

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: July 16, 2025

Time: 6:00pm

Place: Town Hall, 11161 Old Stage Road

Agenda:

1. Call to order
2. Declaration of quorum followed by the Pledge of Allegiance
3. Approve Agenda
4. Approve minutes from 7/2/25
5. Public Input
6. Cellcom Proposal for Wi-Fi in Ellison Bay in 2026
7. Utility District
 - a. Payment of bills
 - b. Treasurer's Report
8. Payment of Town bills
9. Treasurer's Report - Town
10. Consider the Plan Commission recommendation on the RPC's proposed amendment to the County Zoning Ordinance: allow substandard lots for a public purpose
11. Consider the Plan Commission recommendation on deletion of Sec.4.04(8)(e) of the County Zoning Ordinance regarding road setbacks for storage buildings
12. Operator Licenses
13. Correspondence
14. Future meeting(s)
15. Adjourn

All agenda items will include discussion and possible action.

**Report items will not be discussed or voted on.*

Deviation from listed order may occur.

Audience members must ask for permission, during "Public input," to speak on agenda items.

Pamela Donart-Welcome, 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.

DRAFT
(subject to change until final approval by Town Board)

Town of Liberty Grove
Minutes of the Town Board meeting on July 2, 2025
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum followed by the Pledge of Allegiance
3. Approve Agenda
4. Approve minutes from 6/18/25, 6/25/25
5. Public input
6. Report from DCTZ and DDC
7. Payment of bills
 - a. LGUD#1 bills
 - b. Town bills
8. Administrator Report
9. Consider replacement of Town launch floating launch pier
10. Consider request for consistent 45 mph limit on STH 57: CTH Q to Sister Bay Village limits
11. Recommendation from Plan Commission on Anderson request for Parcel 018-01-02312824
12. DNR sign request re life jackets at TLG water access park(s)
13. Liquor license applications
14. Operator Licenses
15. Short Term Rental licenses
16. Correspondence
17. Future meeting(s)
18. Adjourn

Chairman Goss called the meeting to order at 6:00pm. Supervisors Janet Johnson, Billy Appel, and Cathy Ward were present with Dan Watts attending virtually. Administrators Kalms and Buckingham were also present along with Clerk/Treasurer Pamela Donart-Welcome and 6 members of the public.

Ward moved, Appel seconded to approve the agenda as posted. **Carried 5 – 0**

Ward moved, Goss seconded to approve the 6/18/25 minutes as presented. **Carried 5 – 0**

Johnson moved, Ward seconded to approve the 6/25/25 minutes as presented. **Carried 5 – 0**

Public input: Maureen Mercier of Ellison Bay thanked the Town for the help with Ellison Bay Day and requested a Wi-Fi router be placed at the EBCC (Women's Club) to provide internet for event vendors, as well as park visitors. Billy Appel clarified the thoughts that went into the recommendation for posting the speed limit on Old Stage Road.

Reports from DCTZ and DDC: Juliana Behme of the Door County Tourism Zone reported that of the 8% room tax collections for lodging in each municipality, 30% is distributed back to the to the municipality (\$273,610.00 for Town of Liberty Grove this past year) for use in their community while 70% is the minimum required by the State to be used by the DCTZ

Commission toward tourism promotion & development. The Commission is currently working on getting lodging owners to be compliant with DATCP requirements as well as LLC verification and room tax reporting.

Jon Jarosh of Destination Door County reported that their goal continues to be to fuel the local economy, support small local businesses and help sustain jobs. The organization also continues working to ensure that tourism continues to benefit the people who live & work here as well as the visitors. He shared how the data shows how the overall visitor economy continues to grow incrementally and showed how the 30% portion of room tax dollars goes back to the municipalities for uses qualified by the state. He also gave an overview of the Community Investment Fund that was started in 2022.

Johnson moved, Goss seconded to approve the payment of Utility District bills totaling \$259.15 as presented. **Carried 5 – 0**

Ward moved, Goss seconded to approve the payment of bills for the Town totaling \$13,821.34. **Carried 5 - 0**

Administrator's Report: Kalms reported that the new Town Administrator is on staff, and learning the daily activities & tasks of the Town office and maintenance crew; more recent information on BEAD funding indicates it has not been eliminated, but there are changes in how the funds can be accessed that will need to be addressed; Land Use Services is investigating zoning issues; RPC hearing on July 17th to discuss a text amendment for minimum lot size exemptions for public use; the Ellison Bay Marina will be treated for weeds by on July 8 for weeds; the door operators are installed at the North Fire Station.

