



PARKS, PROPERTY & STREETS COMMITTEE MEETING AGENDA (NO ZOOM OPTION AVAILABLE)

Monday, November 4, 2024, at 2:30 PM

NOTE VENUE CHANGE: Sister Bay Village Hall – 10693 N Bay Shore Dr

For additional information check: www.sisterbaywi.gov and click 'Meetings'

AGENDA

1. Call to Order & Roll Call

1	Committee Chair – Louise Howson	2	Denise Bhirdo
3	Lilly Orozco	4	Jerry Ahrens
5	Mike Laszkiewicz		Village Administrator – Julie Schmelzer
	Department Director – Erik Linczmaier		Administrative Assistant - Janal Suppanz

2. Approve Agenda [pg. 1](#)

3. Approve October 7, 2024, Regular Monthly Meeting Minutes [pgs. 2 - 7](#)

4. Comments, Correspondence, and Concerns from the Public

5. Discussion/Action Items

- a) Administration Building; Design Review [pgs. 8 - 25](#)
- b) Parking Issues; Peninsula Century Fall Challenge Bike Ride and the Door County Century Bike Ride [pg. 26](#)
- c) Parking Issues; Fall Fest; N. Spring Rd. [pg. 27](#)
- d) Christkindlmarkt; Bus Use [pg. 28](#)
- e) Signs & QR Codes; Historical/Cultural Markers [pgs. 29 - 31](#)
- f) Crosswalk Art [pgs. 32 - 33](#)
- g) Broadband Engineering Map [pgs. 34 - 35](#)
- h) Historic Vacation Sign [pg. 36](#)

6. Staff Report(s) [pgs. 37 - 47](#)

7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee

8. Next Meeting: Regular Monthly Meeting – December 2, 2024, at 2:30 PM

9. Adjourn

Public Notice – PARKS, PROPERTY & STREETS COMMITTEE MEETINGS ONLY

For questions regarding the above agenda items or to review the related files contact Julie Schmelzer, Village Administrator at julie.schmelzer@sisterbaywi.gov.

To submit letters in support or opposition of an agenda item, email Schmelzer by 4:00 p.m. the day before the meeting. Letters received after the meeting packet has been mailed will NOT be sent to committee members but will be SUMMARIZED at the meeting.

It is possible that members of or quorum of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118 or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours (8 a.m. – 4 p.m. Mondays through Thursdays, and 8 a.m. – 12:00 p.m. Fridays).

The Village of Sister Bay is an Equal Opportunity Provider & Employer

POSTED DATE/SIGNATURE _____

**MINUTES FOR THE HYBRID REGULAR MONTHLY MEETING OF THE
PARKS, PROPERTY & STREETS COMMITTEE
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
MONDAY, OCTOBER 7, 2024
(APPROVAL PENDING)**

Agenda Item No. 1. Call Meeting to Order:

The October 7, 2024 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 2:33 P.M.

Agenda Item No. 2. Roll Call:

Committee Members Present: Committee Chair Louise Howson and Committee members Mike Laszkiewicz and Denise Bhirdo.

Excused: Committee members Lilly Orozco and Jerry Ahrens.

Staff Members Present: Village Administrator Julie Schmelzer, Parks/Maintenance Department Supervisor Erik Linczmaier and Administrative Assistant Janal Suppanz.

Others Present: Kurt and Laurel Harff, Ellie Soderberg-Guger, Ron Kane, Mike Martin From McMahon & Associates, and Tom Brown.

Agenda Item No. 3. Approval of Agenda:

Motion by Bhirdo, second by Howson that the Agenda for the October 7, 2024 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes:

As to the minutes for the August 5, 2024 regular monthly meeting of the Parks, Property & Streets Committee:

Motion by Bhirdo, second by Laszkiewicz that the minutes for the August 5, 2024 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.

As to the minutes for the September 9, 2024 regular monthly meeting of the Parks, Property & Streets Committee:

Motion by Bhirdo, second by Laszkiewicz that the minutes for the September 9, 2024 meeting of the Parks, Property & Street Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 5. Comments, correspondence and concerns from the public:

Howson asked if anyone would like to comment regarding a non-agenda item, and when no one responded she noted that a letter that had been received from Donna Johnson was included in the digital meeting packets. (In her letter Ms. Johnson asks if it would be possible for temporary stop signs to be erected at the intersections of N. Bay Shore Drive with Sunset Drive and Maple Drive during the months of July and August as those intersections are very busy at that time of year, and it is nearly impossible to gain access to the highway in those locations.) Schmelzer was asked to respond to Ms. Johnson's letter and inform her that the Village does not have any authority to place traffic control signage on the State Highway.

Tom Brown noted that Skogland Condos abuts Village-owned property that is bordered by thick growths of trees. It's his understanding that discussion has taken place on the committee level regarding the possibility of creating an access point for temporary boat parking in that area of the Village, and he and some of the other residents at Skogland are concerned that there is potential for a number of the previously mentioned trees to be removed. Bhirdo responded that the driveway Mr. Brown is referring to will not be anywhere near Skogland, and he responded that he was very happy to hear that.

As was previously stated Jerry Ahrens had another obligation and was unable to attend this meeting, so in light of that fact, he sent an e-mail in which he expresses his thoughts about each of the Agenda items that will be addressed during the course of this meeting. Schmelzer provided a copy of Ahrens e-mail to each of the Committee members who were present, and Howson indicated that she will read Ahrens comments as each of the Agenda items are addressed.

Agenda Item No. 6. Discussion/Action Items:

a. Final Design; Administration Building:

Howson noted that after an article appeared in The Pulse about the new Administration Building a number of negative comments regarding the size and cost of that building and the fact that it will contain a 30' atrium were made on "Facebook". She also stated that she has heard comments from several of her constituents that they believe the Village should "hold off on constructing the new Administration Building, and, instead, concentrate on creating housing", and also noted that people are wondering why Village officials are even considering the possibility of constructing a new Fire Station when they have a relatively modern, very well equipped Fire Station now.

Bhirdo stated that she believes "communication is at the crux of everything and can be very challenging". She also stated that she believes it's very easy for people to comment on Facebook as opposed to writing a letter or actually showing up at a meeting to speak up during the "public comment session", and urged anyone who is interested in being fully informed about "what is actually is going on in the Village of Sister Bay" to either attend Village Board and Committee Meetings in person or view those meetings on the "Zoom" platform. She also noted that the Village has established a "Meeting Notification List", and explained that all anyone who is interested in receiving Meeting Agendas has to do is provide their e-mail address to the employees in the Administration Office. Videos of several different Village meetings can also be viewed at any time on the Village's website – www.sisterbaywi.gov.

Laszkiewicz indicated that he was also contacted by several individuals who expressed concerns that the plans for the new Administration Building weren't presented to the public until recently. Those individuals also expressed concerns about the size and cost of the proposed new building and asked why nothing was published in The Pulse about it sooner. Several of them asked if there really is a need for a new Administration Building, and they also informed him that they believe housing and the new ice rink should take priority over a new Administration Building. Another "bone of contention" is the fact that Village officials are even talking about the possibility of constructing a new Fire Station.

Bhirdo noted that no one ever said that a new Fire Station will be constructed any time soon. It is possible that that is something that will have to be considered at some point in the future if the community continues to grow "by leaps and bounds", and the decision is made to hire full-time firefighters, but if and when that becomes necessary, the Fire Chief has indicated that he will give the Village more than enough advance notice. Chief Hecht has indicated that he believes "The Legerquist Property" would be an ideal location for a new station, and, therefore, at this time a portion of that property is merely being reserved as a future site for a Fire Station .

Howson explained that she totally understands that no further discussion can take place on the Committee level regarding the possibility of “putting off construction of the new Administration Building until 2026”, because a related motion failed at the last meeting of the Committee, but she stated that she would like to make it perfectly clear that she still wholeheartedly believes the meeting room should be smaller and also does not believe an atrium is necessary. She also believes the new Administration Building should be designed in such fashion that it can be utilized for many more purposes.

At the last meeting of the Committee the final floor plans and elevation drawings for the new Administration Building were reviewed and approved by a majority vote of the Committee members, and, as requested, Mike Martin from McMahon & Associates saw that a full plan set as well as the related site plan were prepared. All of those documents were included in the digital meeting packets for this meeting, and the Committee members jointly reviewed all of them.

During the review process Howson and Laszkiewicz again expressed concerns about the size and cost of the proposed new Administration Building, but Schmelzer cautioned that since a motion had been made, seconded and carried at the last meeting of the Committee that the floor plans for the building be approved as amended, no further discussion should take place regarding that issue. Howson conceded that Schmelzer was correct, but then pointed out that she still believes it would make sense to make the patio smaller.

Linczmaier expressed concerns that snow removal issues could come into play if a paver walkway is utilized outside the new Administration Building, and upon hearing that Howson stated that she believes the paver walkway should be eliminated entirely as concrete would probably be more reasonably priced and would certainly suffice. Discussion took place regarding the patio and the walkways, and it was eventually the consensus that further discussion shall take place regarding those facets of the site plan after actual project cost estimates have been received.

At 3:24 P.M. Bhirdo received a telephone call and indicated that she would have to leave the meeting for a moment, and, therefore, a brief recess was taken. She returned to the table at 3:30 P.M.

Laszkiewicz asked what the “next steps” will actually be with respect to the new Administration Building, and Schmelzer responded that in order for the project to proceed as planned the Village Board must authorize the inclusion of the funding for the new building in the Village’s 2025 – 2029 CIP Plan. A special meeting of the Village Board will be conducted tomorrow evening, and at that meeting the members of the public will be encouraged to provide related input.

Lengthy discussion took place regarding several facets of the Site Plan for the Administration Building Project, and since the Committee members who were present were simply unable to come to a consensus regarding that plan, it was eventually the consensus that the Site Plan should merely be labeled as “Conceptual” when the project is let for bids.

b. Policy; Surplus Property:

As requested Schmelzer saw that the Village’s Surplus Property Disposal Policy was revised in accord with the Committee members’ wishes, and a draft of that document was included in the digital meeting packets.

The Committee members jointly reviewed the draft, and Schmelzer and Suppanz took note of all the suggested revisions.

1 *Motion by Bhirdo, second by Laszkiewicz that the Parks, Property & Streets Committee recommends that*
 2 *the Village Board pass and adopt a Resolution that addresses the disposal of outdated or unused*
 3 *equipment or vehicles that are owned by the Village, as amended at this meeting. Motion carried – All*
 4 *ayes.*

5
 6 **c. Intergovernmental Road Project; Town of Liberty Grove; Flint Ridge Road:**

7 Bud Kalms, the Administrator for the Town of Liberty Grove, has asked if the Village would be interested
 8 in partnering with the Town on seeing that improvements are made to Flint Ridge Road in 2026 as that
 9 road runs through both municipalities. Discussion took place regarding this issue, and it was eventually
 10 the consensus that the Village should partner with the Town on seeing that improvements are made to
 11 Flint Ridge Road. Schmelzer indicated that she will advise Mr. Kalms of the Committee members' decision
 12 and keep them advised of the status of this issue.

13
 14 **d. Consider policy regarding correspondence deadline:**

15 *Discussion took place regarding the preferred deadline for submission of correspondence for Parks,*
 16 *Property & Streets Committee meetings, and it was eventually the consensus that any written*
 17 *correspondence that is received after the digital meeting packets for any meetings of the Parks, Property*
 18 *& Streets Committee have been distributed will no longer be shared individually with Committee members*
 19 *prior to a meeting, but, instead, will be summarized at the meeting or read into the record at the meeting.*

20
 21 **e. Mill Road East parking report; Chairperson Howson:**

22 As promised Howson monitored the parking situation on Mill Road East in front of CHOP, and she
 23 reported that since the last meeting of the Committee she has never observed anyone parked in the
 24 designated "No Parking" areas. Chris Schmeltz, the owner of the building that houses CHOP, also
 25 informed her that the striping appears to be working well. A security camera has been installed on CHOP
 26 to monitor traffic flow, and Mr. Schmeltz is also seeing that a related traffic study is conducted. He intends
 27 to forward the study data to staff members in the Village Administration Office as soon as it is available.
 28 Since "Pumpkin Patch Festival" will be conducted in Egg Harbor this weekend and it should be very busy
 29 in the Village, Howson intends to continue to monitor the parking situation on Mill Road East and will
 30 provide another report at the next meeting of the Committee.

31
 32 **f. Mill Road West Landscaping Design:**

33 Schmelzer noted that she did attempt to contact Kaleigh from Door Landscape, but was informed that
 34 Kaleigh is no longer employed there. She did speak With A.J. Vertz, the individual who will be taking
 35 Kaleigh's place, and requested that he submit a bid for the creation of a landscaping plan and the planting
 36 of Boxwoods and other green shrubbery by the entrance to the parking lot on the south side of Mill Road
 37 West and the area between the curb and sidewalk in that area of the Village, and is hopeful that the
 38 information that was requested will be available for the next meeting of the Committee.

39
 40 **g. PRO Housing Grant Application:**

41 Schmelzer noted that the members of the Village's Housing Committee have decided to attempt to
 42 secure a federal grant for creation of affordable housing in the Village, and, therefore she completed the
 43 "FY24 Pathways to Removing Obstacles To Housing (PRO Housing) Grant Application", and a rough draft
 44 of that document was included in the digital meeting packets. One requirement of the grant application
 45 process is that a 15 day public review period must be established, and that period will end on October
 46 12, 2024. The Committee members jointly reviewed the previously mentioned draft, and during the
 47 review process Howson noted that to be perfectly honest, she didn't initially believe there was even a
 48 need for the Housing Committee to be created. Bhirdo reminded her what the purpose of the Committee

1 actually is and also read the Committee's mission statement to her, and in light of having received that
 2 information she believes the Housing Committee must make a concerted effort to develop the very best
 3 "housing model" possible. Therefore, she believes Village officials "may be putting the cart before the
 4 horse" by submitting the grant application at this time. She has attended both of the Housing Committee
 5 Meetings that have been conducted and has spoken with several of the Committee members, and is
 6 concerned that they may not totally understand what is actually expected of them. Schmelzer responded
 7 that a mission statement was provided to all the Housing Committee members, and she also noted that
 8 because the grant opportunity arose and such a tight timeline had to be adhered to with respect to
 9 submission of the related documentation there was very little time to complete the application, which
 10 was very detailed. It will always be possible for the Committee to "regroup" at some point in the future.

11
 12 Howson and Laszkiewicz both expressed concerns that some of the data that is contained in the grant
 13 application or the way the community is represented may not be totally accurate, and in light of that fact
 14 they are concerned that the Village's ability to obtain future grant funds may be negatively impacted.
 15 Laszkiewicz stated that he believes it's crucial that staff members confirm the validity of the data that is
 16 contained in the application and clarify what their data sources are, and Howson questioned whether
 17 the homes that are mentioned in the application can actually be constructed for the stated prices.

18
 19 Schmelzer responded that she has verified all the data and statistics that are contained in the grant
 20 application, and has also clarified where all the data came from.

21
 22 Howson stated that she would like to go "on record" as stating that she fully understands that there is a
 23 need for workforce housing that is "affordable" in the Village, but she also stated that she firmly believes
 24 there is a need for more apartment buildings and town homes; not just single family homes.

25 **Agenda Item No. 7. Staff Reports**

26 *Staff Reports that were prepared by Linczmaier and Schmelzer as well as copies of related documentation*
 27 *were included in the digital meeting packets, and the Committee members jointly reviewed all of that*
 28 *documentation. During the review process Schmelzer noted that she did meet with Jeff Johnson from*
 29 *Going Garbage to discuss the possibility of his company making a plastics baler available to residents of*
 30 *the Village, and Mr. Johnson stated that he might be interested in securing the required equipment, but*
 31 *before making any final decisions he would like to view sites that actually utilize that equipment. She*
 32 *indicated that she will keep the Committee members advised of the status of this issue.*

33
 34
 35 *Karen Berndt has asked if the Village would be willing to remove the cul-de-sac on Northwoods Drive.*
 36 *Discussion took place regarding Ms. Berndt's request, and it was eventually the consensus that there are*
 37 *a lot of roads that need to be repaired and this road is a much lower priority, and, such requests should*
 38 *be discussed as part of the budget process.*

39
 40 *Discussion took place regarding the fact that more vandalism was done to the restrooms in Gateway Park,*
 41 *and it was eventually the consensus the Gateway Park restrooms should not even be opened next spring,*
 42 *except for the occasional use by those utilizing the cabin for events.*

43 **Agenda Item Nos. 8, 9 and 10.**

44 **Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee:**

45 **Next Meeting:**

46
 47 *In accord with the Committee's directives the following issues will be addressed at the next regular*
 48 *monthly meeting of the Committee. That meeting will be called to order at 2:30 P.M. on Monday,*

November 4, 2024:

Discussion/Action Items:

- Utilization of QR Codes and/or erection of historical/cultural signage throughout the Village;
- Discussion regarding the issues that have arisen with allowing parking on N. Bay Shore Drive during the Peninsula Century Fall Challenge Bike Ride and the Door County Century Bike Ride;
- Mill Road East parking report; Chairperson Howson;
- Mill Road West Landscaping Design; and,

Adjournment

At 5:09 P.M. a motion was made by Bhirdo, seconded by Laszkiewicz that the October 7, 2024 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Administrative Assistant



ADMINISTRATION BUILDING DESIGN

Date: November 4, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Revised Drawings

Author: Julie A. Schmelzer, Village Administrator

At an October Board meeting the plan that was approved at the October committee meeting was discussed. Specifically, on October 8 the Board met to approve their Capital Improvement Plan (CIP), which is the meeting where they decide whether or not to set money aside for a new building, how much, and what year. They did approve \$3 million for a new building to be built in 2025. The design discussion was originally to follow at their regular meeting a week later.

Because the CIP meeting was the day after the committee approved the design, and because the design wasn't on the agenda, the Board didn't see the drawings. However, there was an article in the paper prior to the CIP meeting, so a similar plan was in the paper and discussed at the meeting. Ultimately the Board allocated another \$25,000 to have McMahon draft options for consideration, so the Board never did see the final plan we approved.

Since the new McMahon contract is to be limited in scope, the contract expires on or about November 18th, so ideally after our meeting on November 4th we are all in agreement which optional plan we prefer and will send to the Board for approval (they will review the original we approved on October 7th and the optional we approve on November 4th). Following approval by the Board, we then have to hire a contractor to complete the construction drawings (that has to go out for bid).

I met with McMahon two weeks ago and had several conversations thereafter on the redesign options. We have drafted some options for the committee to consider. For reference, I have attached the original plan approved by the committee on October 7th, and the redesign options. See attached.



FINAL DRAFT
10/7/24

PRELIMINARY NOT FOR CONSTRUCTION

DESIGNED MAM		DRAWN KLS		A NEW FACILITY FOR: SISTER BAY ADMIN BUILDING SISTER BAY, WI ARCHITECTURAL SITE PLAN									
PROJECT NO. 50601 062400121													
DATE OCTOBER 7, 2024													
SHEET NO.													
A020													

BUILDING FOOTPRINT = 7,789 SF
PORCH = 1,306 SF
TOTAL SQUARE FOOTAGE = 9,521 SF

CIRCULATION: 1,789 SF

VILLAGE ADMINISTRATION WING: 3,000 SI

BUILDING CONSTRUCTION CONCEPT:

FIRE PROTECTION:
BUILDING IS TO BE FULLY SPRINKLERED - DRY SYSTEM IN ATTIC SPACES

ROOF:

- PREFINISHED 24 GA. STANDING SEAM METAL ROOFING
- SYNTHETIC UNDERLAYMENT w/ ICE AND VALLEY SHEILD
- 5/8" OSB SHEATHING
- WOOD TRUSSES AT 24" O.C.
- R=49 MIN. BLOWN FIBERGLASS INSULATION
- 4 MIL. VAPOR BARRIER
- 5/8" GYPSUM BOARD FINISH
- PROVIDE RAISED BOTTOM CHORD TRUSSES OVER VILLAGE CHAMBERS
- PROVIDE RAFTERED ROOF OVER CENTER CIRCULATION SPACE

WALLS:

- BOARD AND BATTEN SIDING - DESIGN BASIS JAMES HARDIE
- COMMERCIAL BUILDING WRAP
- 7/16" OSB SHEATHING
- 2x STUD FRAMING AT 16" O.C.
- 6" R=21 FIBERGLASS BATT INSULATION
- 4 MIL. VAPOR BARRIER
- 5/8" GYPSUM BOARD FINISH

WINDOWS:

- 5'-0" x 3'-0" VINYL CLAD DOUBLE HUNG WINDOWS - DESIGN BASIS ANDERSEN TRIPLE PANE WINDOWS

GLASS ENTRY DOORS:

- KAWNEER TRI-FAB 451T FRAMING SYSTEM w/ VITRO SOLARBAN 70 GLASS

INTERIOR DOORS:

- HOLLOW METAL FRAMES
- WOOD DOOR SLABS - STAINED MAPLE

FLOORING & FINISHES:

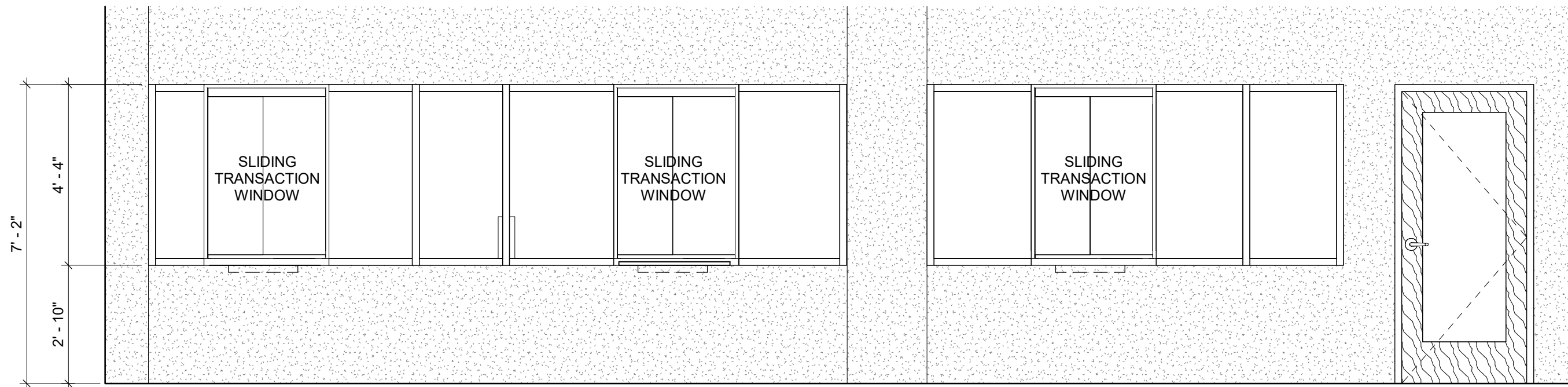
- **FLOORING & FINISHES:**
- 4" REINFORCED CONCRETE SLAB THROUGHOUT
- OFFICES - 24" x 24" CARPET TILE
- RESTROOMS - 12" x 24" TILE ON FLOOR AND WALLS
- MECHANICAL AND STORAGE SPACES - SEALED CONCRETE
- VILLAGE CHAMBERS - 6" x 36" LUXURY VINYL TILE (LVT)
- CIRCULATION - POLISHED CONCRETE
- ALL ROOMS TO RECEIVE (1) COAT PRIMER + (2) EGG SHELL LATEX

SYSTEMS NOTES:

- SYSTEMS NOTES:**
- PROVIDE CENTRAL VACCUM SYSTEM



A211	3/8" = 1'-0"
------	--------------



GENERAL PLAN NOTES

- DO NOT SCALE FROM DRAWINGS. BRING ANY DISCREPANCIES TO THE ARCHITECT'S ATTENTION IMMEDIATELY.
- COORDINATE LOCATIONS AND QUANTITY OF WORK WITH MECHANICAL, ELECTRICAL, AND PLUMBING CONTRACTORS.
- ALL DIMENSIONS ARE CLEAR FROM THE FACE OF FINISHED WALL/PARTITION TO FACE OF FINISHED WALL/PARTITION OR FACE OF EXISTING WALLS ACTUAL FACE.
- ALL PIPING, CONDUIT AND RELATED MECHANICAL AND ELECTRICAL ITEMS SHALL BE CONCEALED WITHIN GYPSUM BOARD. FURRING AS REQUIRED IN FINISHED AREAS WHETHER SHOWN ON DRAWINGS OR NOT, UNLESS NOTED OTHERWISE.
- PROVIDE METAL PLATE BACKING AND/OR TREATED WOOD BLOCKING IN WALLS WHERE WALL-MOUNTED EQUIPMENT IS SHOWN ON PLANS OR ELEVATIONS. VERIFY HEIGHT AND ANCHORING OF ALL EQUIPMENT.
- SEE LIFE SAFETY PLAN FOR WALL RATINGS.
- SHADED AREA INDICATES EXISTING BUILDING.
- CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS BEFORE CONSTRUCTION.

