changes made since the previous meeting:

- Raising the screen porch roof pitch to 6:12 (was previously a 4:12) to simplify the western elevation.
- Reducing exterior lighting by less than half of what was originally proposed.
- Combining the two shed dormers on the south elevation into one (was also changed from a gable roof to a shed roof to minimize the impact),
- The applicant has provided fully dimensioned plans, material samples, and roof pitch calculations to show compliance with the 50% requirement that the total roof pitch square footage can be made up of dormers less than 6:12.
- He also noted that window grilles had been unified throughout the design.

Willmann distributed materials that showed inspiration components from around the Village of existing homes.

Thorp provided comment from the HPC meeting. The Committee discussed that the roofline was too busy, especially on the west elevation, as well as concerns about the blue color on the shutters. Although he noted that the plan is much better than previously presented, there is still a concern about infill.

Committee members raised questions about the blue slatted shutters and door color. K. Nelson expressed concern about having too much blue on the house, suggesting the shutters be a more neutral color while allowing the door to remain blue. McClean noted that the Iverson House has a blue door. The Committee discussed removing the two garage lights on the south elevation while keeping the lights near doorways. Held questioned the need for lights beyond those at doorways, emphasizing the village's dark sky initiatives. The Committee reached a consensus to remove the two garage lights on the south elevation.

Material samples were reviewed, including cedar shingles, cedar siding, and copper elements. The applicants confirmed the chimney cap would remain under the 25' height limitation measured from the crown grade of STH 42.

K. Nelson noted that he liked the bay windows with the shed roof, as it brings forward the existing design into the new home. He stressed that the color of the shutters should be a condition of the approval.

Willmann noted that the original design had shutters. With the recent simplification of the design, paired cedar slatted shutters were added back into the design for aesthetic interest.

Hoyerman moved, McClean seconded, to approve the new SFR Conditional Use Permit - Design Review Application for John and Victoria Cultra at 9887 Water Street, as presented, subject to the following conditions:

- **Removal of the exterior lights on the garage surrounding the bay window on the south elevation.**
 - **Selection of the paired, slatted shutter and door color elements,**
 - **Further submittal of future landscape and hardscape elements for general design review.**
- K. Nelson called the question. Roll call vote: Bartlet aye, Hart nay, Held aye, Hoyerman aye, McClean aye, Thorp abstained, and K. Nelson aye. Motion carried.**

8. Gregory Goltermann – 9917 Water Street – Addition – Conditional Use – Design Review:

Bristol explained that Greg Goltermann had initially proposed a complete teardown and rebuild, but later found a contractor willing to salvage most of the first-floor structure and add a steel superstructure to support additional second-floor space. The project maintains the existing footprint with no increase, adding only second-floor square footage. He noted that the materials would tie into the existing with LP Smartside in grey with the roof shingles in driftwood that contains black, grey, and some blue greys.

Thorp reported that HPC unanimously approved the application, praising the effort to maintain the original cabin's appearance while working with the committee's feedback.

Committee members expressed appreciation for the approach of preserving the existing structure. Bartelt asked about the existing waterside shed roof, with Bristol confirming it would be rebuilt at a 3:12 pitch, raising the overall roof system by about 2-2.5 feet. K. Nelson also inquired about parking plans, with Bristol noting they were for construction parking since the project would be built off-season.

Thorp moved, Hart seconded to approve the Addition Conditional Use Permit - Design Review Application for Gregory Goltermann at 9917 Water Street, as presented, all ayes. Motion carried.

9. Roy Harsch – 9931 Water Street – Addition – Conditional Use – Design Review:

Bristol provided extensive background on this complex case involving work that began without permits. Harsch had started a small addition on the water side of his property, which exceeded side yard setbacks and violated the Protected Waterfront District's prohibition on footprint additions. After the Board of Appeals initially denied a variance from relief of the side yard setback and footprint modification, the Plan Committee updated the Protected Waterfront Ordinance to allow grandfathered footprints with conditional use review.

The current proposal involves a property swap with neighbor Munns, where small triangular parcels would be exchanged to address setback issues, resulting in no net change in acreage. The Board of Appeals has conditionally approved this swap, contingent on Plan Committee approval of the footprint exchange.

The concept that Harsch has proposed is to offset the 56-square-foot waterside addition by removing 56 square feet from an existing shed structure on the highway side of the property. This would result in no net increase in building footprint.

Committee members engaged in a detailed discussion about whether the existing shed was part of the main structure's footprint. Bartelt and Hart questioned whether the shed, with its exterior access and potential status as a separate structure, could legitimately be counted as part of the footprint for exchange purposes. Bristol explained that the ordinance's definition of footprint is "*dimensions of a single horizontal plane bounded by exterior walls of the building.*" Harsch explained the shed had been part of the structure since 1944 and was assessed as one unit for tax purposes. The Committee debated

whether conditioned versus unconditioned space made a difference, ultimately focusing on the ordinance's footprint definition based on exterior walls.