After discussion on the possible installation of a floating pier at the Ellison Bay Marina boat launch area to make adjustment for water level changes easier, and improve the safety for boaters, **Ward moved and Appel seconded** to proceed with plans that Pier & Waterfront Solutions, LLC put forward at the cost of \$22,637.00. **Carried 5 – 0**

Kalms explained the history of requests for reducing the speed of 55mph along STH 57 from the CTH Q intersection to the Village limits. The suggestion is to maintain the speed of 45mph along that stretch for safety. The blind hill just north of the intersection of Old Stage Rd, the curve near Dovetail Campground entrance were mentioned along with inconsistent speeds posted along northbound versus south bound lanes. After past discussions with the DOT, Kalms suggested the need to bring a more formal request from the Town Board to them for consideration.

Goss moved, Johnson seconded that the Town of Liberty Grove Board move forward with the Wisconsin DOT to explore the feasibility of a consistent 45mph speed limit on State Highway 57 from County Highway Q to the Sister Bay village limits. **Carried 5 - 0**

Ward moved, Goss seconded that the Liberty Grove Town Board recommend to the Resource Planning Commission to approve the re-zoning request for Parcel# 018-01-02312824 to re-zone

the acreage according to Future Land Use maps to Light Industrial. **Roll Call:** Johnson, Watts, Ward, Goss, and Appel voted aye. There were no nays. **Motion carried 5 – 0**

Johnson moved, Goss seconded to post the sign for life jackets at Europe Lake. **Carried 5 – 0**

Goss moved, Ward seconded to approve the Temporary Class B Wine & Beer license for Blues on the Bay. **Carried 5 – 0**

Ward moved, Johnson seconded to approve the Operator Licenses for the 10 applications presented at this July 2, 2025 Board meeting. **Carried 5 – 0**

Goss moved, Ward seconded to approve the Short-Term Rental applications for 9629 North Bay Drive. **Carried 5 – 0**

Correspondence: Administrator Kalms shared an email from Pat Hickey asking for an update on the Rowley's Bay clean-up issue, and his reply: "The Board met on 6/25 to discuss the Rowley's Bay situation. The outcome of that meeting is that the Board will be looking at taking steps to effectuate the removal of the structure(s) there. Our legal staff is working on these steps to take as we move in that direction. One of the first things is to get a professional analysis and report. The Board will be meeting again once our legal staff provides further information to them. The exact how this all happens is not established yet, but could become clearer after the next meeting on the subject." He then shared the notice from Land Use Services of the July 17th RPC on allowing minimum lot size exemption for public purpose; the Dixon variance was granted by the Board of Adjustment; Patrick Voight resignation from the County Board District 19 seat; Prevea is no longer providing occupational health services or drug testing at the Door County Medical Center; a notice of required annual maintenance for the treatment system at Mariner Park.

Future Meeting: The Town office will be closed on July 4th. The next regular Board meeting is scheduled for July 16, 2025 at 6:00pm. Open Book by phone is schedule July 15th from 1-3pm, and the Board of Review is scheduled August 5th from 12-2pm.

Johnson moved, Goss seconded to adjourn at 7:16pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at a future meeting of the Town Board

Liberty Grove Utility District #1 Balances

	2025	2024
Checking account *7823		
Balance as of May 30,	\$ 61,969.23	\$ 70,420.52
Add Deposits	\$ 1,933.46	\$ 129.95
Less Disbursements	\$4,352.63	\$374.55
Add Interest	0.70% \$ 35.42	1.00% \$ 53.96
Balance as of June 30,	\$ 59,585.48	\$ 70,229.88
Savings account *9812		
Balance as of May 30,	\$315,681.29	\$333,567.85
Add deposits		\$ -
Less Disbursements		\$ -
Add Interest	2.10% \$ 557.67	2.50% \$ 632.04
Balance as of June 30,	\$316,238.96	\$334,199.89
Savings Restricted account *0291		
Balance as of May 30,	\$ 132,300.19	\$ 130,961.40
Add Deposits		\$ -
Less Withdrawals		\$ -
Add Interest	0.30% \$ 33.71	0.50% \$ 50.23
Balance as of June 30,	\$ 132,333.90	\$ 131,011.63
North Shore CD (9 months ending 11/14/2024)		4.92% \$ 159,591.79
Nicolet Bank CD (9 months ending 8/14/2025)	4.40% \$ 166,035.38	
Balance of all accounts as of June 30,	\$ 674,193.72	\$ 695,033.19