(X) KEYED PLAN NOTES

PRELIMINARY NOT FOR CONSTRUCTION

A NEW FACILITY FOR:
SISTER BAY ADMIN BUILDING SISTER BAY, WI

FIRST FLOOR PLAN

DESIGNED MAM	DRAWN KLS
PROJECT NO. S0661 062400121	
DATE OCTOBER 7, 2024	
SHEET NO.	

A211

FINAL DRAFT
10/07/24

A211

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[illegible]

**A NEW FACILITY FOR:
SISTER BAY ADMIN BUILDING SISTER BAY, WI
FIRST FLOOR PLAN**

DESIGNED MAM	DRAWN KLS
PROJECT NO. S0661 062400121	
DATE OCTOBER 7, 2024	
SHEET NO.	

A211

EXTERIOR MATERIALS LEGEND	
MTL-1	STANDING SEAM METAL ROOF
SDG-1	BOARD AND BATTEN SIDING

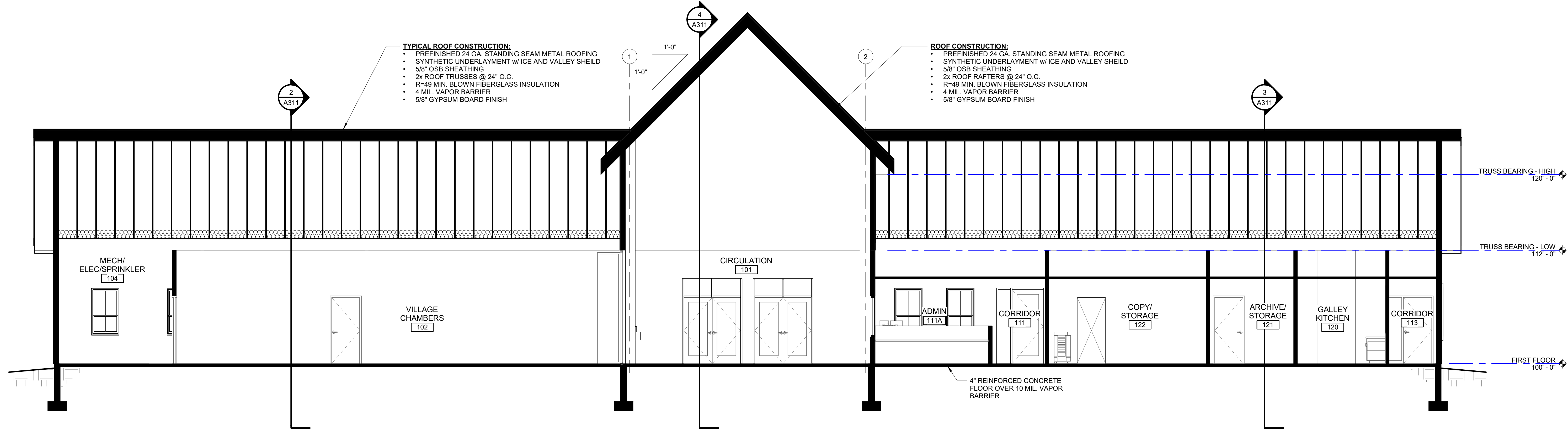
WEST EXTERIOR ELEVATION
3/16" = 1'-0"

EAST EXTERIOR ELEVATION

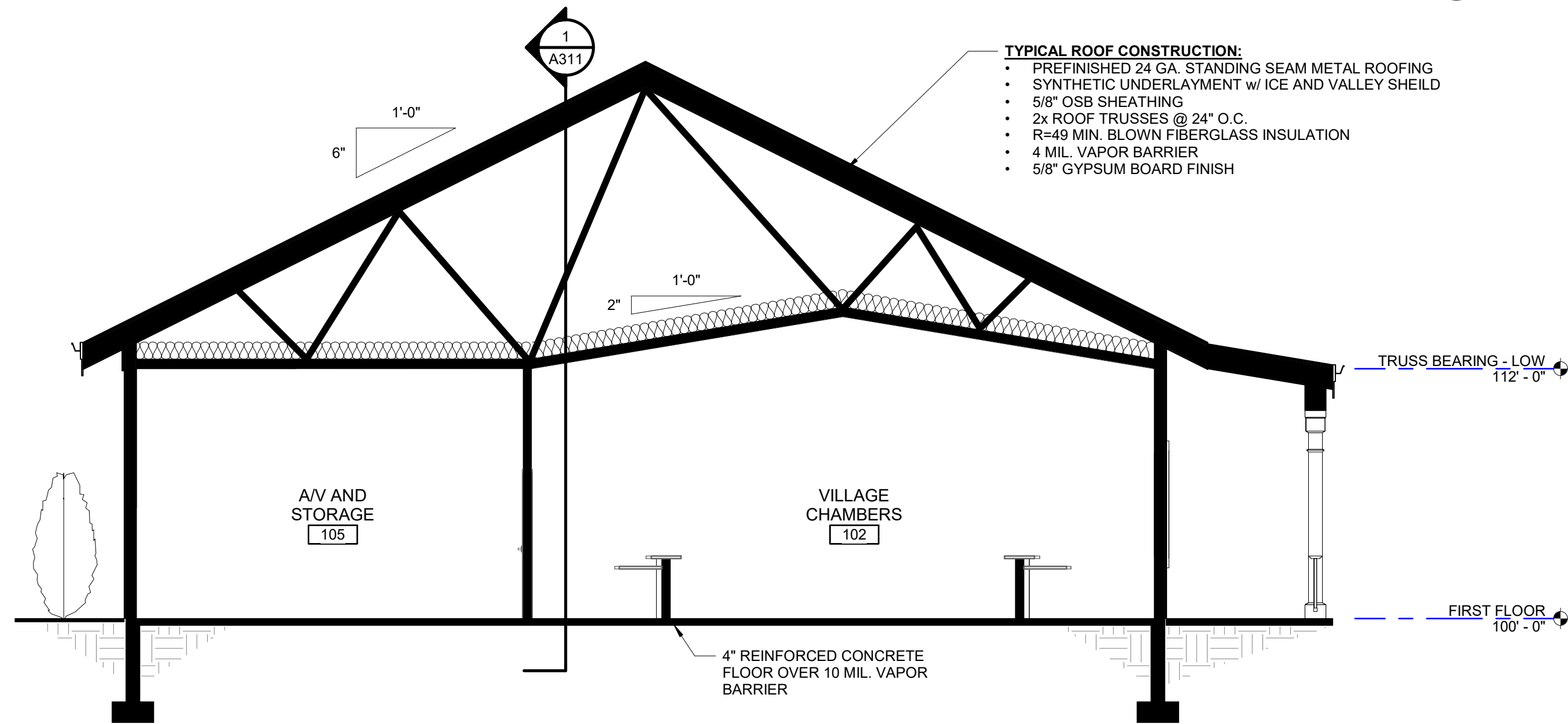
NORTH EXTERIOR ELEVATION

SOUTH EXTERIOR ELEVATION

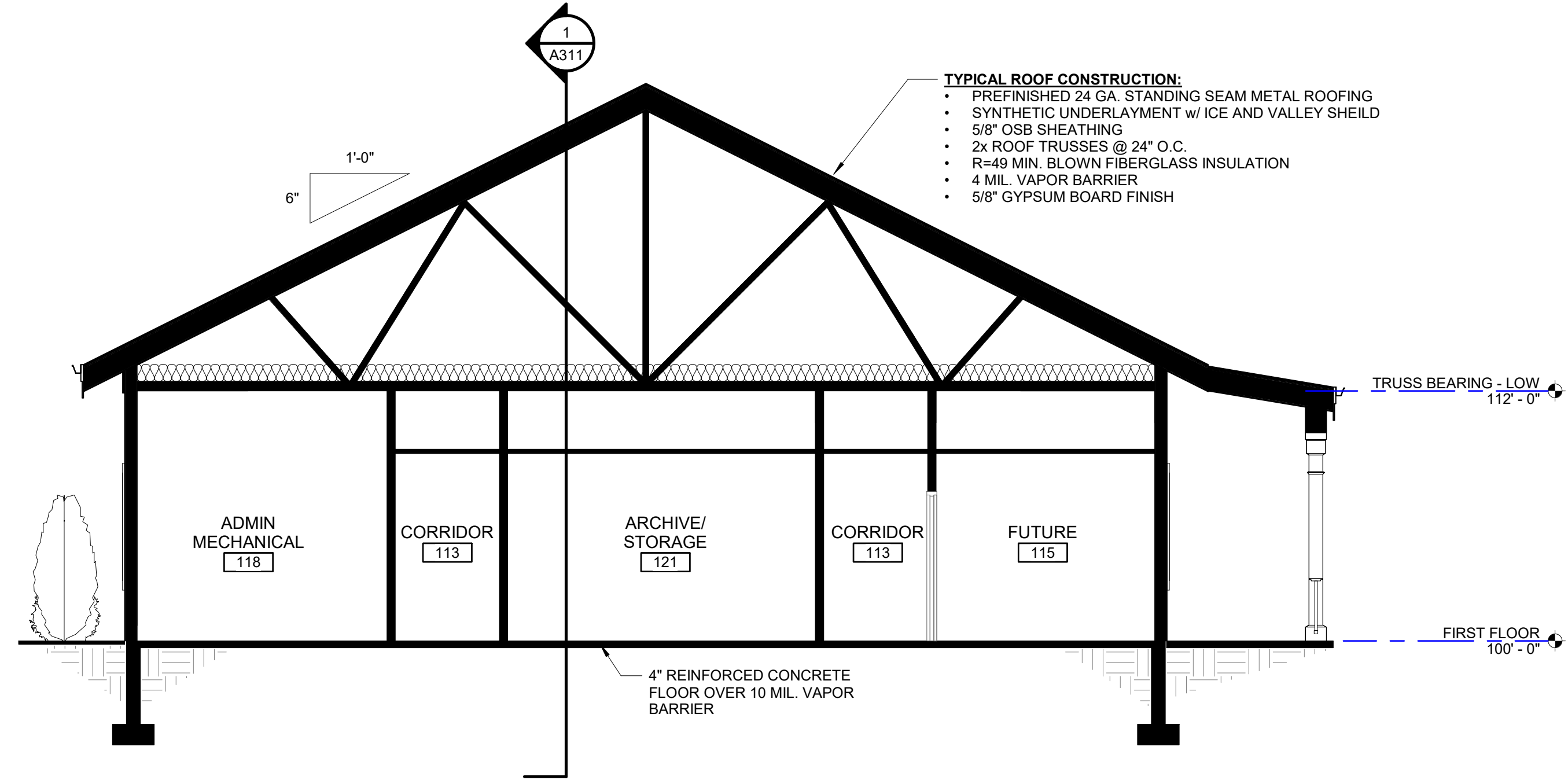
FINAL DRAFT
10/07/24



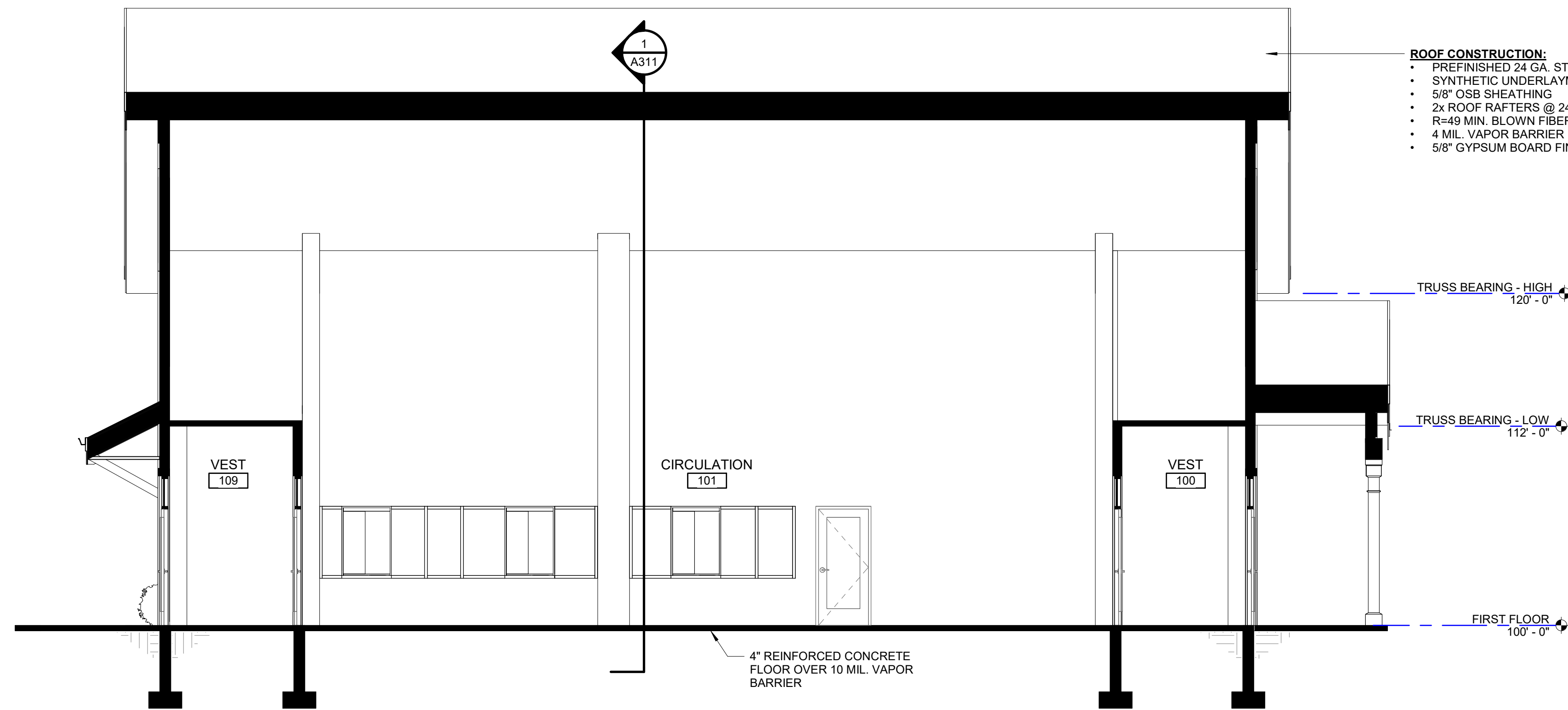
1 BUILDING SECTION - LONG
3/16" = 1'-0"



2 BUILDING SECTION THRU CHAMBERS
3/16" = 1'-0"



3 BUILDING SECTION THRU ADMIN
3/16" = 1'-0"



4 BUILDING SECTION THRU CIRCULATION
3/16" = 1'-0"

PRELIMINARY NOT FOR CONSTRUCTION

A NEW FACILITY FOR:
SISTER BAY ADMIN BUILDING SISTER BAY, WI
BUILDING SECTIONS

DESIGNED	DRAWN
MAM	KLS
PROJECT NO.	
S0661 062400121	
DATE	
OCTOBER 7, 2024	
SHEET NO.	

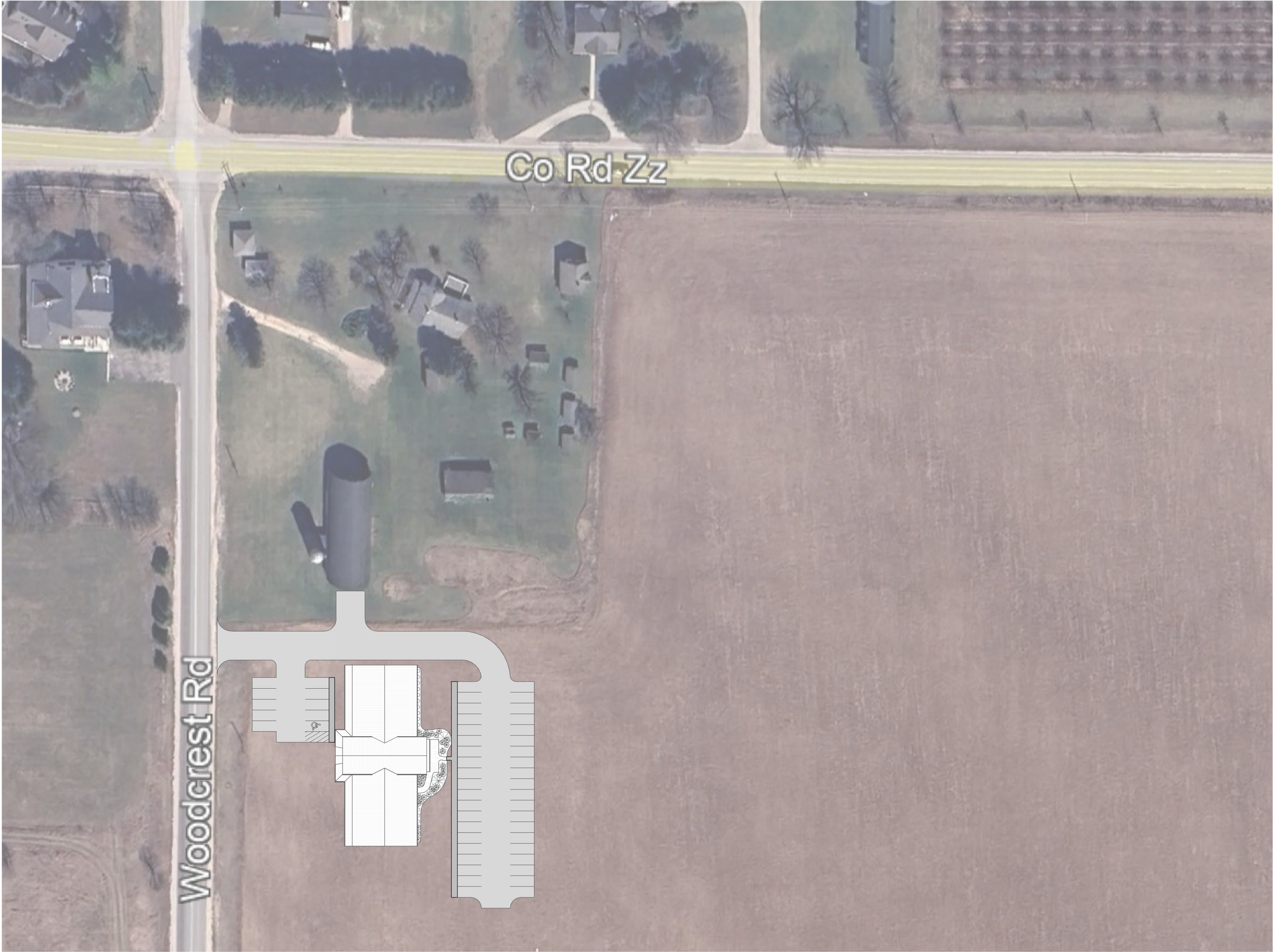
A311

FINAL DRAFT
10/07/24

McMahon Associates, Inc. provides the drawing and data, regardless of form, as advisory only. The user is responsible for verifying the accuracy of the data and for obtaining all necessary permits. The user agrees to hold McMahon Associates, Inc. harmless for any use of or changes to the drawing and data without the written consent of McMahon Associates, Inc.

McMAHON
ENGINEERS ARCHITECTS
McMahon Associates, Inc.
1445 MADISON DRIVE, SUITE 200
MILWAUKEE, WI 53206
Tel: (262) 751-4200 Fax: (262) 751-4284
www.mcmahon.com

NOVEMBER 4, 2024



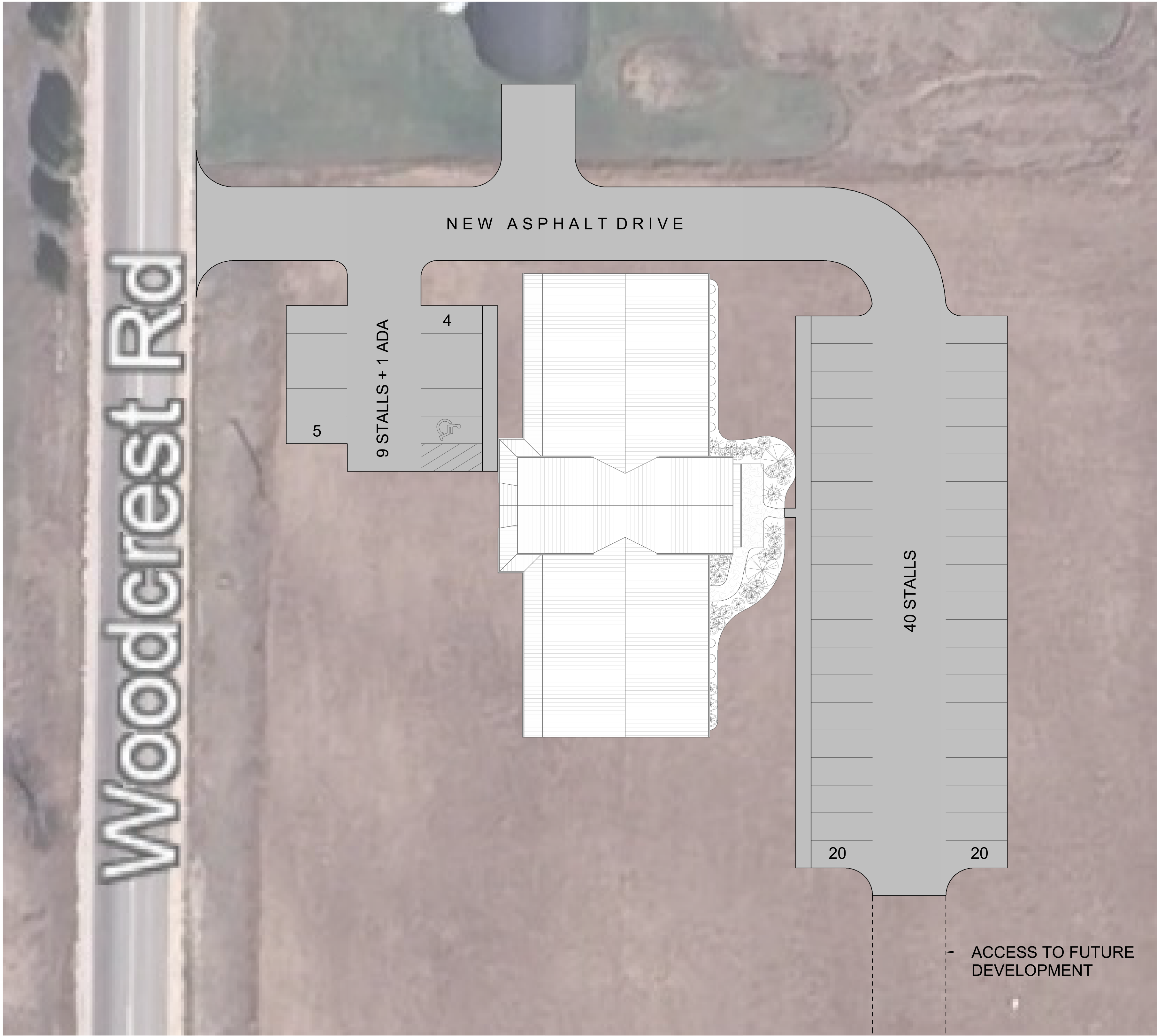
OVERALL CONCEPTUAL
ARCHITECTURAL SITE PLAN

1" = 60'-0"

NORTH

0 30' - 0" 60' - 0" 120' - 0"

SCALE - FT.



ENLARGED CONCEPTUAL
ARCHITECTURAL SITE PLAN

1" = 20'-0"

NORTH

0 10' - 0" 20' - 0" 40' - 0"

SCALE - FT.



SISTER BAY ADMIN BUILDING - ORIGINAL DESIGN
ARCHITECTURAL SITE PLAN

NOVEMBER 4, 2024

BUILDING CONCEPTS & STATISTICS

- BUILDING FOOTPRINT

PORCH

TOTAL SQUARE FOOTAGE
- = 7,789 SF

= 1,306 SF

= 9,095 SF
- SQUARE FOOTAGE BREAKOUT:
- VILLAGE CHAMBERS, BOARDROOM, MECHAICAL/SPRINKLER, AV STORAGE: 2,490 SF
- CIRCULATION: 1,789 SF
- VILLAGE ADMINISTRATION WING: 3,000 SF
- BUILDING CONSTRUCTION CONCEPT:
- FIRE PROTECTION:

BUILDING IS TO BE FULLY SPRINKLERED - DRY SYSTEM IN ATTIC SPACES
- ROOF:

• PREFINISHED 24 GA. STANDING SEAM METAL ROOFING

• SYNTHETIC UNDERLAYMENT w/ ICE AND VALLEY SHIELD

• 5/8" OSB SHEATHING

• WOOD TRUSSES AT 24" O.C.

• R-49 MIN. BLOWN FIBERGLASS INSULATION

• 4 MIL. VAPOR BARRIER

• 5/8" GYPSUM BOARD FINISH

• PROVIDE RAISED BOTTOM CHORD TRUSSES OVER VILLAGE CHAMBERS

• PROVIDE RAFTERED ROOF OVER CENTER CIRCULATION SPACE
- WALLS:

• BOARD AND BATTEN SIDING - DESIGN BASIS JAMES HARDIE

• COMMERCIAL BUILDING WRAP

• 7/16" OSB SHEATHING

• 2x STUD FRAMING AT 16" O.C.

• 6" R-21 FIBERGLASS BATT INSULATION

• 4 MIL. VAPOR BARRIER

• 5/8" GYPSUM BOARD FINISH
- WINDOWS:

• 3'-0" x 3'-0" VINYL CLAD DOUBLE HUNG WINDOWS - DESIGN BASIS ANDERSEN TRIPLE PANE WINDOWS
- GLASS ENTRY DOORS:

• KAWNEER TRI-FAB 451T FRAMING SYSTEM w/ VITRO SOLARBAN 70 GLASS
- INTERIOR DOORS:

• HOLLOW METAL FRAMES

• WOOD DOOR SLABS - STAINED MAPLE
- FLOORING & FINISHES:

• 4" REINFORCED CONCRETE SLAB THROUGHOUT

• OFFICES - 24" x 24" CARPET TILE

• RESTROOMS - 12" x 24" TILE ON FLOOR AND WALLS

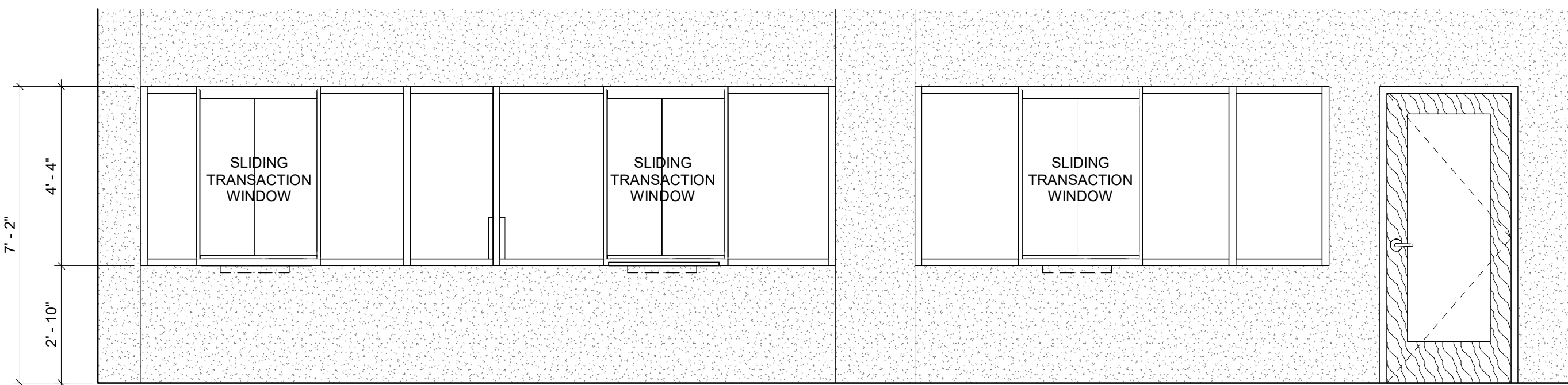
• MECHANICAL AND STORAGE SPACES - SEALED CONCRETE

• VILLAGE CHAMBERS - 6" x 36" LUXURY VINYL TILE (LVT)

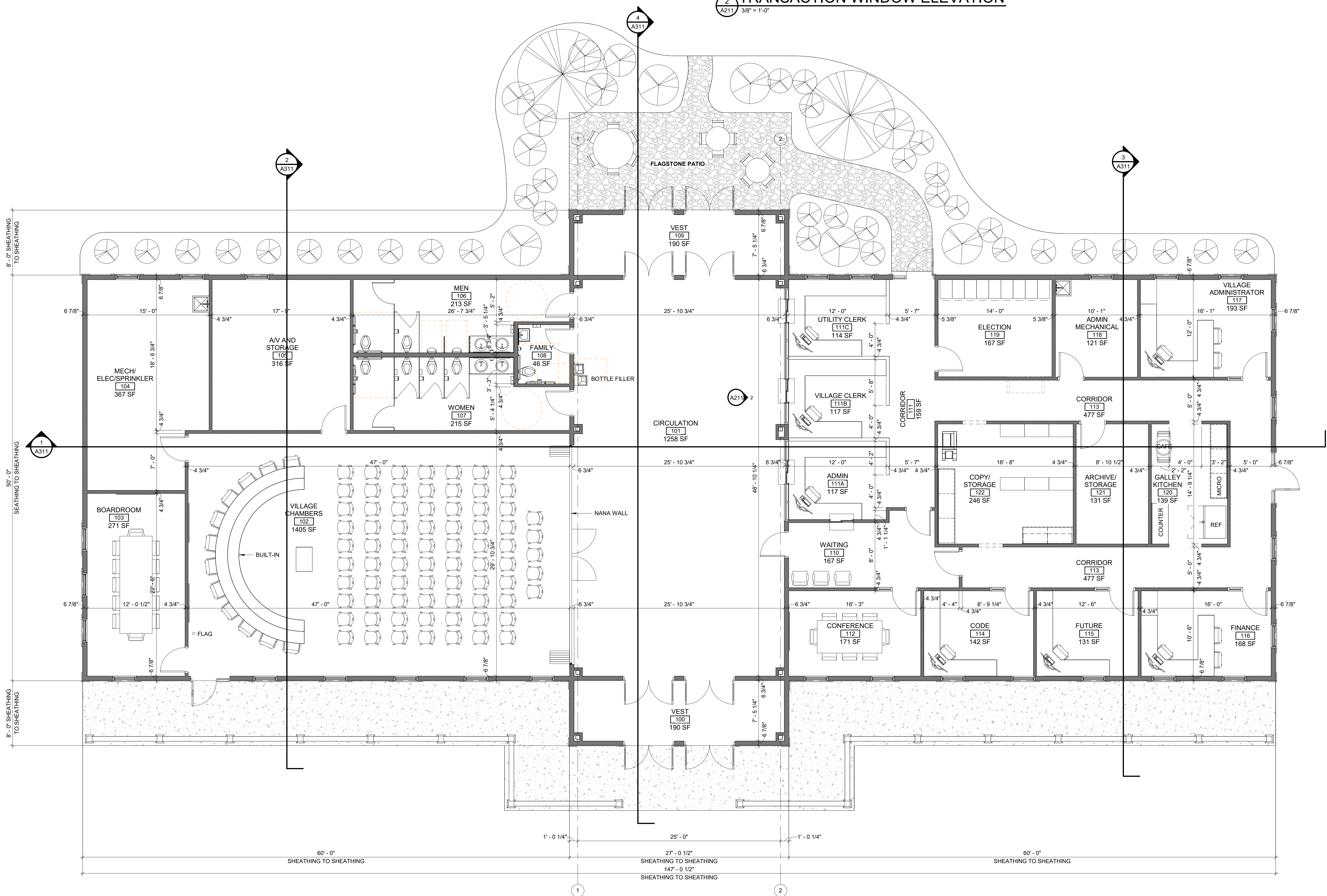
• CIRCULATION - POLISHED CONCRETE

• ALL ROOMS TO RECIEVE (1) COAT PRIMER + (2) EGG SHELL LATEX
- SYSTEMS NOTES:

• PROVIDE CENTRAL VACUUM SYSTEM



TRANSACTION WINDOW ELEVATION



FIRST FLOOR PLAN



SISTER BAY ADMIN BUILDING - ORIGINAL DESIGN
FIRST FLOOR PLAN

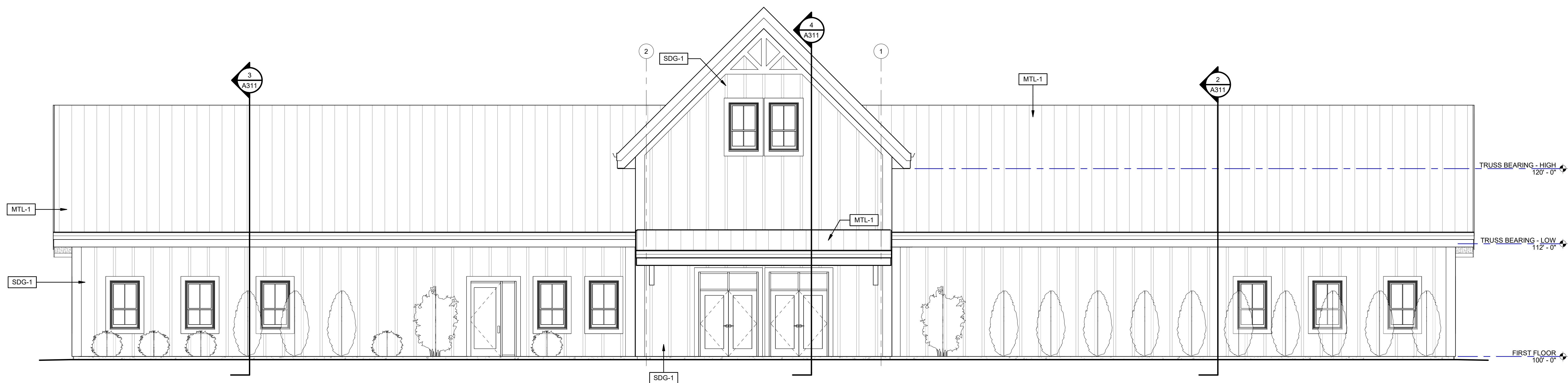


NOVEMBER 4, 2024

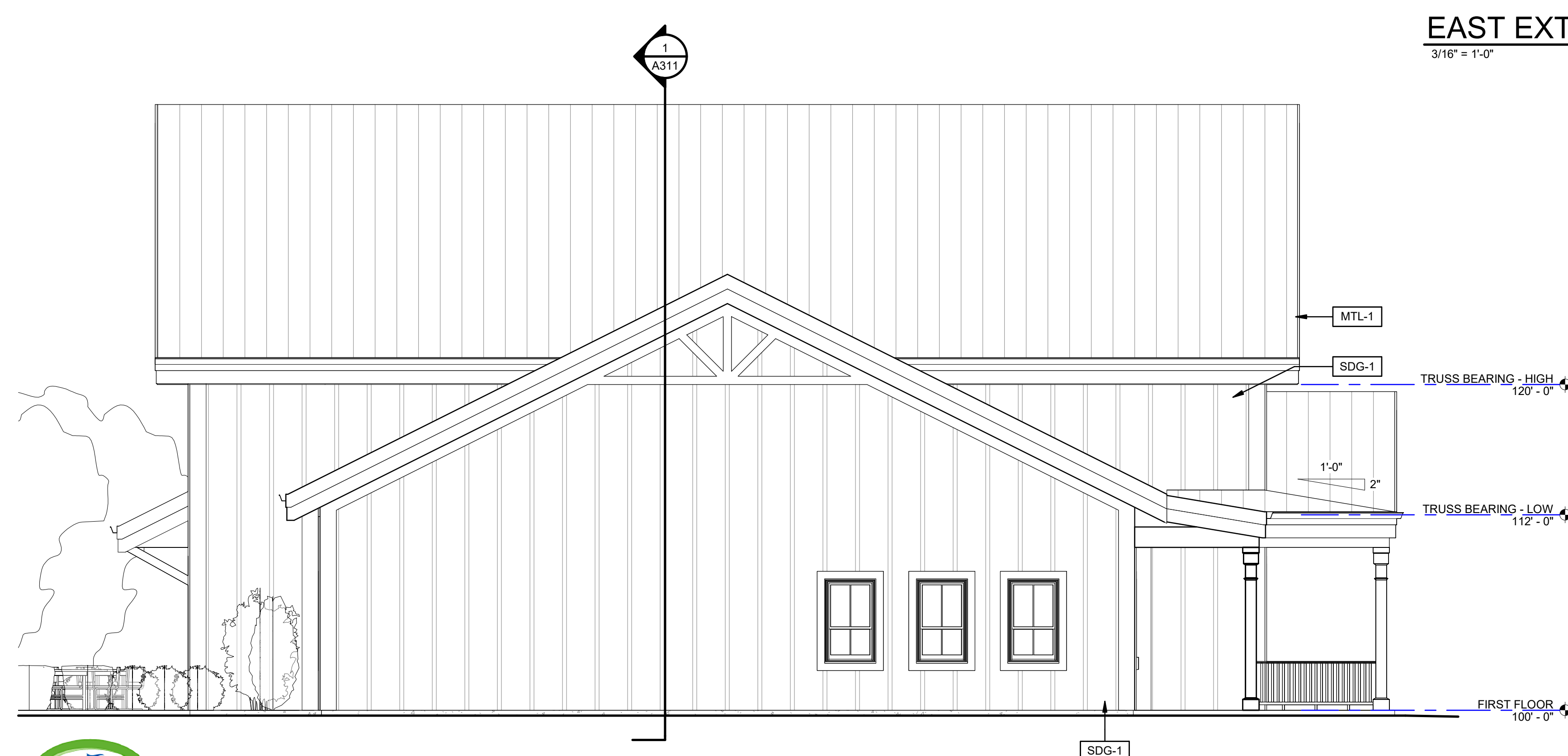
EXTERIOR MATERIALS LEGEND	
MTL-1	STANDING SEAM METAL ROOF
SDG-1	BOARD AND BATTEN SIDING



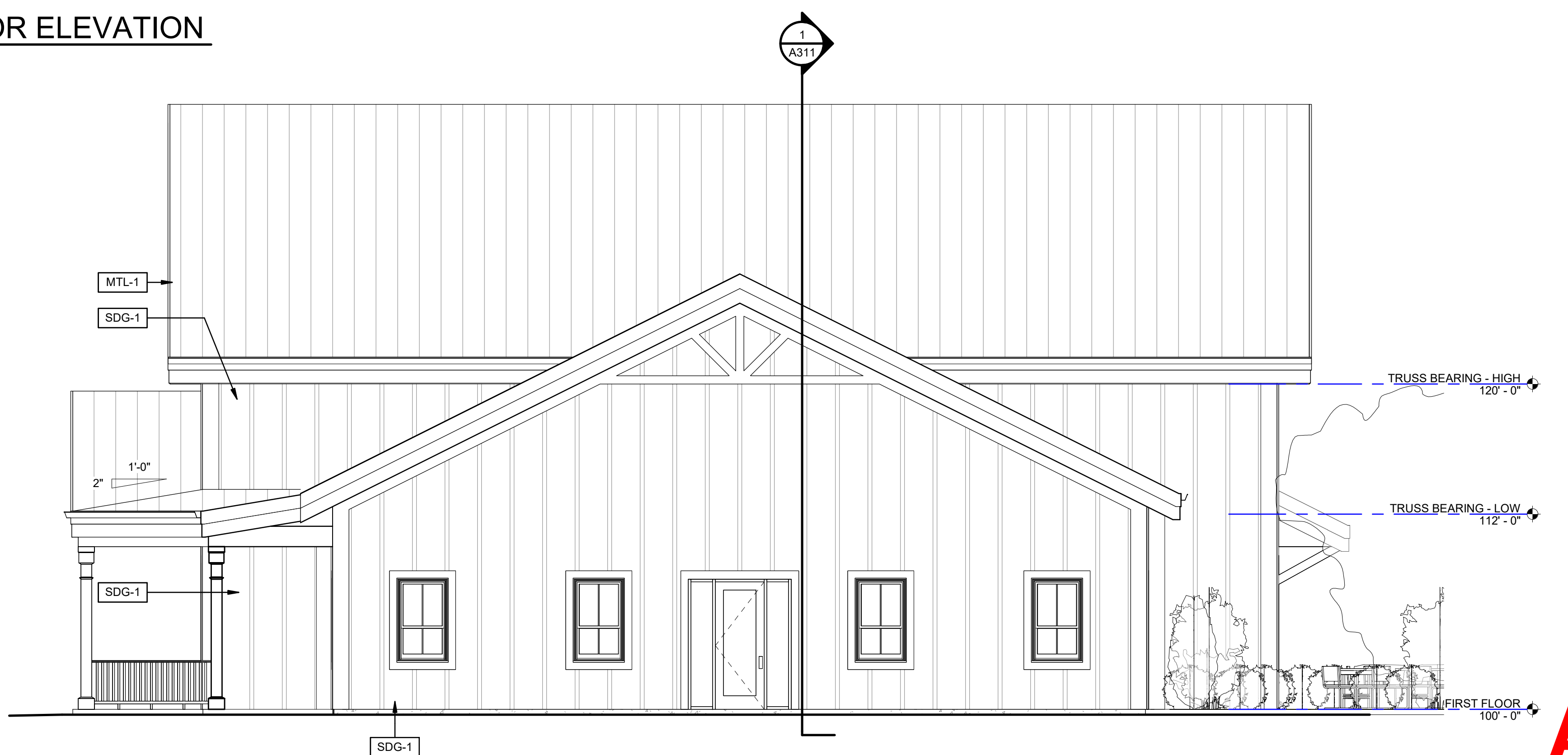
WEST EXTERIOR ELEVATION
3/16" = 1'-0"



EAST EXTERIOR ELEVATION
3/16" = 1'-0"



NORTH EXTERIOR ELEVATION
3/16" = 1'-0"



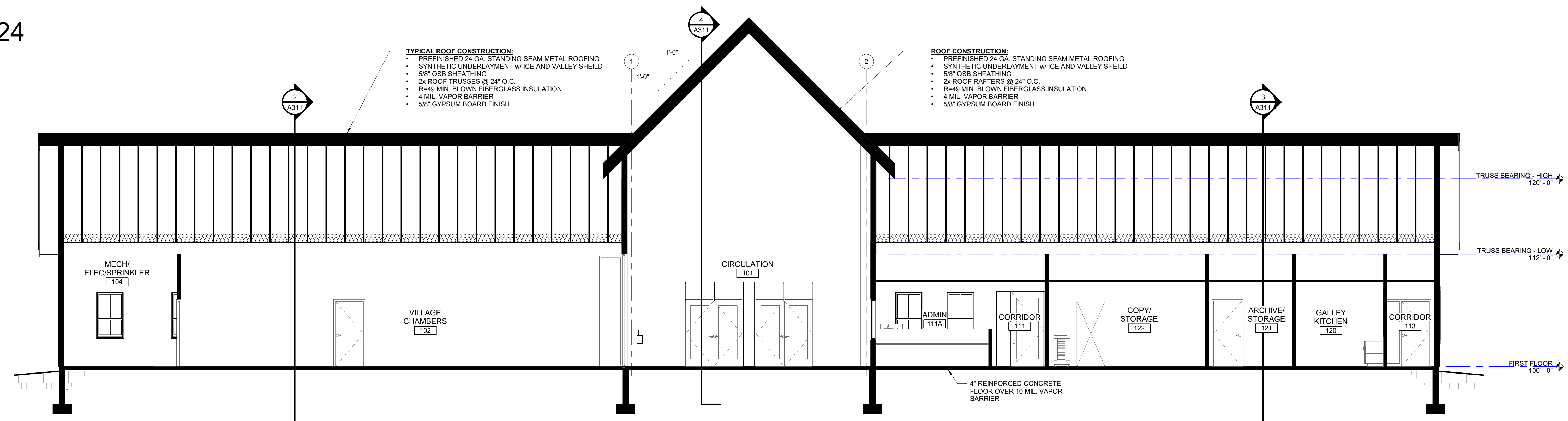
SOUTH EXTERIOR ELEVATION
3/16" = 1'-0"



SISTER BAY ADMIN BUILDING - ORIGINAL DESIGN
EXTERIOR ELEVATIONS

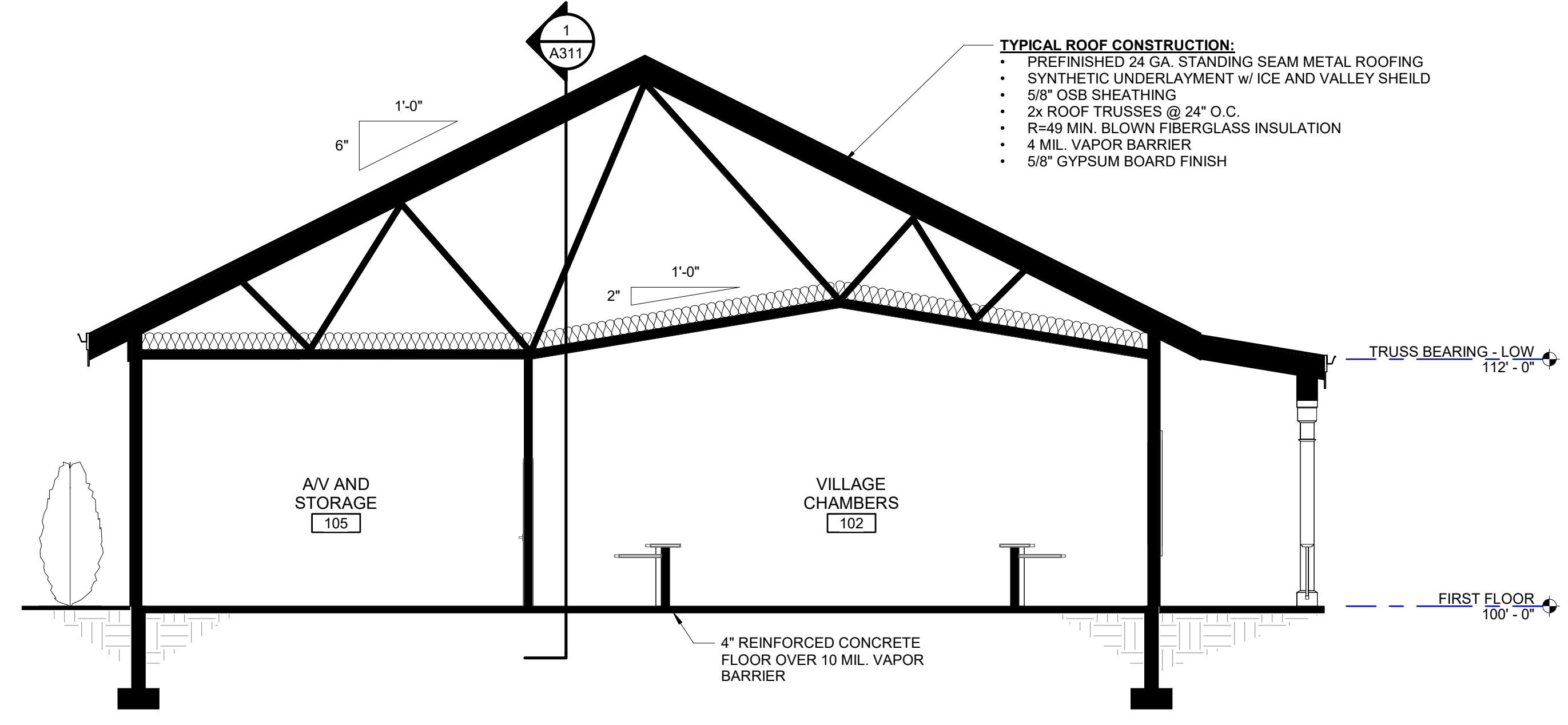
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11/4/24
McMAHON
ENGINEERS ARCHITECTS

NOVEMBER 4, 2024



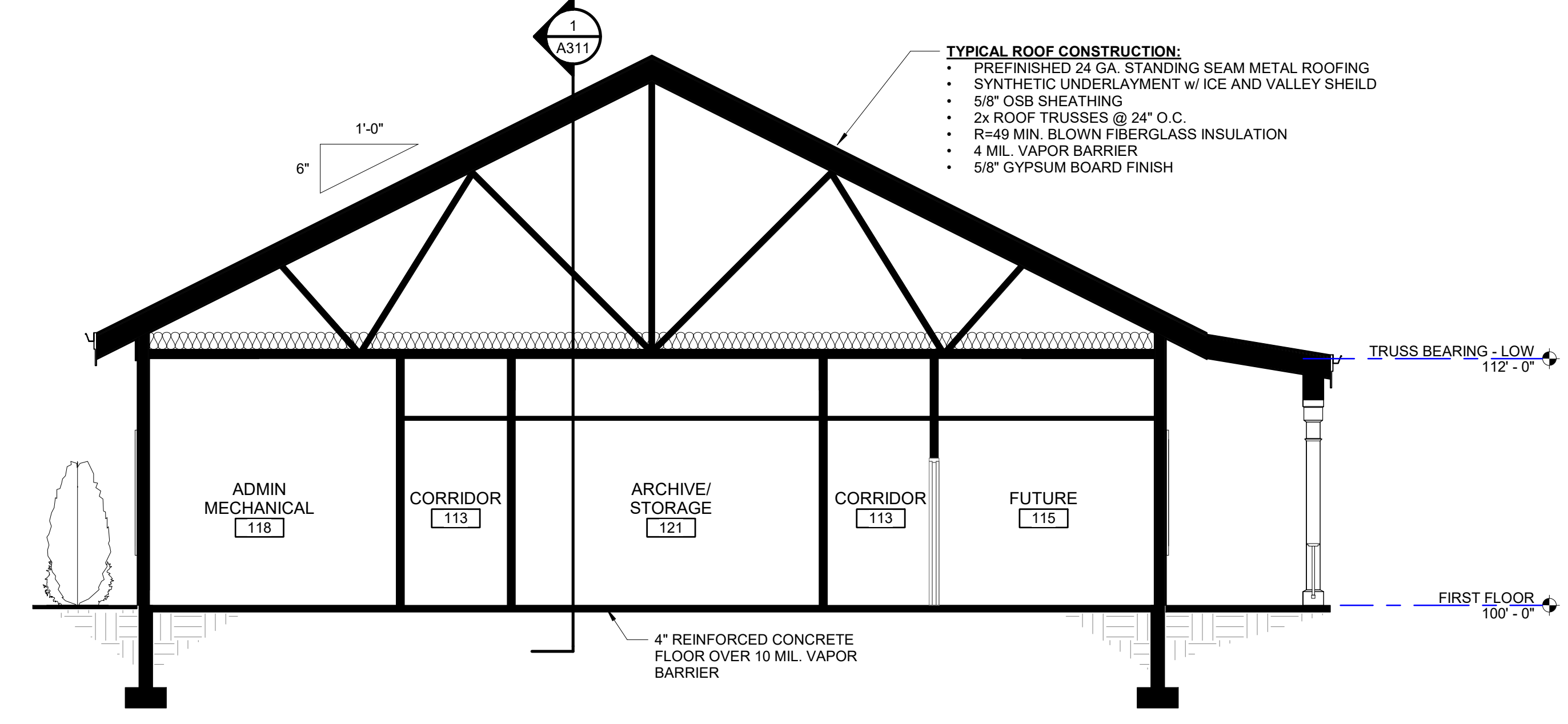
1 A311 3/16" = 1'-0"

BUILDING SECTION - LONG



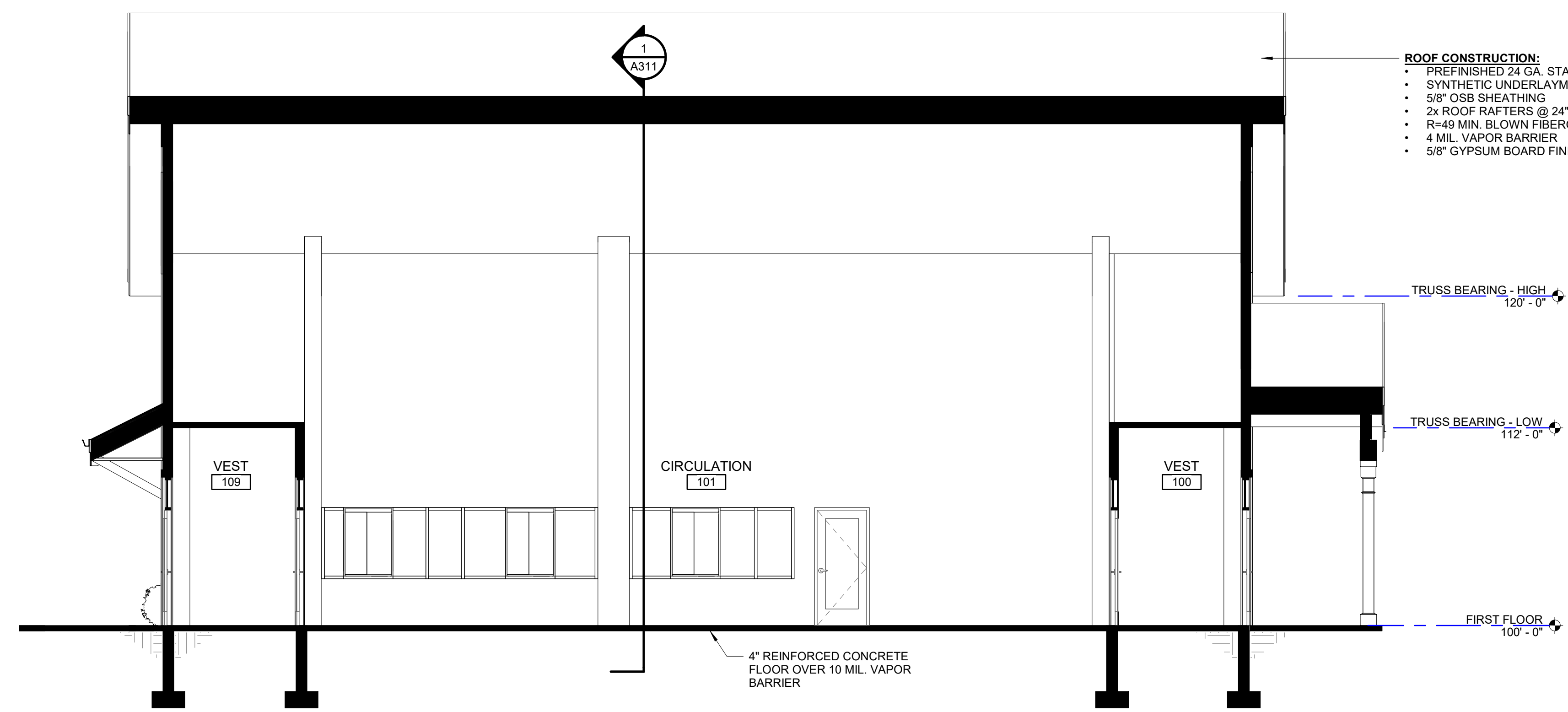
2 A311 3/16" = 1'-0"

BUILDING SECTION THRU CHAMBERS



3 A311 3/16" = 1'-0"

BUILDING SECTION THRU ADMIN



4 A311 3/16" = 1'-0"

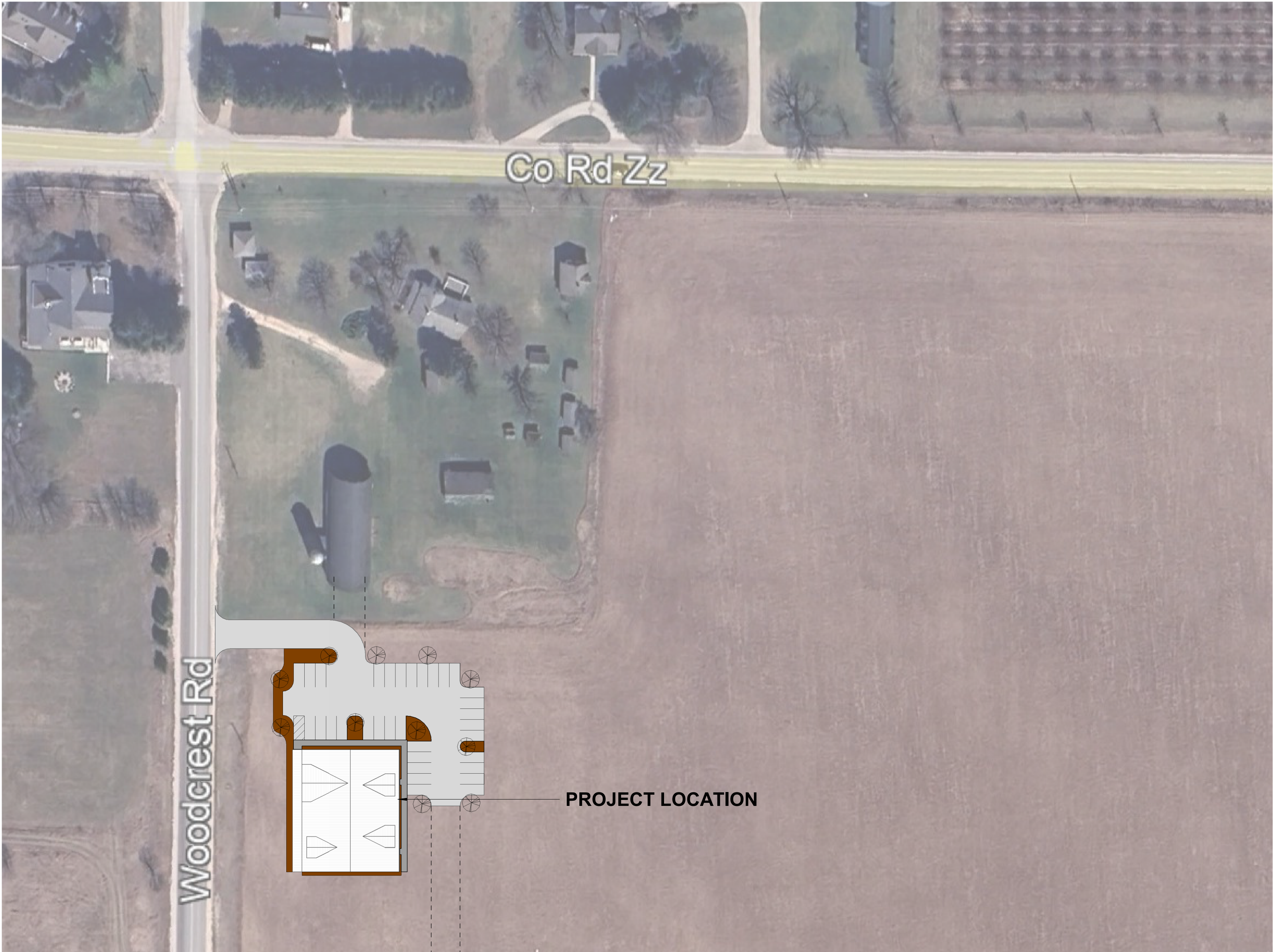
BUILDING SECTION THRU CIRCULATION

SISTER BAY ADMIN BUILDING - ORIGINAL DESIGN

BUILDING SECTIONS



NOVEMBER 4 2024



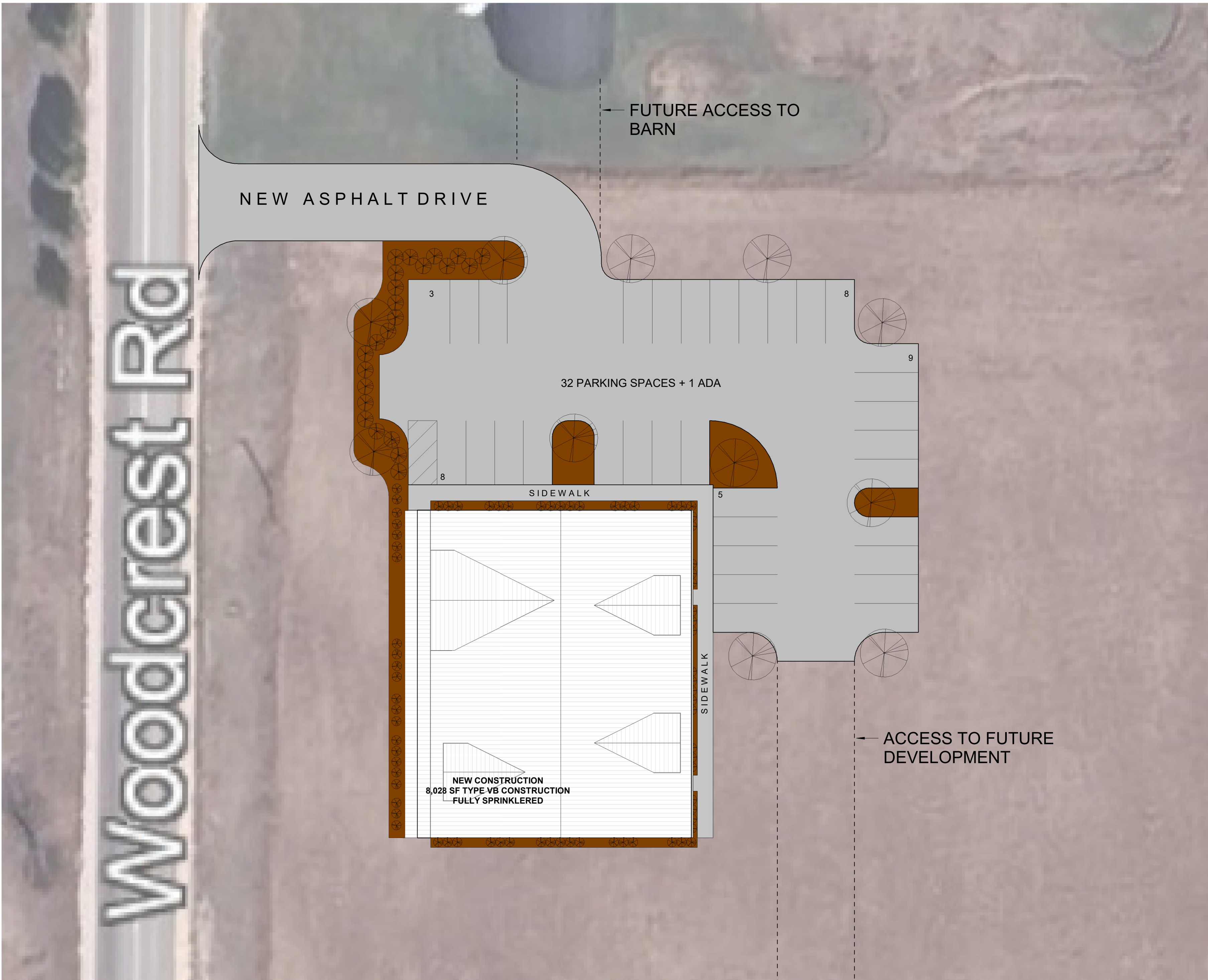
OVERALL CONCEPTUAL
ARCHITECTURAL SITE PLAN

1" = 60'-0"

NORTH

0 30' - 0" 60' - 0" 120' - 0"

SCALE - FT.



ENLARGED CONCEPTUAL
ARCHITECTURAL SITE PLAN

1" = 20'-0"

NORTH

0 10' - 0" 20' - 0" 40' - 0"

SCALE - FT.

PARKING LOT REQUIREMENTS:
EMPLOYEE STALLS = 7
ONE SPACE PER 3 CHAIRS = 25

PROVIDED:
32 PARKING SPACES + 1 ADA PARKING SPACE

INTERIOR LANDSCAPE ISLAND REQUIREMENTS:
5% OF PARKING LOT TO BE INTERIOR LANDSCAPE ISLANDS

PROVIDED:
13,194 SF TOTAL PARKING LOT
767 SF INTERIOR ISLANDS = 5.8% INTERIOR LANDSCAPE AREA



SISTER BAY ADMIN BUILDING REDESIGN
ARCHITECTURAL SITE PLAN

NOVEMBER 4, 2024

BUILDING CONCEPTS & STATISTICS

BUILDING FOOTPRINT = 7,181 SF
PORCH = 1,256 SF
TOTAL SQUARE FOOTAGE = 8,437 SF

SQUARE FOOTAGE BREAKOUT:

VILLAGE CHAMBERS, BOARDROOM, MECHANICAL/SPRINKLER, AV
STORAGE: 2,281 SF
CIRCULATION: 1,125 SF
VILLAGE ADMINISTRATION WING: 2,770 SF

BUILDING CONSTRUCTION CONCEPT:

FIRE PROTECTION:
BUILDING IS TO BE FULLY SPRINKLERED - DRY SYSTEM IN ATTIC SPACES

- ROOF:
- PREFINISHED 24 GA. STANDING SEAM METAL ROOFING
 - SYNTHETIC UNDERLAYMENT w/ ICE AND VALLEY SHIELD
 - 5/8" OSB SHEATHING
 - WOOD TRUSSES AT 24" O.C.
 - R=49 MIN. BLOWN FIBERGLASS INSULATION
 - 4 MIL. VAPOR BARRIER
 - 5/8" GYPSUM BOARD FINISH
 - PROVIDE RAISED BOTTOM CHORD TRUSSES OVER VILLAGE CHAMBERS
 - PROVIDE RAFTERED ROOF OVER CENTER CIRCULATION SPACE

- WALLS:
- BOARD AND BATTEN SIDING - DESIGN BASIS JAMES HARDIE
 - COMMERCIAL BUILDING WRAP
 - 7/16" OSB SHEATHING
 - 2x STUD FRAMING AT 16" O.C.
 - 6" R=21 FIBERGLASS BATT INSULATION
 - 4 MIL. VAPOR BARRIER
 - 5/8" GYPSUM BOARD FINISH

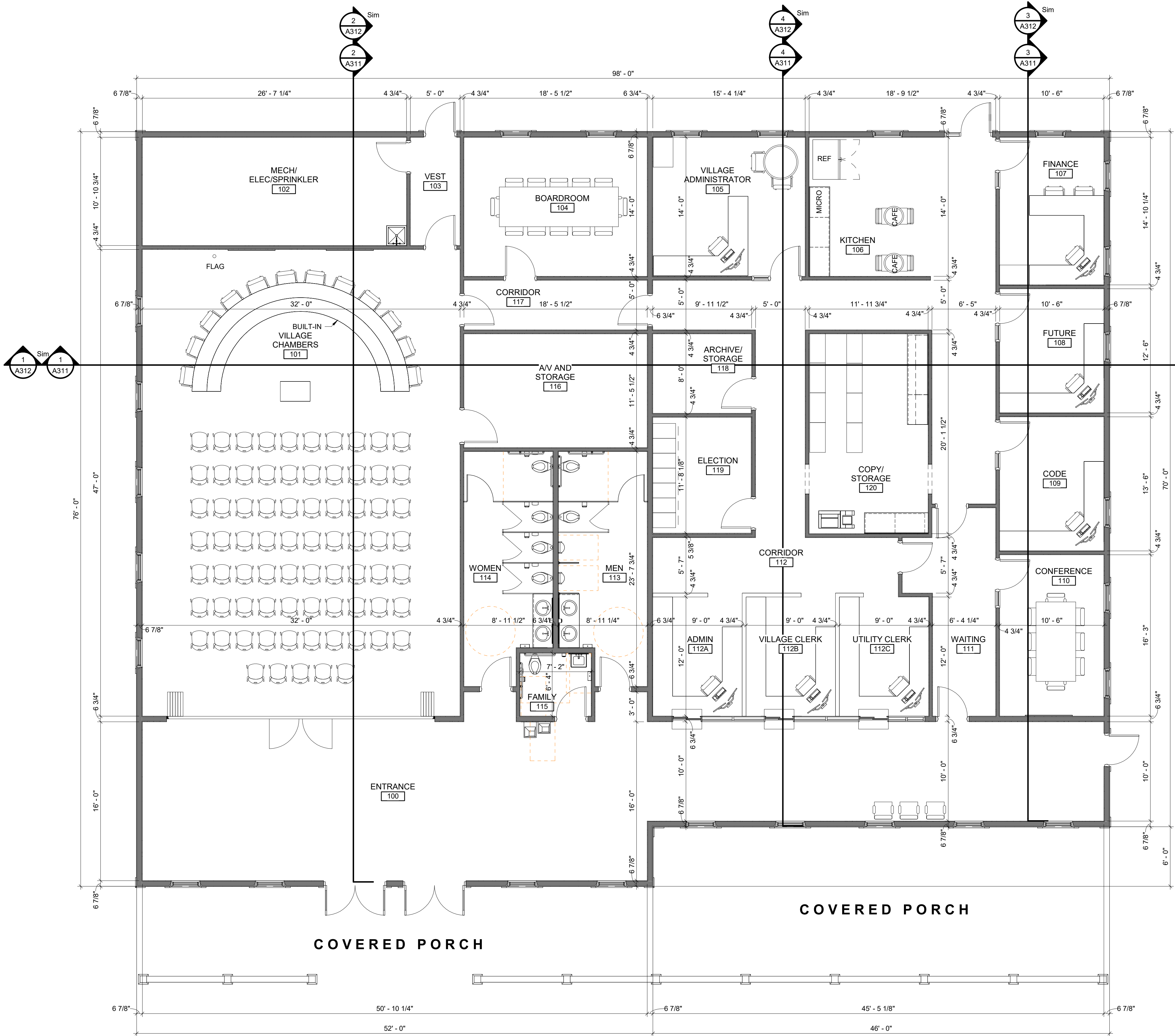
- WINDOWS:
- 5'-0" x 3'-0" VINYL CLAD DOUBLE HUNG WINDOWS - DESIGN BASIS ANDERSEN TRIPLE PANE WINDOWS

- GLASS ENTRY DOORS:
- KAWNEER TRI-FAB 451T FRAMING SYSTEM w/ VITRO SOLARBAN 70 GLASS

- INTERIOR DOORS:
- HOLLOW METAL FRAMES
 - WOOD DOOR SLABS - STAINED MAPLE

- FLOORING & FINISHES:
- 4" REINFORCED CONCRETE SLAB THROUGHOUT
 - OFFICES - 24" x 24" CARPET TILE
 - RESTROOMS - 12" x 24" TILE ON FLOOR AND WALLS
 - MECHANICAL AND STORAGE SPACES - SEALED CONCRETE
 - VILLAGE CHAMBERS - 6" x 36" LUXURY VINYL TILE (LVT)
 - CIRCULATION - POLISHED CONCRETE
 - ALL ROOMS TO RECEIVE (1) COAT PRIMER + (2) EGG SHELL LATEX

- SYSTEMS NOTES:
- PROVIDE CENTRAL VACUUM SYSTEM



FIRST FLOOR PLAN

3/16" = 1'-0"

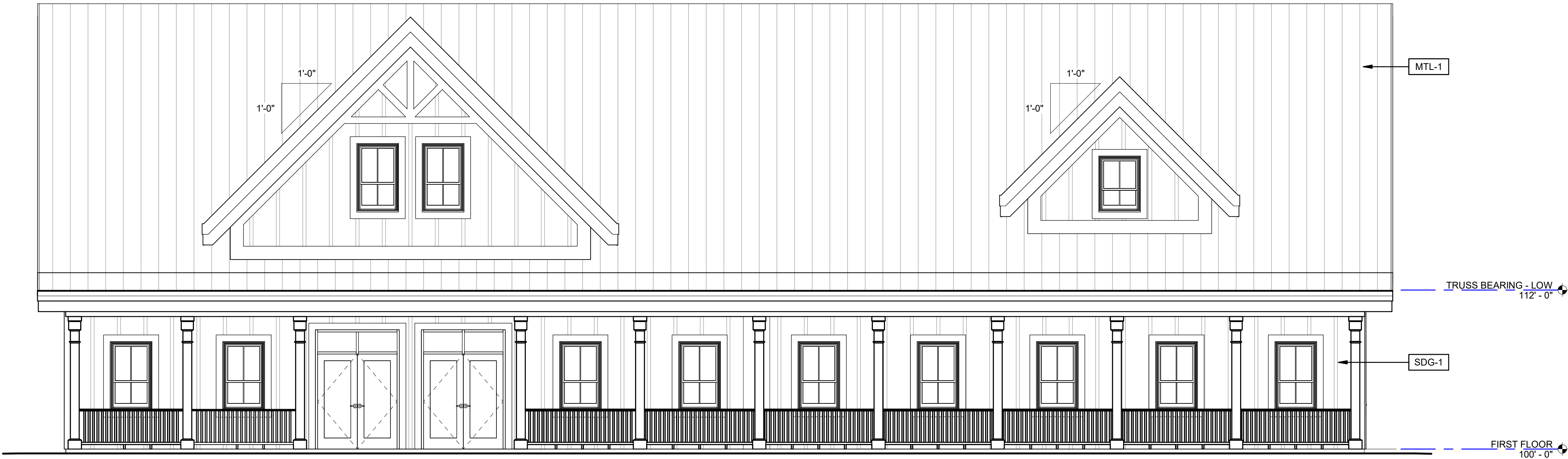


SISTER BAY ADMIN BUILDING REDESIGN
FIRST FLOOR PLAN



NOVEMBER 4, 2024

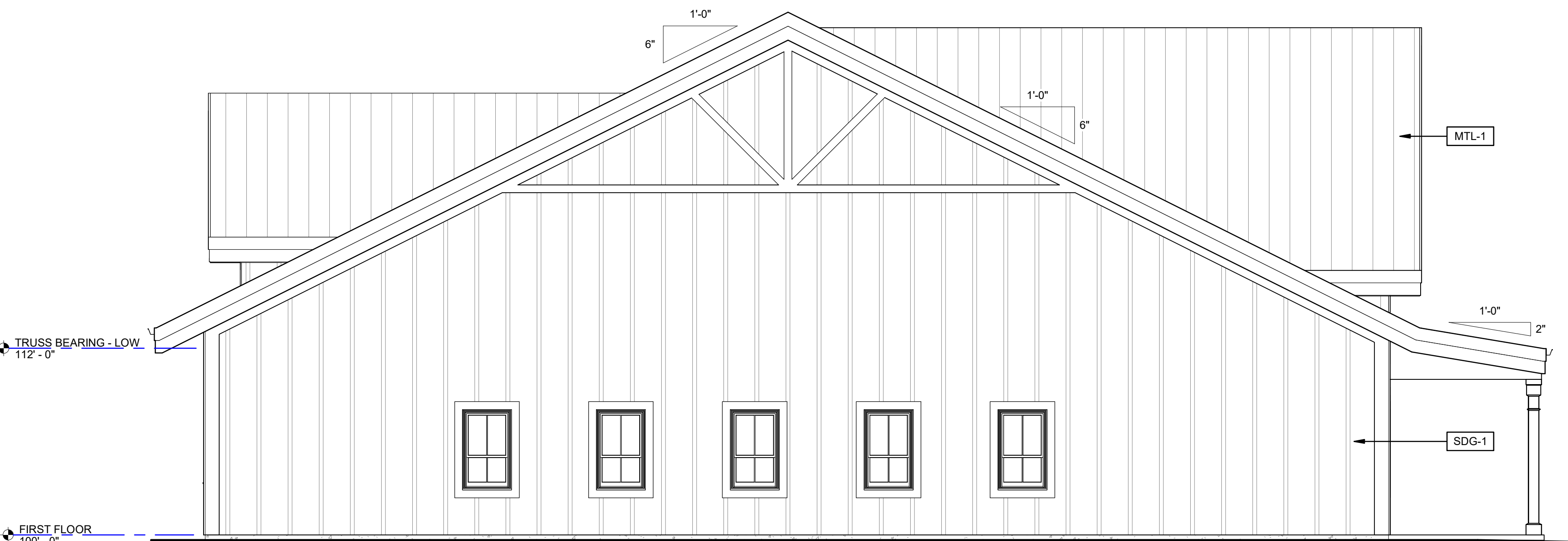
EXTERIOR MATERIALS LEGEND	
MTL-1	STANDING SEAM METAL ROOF
SDG-1	BOARD AND BATTEN SIDING



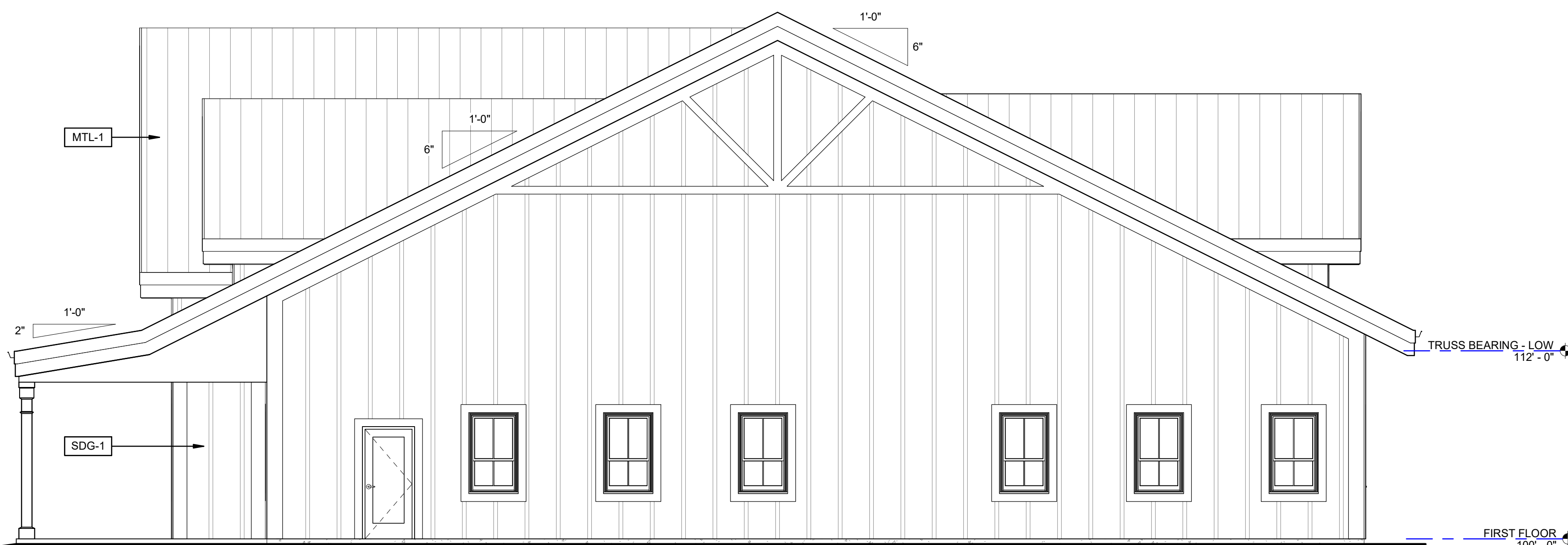
WEST EXTERIOR ELEVATION - OPTION 1
3/16" = 1'-0"



EAST EXTERIOR ELEVATION - OPTION 1
3/16" = 1'-0"



NORTH EXTERIOR ELEVATION - OPTION 1
3/16" = 1'-0"



SOUTH EXTERIOR ELEVATION - OPTION 1
3/16" = 1'-0"

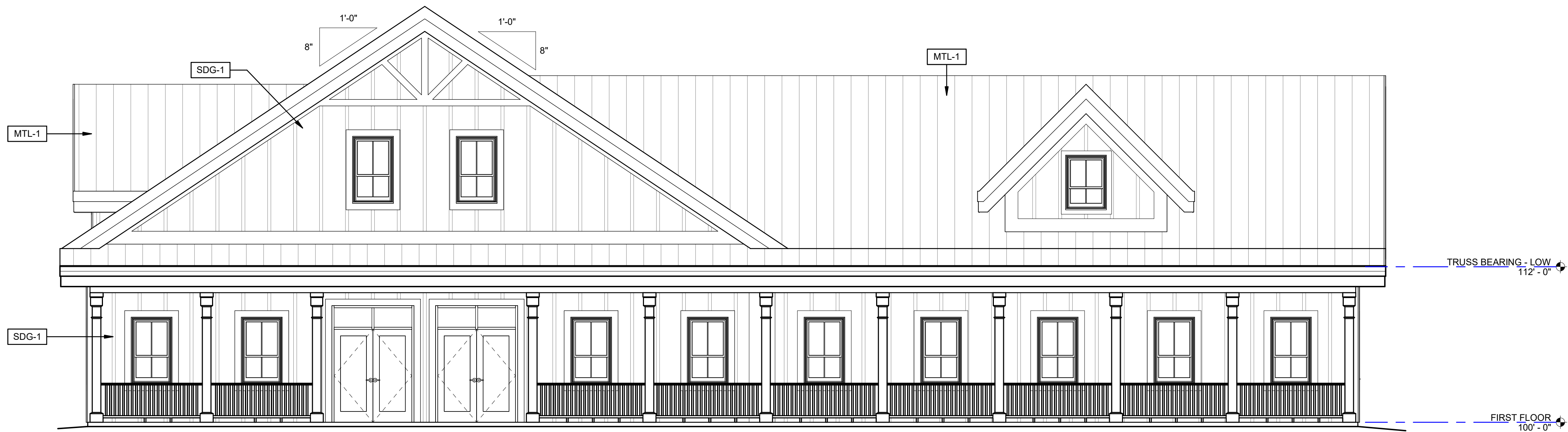


SISTER BAY ADMIN BUILDING REDESIGN
EXTERIOR ELEVATIONS - OPTION 1

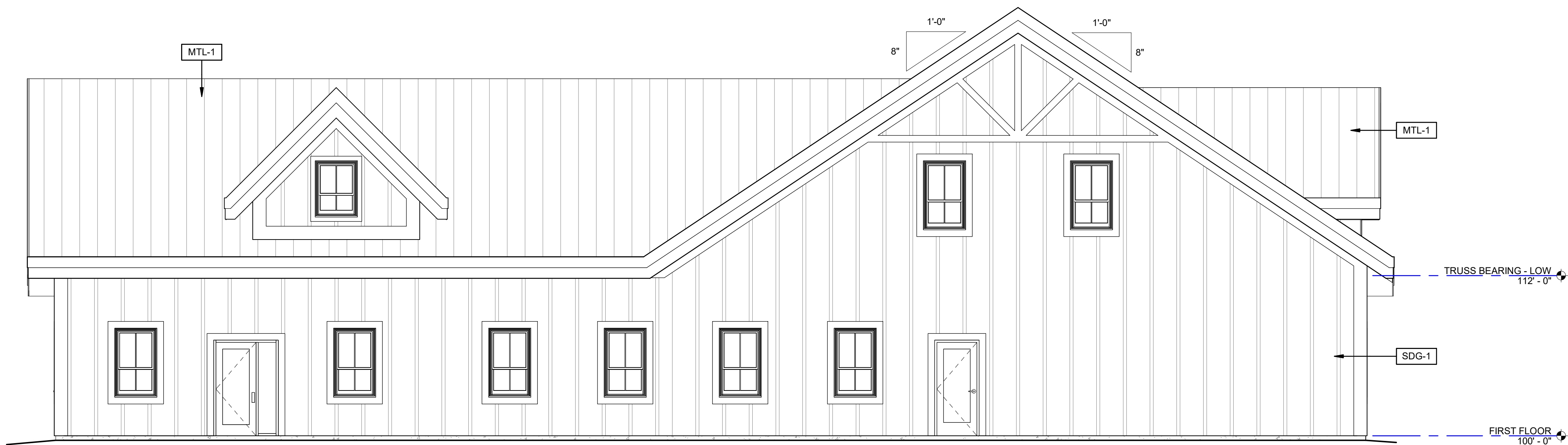
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11/4/24
McMAHON
ENGINEERS ARCHITECTS

NOVEMBER 4, 2024

EXTERIOR MATERIALS LEGEND	
MTL-1	STANDING SEAM METAL ROOF
SDG-1	BOARD AND BATTEN SIDING



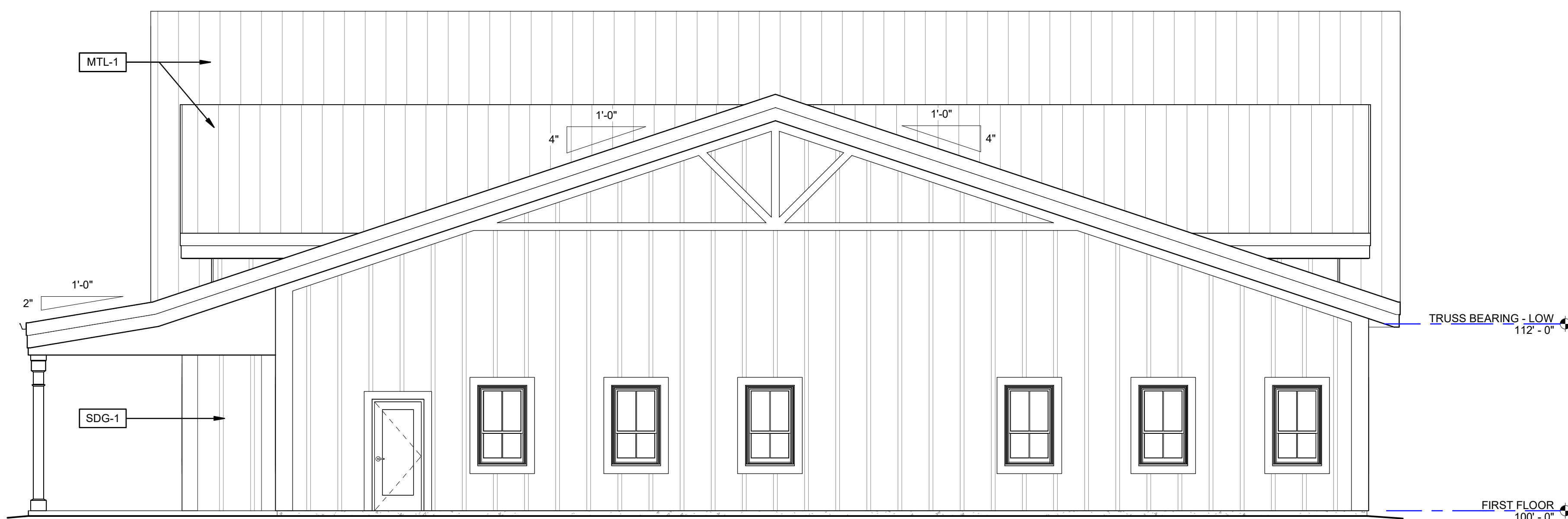
WEST EXTERIOR ELEVATION - OPTION 2
3/16" = 1'-0"



EAST EXTERIOR ELEVATION - OPTION 2
3/16" = 1'-0"



NORTH EXTERIOR ELEVATION - OPTION 2
3/16" = 1'-0"

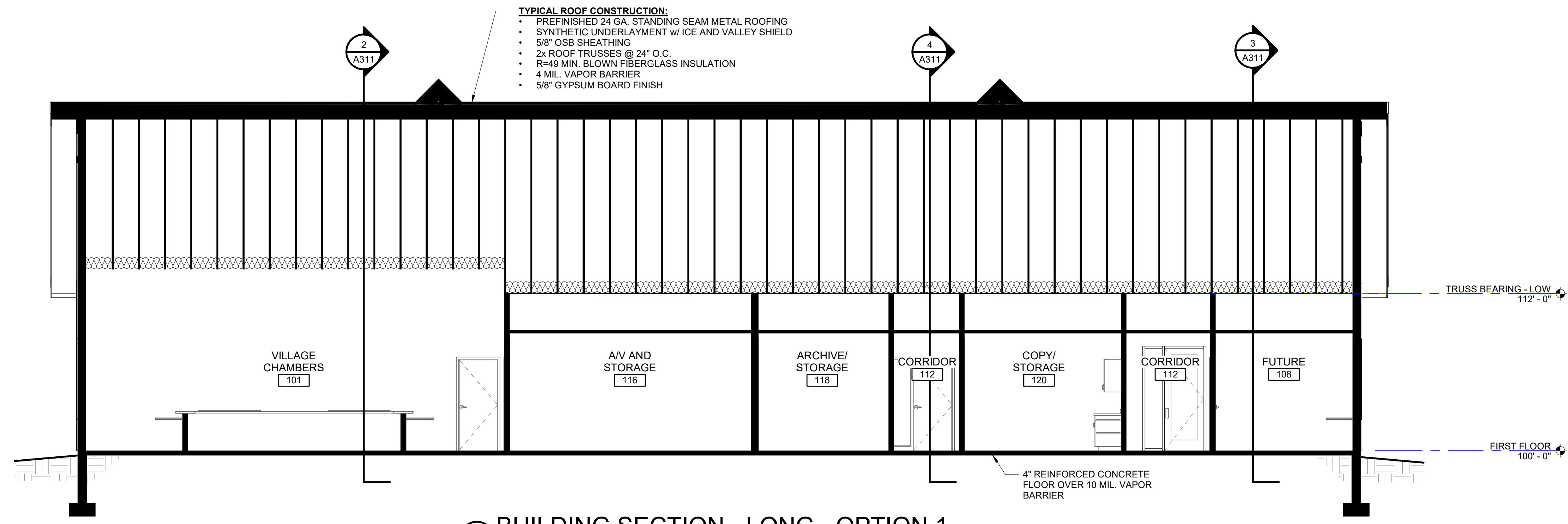


SOUTH EXTERIOR ELEVATION - OPTION 2
3/16" = 1'-0"

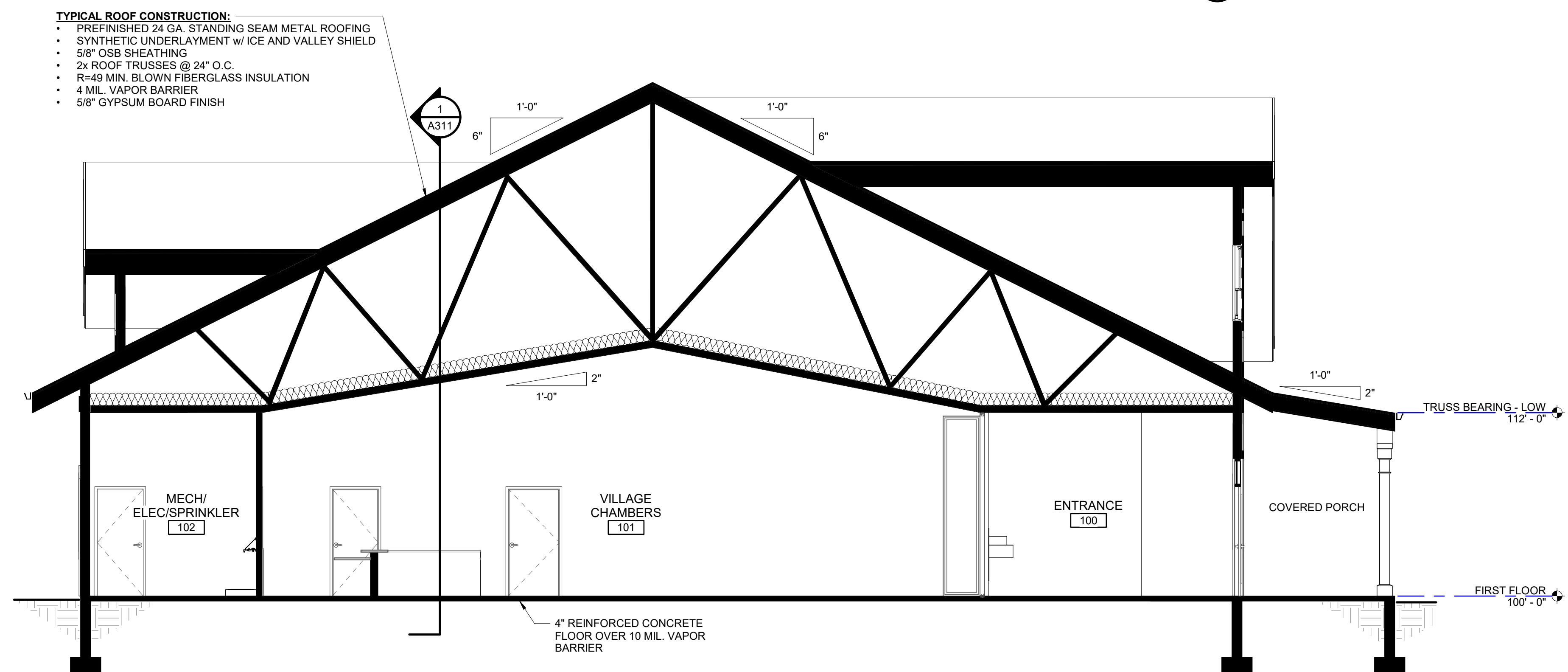


SISTER BAY ADMIN BUILDING REDESIGN
EXTERIOR ELEVATIONS - OPTION 2

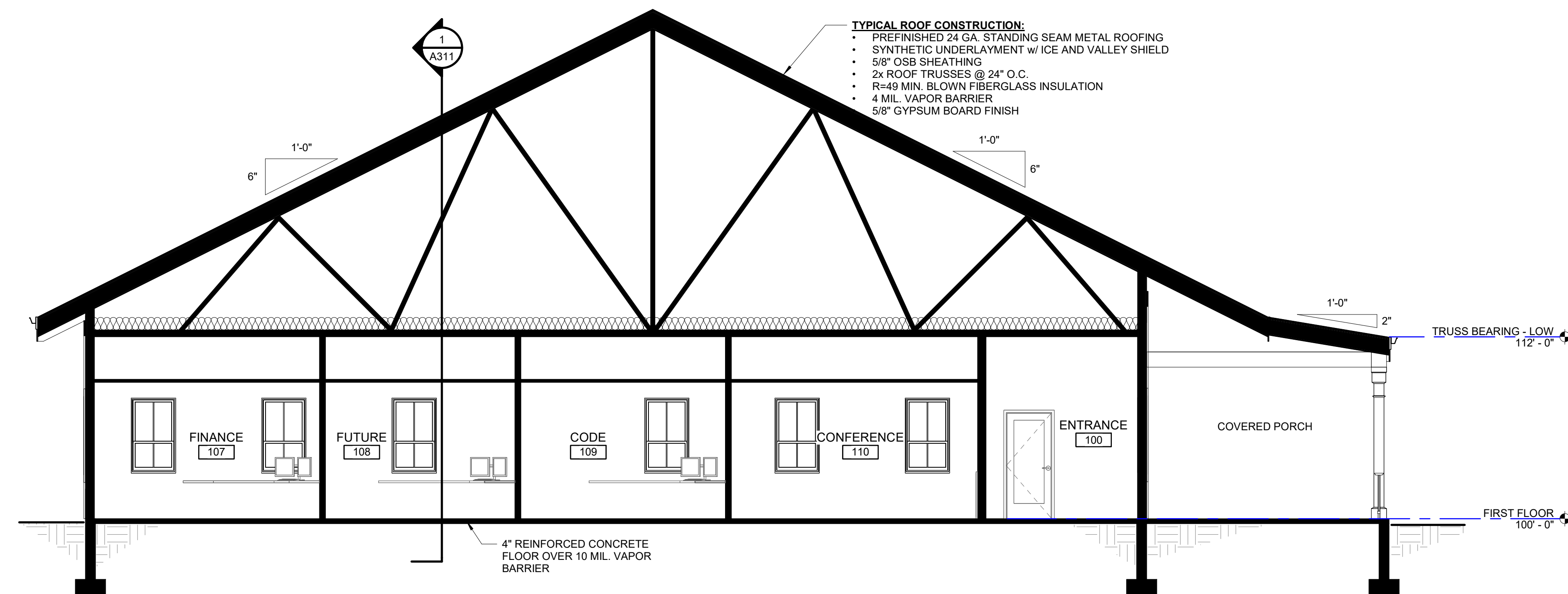
NOVEMBER 4, 2024



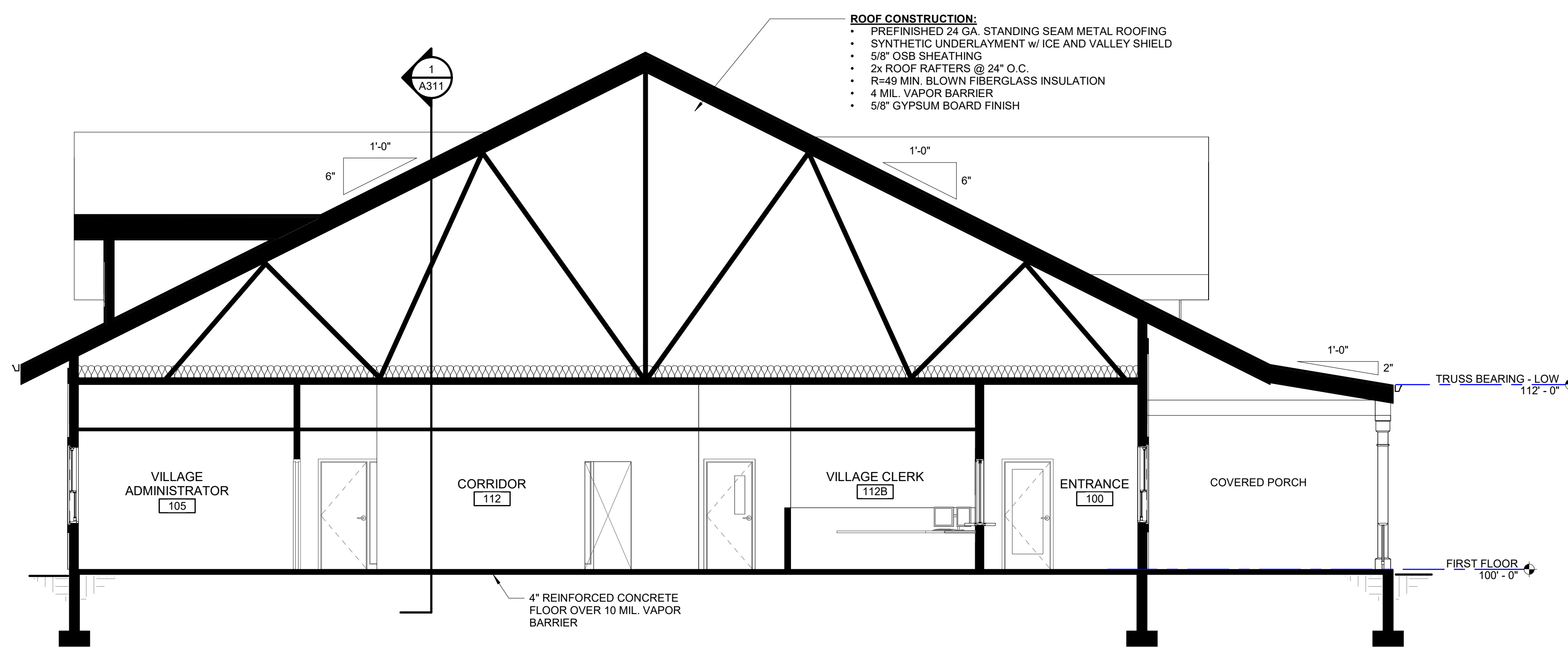
BUILDING SECTION - LONG - OPTION 1
A311 3/16\"/>



BUILDING SECTION THRU CHAMBERS - OPTION 1
A311 3/16\"/>



BUILDING SECTION THRU ADMIN - OPTION 1
A311 3/16\"/>

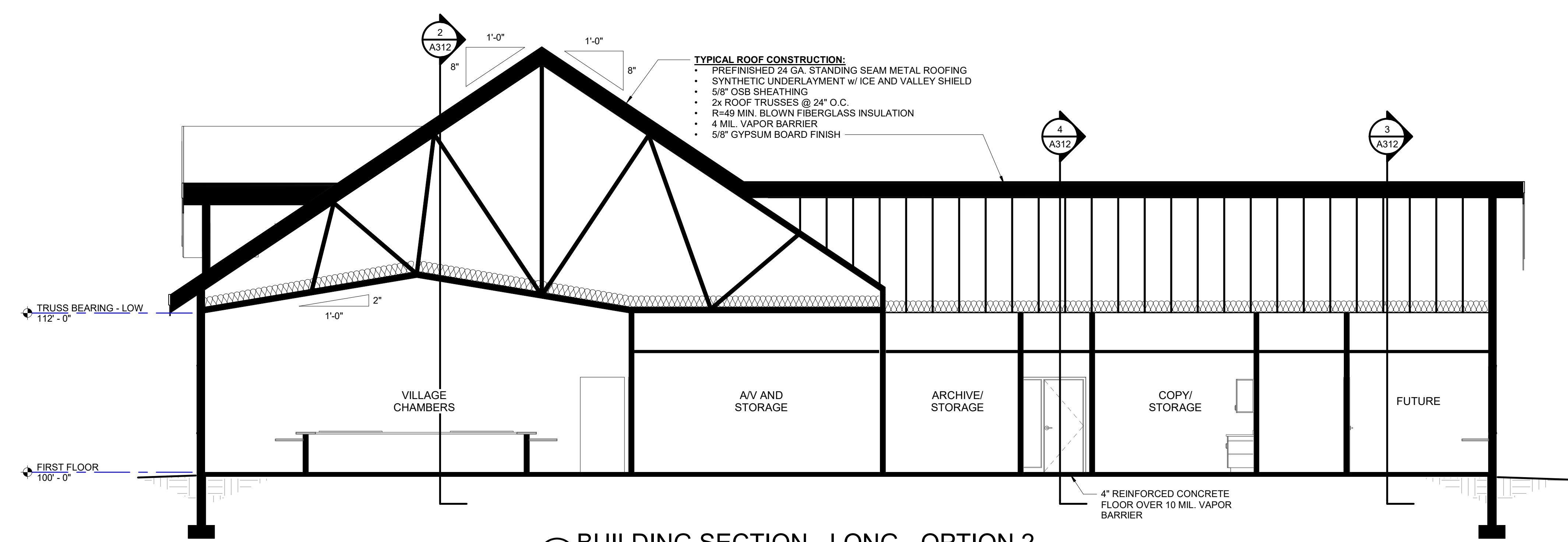


BUILDING SECTION THRU CIRCULATION - OPTION 1
A311 3/16\"/>

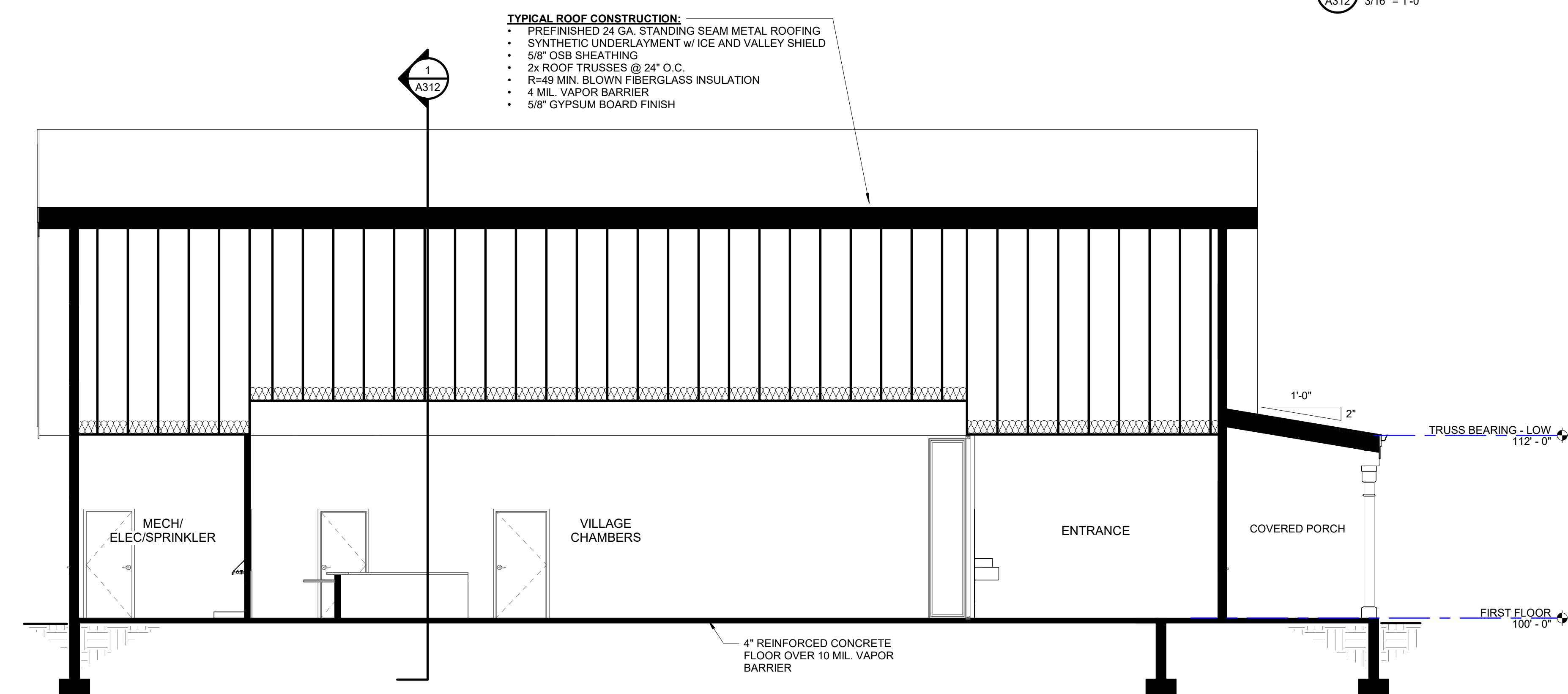


**SISTER BAY ADMIN BUILDING REDESIGN
BUILDING SECTIONS - OPTION 1**

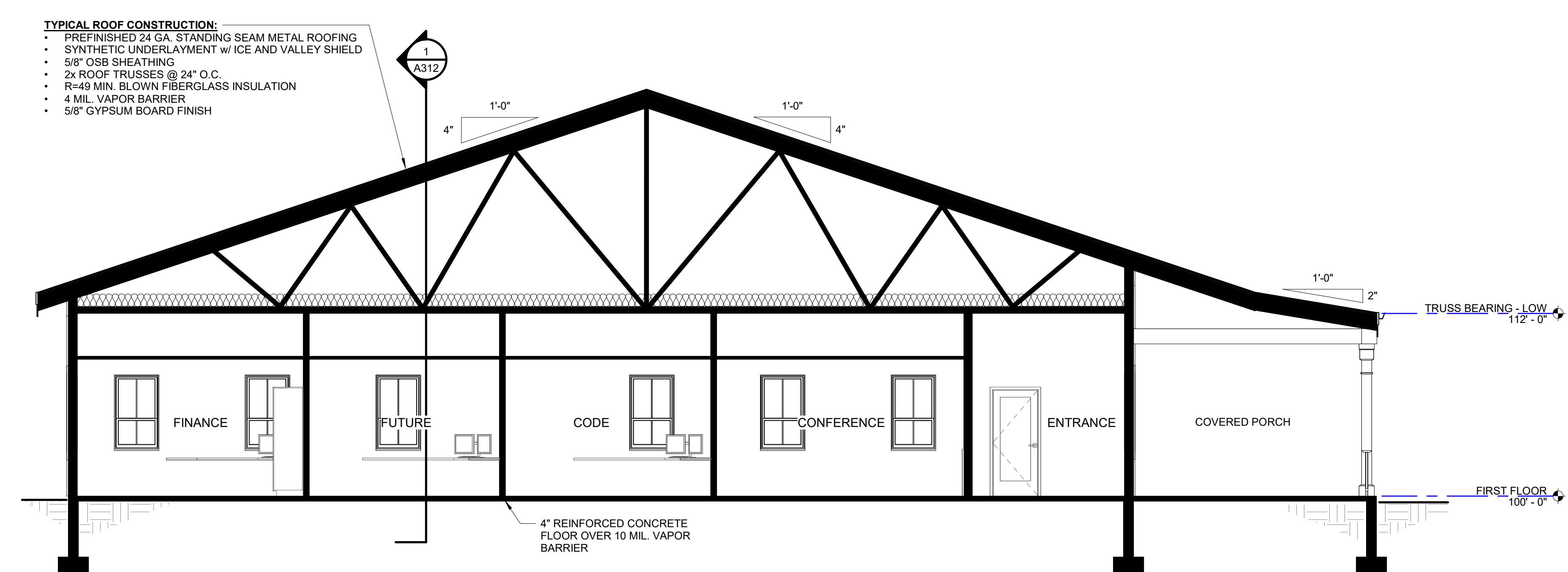
NOVEMBER 4, 2024



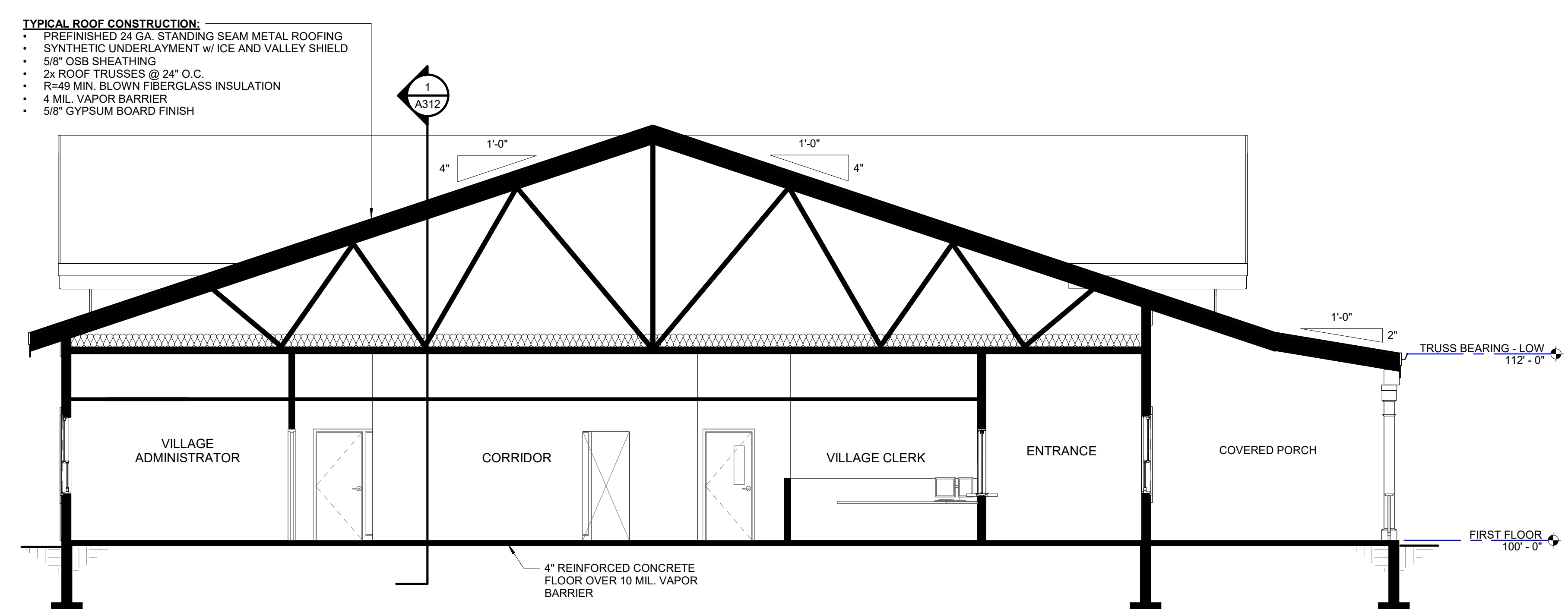
1 BUILDING SECTION - LONG - OPTION 2
A312 3/16" = 1'-0"



2 BUILDING SECTION THRU CHAMBERS - OPTION 2
A312 3/16" = 1'-0"



3 BUILDING SECTION THRU ADMIN - OPTION 2
A312 3/16" = 1'-0"



4 BUILDING SECTION THRU CIRCULATION - OPTION 2
A312 3/16" = 1'-0"



SISTER BAY ADMIN BUILDING REDESIGN
BUILDING SECTIONS - OPTION 2

NOVEMBER 4, 2024

BUILDING CONCEPTS & STATISTICS

BUILDING FOOTPRINT = 7,244 SF
PORCH = 1,041 SF
TOTAL SQUARE FOOTAGE = 8,285 SF

SQUARE FOOTAGE BREAKOUT:

VILLAGE CHAMBERS, BOARDROOM, MECHANICAL/SPRINKLER, A/V
STORAGE: 2,008 SF
CIRCULATION: 1,576 SF

VILLAGE ADMINISTRATION WING: 3,657 SF

BUILDING CONSTRUCTION CONCEPT:

FIRE PROTECTION:
BUILDING IS TO BE FULLY SPRINKLERED - DRY SYSTEM IN ATTIC SPACES

ROOF:
• PREFINISHED 24 GA. STANDING SEAM METAL ROOFING
• SYNTHETIC UNDERLAYMENT w/ ICE AND VALLEY SHIELD
• 5/8" OSB SHEATHING
• WOOD TRUSSES AT 24" O.C.
• R=49 MIN. BLOWN FIBERGLASS INSULATION
• 4 MIL. VAPOR BARRIER
• 5/8" GYPSUM BOARD FINISH
• PROVIDE RAISED BOTTOM CHORD TRUSSES OVER VILLAGE CHAMBERS
• PROVIDE RAFTERED ROOF OVER CENTER CIRCULATION SPACE

WALLS:
• BOARD AND BATTEN SIDING - DESIGN BASIS JAMES HARDIE
• COMMERCIAL BUILDING WRAP
• 7/16" OSB SHEATHING
• 2x STUD FRAMING AT 16" O.C.
• 6" R=21 FIBERGLASS BATT INSULATION
• 4 MIL. VAPOR BARRIER
• 5/8" GYPSUM BOARD FINISH

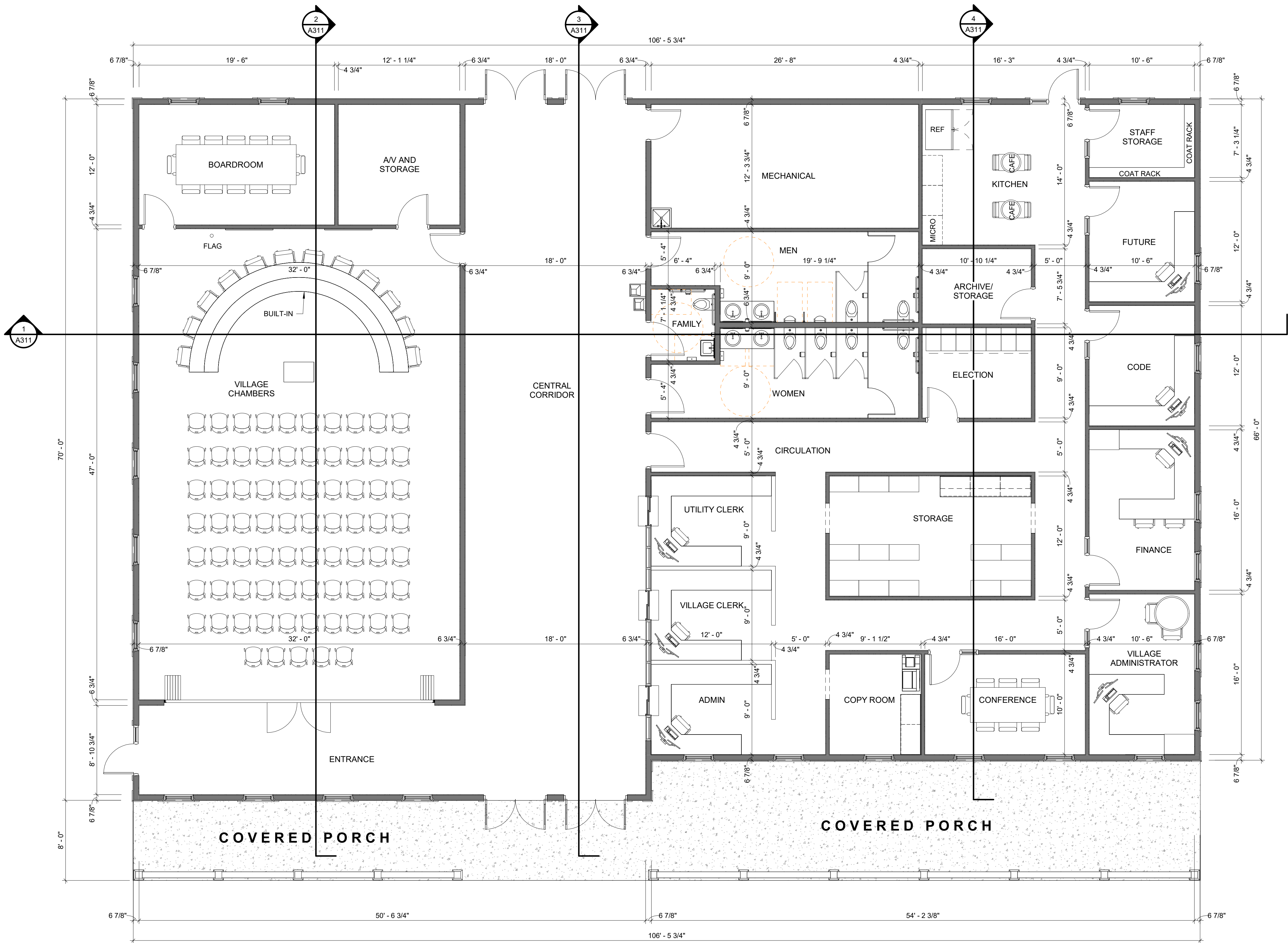
WINDOWS:
• 5'-0" x 3'-0" VINYL CLAD DOUBLE HUNG WINDOWS - DESIGN BASIS ANDERSEN TRIPLE PANE WINDOWS

GLASS ENTRY DOORS:
• KAWNEER TRI-FAB 451T FRAMING SYSTEM w/ VITRO SOLARBAN 70 GLASS

INTERIOR DOORS:
• HOLLOW METAL FRAMES
• WOOD DOOR SLABS - STAINED MAPLE

FLOORING & FINISHES:
• 4" REINFORCED CONCRETE SLAB THROUGHOUT
• OFFICES - 24" x 24" CARPET TILE
• RESTROOMS - 12" x 24" TILE ON FLOOR AND WALLS
• MECHANICAL AND STORAGE SPACES - SEALED CONCRETE
• VILLAGE CHAMBERS - 6" x 36" LUXURY VINYL TILE (LVT)
• CIRCULATION - POLISHED CONCRETE
• ALL ROOMS TO RECEIVE (1) COAT PRIMER + (2) EGG SHELL LATEX

SYSTEMS NOTES:
• PROVIDE CENTRAL VACUUM SYSTEM



FIRST FLOOR PLAN NORTH
3/16" = 1'-0"



SISTER BAY ADMIN BUILDING REDESIGN
FIRST FLOOR PLAN - OPTION 3



NOVEMBER 4, 2024

EXTERIOR MATERIALS LEGEND	
MTL-1	STANDING SEAM METAL ROOF
SDG-1	BOARD AND BATTEN SIDING



WEST EXTERIOR ELEVATION - OPTION 3

3/16" = 1'-0"



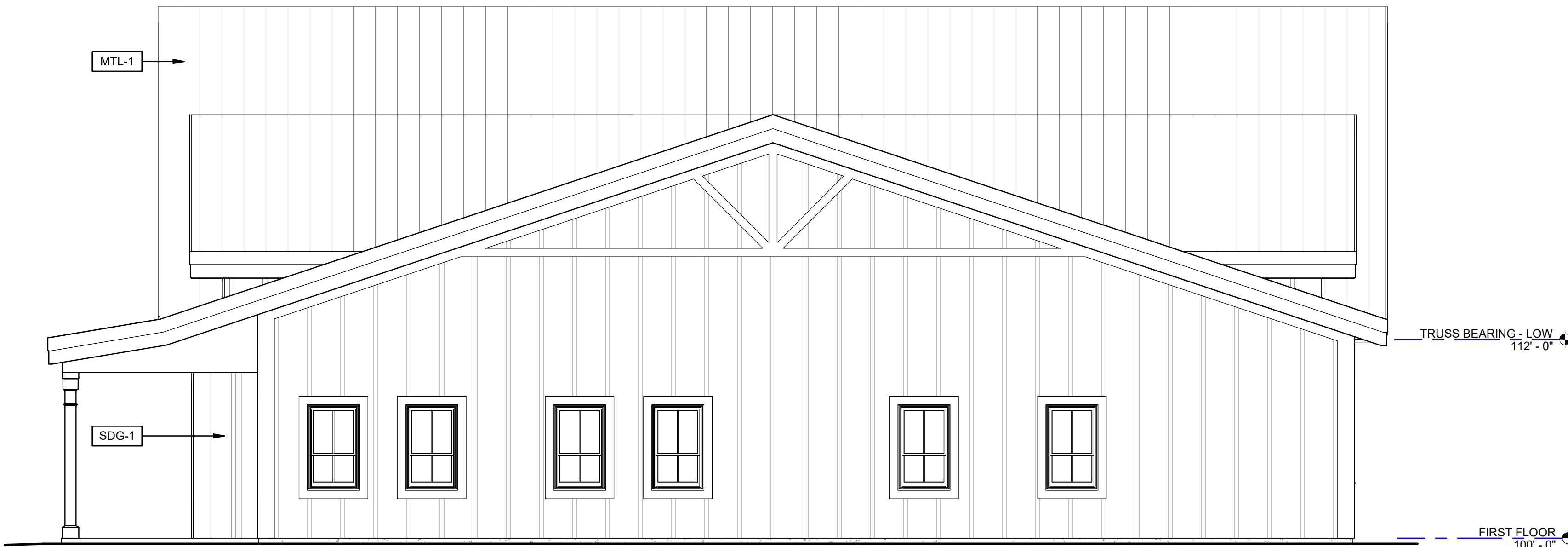
EAST EXTERIOR ELEVATION - OPTION 3

3/16" = 1'-0"



NORTH EXTERIOR ELEVATION - OPTION 3

3/16" = 1'-0"



SOUTH EXTERIOR ELEVATION - OPTION 3

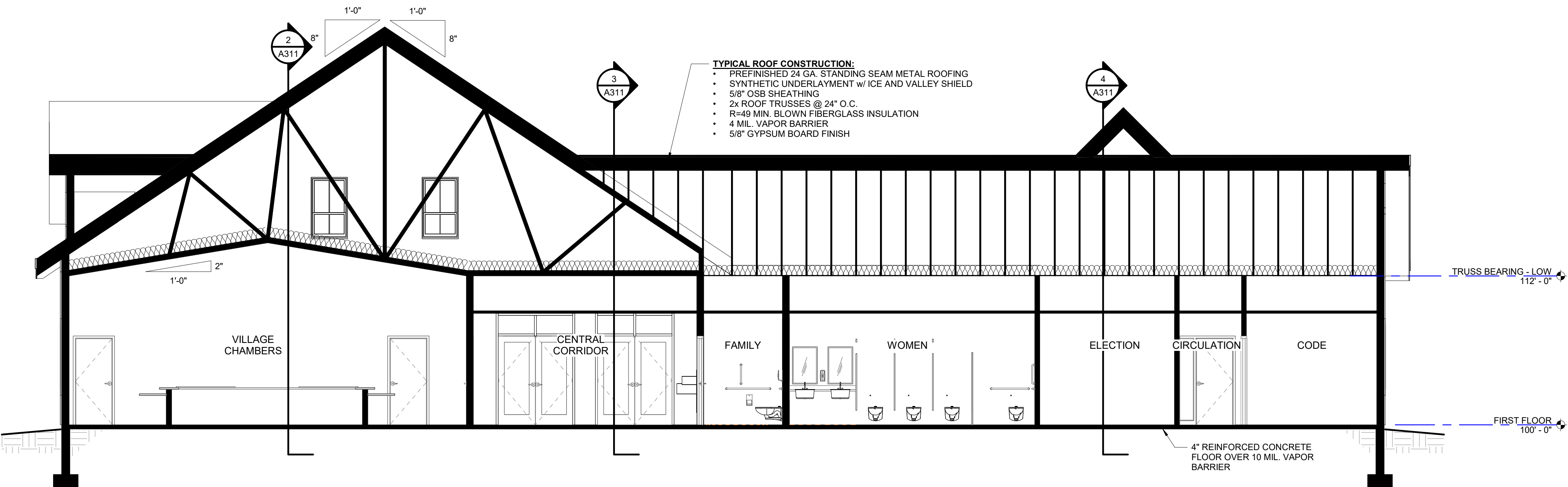
3/16" = 1'-0"



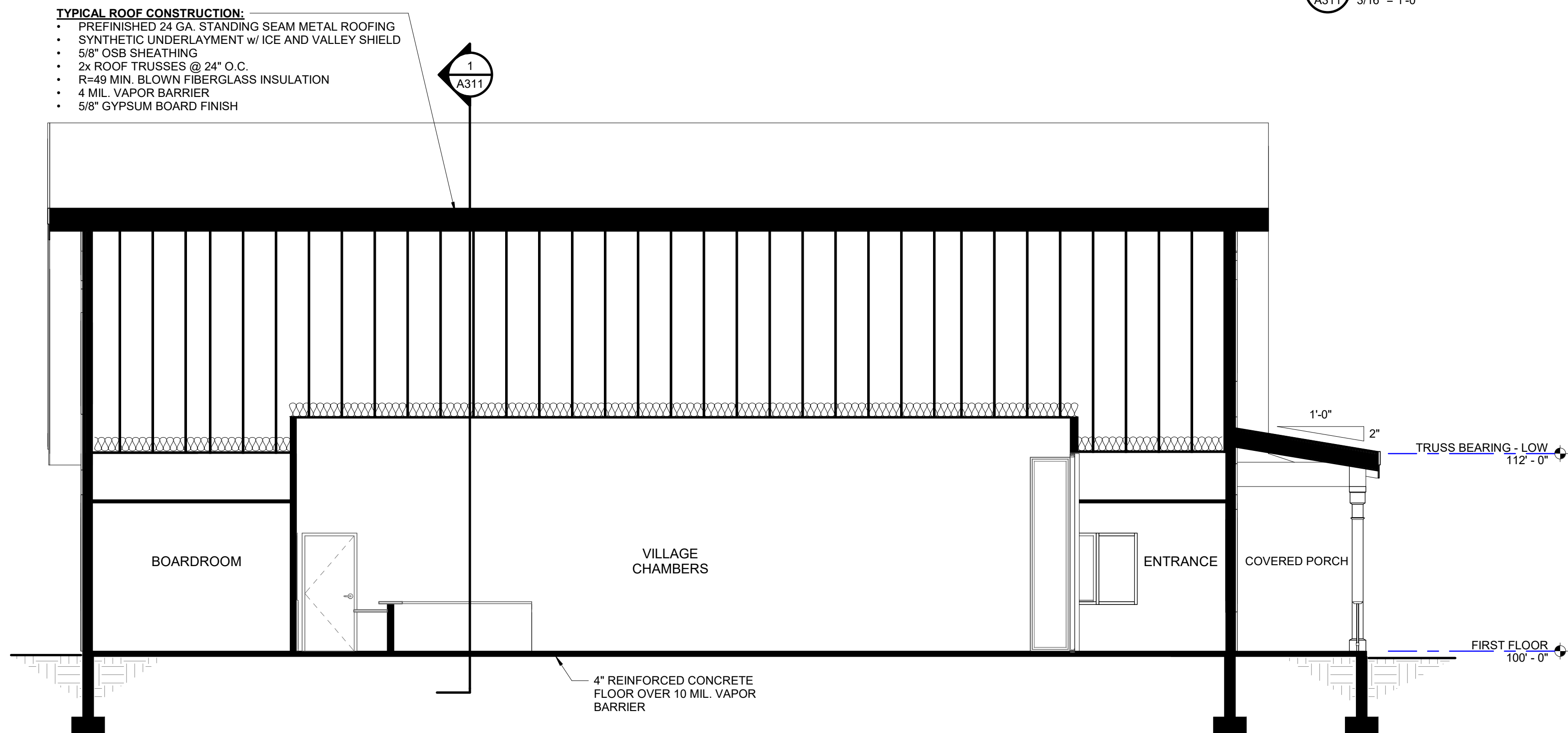
SISTER BAY ADMIN BUILDING REDESIGN
EXTERIOR ELEVATIONS - OPTION 3



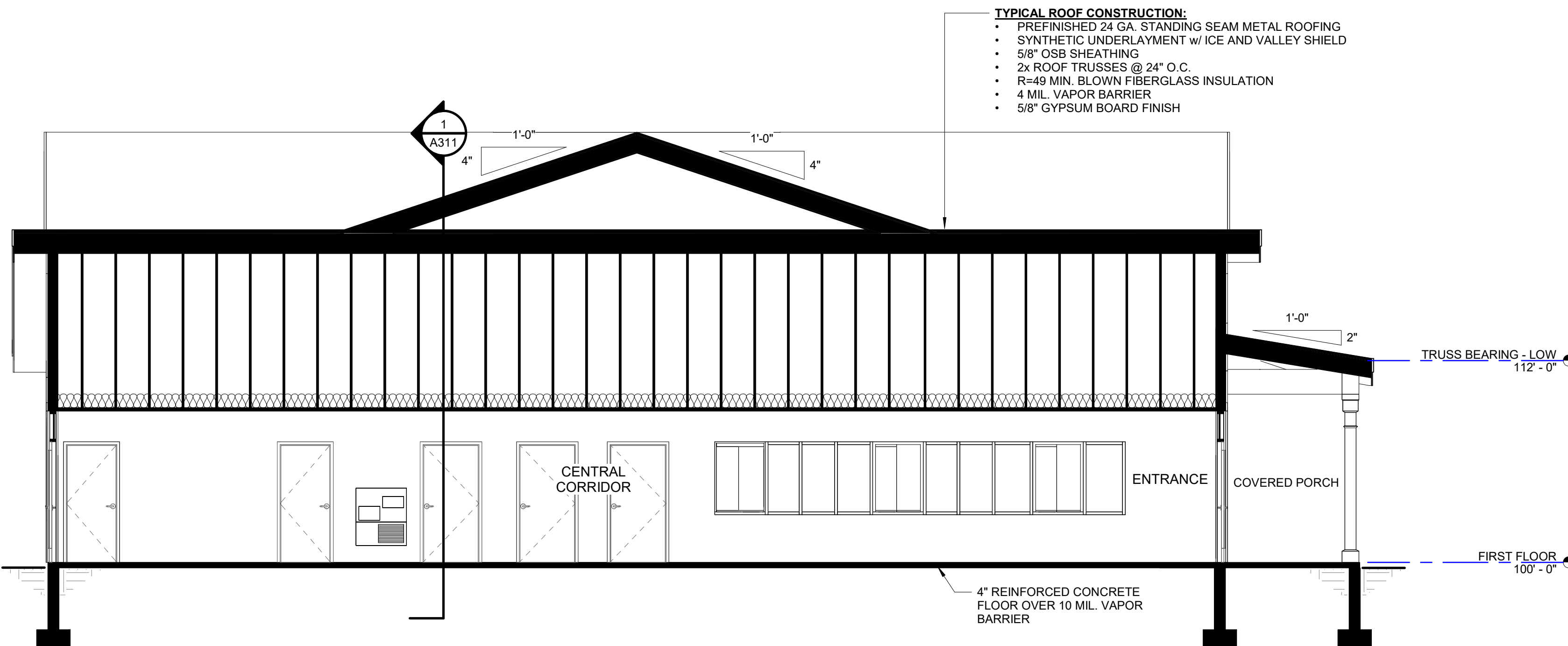
NOVEMBER 4, 2024



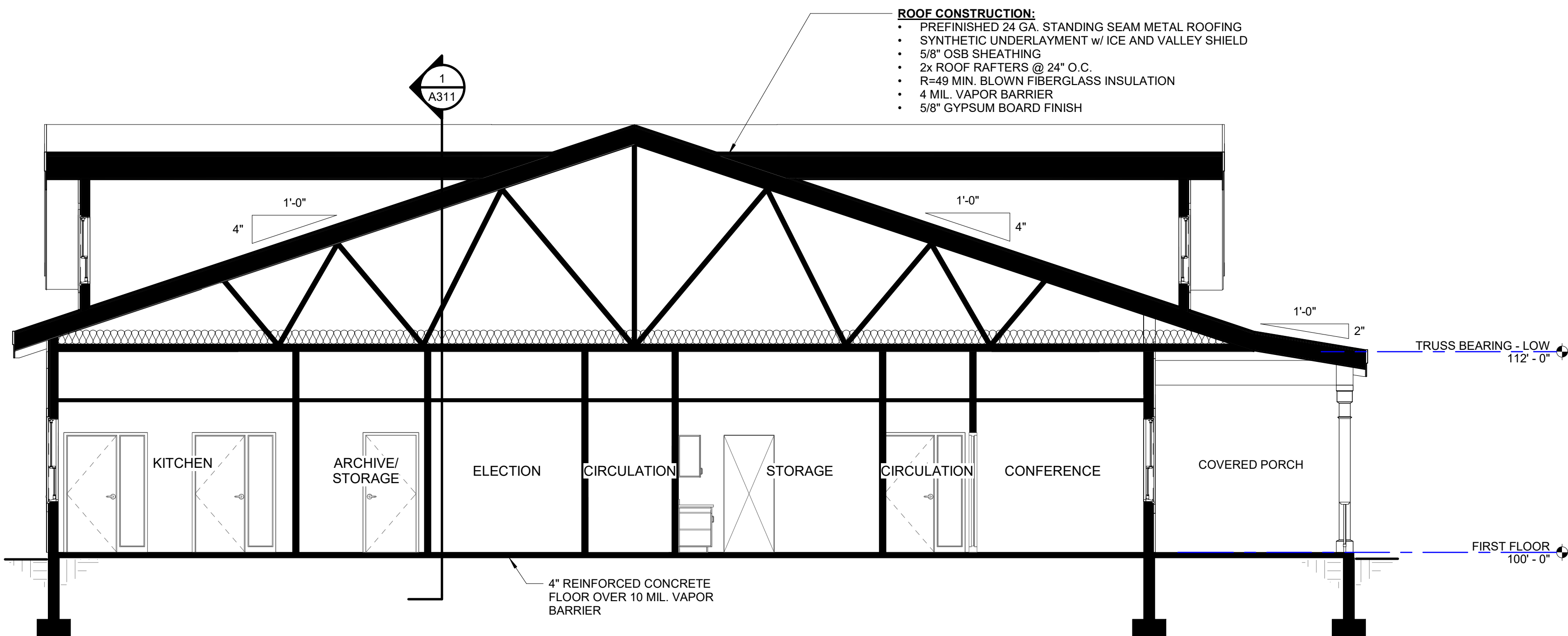
BUILDING SECTION - LONG - OPTION 3



BUILDING SECTION THRU CHAMBERS - OPTION 3



BUILDING SECTION THRU CENTRAL CORRIDOR - OPTION 3



BUILDING SECTION THRU CIRCULATION - OPTION 3



**SISTER BAY ADMIN BUILDING REDESIGN
BUILDING SECTIONS - OPTION 3**





PENINSULA CENTURY FALL CHALLENGE

Date: November 4, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Parking Concerns

Author: Julie A. Schmelzer, Village Administrator

At a previous meeting it was requested this item be placed on the agenda for discussion.



FALL FEST PARKING AND N. SPRING ROAD

Date: November 4, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Parking Concerns

Author: Julie A. Schmelzer, Village Administrator

At the October Board meeting a resident expressed concerns about the congestion on N. Spring Road during Fall Fest and the Committee Chair requested this item be placed on the agenda for discussion.

North Spring Road is a one-half mile road, the asphalt surface is 20' in width.



CHRISTKINDLMARKT BUS SERVICE

Date: November 4, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Shuttle Bus

Author: Julie A. Schmelzer, Village Administrator

The Historical Society will be using the shuttle bus service (bus, gas, drivers) for Christkindlmarkt. In the past we sent them a bill for our services. Since they are a partner non-profit, is the committee willing to forego the charges for our services? Hours the shuttle is needed are shown below.

Friday Nov 29	10:45am-7:30pm
Sat Nov 30	10:45am-7:30pm
Sun Dec 1	10:45am-3:30pm
Friday Dec 6	10:45am-7:30pm
Sat Dec 7	10:45am-7:30pm
Sun Dec 8	10:45am-3:30pm
Friday Dec 13	10:45am-6:30pm
Sat Dec 14	10:45am-6:30pm
Sun Dec 15	10:45am-3:30pm



HISTORICAL SIGNS & QR CODES

Date: November 4, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Historical Awareness – Benches, Signs and QR Codes

Author: Julie A. Schmelzer, Village Administrator

The attached item was discussed a few months ago, information provided last month, and put on this month's agenda for discussion. See attached.

QR CODES & HISTORY/CULTURE

Last year the Village Hall Planning Task Force discussed placing educational markers at points of historic interest. The Parks, Property & Streets Committee has also briefly discussed educational QR codes on memorial benches, for both historic and culturally significant amenities.

For those of you not familiar with QR codes, below is an article where the community implemented affordable QR code signs:

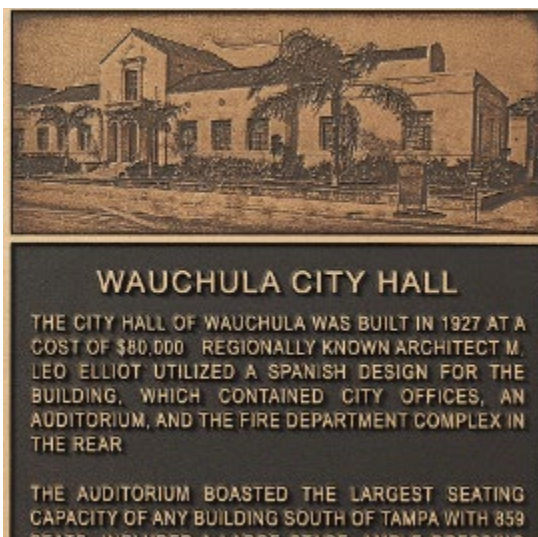
<https://wset.com/news/local/danville-historic-neighborhood-now-has-56-markers-with-qr-codes-to-tell-history-old-west-end-millionaires-row-virginia-may-5-2022>

A different viewpoint on using QR codes: <https://www.thehistorylist.com/using-qr-codes-at-historic-sites-and-other-ways-to-meet-the-needs-of-mobile-visitors/>

To provide the information to those that use QR codes, and those that don't, consider more detailed signs:



Some places also use etched signs to share historic photos, piquing more interest:



Metalplaques.com

I think before we decide what type of signs or information we use to share our story, we first decide what we want the public to be aware of, and once known, we can decide if we want detailed signs, or simple signs that direct people to a website, or just small signs on benches or structures. I recommend we propose a list and then meet with the Historical Society to make sure we are thorough, relevant, and the information is correct.

Not all assets are on public property, so some will require owner cooperation. Should this effort then be handled by the Plan Commission (that serves as our Historic Preservation Committee), or a small work group be formed?

Below is the list of public places/assets I'm aware that I believe someone would be interested in learning more about:

1. Relocated first schoolhouse at Gateway Park
2. Little Sister Settlement Site (in cooperation with T Liberty Grove)
3. Roeser sawmill site at Waterfront Park
4. Docks now Marina
5. Post Office/stone story as well
6. Village Hall/stone story as well
7. Bhirdo's/stone story as well
8. First Baptist Church site at Logerquist property
9. History of 'Historic' triangle
10. Niagara Escarpment
11. Fishing and wood history
12. 1912 story

Once identified and marked, hopefully we inspire others, like Roots, Roeser, or Husby's to participate in the program.

If we also do a bench program, consider telling stories. For example, a QR code on Marge G's bench that takes you to her voice talking about early life in Northern Door County.



CROSSWALK ART

Date: November 4, 2024

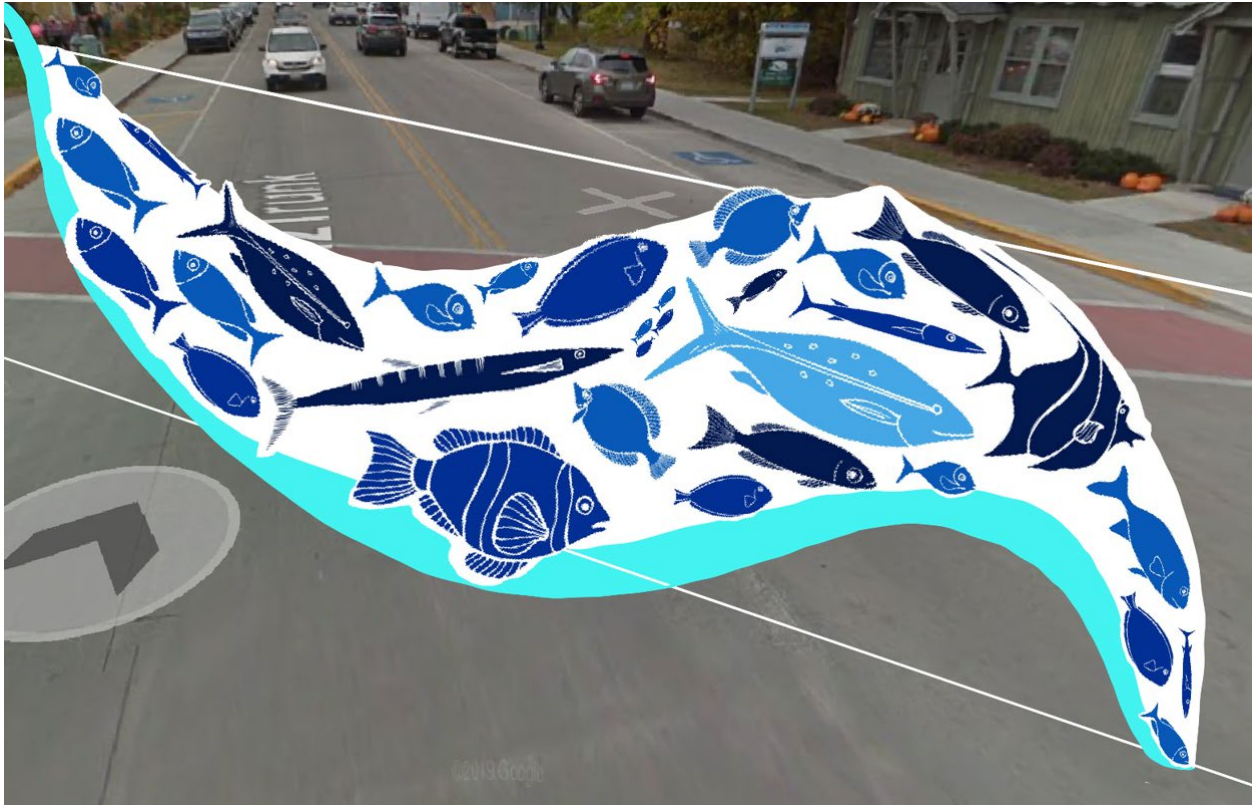
Board/Committee: Parks, Property & Streets Committee

Re: Painting Village Street Crosswalks in Downtown Area

Author: Julie A. Schmelzer, Village Administrator

Last year the former committee briefly discussed painting the crosswalks on limited village streets to bring awareness to the crosswalk and to add art to the downtown area. I have spoke with a woman who paints murals and is familiar with crosswalk paintings. Should we invite her to our next meeting to discuss designs? She provided the preliminary designs to start a conversation:







BROADBAND

Date: November 4, 2024

Board/Committee: Parks, Property & Streets Committee

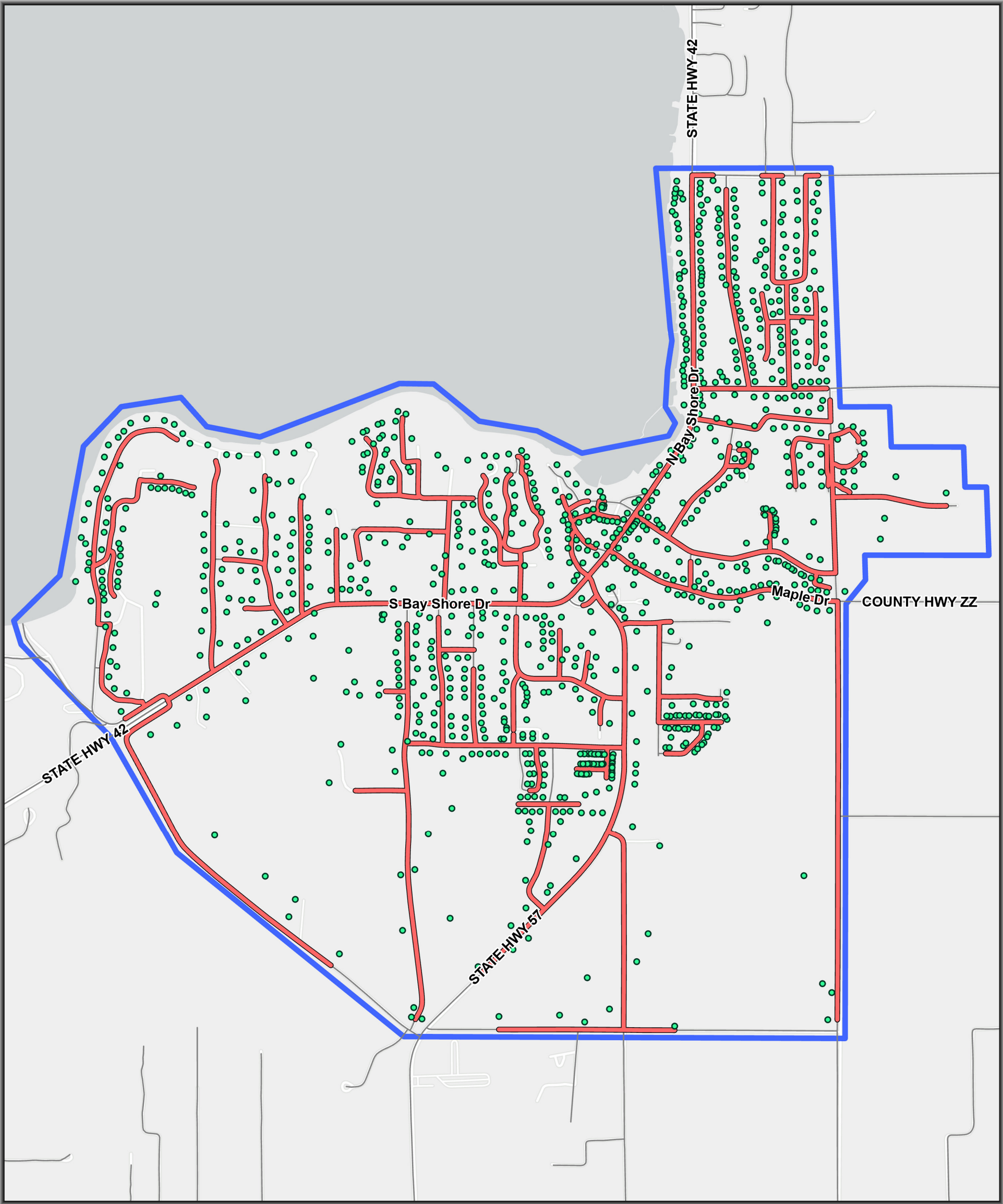
Re: Review Engineering Map

Author: Julie A. Schmelzer, Village Administrator

The committee serves as the Broadband Committee and needs to review the Engineering Map. The attached map shows where the fiber will be laid along what roads (red lines on the map), as well as the locations to be served (green dots).

Be advised the project is a little behind schedule due to poor response rates from our landowners (approx. 170 homeowners replied and half the condominiums), and DNR issues in a neighboring town. I am working with Bertram to try again to get a response from landowners who have not responded to the post card and door hanger. Bertram will send a final letter on village letterhead to hopefully get a response. For condominiums that we have an email address, they will also get an email directly from the village.

Sister Bay, WI - Fiber Plan



Service Locations 1003
Total Miles 21.4



Service Locations

Fiber Route

Roads

Municipal Boundary

0

0.5 Miles

N

W

E

S

Esri Community Maps Contributors, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS



HISTORIC SIGN

Date: November 4, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Old Sister Bay Tourism Sign

Author: Julie A. Schmelzer, Village Administrator

It is my understanding the sign shown in the photo below used to be at the entrance to the village and welcomed people to the village. When it was removed, the Parks crew did not throw it out and it has been mounted on their cold storage building. Louise had the suggestion it be donated to the Historical Society. Is the committee in agreement, or do they prefer we keep it in case it can be used elsewhere?





PARKS & STREETS DIRECTOR'S REPORT

Date: November 4, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Monthly Report

Author: Erik Linczmaier, Director

1. Alliance Construction has broken ground on the new Parks facility. The groundbreaking ceremony was Tuesday.
2. The shed located at the Sports Complex on the soccer field has been repaired.
3. Staff has continued to trim brush away from Village Street signs.
4. Action Electric has started to remove and replace the light poles located in Waterfront Park with the ones staff refurbished over this past winter.
5. Staff did a great job this year preparing and executing Fall Fest. With a combined 27 hours work between Saturday and Sunday.
6. We received the permit to close the driveway access point along N. Bay Shore Drive in front of Marina View Condominiums. We are now working on getting bids to remove the approach and install curbing.
7. The DNR has acknowledged receipt of our permit application to repair the swim dock. We are now waiting for the permit before we can proceed further.
8. We still have not received a landscaping proposal from Door County Landscape to plant shrubs in the Mill Road West island area and corner of the south lot.



ADMINISTRATOR'S REPORT

Date: November 4, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Monthly Update

Author: Julie A. Schmelzer, Village Administrator

Baler Update

Jeff Johnson took the tour of the Trex baler in Minnesota. More to come on that at the next meeting.

Community Garden

As time allows this winter I'm going to research grants to see if there are any to help us establish the community garden on Logerquist. Based on grant cycles, it could take a year, so I do want to start researching what's available.

Parks Maintenance Facility

Last week we held the groundbreaking ceremony for the new building. Louise and Kurt Harff were present to represent the committee and the board. It was a nice ceremony with the Parks crew present as well.

We ran into an unexpected, minor issue, at the blower building (which is to be torn down). The contractor found asbestos in the caulk, so we will need to have that removed and properly disposed of before we can raze the building.

Do Good Door County Project

As mentioned a few months back, *Do Good Door County* received a grant and would be doing an audit and an 'intercept survey' of the Sports Complex and Waterfront Park. They have completed the audit but the survey will not be conducted until spring. The audit follows the standard AARP worksheet they established for public spaces auditing. I've attached both audits and ask we discuss these at a future meeting.



Report for Sister Bay: Waterfront Park Public Space Audit

Date: October 19, 2024

Location: Waterfront Park, Sister Bay, WI

Conducted by: Do Good Door County

1. Description of the Location

Waterfront Park is an expansive beachside public space located at the intersection of Mill Street and Highway 42/57, with scenic views of Lake Michigan. This park offers a mix of passive recreation areas, including a pavilion, tree-lined pathways, landscaped benches overlooking the water, a small playground, and beach front. It serves as a tranquil destination for residents and visitors seeking to relax and enjoy nature, making it ideal for community events, social gatherings, and individual reflection.

2. Surrounding Area

Waterfront Park is situated in a mixed-use area in downtown Sister Bay, close to local businesses, a post office, municipal buildings, resorts, and private residences. Its central location near other popular destinations makes it a convenient and accessible recreational area for both locals and tourists.

3. Atmosphere and Feelings in the Space

- **Comfortable:** Strongly Agree
- **Playful:** Strongly Agree
- **Relaxed:** Strongly Agree
- **Safe:** Strongly Agree
- **Social:** Agree

Waterfront Park's environment, enhanced by benches facing the lake, tree-lined paths, and a variety of landscapes, promotes a relaxed, enjoyable space for individuals and small group gatherings.

4. Usage Patterns

The park experiences high use in the summer and sees less activity in other seasons, with limited use during winter. It is more active during daytime hours and primarily attracts young adults, adults aged 40-64, and fewer older adults and teens.

- **Spring:** Moderate use
- **Summer:** High use
- **Fall:** Moderate use
- **Winter:** Minimal use
- **Daytime:** Frequent
- **Nighttime:** Some, Limited



5. Evaluation of Features

- **Cleanliness:** Good
- **Drinking Fountains:** Good
- **Lighting:** Poor
- **Places to Be Physically Active:** Good
- **Places to Eat/Drink:** Good
- **Places to Sit:** Fair
- **Restrooms:** Good
- **Shelter from Weather:** None
- **Street Noise:** Fair
- **Trees and Landscaping:** Good

While Waterfront Park is generally well-maintained, it lacks adequate lighting and weather shelters, and the current seating options could be expanded to better accommodate older adults and those with mobility aids.

6. Connectivity

- **Walking:**
 - The streets in or adjacent to the location have sidewalks. - Agree
 - There are clear directional signs or visual cues to guide people to the space. - Disagree
 - There are pedestrian signals at intersections. - Disagree
 - The signals provide adequate crossing time for slower walkers. - Disagree
 - There are signals or design elements for blind/visually impaired pedestrians. - Disagree
 - Sidewalks and crossings are accessible for people using mobility aids (e.g., a wheelchair). - Agree
 - There are traffic calming features (e.g., speed bumps) in the area. - Agree
- **Cycling:**
 - There are designated bike lanes or trails connected to the space. - Disagree
 - There is a secure place to park your bike in the space. - Agree

7. Likelihood to Recommend for Older Relatives or Children

- **Likelihood:** Likely

The park's natural beauty and amenities make it inviting for older adults. However, improvements in accessibility, seating, and shelter would increase its inclusivity and usability for all ages.

8. Opportunities for Improvement

Enhanced Accessibility: Adding ramps and accessible pathways to reach additional seating areas and viewing spots.

Inclusive Play Areas: Introducing playground equipment suitable for all abilities.

Wayfinding Signage: Installing clear signage to guide visitors to accessible routes, scenic areas, and key park amenities.



9. Challenges Observed

Parking Accessibility: Limited accessibility from the parking lot and the cobblestone paths near the beach make navigation challenging for those with mobility issues.

Limited Signage: The absence of clear wayfinding signage restricts ease of movement, especially for those unfamiliar with the area or needing accessible routes.

Lack of Weather Shelters: The park currently has an area on only one side with a weather-protective structure, limiting its usability during inclement weather or extreme sun exposure.

Additional Recommendations

1. Accessibility Enhancements

Pathway Improvements: Install smooth, graded, accessible pathways throughout the park, particularly in areas leading to seating, viewing spots, and the pavilion. This would accommodate strollers, wheelchairs, and walkers and improve usability for visitors with mobility aids.

Parking Accessibility: Add designated, accessible parking spots close to the main park entrances, along with improved pathways from these parking areas to main park features. Incorporating signage for accessible routes and designated drop-off zones would facilitate better entry for those with mobility challenges.

2. Seating and Comfort

Additional Seating: Increase the number of benches, particularly along walkways and near scenic areas. Seating should include options with back support and armrests to accommodate older adults and visitors needing support.

Shaded and Weather-Protected Areas: Install shaded areas, either through canopies, or temporary structures like umbrellas, to provide shelter from sun and rain. This would encourage longer stays and year-round use.

Picnic Areas with Accessibility Features: Install accessible picnic tables with extended tops to allow easy access for wheelchairs, creating a more inclusive and social dining environment.

3. Signage and Wayfinding

Clear Wayfinding Signage: Install clear, visible signage throughout the park, especially at entrances and intersections, directing visitors to accessible routes, scenic areas, seating, restrooms, and drinking fountains.

Interactive Signage and Maps: Consider interactive or digital signage at the main entrance to provide real-time information on park features, accessible routes, and upcoming events. This would enhance visitor orientation and allow for quick, accessible navigation.



4. Lighting and Safety

Improved Lighting: Ensure even, pedestrian-scale lighting along pathways, parking areas, and around the pavilion to improve nighttime visibility and safety. Solar-powered lighting could provide an energy-efficient option that supports sustainable park operations.

Traffic Calming Measures: Introduce additional traffic-calming features, such as speed bumps or curb extensions near park entrances, to improve safety for pedestrians, especially those crossing streets to reach the park.

5. Restroom and Amenities Improvements

Accessible Restrooms: Retrofit restrooms to include discreet, accessible disposal bins for sharps and incontinence products.

Drinking Fountains and Hydration Stations: Install additional accessible drinking fountains or hydration stations near popular areas, ensuring they are wheelchair-friendly and well-maintained for year-round use.

6. Programming and Community Engagement

Year-Round Activities and Events: Develop a programming calendar that includes seasonal events, such as outdoor exercise, guided community walks, and intentional intergenerational events. These activities would boost year-round engagement and create opportunities for community connection.

Multigenerational Spaces: Designate spaces within the park for different age groups, including the play area for children, meeting space for teenagers, and quiet zones for older adults, to enhance inclusivity and provide variety.

7. Technology Integration

Public Wi-Fi Access: Install public Wi-Fi throughout the park to enhance visitor experience, allowing access to event information, social media engagement, or remote work options.

Solar-Powered Digital Signage: Add digital signage powered by solar energy to provide updates on events, park rules, and accessible routes. This would ensure real-time communication with visitors, especially during peak seasons or events.

Conclusion

Waterfront Park offers a scenic, serene setting with a variety of amenities that can attract visitors year-round. By implementing the recommended improvements in accessibility, seating, wayfinding, lighting, and programming, the park can become a more inclusive, vibrant community space that caters to people of all ages and abilities. These enhancements would further establish Waterfront Park as a welcoming destination for relaxation, recreation, and social connection.



Report for Sister Bay: Sports Complex Public Space Audit

Date: October 19, 2024

Location: Sports Complex, Sister Bay, WI

Conducted by: Do Good Door County

1. Description of the Location

The Sister Bay Sports Complex is a large public sports facility located on Autumn Court. The complex includes various sports fields and courts, such as baseball, basketball, soccer, ice skating, batting cages, and tennis courts, designed to cater to recreational and organized sports activities. It occupies a significant open space and is set within a commercial and residential area.

2. Surrounding Area

The complex is situated in a mixed-use area that includes nearby residences, a dog park, and commercial businesses. This diverse surrounding area provides a unique backdrop for community activities, attracting both local residents and visitors.

3. Atmosphere and Feelings in the Space

- **Comfortable:** Agree
- **Playful:** Strongly Agree
- **Relaxed:** Disagree
- **Safe:** Agree
- **Social:** Agree

The expansive, open nature of the sports complex makes it a welcoming space for youth and families, though it has limited wheelchair and walker accessibility. The complex is highly suitable for active sports but lacks elements that promote a relaxed atmosphere.

4. Usage Patterns

The Sister Bay Sports Complex is frequently used during the warmer months, especially in spring and summer, with limited activities in winter. Most of the activity occurs during the day, with some events and gatherings extending into the evening, depending on the season.

- **Spring:** High use
- **Summer:** High use
- **Fall:** Moderate use
- **Winter:** Low use
- **Daytime:** Frequent
- **Nighttime:** Some



5. Evaluation of Features

- **Cleanliness:** Fair
- **Drinking Fountains:** None
- **Lighting:** Fair
- **Places to Be Physically Active:** Good
- **Places to Eat/Drink:** Poor
- **Places to Sit:** Poor
- **Restrooms:** Fair to Poor (limited facilities)
- **Shelter from Weather:** Poor
- **Street Noise:** None
- **Trees and Landscaping:** Fair

While the complex is generally functional, it lacks drinking fountains, adequate seating, and proper shelter from weather. Improvements in cleanliness, lighting, and landscaping would enhance the space.

6. Connectivity

- **Walking:**
 - The streets in or adjacent to the location have sidewalks. - Disagree
 - There are clear directional signs or visual cues to guide people to the space. - Disagree
 - There are pedestrian signals at intersections. - Disagree
 - The signals provide adequate crossing time for slower walkers. - Disagree
 - There are signals or design elements for blind/visually impaired pedestrians. - Disagree
 - Sidewalks and crossings are accessible for people using mobility aids (e.g., a wheelchair). - Disagree
 - There are traffic calming features (e.g., speed bumps) in the area. - Disagree
- **Cycling:**
 - There are designated bike lanes or trails connected to the space. - Disagree
 - There is a secure place to park your bike in the space. - Disagree

The sports complex lacks basic connectivity features, including sidewalks, pedestrian signals, bike lanes, and signage, which limits accessibility and ease of navigation for visitors, especially those with mobility challenges.

7. Likelihood to Recommend for Older Relatives or Children

- **Likelihood:** Somewhat Likely

The complex's recreational focus makes it suitable for younger visitors and families, but improvements in accessibility, seating, and signage would enhance its appeal to a broader age group.

8. Opportunities for Improvement

Accessible Playground Addition: Adding an accessible playground would make the complex more inclusive for young families and children of all abilities, expanding the park's family-friendly offerings.



Enhanced Intergenerational Event Space: The complex's spacious layout could host intergenerational events, such as family sports days, outdoor movie nights, and community gatherings, making it a versatile venue for all ages.

Upgrade Existing Gazebo and Pavilion: The existing small gazebo and pavilion areas could be enhanced to include accessible features. Installing accessible picnic tables within and around the pavilion would create inclusive gathering spaces where all visitors can participate comfortably.

Improved Seating and Picnic Areas: Additional benches with back support and armrests, as well as accessible picnic tables near high-use areas, would increase comfort for older adults and families. Enhancing these social spaces would make the complex more welcoming for visitors of all ages and abilities.

9. Challenges Observed

Aged Facilities and Seating: The complex has older buildings and worn benches with no armrests, which reduces comfort, particularly for older adults. Updated areas for seating and concessions would improve accessibility and comfort.

Limited Accessibility Across Complex: Wheelchair and walker accessibility is limited, affecting visitors' ability to move between different areas. Pathways to all main facilities and fields would enhance usability for people with mobility challenges.

Inadequate Signage and Wayfinding: The complex lacks clear directional signage, making it difficult for visitors to navigate, particularly for first-time users. Improved wayfinding signage would greatly aid accessibility and visitor experience.

Insufficient Restroom Facilities: There is only one restroom, rated as fair to poor, limiting convenience during high-traffic events. Expanding or upgrading restroom facilities would better meet visitor needs, especially for families and older adults.

Parking Accessibility: Limited accessibility from the different parking lots to other areas of the park makes navigation challenging for those with mobility issues.

Lack of Weather Shelters: The park currently has only one pavilion and one small out-building with a weather-protective structure, limiting its usability during inclement weather or extreme sun exposure.

Additional Recommendations

1. Accessibility Enhancements

Pathway Improvements: Add accessible pathways throughout the complex to improve mobility for visitors using wheelchairs, walkers, or strollers. Consider installing graded, slip-resistant surfaces leading to popular areas such as sports fields, seating, and restrooms.



Parking Accessibility: Increase the number of accessible parking spaces near main entrances, along with signage to designated accessible routes. A drop-off area for families and individuals with mobility challenges would facilitate entry.

2. Seating and Shelter

Additional Seating: Install durable benches with backrests and armrests along walkways and near sports fields. This would provide resting spots for older adults and other visitors needing supportive seating.

Weather Shelters and Shade: Build small pavilions or shade structures to provide shelter from sun and rain, creating a more comfortable environment for visitors and spectators.

3. Signage and Wayfinding

Clear Wayfinding Signage: Install signage at the main entrances and along pathways to guide visitors to restrooms, sports fields, accessible routes, and spectator areas.

Directional Signs for Accessibility: Use universally recognized symbols to indicate accessible areas and key amenities, ensuring ease of navigation for all visitors.

4. Lighting and Safety Features

Improved Lighting: Upgrade the lighting around walkways and parking areas for better visibility during evening hours. Adding energy-efficient, solar-powered lights could enhance nighttime safety while reducing operational costs.

Traffic Calming Features: Add speed bumps or other traffic-calming measures around the complex to ensure safe crossings, especially near entrances and parking lots.

5. Restroom and Amenities Improvements

Restroom Accessibility: Improve the number of restroom facilities to include additional stalls and accessible features, such as handrails and discreet disposal bins for sharps and incontinence products.

Drinking Fountains and Hydration Stations: Install drinking fountains and hydration stations near high-traffic areas. Ensure these are wheelchair-accessible and well-maintained for regular use.

6. Programming and Community Engagement

Intergenerational Activities: Introduce events and programs that appeal to different age groups, such as family-friendly sports days, youth clinics, and adult leagues. This approach would foster community connection and inclusivity.

Community Gathering Spaces: Consider adding a small gazebo or picnic area as a designated social space for families and groups, which could also serve as a meeting point for various community events.



7. Aesthetic and Maintenance Enhancements

Landscaping and Visual Appeal: Refresh the landscaping around the complex with native plants and trees to provide shade and visual appeal. Regular maintenance of these areas would contribute to a more inviting environment.

Upgrade Seating: Replace worn benches with newer, more comfortable, accessible seating options to increase overall comfort and usability.

8. Technology Integration

Public Wi-Fi Access: Install public Wi-Fi throughout the park to enhance visitor experience, allowing access to event information, social media engagement, or remote work options.

Solar-Powered Digital Signage: Add digital signage powered by solar energy to provide updates on events, park rules, and accessible routes. This would ensure real-time communication with visitors, especially during peak seasons or events.

Conclusion

The Sister Bay Sports Complex is a valuable recreational asset, but targeted improvements in accessibility, connectivity, seating, signage, and programming would enhance its usability and inclusiveness. Implementing these changes would help the complex serve as a welcoming and accessible space for community members of all ages, creating a destination that promotes health, engagement, and social connection.