A discussion was held regarding conditions to be placed on the project. Grace Held requested that the shed modification be completed before any further work on the kitchen addition. The Committee also set a completion deadline of October 31, 2026.

The consensus of the Plan Committee members present was that Harsch could remove/modify 56 square feet from the shed location on the front elevation for the 56 square foot addition off the kitchen on the rear elevation, based on the interpretation that the current shed is included in the footprint, therefore it is swappable.

Thorp moved, Held seconded, to approve the Addition Conditional Use Permit- Design Review Application for Roy Harsch at 9931 Water Street, as presented, subject to the following conditions:

- **The deed for the Munns and Harsch property exchange, as approved by the Board of Appeals, shall be recorded with the Door County Register of Deeds.**
- **Work is to be completed by October 31, 2026.**
- **The attached shed on the front elevation of the property facing Water Street shall be modified prior to work commencing on the rear addition.**

All ayes. Motion carried.

Roy Harsch apologized for starting the project without permits.

10. Colin Welford – 10355 Bella Vista Lane – Conditional Use – Outdoor Service:

Bristol explained the conditional use request was for outdoor food and beverage service at Welford's Secret Garden property. He explained that any outdoor food or beverage service within the Village requires conditional use approval.

Colin Welford described the large outdoor area covering up to 300 feet from the service counter, making it impractical and unsafe to require customers to return to a single service point for all needs. He requested the ability to provide table service, tea service in the garden, and other mobile service options as needed for events, while emphasizing these would not be permanent fixed stations.

The Committee discussed various operational details, including hours (tentatively 9-10 AM to early evening), parking adequacy (31 spaces available), restroom facilities (2 ADA restrooms are in place), and future ownership transfer to a nonprofit. Bristol confirmed the conditional use runs with the parcel, not ownership.

Correspondence from neighbors David and Deborah Lueders raised concerns about hours of operation, music, outdoor lighting, traffic impact, trash handling, restroom adequacy, and potential for noisy events like weddings.

Welford addressed each concern, emphasizing the peaceful nature of the intended use and his awareness of neighbors' concerns. He stressed that he does not desire to have large crowds or big parties, but rather small private gatherings.

Thorp moved, McClean seconded to approve the Conditional Use Permit – Outdoor Service for Colin Welford at 10355 Bella Vista Lane, as presented, all ayes. Motion carried.

11. Ann Abbott – 9886 Water Street – Deck/Guard Rails – Design Review:

Bristol described this as a snow load damage repair project similar to others in the area. Heavy snow loads had pulled the existing deck away from the house, requiring a complete rebuild using Trex products with materials similar to previously approved projects.

Thorp reported that HPC had no issues with the application, noting it was consistent with other Trex deck projects they had approved.

Thorp moved, McClean seconded to approve the Design Review Application for deck and guard rails for Ann Abbott at 9886 Water Street, as presented, all ayes. Motion carried.

12. Michael Wegner – County Highway Q – Parcel 1210113312744B2 - New SFR – Design Review:

Bristol noted this property was located east of the Village Administrative office in an area where significant tree removal had occurred due to emerald ash borer and other dying trees. The applicant was online and available for questions, but had included 3D renderings as well as a design intent statement. Bristol added that from a dimensional standpoint, there were no issues.

Michael Wegner explained the design was inspired by barn architecture, noting his wife's grandparents had owned a dairy barn and the neighboring properties had farmhouse appearances. The design would feature vertical LP Smartsiding (to look like stained wood in appearance) similar to Ephraim Clayworks, combined with stone elements and a matte dark grey/black metal roof to achieve a barn-like aesthetic.

Committee members noted the absence of material samples. The Committee discussed conditional approval on receiving material samples within 30 days rather than requiring a return appearance.

Hart raised questions about the attached garage and breezeway connection, seeking clarification about footprint calculations.

Bristol confirmed this would be considered an attached garage due to the breezeway connection, making it part of the main structure's footprint. The design included a living space above the garage. In summary, it was conditioned space with a combination of glass and walls.

Thorp moved, Held seconded, to approve the new SFR Design Review for Michael Wegner at County Highway Q – Parcel 1210113312744B2, as presented, contingent on sample material review within thirty days, all ayes. Motion carried.

13. Slade Martin – 10426 Water Street – Sign – Design Review:

Bristol introduced the sign application for the Red Barn Biscuit Company, noting that while North Ephraim signs typically don't require design review due to not being in the Historic District, this application was unusual enough to warrant Committee review. The proposed 12-square-foot sign was half the permitted 24 square feet, but a tractor with an attached structure would hold the sign. He noted that the tractor was operable.