Town of Liberty Grove balances as of June 30,	\$ 2,025.00	2024
Municipal Checking Account *8401		
Balance as of May 31,	\$ 1,385,698.49	\$ 1,737,028.85
Transfer to General Checking		\$ -
Transportation Aid		
Interest 0.70%	\$ 823.83	1.00% \$ 1,332.52
Balance as of June 30,	\$ 1,386,522.32	\$ 1,738,361.37
Money Market Account *7390		
Balance as of May 31,	\$ 1,153,104.14	\$ 1,121,581.36
Interest 2.70%	\$ 2,614.86	3.00% \$ 2,546.76
Balance as of June 30,	\$ 1,155,719.00	\$ 1,124,128.12
General Checking Account *1120		
Balance as of May 31,	\$ 862,686.40	\$ 298,456.26
Plus deposits and transfers	\$ 27,427.21	\$ 36,112.52
Less FICA	\$ 16,032.45	\$ 15,309.74
Less State withholding	\$ 2,649.68	\$ 2,643.03
Less payroll	\$ 33,146.27	\$ 30,712.91
Less disbursements	\$ 55,770.03	\$ 43,767.37
Balance as of June 30,	\$ 782,515.18	\$ 242,135.73
TOTAL in all Utility District Accounts:		
Utility District Checking *7823	\$ 61,969.23	\$ 70,229.88
Utility District Savings *9812	\$ 315,681.29	\$ 334,199.89
Utility District Restricted Savings *0291	\$ 132,300.19	\$ 131,011.63
North Shore CD (9 months ending 11/14/2024)		\$ 159,591.79
Nicolet Bank CD (9 months ending 8/14/2025)	\$ 166,035.38	\$ -
Balance as of June 30,	\$ 675,986.09	\$ 695,033.19
TOTAL in all Town Accounts:		
Municipal Checking *8401	\$ 1,386,522.32	\$ 1,738,361.37
Money Market Acct *7390	\$ 1,155,719.00	\$ 1,124,128.12
Checking *1120	\$ 782,515.18	\$ 242,135.73
Utility District	\$ 675,986.09	\$ 695,033.19
As of June 30, the total in all Town accounts is:	\$ 4,000,742.59	\$ 3,799,658.41

DRAFT
(subject to change until final approval by the Commission)
Town of Liberty Grove
Minutes of the Plan Commission meeting on July 9, 2025

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 6/11/25
5. Public input
6. DC Comprehensive Zoning Ord proposed amendment for Public Purpose Minimum Lot Size Exemption
7. Consider deleting Sec.4.04(8)(e) of County Zoning Ordinance regarding road setbacks for storage buildings
8. Creation of a Land Management Plan for the Town
9. Correspondence
10. Future meeting date(s)
11. Adjourn

Chairman Ward called the meeting to order at 7:00pm. Commissioners Cheryl Culver, Nancy Goss, Paul Bokelmann, Bill Surbaugh, and Ann Miller were present with Dan Watts joining virtually. Administrators Kalms & Buckingham and Clerk/Treasurer Pamela Donart-Welcome were also in attendance along with two members of the public.

Goss moved, Surbaugh seconded to approve the agenda as amended to remove item #8.
Carried 7 - 0

Ward moved, Culver seconded to approve the 6/11/25 minutes as amended to correct typos including correcting the 6.06 to 3.06 in the text quoted in the Public Input section: "...and s. 6.06, additional setback from roads for large buildings,..." **Carried 7 - 0**

Public Input: MaryKay Shumway of Highland Rd in Sister Bay expressed support for the removal of Chapter 4 section 4.04(8)(e) from the Door County Comprehensive Zoning Ordinance to eliminate confusion regarding road setbacks for storage buildings on private roads specifically in Liberty Grove.

Regarding the Resource Planning Committee's proposed amendment to the Door County Comprehensive Zoning Ordinance to allow for a minimum lot size exemption for a public purpose, the commissioners discussed the need for clarification on the proposed text including. **Goss moved, Ward seconded** to recommend that the Liberty Grove Town Board request more information regarding the Ordinance terminology, specifically "parent parcel," "public purpose," and Ordinance intent, and also to address concerns about non-conformities in regard to the changes that the County is proposing to section 3.04(1)(a)(1-7). **Carried 7 - 0**

Ward moved, Goss seconded that the Plan Commission recommend to the Town Board to follow the ask of County Land Use Services, and strike from the County Zoning Code 4.04(8)(e).

Motion carried 7 – 0

Correspondence: none

Future Meeting: The next meeting was scheduled for July 23, 2025 at 7:00pm.

Miller moved, Bokelmann seconded to adjourn at 7:49pm. **Carried 7 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

DRAFT



County of Door LAND USE SERVICES DEPARTMENT

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

June 30th, 2025

To: Town Chairs, Clerks, & Plan Commission Chairs

From: Karyn Behling, Director

Re: Door County Comprehensive Zoning Ordinance Public Purpose Minimum Lot Size Exemption

There will be a public hearing on July 17th at 3pm, regarding a proposed amendment to the Door County Comprehensive Zoning Ordinance, that would allow for a minimum lot size exemption for a public purpose. The Resource Planning Committee is sponsoring this amendment which would allow Door County and other Municipalities within the County to create lots, that do not meet minimum lot size requirements, for a public purpose, i.e., public safety communication towers, parks, water filling station, etc. See the attached proposed amendment and the public hearing notice.

If you would like to submit written testimony for the public hearing, regarding this proposed amendment, it must be received by our office, on or before July 15th. I also welcome you to attend the hearing in person and provide verbal testimony.

Please let me know if you have any questions.

Thank you!

Attachments:

- Proposed amendment to s. 3.04(1), Lot Requirements, Door County Comprehensive Zoning Ordinance
- Notice, July 17th, 2025, Resource Planning Committee Public Hearing

3.03 Multiple occupancy development requirements. (This section deleted effective 5 Oct. 1998; Ord. 22-98) (For Multiple Occupancy Development Requirements, see Section 4.08(8) (Typographical errors corrected: 20 Sept. 2016; Ord. 2016-14)

3.04 Lot requirements.

- (1) ~~No lot shall hereafter be created which does not meet the minimum width and area requirements of this Ordinance. No lot shall be so reduced that it fails to meet any density, dimensional, or other requirement of this Ordinance. Except as provided in sub. (a), no lot shall be created, altered or reduced in a way that it fails to meet any density, dimensional, or other requirement of this Ordinance~~ (Amended: 20 Sept. 2016; Ord. 2016-14)

(a) For a public purpose, a Municipality within the boundaries of Door County or the County of Door may create lots which do not meet density, dimensional, or other requirements of this ordinance, subject to the following:

1. The parent parcel shall contain no violations of any County ordinance at the time of its division.
2. The lot created for a public purpose shall not be required to meet density, dimensional, or other requirements of this ordinance.
3. The remaining lot shall not be required to meet the minimum lot area and width requirements of this ordinance.
4. The lot created for a public purpose and the remaining lot shall be considered a lot of record.
5. Any development, structures, or buildings on a lot created for a public purpose are exempt from setback and impervious surface ratio requirements described in Chapter 3 of this ordinance.
6. Any lot created for a public purpose may only be transferred to another Municipality within the boundaries of Door County, the County of Door, or an adjoining property owner who shall combine the lots.
7. A certification of zoning shall be recorded at the Register of Deeds for the lot created for a public purpose and the remaining lot, if the remaining lot does not meet the minimum width and area requirements, and shall include all the conditions that affect each lot at the time of the division.

(2) Lot of record required. Every building hereafter erected, structurally altered, or relocated shall be placed on a lot of record.

(3) Access to road. No lot shall hereafter be created nor any building placed on a lot which does not have an access to a public road or a private road which is described and recorded in the Door County Register of Deeds office. The property owner shall be responsible for securing such access.

**NOTICE OF PUBLIC HEARING BEFORE
THE DOOR COUNTY, WI RESOURCE PLANNING COMMITTEE**

**DOOR COUNTY GOVERNMENT CENTER
421 NEBRASKA ST.
STURGEON BAY, WI 54235**

A public hearing and subsequent business meeting will be held by the Door County Resource Planning Committee (RPC) on Thursday, July 17, 2025 in the Door County Government Center Chambers Room (C102, 1st Floor).

Applicants and others who wish to offer oral testimony must attend in person.

Members of the public who wish to simply monitor/observe the hearing and meeting may attend in person, or do so remotely by computer using the link below, or via the Zoom smartphone app, or by calling (312) 626-6799.

Link: <https://us02web.zoom.us/j/87098804180?pwd=JzuxafmwapOAnQflaWptasLlxjlaSK.1>

Zoom Webinar ID: 870 9880 4180

Passcode: 567941

The hearing will begin at 3:00 p.m. to give consideration to the applications below for a Map Amendment, a Conditional Use Permit, and a Text Amendment, as specified in the Door County Comprehensive Zoning Ordinance.

LIBERTY GROVE

William Andersen, Registered Agent of OHCE LLC, petitions to rezone the eastern 20 acres of parcel ID 018-01-02312824 from Heartland-10 (HL-10) to Light Industrial (LI) in order to subdivide the property into smaller lots. The property is located on CTH ZZ near the intersections of Appleport Rd and Hill Rd.

A map showing the property affected by the rezoning proposal is available for viewing and/or purchase from the Door County Land Use Services Department during normal business hours.

GIBRALTAR

Caroline Reymont, on behalf of Rey Rey Properties LLC, requests a Conditional Use Permit to establish a Private School (private preschool) within Condominium Unit #4-A of the building addressed 4140 Bluff Lane. The Private School use shall be authorized by a Conditional Use Permit in the Village Commercial (VC) zoning district.

DOOR COUNTY COMPREHENSIVE ZONING ORDINANCE TEXT AMENDMENT

The Resource Planning Committee is sponsoring a text amendment to Section 3.04 of the Door County Comprehensive Zoning Ordinance to allow substandard lots to be created by a municipality for a public purpose.

The proposed text amendment is available for viewing and/or purchase from the Door County Land Use Services Department during normal business hours.

The purpose of a hearing is to allow parties to explain how their interests are affected, how the public is affected, and to bring out any facts pertinent to the case related to public health, safety, convenience, and general welfare.

Written testimony will be accepted on 8 1/2" x 11" paper, or by email to LUSdepartment@co.door.wi.us, and must be received 48 hours prior to the day of the hearing. Anonymous correspondence will not be accepted. Letters are available for inspection upon request. Letters are entered into hearing records, but are not read aloud. **Please note: Correspondence or testimony submitted for town-level proceedings does NOT get forwarded to the county.**

All application materials may be viewed on-line approximately four business days before the hearing at <https://www.co.door.wi.gov/AgendaCenter>. Additional materials may be posted up until 4:30 p.m. the day before the hearing.

The list of names to whom this notice was sent by regular mail is available upon request.

Hugh Zettel, Chairperson
Resource Planning Committee
c/o Land Use Services Dept.
Door County Gov't. Center
421 Nebraska St.

Sturgeon Bay, WI 54235
Phone: (920) 746-2323
FAX: (920) 746-2387

Publication Dates: June 27th & July 4th 2025

6/24/2025

PARTICULAR USE REQUIREMENTS 4.04(9)

(7) Trade or contractors establishments. Except in the Light Industrial district, all outside storage areas and parking of trucks and machinery used in conjunction with the establishment shall be screened from all adjacent properties and public roads by a vegetative screening, as described in s. 3.10(4), landscape buffer tree requirements.

(8) Commercial storage facilities.

(a) Except in the Light Industrial district, all buildings shall be located a minimum of 50 feet from all lot lines. In the Light Industrial district, the yard requirements listed in s. 3.02(3), table of district requirements, shall apply.

(b) Use. Commercial storage facilities shall not be used as workshops or retail shops.

(c) Outside storage. Outside storage shall be prohibited.

(d) Screening. Such facilities shall be screened from public roads by a vegetative screening, as described in s. 3.10(4), landscape buffer tree requirements.

B (e) For commercial storage facilities located within the Town of Liberty Grove, the required setback from roads shall be as specified in s. 3.05, setback from roads, and s. 3.06, additional setback from roads for large buildings, or 150 feet from the centerline, whichever is greater. (Added: 6 May 1996; Ord. 10-96)

(9) Home offices/studios. The use of a dwelling unit or accessory structure for a home office/studio shall be clearly secondary to the residential use of the property and shall not change the property's residential character. The following shall apply:

(a) Home offices/studios shall not require a zoning permit.

(b) A maximum of two home offices/studios shall be permitted per lot or building site. In no instance shall there be more than two home-based enterprises on a lot or building site, whether those enterprises are home offices/studios and/or home occupations and/or home businesses.

(c) The home office/studio business shall be conducted by resident(s) of the dwelling unit. Other persons may be employed by the business but shall not work on the premises.

(d) Home offices/studios may be conducted in any dwelling unit or accessory building. The total floor area dedicated to home offices/studios, whether located within the dwelling unit and/or in an accessory building, shall be no more than 25% of the floor area of the dwelling unit.

(e) Such use shall not include the conduct of any retail or wholesale business on the premises, nor any other activity requiring visits by members of the public.

Operator Licenses to approve 7/16/25		
Applicant Name	Business Name	Bkgrnd Chk
Jules Wanderer	Shoreline	ok
Wiwik Berns	Shoreline	ok