Bristol read into the record a letter from applicants Sarah and Slade Martin. The letter described their intent to honor the property's history as part of the former Red Barn shops and their commitment to preserving Ephraim's charm and aesthetics.

The Committee engaged in extensive discussion about whether the tractor was integral to the sign or a separate element. Through phone communication with Slade Martin, it was clarified that the sign would be mounted directly to the tractor rather than on independent posts, making the tractor the structural support for the sign. Further, Slade Martin confirmed that once the tractor and, therefore, the sign were placed over the top of the existing Cloud 9 signage foundation, landscaping would be installed around the tractor.

Committee members debated precedent concerns and size limitations, with K. Nelson noting this was significantly larger than typical stone pillars used for sign support. Bartelt initially preferred an independent sign structure but acknowledged the ordinance didn't restrict support base size or type.

The Committee confirmed the sign would be permanently located where the previous Cloud 9 sign had been positioned, in the grass area rather than the parking lot, with landscaping planned around the tractor

to prevent its movement.

Discussion of the sign ordinance revealed that while vehicles decorated for advertising off-premises were prohibited, using a vehicle for on-premises advertising appeared to be contemplated and allowed.

Thorp moved, McClean seconded to approve the sign Design Review Application for Slade and Sarah Martin of Red Barn Biscuit Company, as presented, located at 10426 Water Street, to install a permanent sign thirty-five feet from the STH 42 right of way and located on top of the existing sign, all ayes. Motion carried.

14. Ephraim Business Council – Event – Ephraim’s Sweet Summer Send Off:

Kelsey Stone of Ephraim Business Council (EBC) presented a new family-friendly event planned for Saturday, August 22, 2026, at Harborside Park from 1-4 PM. The event would feature a children's musician, balloon animals, bubbles, and coordination with the fire department for a "touch a truck" experience with fire trucks and potentially police vehicles in the parking area.

The EBC emphasized this event was designed to highlight Ephraim's family-friendly nature, particularly given the village's beer and wine-only policy and walkable business districts. Cherry Street would remain open to ensure Harborside Inn guest access.

McClean moved, Held seconded to approve the Ephraim Business Council Event Application for Ephraim’s Sweet Summer Send Off on Saturday, August 22, 2026, at Harborside Park from 1-4 PM, as presented, all ayes. Motion carried.

15. Ephraim Business Council – Event – North End Path Celebration:

Kelsey Stone of Ephraim Business Council (EBC) presented this celebration event for the opening of the North End Path, scheduled to coincide with the first Farmers Market on Monday, June 22, 2026, from 3-6 PM. The event would involve businesses along the path hosting various activities, from open houses to outdoor tents, celebrating the connection between North End businesses.

K. Nelson noted that the Village Board had discussed having a ribbon-cutting ceremony and directed him and Bristol to support the EBC's efforts.

McClean moved, Held seconded to approve Ephraim Business Council Event Application for the North End Path Celebration on Monday, June 22, 2026, from 3-6 PM, as presented, all ayes. Motion carried.

16. Peninsula Pacers – Event – Wine Trail Trolley Pick Up at the Village Hall:

Bristol explained this was an event permit for a pickup location rather than an event occurring in Ephraim, as other communities were providing similar pickup points for Peninsula Pacers events.

Dave Eliot, a representative from Peninsula Pacers, described the June 27th wine event in Bailey's Harbor, explaining that bus stops in multiple communities were designed to prevent drinking and driving by providing shuttle service. The Ephraim stop at the Village Hall would serve downtown hotels, with the new North End path allowing northern hotel guests to walk down for pickup. The shuttle would operate from 10:45 AM to 4:15 PM with stops every 35-45 minutes, picking up passengers efficiently without extended idling. Eliot emphasized that promotional materials would direct people to use ample parking locations in other communities rather than driving to Ephraim for pickup.

Committee members discussed walking accessibility from North End hotels, acknowledging the incomplete nature of the current path system. Questions were raised about parking impacts, but Eliot confirmed the previous years' experience had generated minimal complaints, and the emphasis on hotel guest service rather than drive-up parking helped address these concerns.

McClean moved, Hart seconded to approve the event application for the Peninsula Pacers Wine Trail Trolley Pick Up at the Village Hall, as presented, on Saturday, June 27, 2026, from 10:45

AM – 4:15 PM, all ayes. Motion carried.

17. New business for next meeting / next meeting date:

The next meeting date of the Plan Committee is June 23, 2026, at 7:00 PM.

18. Adjournment:

McClellan moved, Bartelt seconded to adjourn at 9:45 PM, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk