

JANUARY 28, 2025
PLAN COMMISSION MEETING

Agenda Item No. 1
CALL MEETING TO ORDER & ROLL CALL

Agenda Item No. 2
APPROVAL OF AGENDA AS PUBLISHED

Agenda Item No. 3
APPROVAL OF THE MINUTES FOR THE
NOVEMBER 26, 2024 MEETING OF THE
PLAN COMMISSION.

Agenda Item No. 4
COMMENTS, CORRESPONDENCE AND CONCERNS
FROM THE PUBLIC



PLAN COMMISSION MEETING AGENDA

TUESDAY, JANUARY 28, 2025 AT 5:30 P.M.

Sister Bay-Liberty Grove Fire Station – 2258 Mill Rd., Sister Bay, WI – Large Meeting Room

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=9706363858>

Meeting ID: 443 990 1723 Passcode: 304078

To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#

For additional meeting information visit: www.sisterbaywi.gov, click 'Agendas and Minutes' or watch the meeting video online.

AGENDA

1. Call to Order & Roll Call
2. Approval of Agenda
3. Approval of November 26, 2024, Meeting Minutes
4. Comments, Correspondence and Concerns from the Public
5. Discussion/Action Items:
 - a. Temporary Use; Portable Sauna; Dorr Hotel; 2329 Mill Road
 - b. Development Agreement Amendment; Exterior Revisions; Eagle Mechanical; Highway 57
 - c. Architectural Review/Site Plan Review; Façade and Entrance Improvements; Husby's; 10641 Bay Shore Drive
 - d. Site Plan Review; Retail Area Expansion and Alpaca Displays; Alpaca to Apparel; 2340 Mill Road
 - e. Proposed Text Amendments; Ch. 66; B-2 Overlay
 - f. Proposed Text Amendments; Ch. 66; B-3 Building Height Limitations
 - g. Proposed Text Amendments; Ch. 50 & 66; Miscellaneous Provisions
 - h. Proposed Redraft of Floodplain Ordinance
 - i. Identify Location for Marge Grutzmacher Memorial Little Library
 - j. Review Draft Comprehensive Plan; Schedule Informational Session/Public Hearing
6. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
7. Next Regular Meeting
 - Regular Monthly Meeting; February 25, 2025, at 5:30 P.M.; Large Meeting Room, Sister Bay-Liberty Grove Fire Station (Review Potential Dark Sky Lighting & R-4 Regulations)
 - Public Hearings
8. Adjournment

Public Notice

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 that is *not* part of a public hearing, email janal.suppanz@sisterbaywi.gov by 4:00 pm the day before the meeting; letters regarding a public hearing must be received by 4:00 pm the Thursday before the hearing. 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 Village Administration Office at 920.854.4118 or in writing to: Village Administration Building, 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are typically available online and can also be viewed at the Village Administration Office 8 am – 4 pm Monday through Thursday, except holidays.

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

POSTED DATE/SIGNATURE _____

VILLAGE OF SISTER BAY
HYBRID PLAN COMMISSION MEETING MINUTES
TUESDAY, NOVEMBER 26, 2024
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
APPROVAL PENDING

At 5:30 P.M. on Tuesday, November 26, 2024 Denise Bhirdo, the Chair of the Plan Commission, called the hybrid regular monthly meeting of the Village of Sister Bay Plan Commission to order.

Present: Plan Commission Chair Denise Bhirdo, and Commission members Patrice Champeau, Nate Bell, Ron Kane, Laurel Harff, and Mitch Ohnesorge.

Staff Members: Village Administrator Julie Schmelzer and Administrative Assistant Janal Suppanz.

Others: Kurt Harff, Chris Schmeltz, Amanda Zielinski, Don Peters, Steve Musinsky, Karen Berndt, Dave Matesek, Judy Kordus and one unidentified individual.

Agenda Item No. 2: Approval of the Agenda:

Motion by Bell, second by Harff that the Agenda for the November 26, 2024 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Agenda Item No. 3: Approval of minutes as published:

Motion by Bell, second by Harff that the minutes for the October 22, 2024 meeting of the Plan Commission be approved as presented. Motion carried with Kane abstaining.

Agenda Item No. 4. Comments, correspondence and concerns from the public:

Bhirdo asked if any correspondence had been received that would require the attention of the Plan Commission, and Suppanz noted that a letter from Carl and Stephany Madsen had been included in the digital meeting packets. (In their letter Mr. and Mrs. Madsen refer to allegations which were made by Schmelzer that the municipal boundaries shown on the maps in the draft of Door County's Comprehensive and Farmland Preservation Plan are inaccurate, and they express concerns about the implications of the alleged inaccuracies.)

Schmelzer noted that at the November 12, 2024 meeting of the Village Hall Planning Task Force Bjorn Johnson commented on the need to address parking if any land use changes are suggested for the Village Hall. The Task Force members subsequently referred the parking issue to the Plan Commission.

Steve Musinsky suggested that the Plan Commission consider recommending that the Village's short-term rental regulations be amended with respect to the utilization and the size of fire pits that are allowed at short-term rental properties. He also indicated that he was one of the individuals who was asked to provide input to DNR officials in 2012 when NR115 was revised, and would be happy to answer any questions the Commission members have regarding that legislation.

Agenda Item No. 5. Discussion/Action Items:

(a) Site Plan Review; Vestibule Addition; CHOP – 2345 Mill Road:

Chris Schmeltz has requested that he and his associates be allowed to have a winter vestibule on CHOP. Such

1 a use is “not listed” in the Zoning Code, and, therefore, Schmelzer initially made the determination that a
 2 Conditional Use Permit would be required. Mr. Schmeltz recently informed Schmelzer that the vestibule will
 3 actually remain in place all year long, but the sides will be removed once the weather improves, and since the
 4 vestibule will be a permanent structure she now believes it can be treated as an “addition”. Therefore, there
 5 will no longer be a need for a Conditional Use Permit to be issued, but the Plan Commission must formally
 6 conduct a related site plan review.

7
 8 The site plan for CHOP was reviewed, and during that process Bhirdo asked if it would be possible to construct
 9 the vestibule out of wood and/or have the color of it match the siding on CHOP. Mr. Schmeltz indicated that
 10 he was not sure if either of those options will be possible, but would be happy to do some related research. He
 11 will inform Schmelzer of his findings ASAP.

12
 13 *Motion by Bell, second by Kane that the Plan Commission grants permission for representatives of CHOP to*
 14 *have a vestibule on CHOP, on the condition that those individuals must attempt to incorporate two different*
 15 *colors into the vestibule that either match or complement the existing siding on the building, and, if that is not*
 16 *possible, a concerted effort must be made to match the color of the awnings on the building. Before any final*
 17 *color choices are made for the vestibule the Plan Commission Chair and the Village Administrator must review*
 18 *the preferred colors and grant written approval of them. Motion carried – All ayes.*

19
 20 **(b) Site Plan Review; Change of Use; Former Aurora Building, Unit 1 – 2521 S. Bay Shore Drive:**

21 Amanda Zielinski, who was previously granted permission to change the use of the rooms within Unit 3 in the
 22 former Aurora Building, which has been assigned an address of 2525 S. Bay Shore Drive, has requested that
 23 the Plan Commission now grant permission for the use of the seven rooms within Unit 1 in that building, which
 24 were all utilized as a medical clinic, to be changed in such fashion that they now house providers of “personal
 25 care services”. (That portion of the building has been assigned an address of 2521 S. Bay Shore Drive.) There
 26 are currently 37 parking spaces available on-site, but if the Plan Commission determines that it’s necessary
 27 three parking space credits could be granted. Discussion took place regarding this issue, and It was eventually
 28 the consensus that there is sufficient on-site parking and there won’t be a need for the Commission to grant
 29 any parking credits.

30
 31 *Motion by Bell, second by Harff that the Plan Commission grants permission for Amanda Zielinski to see that all*
 32 *seven rooms within Unit 1 in the building that is commonly referred to as “The Aurora Building”, which has been*
 33 *assigned an address of 2521 S. Bay Shore Drive and were formerly utilized as a medical clinic, to now house*
 34 *providers of “personal care services”, i.e. manicures, massages, dietician services, etc. Motion carried – All ayes.*

35
 36 **(c) Proposed Text Amendments: Chapter 66 – B-2 Overlay:**

37 A draft of proposed B-2 Overlay regulations was included in the meeting packets, and the Commission
 38 members jointly reviewed that document. During the review process Schmelzer and Suppanz took note of all
 39 the grammatical revisions that were suggested. Bhirdo stated that she doesn’t believe professional offices,
 40 physical fitness centers, restaurants or laundromats and dry cleaning services should be considered “permitted
 41 uses” in the B-2 District any more, and then requested that the Commission members give that suggestion
 42 some thought and be prepared to discuss it at length at their next meeting. She also suggested that the
 43 requirement be added to the B-2 Overlay regulations that Plan Commission approval is required whenever any
 44 property owners in that zoning district wish to change the color of a building(s) or the style of windows that
 45 are utilized on those buildings.

46
 47 Bell expressed concerns about imposing the requirement that the Plan Commission must approve any building
 48 color changes, and Schmelzer suggested that as an alternative an approved color palette be established for

1 buildings in the B-2 Overlay District. It was the consensus that that would be a good idea.

2
3 **(d) Proposed Text Amendments; Chapter 66 - B-3 Height Limitations:**

4 Following the July Plan Commission meeting Schmelzer did a considerable amount of research regarding other
5 municipalities' downtown building height limitations, but was unable to find any examples of the type of
6 regulations the Commission members had asked for. Lengthy discussion took place regarding this issue, and
7 the suggestion was eventually made that the Village's B-3 regulations should be amended in such fashion that
8 they state that no buildings in the downtown area may be altered or reconstructed in such fashion that the
9 existing "view shed" is negatively impacted. It was also the consensus that the B-3 regulations shall state that
10 as of a designated date requests to exceed the height of existing buildings in the B-3 District will be considered
11 "conditional uses".

12
13 **(e) Proposed Text Amendments; Chapter 66 – Open Space:**

14 Discussion took place regarding the fashion in which the terms "open space" and "green space" are utilized in
15 the Zoning Code, and it was eventually the consensus that "open space" shall be deleted and replaced with
16 "green space" throughout the entire Code. The Commission members jointly reviewed the definition of "green
17 space" that appears in the Zoning Code, and made the determination that the definition is acceptable and shall
18 remain "as is".

19
20 Schmelzer noted that the Zoning Code currently states that the minimum amount of green space which is
21 required in the R-1 District is 20%, but she firmly believes that regulation should be amended in such fashion
22 that it states that the minimum amount of green space which is required in the R-1 District is 50%, and all the
23 Commission members concurred. They also agreed that the minimum amount of green space that should be
24 required in the R-2, R-3 and R-4 Districts shall be 40%, 30% and 20% respectively. Schmelzer was asked to see
25 that a map that accurately depicts the location of the previously mentioned zoning districts is included in the
26 digital packets for the next meeting of the Commission.

27
28 **(f) Proposed Text Amendments; Chapter 50 and Chapter 66 – Miscellaneous Provisions:**

29 Drafts of the first of a series of recommended revisions to Chapters 50 and 66 of the Municipal Code were
30 included in the digital meeting packets, and the Commission members jointly reviewed all of that
31 documentation. During the review process Schmelzer and Suppanz took note of all the recommended
32 revisions.

33
34 *When the existing temporary sign regulations were addressed Schmelzer noted that a local business owner has*
35 *asked if he needs a permit to erect a sign/banner that designates his business as a "Toys For Tots Drop-Off*
36 *Location". Since the Sign Code is quite vague with respect to temporary signage for charitable organizations,*
37 *Schmelzer asked if the Plan Commission members believe a permit will be required for the "Toys For Tots"*
38 *signage. Lengthy discussion took place regarding that issue, it was eventually the consensus that a permit*
39 *will be required.*

40
41 *Schmelzer indicated that she will see that revised drafts of all the previously mentioned text amendments are*
42 *included in the digital packets for the next meeting of the Commission.*

43
44 **(g) Fee Schedule**

45 *The existing Fee Schedule for the Village was included in the digital meeting packets, and the Commission*
46 *members also jointly reviewed that document. Discussion took place regarding the fee that is currently required*
47 *for temporary banners or signage, and it was eventually the consensus that when considering the "totality of*
48 *the circumstances" that fee is acceptable and shall not be amended. The Commission members did agree that*

the Fee Schedule should be amended in such fashion that it states that the "Fee in Lieu of Parking" is "\$1,000.00 per year per parking stall that would normally be required", and Schmelzer indicated that she will see that all applicable Zoning Code amendments are made. She also indicated that she will see that a draft of the revised Fee Schedule is included in the digital packets for the next meeting of the Commission.

(h) Identify Location for the "Little Library" That Will be Erected to Recognize Marge Grutzmacher's Service To The Community:

At a previous meeting the Plan Commission had determined that a "Little Library" should be erected to recognize all of Marge Grutzmacher's service to the community, but, in particular, her many years on the Plan Commission, and Schmelzer was asked to reach out to Marge to determine where she would like her "Little Library" to be erected. She has not had an opportunity to do that yet, but does intend to do so soon.

Motion by Kane, second by Harff that Agenda Item No. 5 (h) - Identify Location for the "Little Library" That Will be Erected to Recognize Marge Grutzmacher's Service to the Community, shall be postponed until the next meeting of the Commission. Motion carried – All ayes.

Agenda Item No. 6. Permit Report:

A report on which all the Zoning and Sign Permits that were issued from October 18, 2024 through November 14, 2024 are delineated was included in the digital meeting packets, and the Commission members jointly reviewed that documentation. During the review process Bhirdo noted that the new Shell gas pricing signage will actually be erected at "Sister Bay Mobil"; not "Country Walk BP", and Suppanz was asked to see that the required amendments are made to the related spreadsheet.

Agenda Item No. 7. Administrator's Report:

Schmelzer's Administrator's Report for November, 2024 was included in the digital meeting packets, and the Commission members also jointly reviewed that document. During the review process discussion took place regarding potential amendments that could be made to the Village's lighting regulations to ensure that "Dark Sky" initiatives are complied with, and Schmelzer indicated that she will do related research and inform the Commission members of her findings at their next regularly scheduled monthly meeting.

Agenda Item No. 8. Matters To Be Placed on a Future Agenda or Referred to a Committee, Official or Employee:

Agenda Item No. 9. Next Meeting:

Regular Monthly Meeting – Tuesday, January 28, 2025 at 5:30 P.M. – Large Meeting Room – Sister Bay-Liberty Grove Fire Station:

Several scheduling conflicts arose because of the Christmas Holiday, and, therefore, the Plan Commission will not be meeting at all in December. The next regular monthly meeting of the Plan Commission will be called to order at 5:30 P.M. on Tuesday, January 28, 2025. At that meeting further discussion will take place regarding the following issues:

- Proposed Text Amendments; Chapter 66 – B-2 Overlay District;
- Proposed Text Amendments; Chapter 66 – B-3 Building Height Limitations;
- Proposed Text Amendments; Chapter 66 – Open Space;
- Proposed Text Amendments; Chapter 50 and Chapter 66 – Miscellaneous Provisions;
- Proposed Fee Schedule Amendments;
- Potential Lighting Regulation Amendments; and,
- Identification of the Preferred Location for Marge Grutzmacher's "Little Library".

Minutes for the November 26, 2024 Meeting of the Plan Commission

1 **Agenda Item No. 9. Adjournment:**

2 *At 7:56 P.M. a motion was made by Kane, seconded by Champeau that the November 26, 2024 regular*
3 *monthly meeting of the Plan Commission be adjourned. Motion carried – All ayes.*

4
5 Respectfully submitted,

6 

7 Janal Suppanz, Administrative Assistant

From: [steve.musinsky](#)
To: [Julie Schmelzer](#)
Subject: Sister Bay Street Lighting and Dark Sky Ratings
Date: Thursday, January 16, 2025 10:38:31 AM
Attachments: [WPSStreetLightRate.pdf](#)

Street Lighting

I checked into the subject of sizing and requesting WPS street lighting. Basically, there are two types of street lighting; WPS owned and leased to a municipality, and municipal owned and maintained. Area lighting is lighting installed on private property and may be WPS or private.

If WPS installs and maintains the light, the size and type of luminaire (the light fixture) is specified by the municipality subject to WPS's offerings. A copy of the street light rates is attached. A monthly itemized bill for street lighting is sent to the municipality listing the lights by pole number. All of the street lighting within the Village limits is supposedly paid for by the Village.

If the municipality installs their own lighting, then they are responsible for sizing the luminaires and the pole height and spacing. Since there are no WPS pole numbers on the ornamental light poles in the downtown area, it would appear the downtown area lighting is owned by the Village. A review of the WPS street light electric bill would verify this.

There are several handbooks available as lighting design guides. The Federal Highway Lighting Handbook 2023 (221 pages), the IES Highway Lighting design guide, (IES = Illuminating Engineering Society), and ANSI / IES RP-8-22: Design of Roadway Facility Lighting are some of them. Lighting design software allows the user to select the lighting standard to use, or to use custom values.

I'm still not sure if the DOT has lighting requirements for lighting on a state highway which the Village must follow, but I'm still waiting for some phone calls to be returned on this subject.

Dark Sky Ratings

Newport State Park presently has a dark sky rating of 2. This is called the Bortle Rating or Bortle scale. While somewhat subjective, a rating of 1 on the Bortle scale means very faint constellations and stars are visible. A rating of 9 means almost nothing is visible.

Dark Sky luminaire ratings

Luminaires have a dark sky / BUG rating. B=backlight, U=uplight, and G=glare. For design purposes, a photometric light plot is also available. Luminaires may also carry a Dark Sky Society or Dark Sky International approval. Dark Sky recommended luminaires have no uplight.

Sky Lighting

Sky lighting above a city is due to two sources. Light fixtures aimed directly upward, such as ground mounted sign lighting, and the reflection of light off ground surfaces. Even if a light source is aimed directly downward, some reflected light is still directed skyward. The following values are from field measurements I've done:

Surface	Reflected light	Surface	Reflected light
Bare ground, dark brown	10-13%	Aged concrete	19%
Bare ground, light tan	25%	New snow	75%
Aged asphaltic concrete	17-18%	White gravel	20%
New asphalt	10-12%	Grass, winter season	9%
White paint	42-50%		

As the light reflected off ground surfaces, or light from upward aimed fixtures, goes skyward, it is again reflected off water vapor, dirt particles, etc., This "sky glow" makes night time viewing of the sky difficult, or impossible, due to the reflected light in the sky being as bright, or brighter, than starlight.

I'll let you know when I hear more on the DOT lighting requirements subject.

Steve Musinsky

Sent with [Proton Mail](#) secure email.

AGENDA ITEM NO. 5
DISCUSSION/ACTION ITEMS:

**(a) TEMPORARY USE;
PORTABLE SAUNA; DORR HOTEL
2329 MILL ROAD**



STAFF REPORT

DORR HOTEL – PORTABLE SAUNA

Date: January 28, 2025

Board/Committee: Plan Commission

Re: Temporary Use

Author: Julie A. Schmelzer, Village Administrator

The Door Hotel would like approval for the temporary placement of a portable sauna at a Health and Wellness Event on February 8 and 9, 2025. The sauna would be located between the hotel and CHOP, visible from Bay Shore Drive.

Sec. 66.0302 regulates temporary uses and allows the Zoning Administrator, Plan Commission Chair or Village President to allow such use. Or, the matter can be referred to the Plan Commission for review and possible conditions (i.e. location, set up, take down). Due to the location of the proposed sauna, this matter has been referred to the Plan Commission.

Attached please find a site plan and photos of the sauna.

THE
DÖRR
SISTER BAY



**Pop-up sauna on trailer, one time,
any two consecutive
Saturday and Sunday
before 4/1/25**





BOOK A RESERVATION 920-930-1151
WWW.UPNORTHSAUNAS.NET
SAUNA RENTAL
BOOK COUNTRY

AGENDA ITEM NO. 5
DISCUSSION/ACTION ITEMS:

**(b) DEVELOPMENT AGREEMENT AMENDMENT;
EXTERIOR REVISIONS;
EAGLE MECHANICAL;
HIGHWAY 57**



STAFF REPORT

EAGLE MECHANICAL – EXTERIOR CHANGES

Date: January 28, 2025

Board/Committee: Plan Commission

Re: Development Agreement Amendment

Author: Julie A. Schmelzer, Village Administrator

On November 19, 2024, the Board approved a Development Agreement for Eagle Mechanical to build a contractor and sales facility off Highway 57. Since then they have proposed changes to the siding and trim on the building. What was originally approved was midnight blue siding with clay colored gables and white trim boards. They propose changing the color scheme to brown with black gables and trim, windows, and doors. The siding brand would be Nichiha (fiber cement boards), and the color is called Vintagewood Cedar. All other aspects of the project remain as originally approved.

Attached is a rendering of the proposed building.







The Product is from a company called Nichiha

The color is called Vintagewood cedar as shown in the picture.

AGENDA ITEM NO. 5
DISCUSSION/ACTION ITEMS:

- (c) ARCHITECTURAL REVIEW/SITE PLAN REVIEW;
FAÇADE AND ENTRANCE IMPROVEMENTS;
HUSBY'S – 10641 N. BAY SHORE DRIVE**



STAFF REPORT

HUSBY'S – NEW FAÇADE AND ENTRY

Date: January 28, 2025

Board/Committee: Plan Commission

Re: Architectural Review and Reconstruction of Nonconforming Entry

Author: Julie A. Schmelzer, Village Administrator

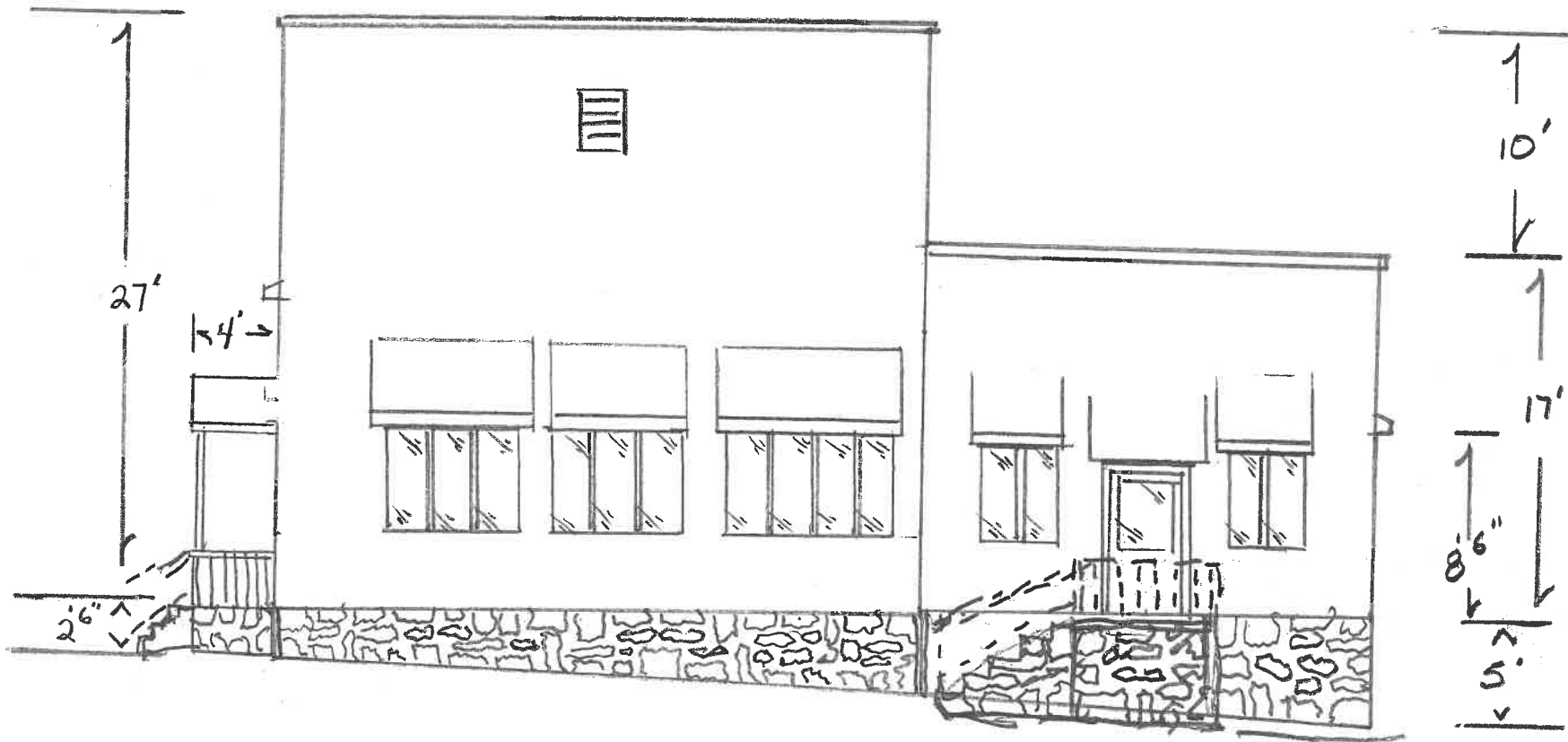
Husby's is looking to remodel their front façade (facing Bay Shore Drive) and create a more historic front typical of many of our original commercial buildings. Since the Plan Commission serves as the Architectural Review Board, it has been brought to the Plan Commission for approval. Since the façade is consistent with previous work we've been doing to have the 'triangle' area look more historic, the project aligns with our intent for the triangle area, which is where this business is located.

They also propose reconstructing/remodeling the small four-foot (plus railing) entry located at the corner of Bay Shore Drive and Maple Drive. The entry is nonconforming due to its close proximity to the right-of-way. (The property used to be partially in the right-of-way of the state highway but they acquired the portion where the building is located.) The code says nonconforming structures which are remodeled or reconstructed must meet setbacks. However, we have proposed a text amendment to allow building exits/landings (and there is a question as to whether we can prevent a nonconforming structure from being rebuilt). As such, I have brought the matter to the Commission for review rather than require a variance from the code.

As you can see from the attached photo and schematic, the entry way would be the approximately the same size as the original stoop. Because dimensions of the new stoop were not provided on the plan, the Plan Commission might want to consider a condition that the size of the new entry not exceed the size of the original stoop or it may extend into the right-of-way.

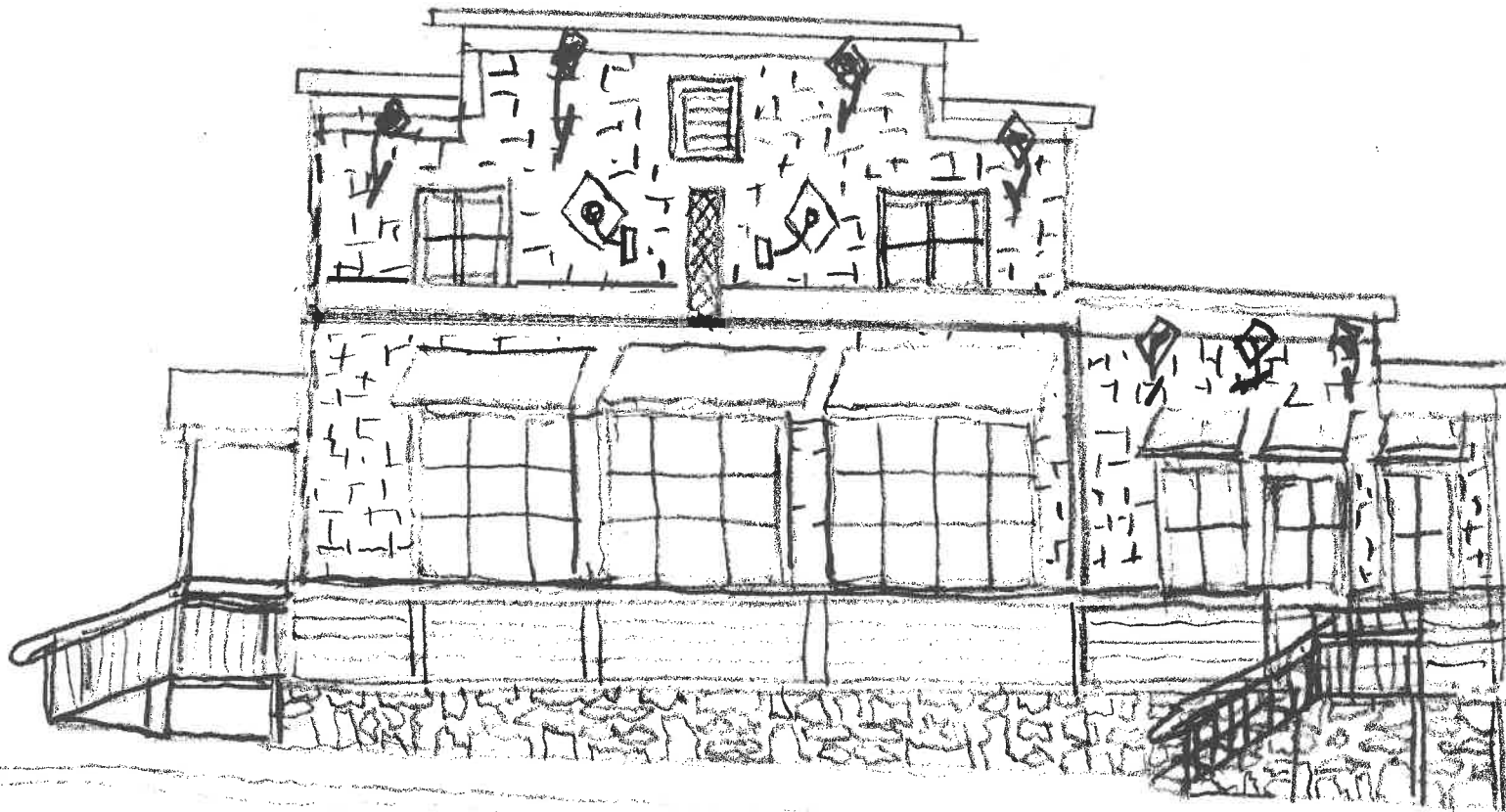
Existing Date 1/6/2025
Husky's

$\frac{1}{8}'' = 1'$

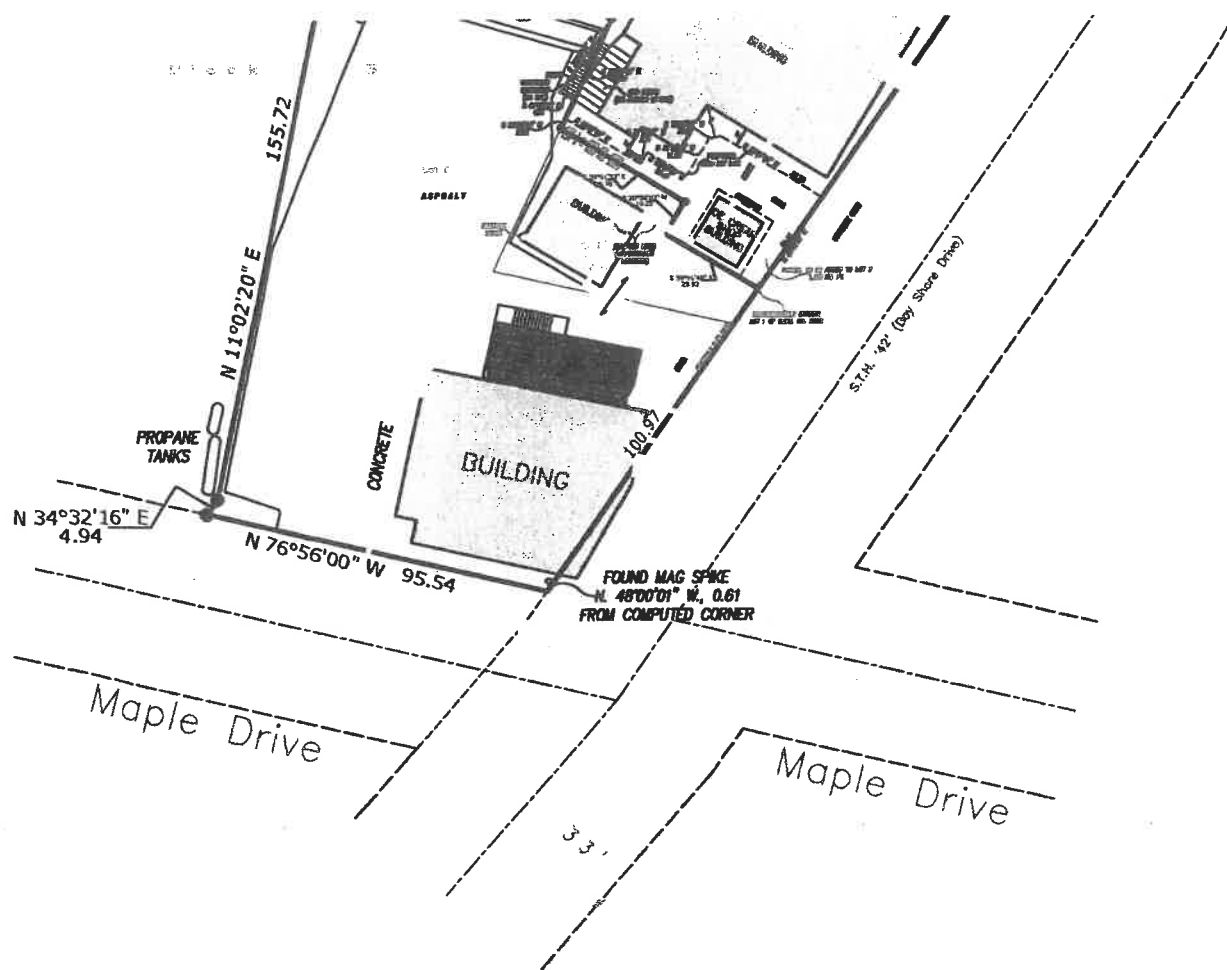




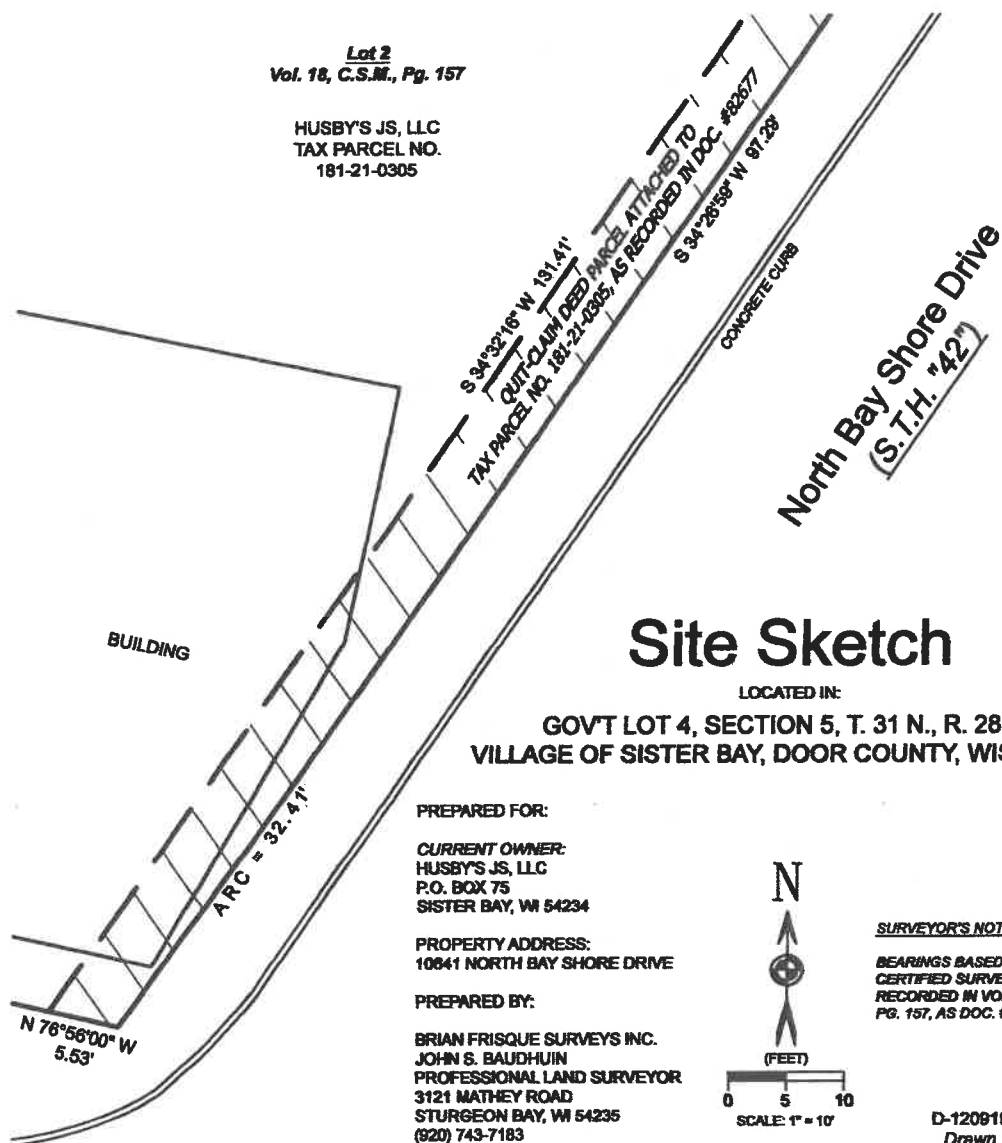
Proposed
Husby's 1/6/2025



Original Survey



Area that was quit-claimed



AGENDA ITEM NO. 5
DISCUSSION/ACTION ITEMS:

**(d) SITE PLAN REVIEW;
RETAIL AREA EXPANSION & ALPACA DISPLAYS;
ALPACA TO APPAREL;
2340 MILL ROAD**



STAFF REPORT

ALPACA TO APPAREL – RETAIL EXPANSION

Date: January 28, 2025

Board/Committee: Plan Commission

Re: Site Plan Review

Author: Julie A. Schmelzer, Village Administrator

This property was formally known as *G/o*. It included a retail area; spa/office; and short-term rental. Eight parking stalls were approved for that business – six on the west side of the parking lot and two on the east side by the side entrance to the building, plus one stall for the dumpster. (I do not know if that calculation was accurate in that I don't see a first floor calculation in the file.)

Ben Kornowski from Alpaca Apparel in Fish Creek purchased the property and would like to use the spa/office area for retail as well as the former retail areas. He would convert most of the first floor to all retail (per his plan, attached), retain the rental on the second floor, and display his alpacas on the lawn.

Total retail area would be 1031 sq. ft., which is one stall per 300 sq. ft. of gross retail area in a B-3 district, requiring four stalls. There would be two employees on site. The rental requires two stalls. In total, eight stalls are required, like *G/o*. One issue is, are additional spaces required for the alpaca displays, if allowed? Another issue is, although *G/o* showed six stalls on the west, there really is only room for five. Ben proposes taking the dumpster stall and using it for parking to meet the requirement for eight stalls, and his waste would be via trash bins. He also proposes a bike rack.

As for the alpacas, the site plan shows where they would be displayed, but he would rotate which location they are displayed, based on weather and grass availability. They would be displayed Friday, Saturday and Sunday during the business hours of 9AM-8PM, May-November. Is this acceptable? Because he does not have parking for the animal trailer (and truck), we would either have to allow a waiver to the parking requirements, or require they be dropped off and picked up everyday. The code allows a one-time parking credit of three stalls for the property. I do not see where this was utilized for this property, so that could be applied in this case to allow the truck and animal trailer to be parked in the parking lot (using two stalls).

If we require a Development Agreement, recommended site requirements would be:

1. Landscaping to be maintained; any dead or dying vegetation shall be replanted.
2. The trash and recycling bins would be under the stair, and screened from view (he proposes a fence).
3. (Alpaca displays?)

Benjamin C. Kornowski
Alpaca to Apparel
4185 Main Street
Fish Creek, WI 54212

January 6, 2025

Julie Schmelzer
Sister Bay Zoning Administrator
P.O. Box 769
Sister Bay, WI 54234

Dear Ms. Schmelzer:

We are ecstatic to join the Sister Bay community with our second Alpaca to Apparel location in Door County. However, before we can open our doors to Door County visitors, we need to request that the use of the property be converted back to retail on the first floor with an accessory use of transient lodging. Included with this letter is a site plan along with the floor plans for the proposed retail space, short term rental, and parking. I am also proposing two areas where we could display the alpacas from time-to-time. This is an important part of our business model, as visitors can see the sustainability of Alpaca to Apparel products. Having the alpacas on-site occasionally is a contingency to the sale of the property.

The proposed areas for the alpacas are marked in green on the map. I propose using a four-foot-tall picket fence to contain the animals with green space inside. There is no need for any additional structures. The animals would not be living on site, but rather visiting during business hours, from time to time throughout the year. We occasionally have the alpacas at our Fish Creek location and have not had any complaints about smell, noise, or disturbances in general.

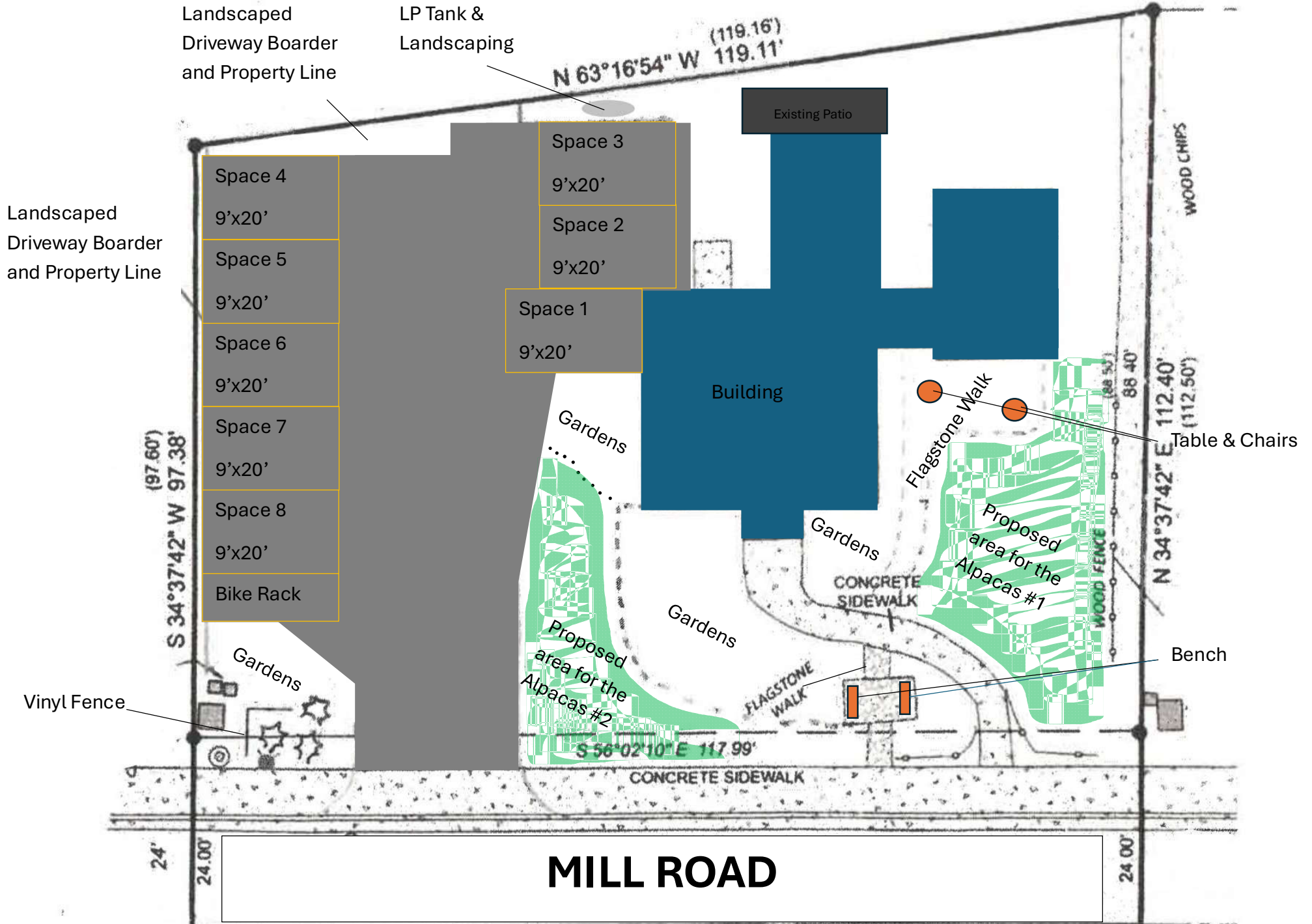
Please know that we are willing to work with the Village of Sister Bay to preserve its charm and beauty. Alpaca to Apparel is also ready to remedy any of the issues the Village may have had with the sellers of the property. Once the weather allows, we will be replacing the dead landscaping around the parking lot and building.

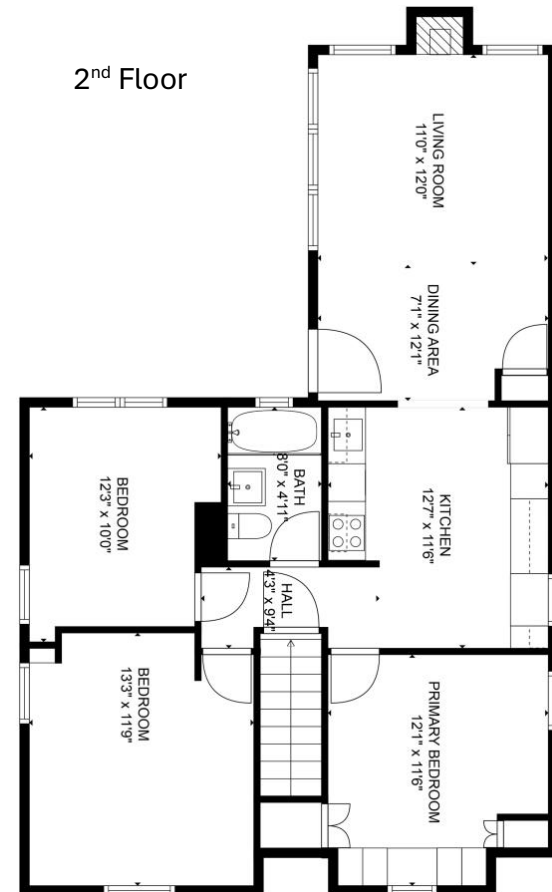
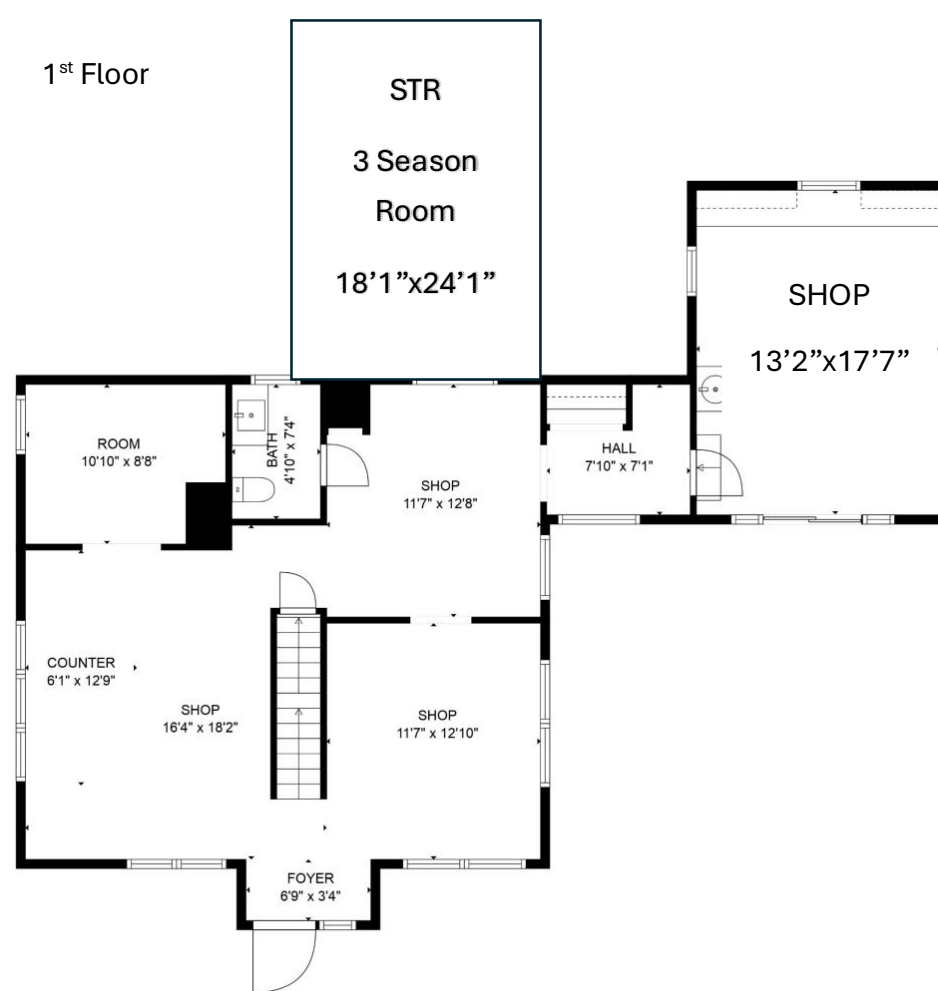
Thank you for your consideration of the change in use. Please contact me with any questions you or the Plan Commission may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ben Kornowski', with a stylized flourish at the end.

Benjamin Kornowski
Owner, Alpaca to Apparel





Total Retail Square Footage: 1031

Parking Calculation: B-3 Zoning with 9x20 stalls at 90 degrees

1) Primary Use: Retail 1 space for every 300 square feet and 2 employees at peak: 1031 square feet retail space $4+2=6$

2) Accessory Use: Short Term Rental: 2 spaces for 3 bedrooms

Parking total 6 (retail) + 2 (STR)=8

Additional Parking Information:

- 1) Note the proposed bike rack on the south side of the parking lot.
- 2) Any dead plantings in the parking lot boarder will be replaced in the spring.
- 3) There is an existing fence on the southwest corner of the property in front of the parking lot.

AGENDA ITEM NO. 5
DISCUSSION/ACTION ITEMS:

**(e) PROPOSED TEXT AMENDMENTS;
CHAPTER 66;
B-2 OVERLAY**

B-2 Overlay

The B-2 zoned area west of North Bay Shore Drive is the one area left in the village with several historic properties. In an attempt to maintain the historic character of the area, while provide for the development of new properties that would be architecturally compatible, the overlay gives landowners the option of developing their properties under the regular B-2 standards, or, developing under the provisions in the overlay.

Uses Allowed

The list of permitted and conditional uses in the regular B-2 district shall be allowed in the overlay zone, with the exception of physical fitness centers, professional offices, restaurants and self-service laundry and dry cleaning. Unlike other zoning districts where only the uses listed shall be allowed, this overlay allows for additional uses, if developed per this overlay, and if authorized by conditional use permit upon finding the use would be compatible in the neighborhood.

Architecture

No use allowed under this overlay may be established or expanded, prior to receiving approval from the Plan Commission via a Site Plan Review, and if required by the Plan Commission, a Development Agreement.

The exterior of a building housing such use, or its accessory use, cannot be refaced (repainted, resided, the roof pitch altered, new windows or doors) or renovated, prior to receiving a successful Architectural Review by the Plan Commission in compliance with Sec. 66.1055, *Architectural Review Criteria*, and Sec. 4200, *Illustrations*. No fee is to be charged for the Architectural Review of a refacing or renovation project.

Landscaping

With every Architectural Review application, the applicant shall provide a landscape plan which illustrates the following:

- a) All existing tree canopies shall be preserved; no tree in excess of a twelve-inch caliper, as measured at chest height, shall be removed prior to securing approval from the Plan Commission; all development shall occur in such manner as to not jeopardize the root system of a tree of twelve inch caliper or greater.
- b) For every development, one hardwood tree, at least six inches in caliper, shall be planted so as to result in one tree being planted or maintained every forty feet along all public rights-of-way and rear lot lines.
- c) In lieu of a hardwood tree every forty feet along the front lot line, the developer may install a white picket fence along the front lot line, provided the fence is flanked by mature trees, at least twelve inches in caliper, at the ends of the fence where the property meets the adjacent neighbor's property line.
- d) All properties shall be developed per a landscaping plan approved by the Plan Commission that integrates Cottage Garden or English Garden landscaping design styles. Cottage Garden design uses a multitude of fragrant flowers in bold and pastel hues, arranged in what appears to be a haphazard manner; the plants are a mix of perennials, annuals, and biennials, creating an on-going and evolving display of color throughout the spring, summer and fall seasons. Typical of the Cottage Garden style are climbing roses, flowering vines, and cascading plants that utilize space and create vertical interest. The feel is relaxed and natural. Cottage Garden

design can be described as whimsical, inviting, and romantic. The English Garden is more structured and involves a combination of flowering gardens and well-groomed lawns, pathways, shrubs and trees. The feel of the English Garden is described as 'controlled chaos'. Like the Cottage Garden, it uses plentiful and diverse flowers and greenery and tries to keep a balance of colors and designs. Typical in the English Garden are roses, clematis, delphiniums and wisteria. Colors and textures change with the seasons.

- e) All landscaping plans require review by the Plan Commission and approval via a Development Agreement.
- f) The Village may require a sidewalk be installed, dependent on location.

Parking

Due to the shallow depth of some lots in the B-2 district, it is difficult to meet current parking standards found in Ch. 66, Sec. 400. Furthermore, it is acknowledged many of the land uses allowed in this overlay rely on pedestrian traffic, not requiring parking.

- a) Nonconforming parking lots may be retained but shall not be reduced in number.
- b) If a land use change or expansion requires 25% or fewer additional parking stalls in addition to what is on site at time of permit application, the parking lot shall be increased to provide as many additional stalls as possible, within dimensional requirements of this code, even if the resulting parking lot cannot provide all required stalls. If the additional parking required exceeds 25% of the available parking on site, the application may be denied, or, the Plan Commission may make a special exception due to unique or unusual circumstances. If the new configuration of the parking lot does not meet setback or other design requirements, a variance shall be required.
- c) Any redevelopment or modification that results in an increase in the floor area of the pre-development structure, shall provide additional parking, as directed by the Plan Commission, provided the green space on the lot is 25% or greater. The design of the new parking areas shall be dictated by the Plan Commission, who shall take into account topography, green space, safety, runoff and aesthetics. Unhabitable basements, attics, and open porches or decks shall not be included in the floor area calculation.
- d) For those existing land uses that do not have parking onsite, or sufficient parking onsite for employees, provisions shall be made for employee parking that does not rely on public parking areas. The village may require a per employee fee in lieu of parking, said fee to fund a parking lot ~~for employee use~~ in the Village. As an alternative, the Village may require bicycle racks to encourage non-motorized work trips.
- e) New uses, or the development of a vacant lot, shall have the parking requirements set by the Plan Commission, based on need, lot size, and the practicality of the use generating additional vehicular traffic to the neighborhood.

Setbacks

- a) Applicable to existing developments that do not meet the setback provisions in Sec. 66.0322(d): All properties in the B-2 overlay district may be redeveloped utilizing the setbacks of the pre-construction development, provided no development occurs in a public right-of-way, easement, or on an adjacent lot. However, in such scenario, the footprint of the original structure may not be increased. In addition, a public hearing shall be held to ascertain if there are public concerns or objections that may need to be mitigated, or warrant modifications to the proposed project.

- b) Applicable to new developments on vacant lots and existing developments that meet the setback provisions in 66.0322(d): The Plan Commission may reduce setbacks to make the new structure appear it was developed approximately the same time as the development of the adjacent properties. Setback averaging may be used to determine setbacks. Setbacks may be determined by considering existing or desired neighborhood development patterns.
- c) The modifications permitted in Sec. 66.0602, *Setback Modifications*, apply to the B-2 overlay.

Height

(1) How Measured.

The total height of a building is that vertical distance of the front, or roadside, of a structure as measured from pre-existing grade along the roadbed nearest the proposed structure or modification to the highest point on the highest roofline. Said height limit shall exclude the modifications permitted in Sec. 66.0601(a), *Height Modifications*. It is acknowledged that due to topography a structure may be higher in the rear, or the side of the building not facing the road, and in such situation the excessive height shall be mitigated by installing era appropriate fencing and planting additional trees to minimize the view of the back of the structure as seen from adjacent lots, said fencing, canopy size and height to be determined by a $\frac{3}{4}$ majority vote of the Plan Commission.

(2) Height Limits.

- a) For those properties located in the Bluff Overlay Zone, no structure shall exceed 30' in height.
- b) For those properties located along Parkview Lane and Parkview Drive, structures are limited to 24' in height.
- c) For all other properties in the B-2 overlay, structures shall not exceed 30' and two floor levels; uninhabitable basements and attics shall not be counted as a building floor.

Accessory Buildings

With the exception of a singular one-story free-standing garage, accessory buildings shall be prohibited. A free-standing garage shall not exceed 24' x 24', and shall be architecturally compatible with the primary structure on the lot. Said garage requires architectural review by the Plan Commission and is subject to the landscaping requirements above.

Signage

Each property is allowed one **ground or wall** sign indicating the name of the property or business. Said sign shall be free-standing or extend from the overhang or roof of a porch, but not obstruct pedestrian access or travel. A free-standing (ground mounted) sign shall not exceed **8** square feet; a sign extending from an overhang, roof or porch, shall not exceed **16** square feet. The sign shall be made of wood, appear woodgrain in texture, be three-dimensional, and have a scroll to the artwork. All such signs require design approval of the Plan Commission Chair. Said signs cannot be located in a public right-of-way, easement, or over a property line. If the sign is a ground mounted sign, the base of the sign shall be ~~located within a limestone flower bed and~~ landscaped to match the landscaping on the lot. ~~Said sign shall be wood or three- dimensional resembling wood; no metal signs shall be allowed.~~

Each property is also allowed one wall sign, adjacent to the primary entrance to the building, said sign not to exceed **46** square feet in area. The sign shall be wood ~~or metal or three- dimensional resembling wood; no metal signs shall be allowed.~~ No sign shall be illuminated from within, including 'open' signs.

One sandwich board sign is allowed, provided the signboard is slate with a three-dimensional woodgrain trim and does not exceed 6 square feet, including the trim. Said sandwich board sign is not permitted off-site or on a sidewalk.

One sign placed at the entrance of the space for each separate tenant space in multi-tenant buildings may be placed on the building and each directory sign shall not exceed two square feet per side. In lieu of one entrance directory sign for each separate tenant space, a single wall sign may be permitted. The area of the wall sign shall be no larger than the cumulative amount of the permitted separate entrance directory signs. The in lieu of sign shall be in addition to the sign areas allowed above.

Number of Uses Per Lot

Every current lot that was in existence as of the date the Village of Sister Bay adopted zoning shall be considered a separate, buildable lot, provided a structure thereon can meet setbacks and contains adequate space for a building and required parking. Every such lot shall be permitted one building to house one of the uses listed in the Table of Uses allowed in the B-2 district, or as approved by conditional use permit. A second use in a building may be allowed provided the Plan Commission finds there will be no additional need for parking or the parking demanded can be accommodated on the same property.

AGENDA ITEM NO. 5
DISCUSSION/ACTION ITEMS:

**(f) PROPOSED TEXT AMENDMENTS;
CHAPTER 66;
B-3 DISTRICT BUILDING HEIGHT LIMITATIONS**

B-3 HEIGHT OVERLAY

It has been discussed the height limitation amendments would apply to the private properties in the B-3 district, west of N. Bay Shore Drive. Those areas are highlighted in blue below.



As of the adoption date of the amendment, the height of a building in this overlay shall not be increased prior to receiving a conditional use permit from the Plan Commission. The Plan Commission shall only approve the conditional use permit if it has been demonstrated the additional height will not be detrimental to the viewshed of properties on the east side of Bay Shore Drive within 300 feet of the building being modified. It shall be the responsibility of the applicant to prove no detriment to the viewshed.

AGENDA ITEM NO. 5
DISCUSSION/ACTION ITEMS:

**(g) PROPOSED TEXT AMENDMENTS;
CHAPTER 50 & CHAPTER 66;
MISCELLANEOUS PROVISIONS**

**AMENDMENTS THAT WERE REVISED IN
NOVEMBER – REVISIONS SHOWN IN
YELLOW HIGHLIGHT**

ADMINISTRATION

CHANGES SINCE LAST MEETING ARE SHOWN IN YELLOW

Amend Section 1500, *Administration*, to improve processes, be compatible with state statutes, and reflect standards for review commonly used in processing applications. Formatting may need to be revised to be incorporated into the code template. Language between brackets is informational only. Deletions are shown as a strikethrough, additions in red. Changes have been in shown in red for ease of review. Proposed amendments are as follows:

Sec. 66.1500 Plan Commission.

(1) Powers and Duties:

The Plan Commission shall perform such duties as are prescribed by Wis. Stats., §62.23, and has such further powers as may be delegated to it by the Wisconsin Statutes and Village ordinances. The Plan Commission shall have the duties of making reports and recommendations related to the planning and development of the Village to public officials, agencies, public utility companies, civic, educational, and professional and other organizations, and citizens. The Plan Commission may employ consultants, to the extent that the Village budget allows, who may prepare surveys and studies, prepare plans and recommendations, and perform other duties assigned by the Plan Commission. In general, the Plan Commission shall have such powers as may be necessary to enable it to perform its function and promote municipal planning. **Decisions, interpretations, and recommendations of the Plan Commission shall take into account existing local, state and federal ordinances, statutes and regulations, together with recent modifications to those legal sources.**

Sec. 66.1505 Public Information.

To the fullest extent possible, the Plan Commission and Zoning Administrator shall make available to the public, all reports and documents concerning the Village Comprehensive Plan and any component thereof. In addition:

- (1) All available information in the form of reports, bulletins, maps and engineering data shall be readily available and widely distributed.
- (2) Where ~~useful~~**practical**, marks on bridges or buildings or other markers may be set to show the depth of inundation during the 100-year recurrence interval floodplain at appropriate locations within the floodplain.
- (3) ~~Where useful~~**When practical**, wetland boundaries may be staked in the field and said boundaries may be identified on a plat of survey.
- (4) Information regarding the location of flood ~~landsplains~~ and wetlands shall be provided to realtors, lenders, and the public. **If known, and upon request, a**All legal descriptions of property containing flood ~~landsplains~~ or wetlands should include information designating the flood ~~landplain~~ or wetland areas when property is transferred.
- (5) Fees necessary to recover the costs of providing information to the public ~~may~~ **shall** be established by the Village **Board**.

Sec. 66.1510 Zoning Administrator Designated.

The Village Zoning Administrator, or designee, is hereby designated as the administrative and enforcement officer for the provisions of this chapter. The duty of the Zoning Administrator, or designee, shall be to interpret and administer this chapter and to:

- (1) Maintain permanent and current records of all approvals and other actions, including, but not limited to, all maps, zoning ordinance amendments, zoning permits, conditional use permits, planned unit development approvals, temporary use approvals, sign permits, site plans, certificates of compliance, variances, appeals, interpretations, and applications~~therefore~~.
- (2) Determine that all zoning permit applications and their constituent plans~~;~~ certificate of ~~occupancy compliance requests~~~~applications;~~ sign permit applications and their constituent plans~~;~~ and ~~other applications and site~~ plans comply with all the provisions of this chapter.
- (3) Make interpretations regarding the provisions of this chapter.
- (4) ~~If requested or helpful, r~~Receive, file and forward (to the appropriate person, committee or agency) all ~~completed~~ applications for any permit or procedure provided for in this chapter.
- (5) Inspect all structures, lands and waters as often as necessary, to assure compliance with this chapter.
- (6) Issue permits as required by this chapter. ~~Issuance may include conditions, as deemed necessary to insure compliance with this chapter.~~
- (7) ~~Upon receipt of a survey from the property owner or their agent, r~~Record the lowest floor elevations of all structures erected, moved, altered or improved in the flood-land ~~districts~~areas.
- (8) Investigate all complaints made relating to the location of structures and the use of structures, lands and waters, give notice of all violations of this chapter to the owner, resident, agent, or occupant of the premises.
- (9) Is permitted access to premises and structures during reasonable hours to make those inspections as deemed necessary by the Zoning Administrator to ensure compliance with this chapter. If, however, he/she is refused entry after presentation of ~~their~~ identification, he/she may procure a special inspection warrant in accordance with Wis. Stats., §66.122.
- (10) Prohibit the use or erection of any structure until they have inspected and approved such use or erection.
- (11) Institute, in the name of the Village, any appropriate action or proceeding against a chapter violator, as provided by law.
- (12) Request Assistance and cooperation from the Door County Sheriff's Department and Village Attorney as deemed necessary.
- (13) Attend all meetings of the Plan Commission and the Village Zoning Board of Appeals.

Sec. 66.1520 Development Agreement Required.

- (1) The Applicant shall ~~be required to~~ enter into a Development Agreement with the Village at the time of ~~approval submission~~ of an application for a Zoning Permit for all projects and developments listed below:
 - (a) All new construction other than individual single-family homes, which are not part of an active subdivision ~~or condominium plat~~.
 - ~~(b) All projects that require a conditional use permit.~~
 - (c) Commercial projects, ~~including those projects~~ in existing buildings involving a change of use or occupancy, ~~expansion, or~~ where the building is non-conforming for setback, height or parking.

- (d) The Plan Commission shall have the authority to exempt a developer from securing a Development Agreement with a ¾ majority vote of the Plan Commission.
- (2) Applicants shall agree to reimburse the Village for all costs incurred by the Village for engineering, inspection, planning, legal and administrative expenses in:
- (a) Processing, reviewing, revising, and approving conceptual, preliminary or final development plans, including meeting time, regardless of whether the developer attended or participated in the meeting; and,
 - (b) Processing, reviewing, revising, drafting and approving any agreements, easements, deed restrictions or other documents associated with the proposed use; and,
 - (c) Inspection and approval of construction and installation of all improvements provided for in the development, including but not limited to, consultation reasonably required to address issues and problems encountered during the course of design and construction of the development. Such costs shall include the costs of Village consultants, including engineers, attorneys, inspectors, planners, ecologists, agents, sub-contractors and the Village's own employees. Such costs shall also include those for attendance at meetings. The cost for outside services shall be the direct costs incurred by the Village. The cost for Village employees' time shall be based upon the classification of the employee and the rates established by the Village Board, from time to time, for each such classification.
- (3) ~~At the time of filing of the application, the Applicant shall deposit with the Village Treasurer the sum of Two Thousand Dollars (\$2,000.00) in the form of cash. The Village shall apply such funds toward the payment of the above costs. If at any time the deposit becomes insufficient to pay expenses incurred by the Village for the above costs, the Applicant shall deposit required additional amounts within fifteen (15) days of written demand by the Village Administrator. Until the required funds are received, no additional work or review will be performed by the Village as to the plan under consideration.~~
- (4) ~~Within 60 days after any final action by the Village and execution of any documents by all parties, or upon abandonment of the plan, the Village shall furnish the Applicant with a statement of all such costs incurred by it with respect to such plan. Any excess funds shall be remitted to applicant, and any costs in excess of such deposit shall be paid by the applicant. Any interest earned on the deposit shall remain the property of the Village to partially offset administrative expenses associated with planning and development.~~
- (5) Failure to sign a Development Agreement within six (6) months of approval by the Village Board shall be deemed a forfeiture of the Agreement offered and any future land disturbance, development, or use of the building or property shall be in compliance with this chapter. After the proposed development agreement offer has expired, should a landowner wish to proceed with the project in the future, they shall begin the application process anew.

Sec. 66.1525 Terms of Development Agreement.

The ~~D~~development ~~A~~greement shall, at a minimum, also include the following terms and conditions:

- (1) The site plan, parking plan, trail locations or future trail easements, grading plan, lighting plan, stormwater management plan, landscaping plan, building architectural plans, phasing plan and such other requirements as established by the Plan Commission.
- (2) Any necessary streets and appurtenances thereto, including sidewalks or trails, shall be constructed at the expense of the Applicant in as required by the Plan Commission, or in accordance with the provisions of Chapter 54 of the Municipal Code of Ordinances, which are in effect at the time of such construction.

- (3) Sanitary and water mains and laterals, and storm water drainage facilities, and any related off-site improvements shall be paid for, constructed and installed by Applicant as required by the Village, and the provisions of Chapter 62 of the **Municipal** Code of Ordinances at applicant's expense.
- (4) Assignment of **culvert and** landscape maintenance responsibilities to the owner(s) of the property in accordance with the submitted **site plan and** landscape plan and the ability of the Village to conduct such work and charge all costs incurred by the Village as a special charge against the real estate upon owner's failure to maintain.
- (5) Applicant shall agree to indemnify and hold the Village and its agents harmless from and against claims related to the performance of work at or for the site.
- (6) Applicant's principals shall be personally responsible for reimbursement of costs to the Village in the event the Applicant does not proceed with the actual installation as approved by the Village.
- (7) Applicant shall be responsible for payment of the Village's costs, disbursements and attorney's fees **to draft and review the Development Agreement and** in the event the Village brings legal action to enforce compliance with this **A**greement and a final determination is made in favor of the Village.
- (8) The terms and conditions of the **A**greement shall extend to the heirs, administrators, successors in title and assigns of the applicant, including personal liability. However, Applicant may not assign its rights, duties and responsibilities under this Agreement to any other third party without first obtaining the prior written consent of the Village.
- (9) **If acceptable to the Village,** ~~t~~The Applicant shall convey all necessary easements to the Village.
- (10) ~~As a condition precedent to the execution of the Development Agreement, the Applicant shall post a cash deposit or file a letter of credit with the Village guaranteeing compliance with the Village Ordinances and provisions of the Development Agreement. The security shall be such amount as to cover 100% of the estimated costs of storm water drainage, lot grading, landscaping, and any street construction work as provided for under the Development Agreement. The estimated costs shall be provided by the Applicant or his engineer and shall be subject to the approval of the Village.~~
- (11) Other terms that the Village and Applicant shall **agree to be deem** appropriate.

Sec. 66.1530 Zoning Permit Required

All zoning permits for new construction, **expansion**, reconstruction and remodeling, **and change of use** are issued under the condition that such construction shall comply with all applicable state and federal standards and local building codes. **Acceptance of a permit shall deem acceptance of all conditions imposed upon the permit.** No structure shall hereafter be located, erected, moved, reconstructed, extended, enlarged, or structurally altered, **or the use changed**, until after the owner or **theirhis/her** agent has secured a zoning permit, if required, from the Zoning Administrator, or **theirhis/her** designee, unless otherwise exempted pursuant to Section 66.0501 of this Chapter. Applications for **a** zoning permit shall be made ~~in duplicate~~ to the Zoning Administrator on forms furnished by the Zoning Administrator and **shall include the non-refundable fee established by resolution of the Board of Trustees and all required plans. No permit application will be processed until the Zoning Administrator has received a completed application which contains** the following, where applicable:

- (1) Names and addresses.
Names and addresses of the applicant, the owner of the site, the architect, the professional engineer and the contractor.
- (2) Lot description.

A description of the subject site by lot, block and recorded subdivision, or metes and bounds; address of the subject site; type of structure; existing and proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site lies.

(3) Plat of Survey.

A plat of survey prepared by a registered land surveyor showing the following information:

- (a) Location of the lot referenced in the U.S. Public Land Survey.
- (b) North arrow and graphic scale.
- (c) Dimensions of the lot.
- (d) Street names of abutting streets and the name of the nearest intersecting street.
- (e) The distance from the corner of the lot to the nearest intersecting street.
- (f) The widths of abutting streets, sidewalks and alleys.
- (g) Location of easements; their purpose and their width.
- (h) Location and dimensions of all structures on the lot, both existing and proposed.
- (i) Existing lot grade and street grade, referenced to Village of Sister Bay datum.
- (j) Proposed lot grades and structure grades, referenced to Village of Sister Bay datum.
- (k) A pre-construction grade elevation shall be submitted for all principal buildings and structures. Existing elevations, obtained by field observation, shall be provided to adequately portray drainage patterns on and adjacent to the parcel for which the grading plan is submitted. Such existing elevations shall include, at a minimum, a sufficiently tight grid pattern of elevations, existing grades at lot corners, at grade breaks, adjacent top of curbs, ground elevations at on-site and adjacent structure foundations, elevations at least 25 feet outside the parcel alongside and rear lot lines, ditch flow lines and culverts where applicable, and all storm runoff receiving structures and drainage ways. In addition, cross-sections of the principal building or structure shall be submitted indicating the preconstruction grade elevation, and the highest and lowest finished grade elevations. *(Amended Ordinance 164-120809)*
- (l) Setbacks of structures on adjacent lots.
- (m) Existing and proposed driveway locations and widths.
- (n) Existing and proposed street and highway access restrictions.
- (o) Location of existing and proposed parking and loading areas.
- (p) Type of monument at each corner of the lot.
- (q) Watercourses or existing drainage ditches.
- (r) The extent and elevation of floodplains and wetlands on the lot and within 40 feet of the lot.
- (s) Location of hydrants, streetlights and street trees.
- (t) If the property is in an area with a Master Grading Plan, the existing and proposed grades of all corners of the lot and the grade of the structure controlled by such Master Drainage Plan.
- (u) The seal and signature of the surveyor.
- (v) *Location of all trees with a well-defined stem at least three (3) inches in diameter measured at a height 4 ½ feet above the ground, and, which trees are to be removed during construction.*

(4) Plans. *Plans shall be drawn to scale and include the scale and dimensions as appropriate or required by the Zoning Administrator. The intended use of all rooms shall be identified on the floor plans.*

- (a) A site plan showing the proposed development in relation to all surface water, roads, rights-of-way, easements, and lot lines.*
- (b) All foundation plans, including basement plans and floor plan of said basement.*
- (c) All floor plans.*
- (d) All elevation views, including the height of the building, as measured from finished grade.*

(5) Compliance with building codes; burying utilities.

All construction and remodeling activity that ~~also requires~~ building permits and inspections shall comply with ~~the Chapter 14 of the Municipal Code of Ordinances, and other applicable~~ Village and

State building codes. All utilities including electric, telephone, cable television, water and sanitary sewers shall be buried for all new structures. Utilities shall also be buried for remodeling projects where the value of the project is in excess of 50% of the equalized value. **No utility shall be buried without the express written approval of the Zoning Administrator or Utilities Director; depending on disturbance activity involved, a permit may be required to bury the utility.**

(6) Setback and footing inspection and permit.

The owner, tenant, contractor or agent shall notify the Building Inspector in writing or on forms provided by the Building Inspector 48 hours (excluding Saturdays, Sundays and legal holidays), **or as required by the Building Inspector, if different**, prior to the pouring of footings so that the Building Inspector may inspect the location of the footings for compliance with the **setback provisions of this chapter and zoning permit and compliance with state building codes**. No footings shall be poured or otherwise made permanent until such inspection and approval of the footings for compliance **with is chapter** has been given by the Building Inspector. **The Building Inspector shall conduct the setback and footing inspection within 48 hours of being notified. However, if it is shown for good cause that the inspection cannot be made within the 48 hours, the inspection may be delayed by the Building Inspector an additional 48 hours (excluding Saturdays, Sundays and legal holidays) upon verbal or written notification of the owner, tenant, contractor or agent by the Building Inspector. Failure to provide the required notice to the Building Inspector or pouring of footings or otherwise making them permanent without the approval of the Building Inspector shall result in an immediate penalty of \$500.00 in addition to the provisions of Section 66.1550.**

(7) Waiver of some requirements.

In the sole discretion of the Zoning Administrator **they he/she** may waive the requirements for certain plans, specification, data, or the plat of survey when the application is to execute minor alterations or repairs to a building or structure, **documentation is already on file at the Village offices**, or provided that the proposed construction, alteration, or repair is sufficiently described in the application for the permit.

(8) Proposed sewage disposal plan if municipal sewerage service is not available.

This plan shall include a copy of the permit issued by the appropriate regulatory agency for the installation of an on-site soil absorption sanitary sewage disposal system, or other appropriate means of waste disposal.

(9) Proposed water supply plans if municipal water service is not available.

This plan shall be in accordance with **state codes chapter NR 112 of the Wisconsin Administrative Code** and shall be approved by the Village Engineer **or Utilities Director** who shall certify in writing that an adequate and safe supply of water will be provided.

(10) **Proof of approved access and address assignment.**

If no approved village access to a site exists, prior to development, the landowner shall secure a driveway permit. The driveway permit shall only be issued if the culvert size, surface, width, and setbacks meet the provisions of this chapter. Driveway permits are required for access to all roads, regardless of jurisdictional authority. Before a zoning permit can be issued the landowner shall secure an address assignment in accord with this chapter. Driveway permits are valid for one year; if no action commences to physically install the access point within twelve (12) months of permit issuance, the permit shall be deemed expired.

[Renumbered, becomes new number 11] Culverts.

No zoning permit shall be issued for the erection or construction of any building or structure on platted or unplatted land along a public or private street with roadside ditches, unless the owner or agent has arranged, with the Village Engineer, for the installation of a culvert of such size and length

to preserve the capacity and grade of any drainage ditch laid alongside the public street or public service drive abutting the property. The Village **engineer** shall determine the size and length of the culvert required, but in no case shall the culvert **extend beyond the width of the driveway. be less than 18 inches in diameter and less than 15 feet longer than the width of the driveway on which it is installed.** A driveway permit shall be required for the installation of the culvert.

(11) Condominium declaration.

Any developer of land in the Village who elects to create a condominium pursuant to chapter 703 of the Wisconsin Statutes shall submit a copy of the Condominium Declaration, and any amendment thereto, to the Zoning Administrator to be attached to the file copy of the Zoning Permit application **or other application required by this chapter.**

~~(10) Estimate of the cost of completing the site plan improvements including, but not limited to, landscaping, paving, drainage facilities, sign installation, and lighting.~~

(12) Environmental Assessment.

The developer shall provide an evaluation of the site for wetlands, woodlands, ridges or swales, natural landforms or other natural areas if so directed by the Zoning Administrator. **For those properties in a Bluff Protection Overlay, or adjacent to said overlay, the Zoning Administrator may require evidence from a professional engineer that the project will not jeopardize the integrity of the escarpment or cliff face or result in undue water that could result in dissolution of the karst feature. The Zoning Administrator may also request an environmental assessment or impact assessment to ensure the integrity of the escarpment is not diminished; there are no rare, endangered or threatened species present; or there are no cultural or historical resources present.**

(13) Grading Plan Review. [Renumbered and as amended in other amendment proposed]

A grading plan is an important element in preventing property damage, flooding and view vistas. A grading plan takes into account the existing topography of the development and its relationship with adjacent properties. Proper grading avoids the need for retaining walls, storm drainage systems, swales on the development and adjacent properties.

(a) Building construction projects that have less than a two-foot change in elevation between the preconstruction grade and finished grade are not required to have engineering review of the grading plan.

(b) Building construction projects that are not otherwise exempt shall have a grading plan prepared by a qualified professional engineer. The proposed project shall comply with the Village's Grading Standards as developed by the Village Engineer. A zoning permit shall not be issued for a project requiring a grading plan until it is approved by the Village Engineer.

(14) Additional information.

Additional information, **such as a traffic impact analysis, or acoustics report,** as may be required by the Plan Commission, Village Engineer, Zoning Administrator, **Wastewater Superintendent** ~~Utilities Director~~, or Fire Inspector.

(15) [Culvert section moved to new number 11]

(16) Outstanding fees and assessments; violations.

No zoning permit shall be issued until the Village has investigated the fact that all outstanding connection and development fees, **and citations, or** special assessments levied against the property have been fully paid or an agreement for payment to the Village by the property owner has been executed, **and all known violations have been resolved.**

(17) Zoning permit for use expiration.

Unless part of a Development Agreement, rRegular zoning permits to establish a use shall expire **twelve 24(12)** months from the date of issuance if no action has commenced to establish the use. Any

change of land use after the expiration of a zoning permit shall be considered a violation of this chapter. ~~Provided there has been substantial progress towards the establishment of the use, the permit can be renewed for one (1) twelve (12) month period. Subsequent renewals shall not be allowed, and the project will require the authorization of a new permit and associated permit processes, such as site plan review and if required, Development Agreement. If part of a Development Agreement, permit expiration shall be as described in the Development Agreement.~~

(18) Zoning permit for construction expiration.

Regular zoning permits for construction of a structure shall expire ~~twelve 24(12)~~ months from the date of issuance or at the same time as the building permit, ~~or, if part of a Development Agreement, as described in that Development Agreement.~~ Any exterior construction after the expiration of a zoning permit shall be considered a violation of this chapter. ~~Provided construction has been started within the initial twelve (12) months following permit issuance, and there has been substantial progress towards completion of the structure, then the permit may be renewed for one (1) twelve (12) month period. Subsequent renewals shall not be allowed, and the project will require the authorization of a new permit and associated permit processes, such as site plan review and if required, Development Agreement.~~

(19) Action in writing.

A zoning permit shall be granted or denied in writing by the Zoning Administrator or designee. ~~For purposes of providing a land use decision, written notification may be provided electronically; a copy of said decision shall be retained in the file.~~

(20) Resubmission.

~~No regular zoning permit application that has been denied shall be resubmitted or processed within twelve (12) months of said denial unless substantial changes have been made to the application that could result in the potential issuance of a permit. A new completed application is required with each resubmission.~~

Sec. 66.1531 Zoning Permit Not Required

No zoning permit shall be required for any of the following activities; provided that any work that does qualify for an exemption under this section shall be required to comply with the applicable setback, height, and other requirements set forth in this chapter:

- (1) Accessory structures shall require a regular zoning permit except: minor structures such as birdhouses, yard light poles, birdbaths, doghouses (housing dogs which are licensed as the personal pets of the residents of the property), tree houses, children's play apparatus, **functional** home heating oil storage tanks, clothesline poles, lawn ornaments, flag poles, mailboxes, garbage containers ~~(storage containers or fences to conceal refuse and recycling receptacles from public view shall require a zoning permit)~~, and ice fishing shanties. Accessory buildings greater than 120 square feet in area shall also require the issuance of a building permit.
- (2) For ~~minor~~ repairs, ~~as determined by the Zoning Administrator~~, that do not alter the size or position of an existing structure on a lot.

Sec. 66.1532 Certificates of Occupancy and Compliance Required

(1) Certificate of occupancy.

No vacant land shall be occupied or used; and no building or premises shall be erected, altered, or create a change in use; and no non-conforming use shall be changed, or extended until a certificate

of occupancy has been issued by the ~~Building Inspector, Zoning Administrator or designee~~. Such certificate shall show that the building, premises or part thereof complies with the provisions of ~~this chapter~~ the applicable state codes. Such certificate shall be applied for prior to the time of occupancy of any land and/or building.

(2) Certificate of compliance.

No building or land authorized for development for which a permit or other approval has been issued by the Zoning Administrator, Plan Commission or Village Board shall be used for such purpose until ~~_ located in a business district and used for business purposes shall have the use changed without the issuance of a new~~ a certificate of compliance has been issued by the Zoning Administrator or designee. Such certificate shall show that the building or premises or part thereof ~~are~~ is in compliance with the provisions of the Zoning Code, ~~Building Code, Electrical Code, Fire Prevention Code and the Plumbing Code of the Village and State of Wisconsin~~. Application for a certificate of compliance shall be made in the same manner as for a zoning permit pursuant to ~~s~~Section 66.1530 of this chapter. ~~It shall be the responsibility of the landowner to obtain the certificate of compliance.~~

Sec. 66.1535 Conditional Use Permit

~~(Note: This section was amended in its entirety by Ordinance 173-081010)~~

The Village Board ~~has may~~ authorized the Zoning Administrator to issue a conditional use permit for a conditional use ~~after a~~ upon review and ~~recommendation~~ approval by the Plan Commission ~~following a public hearing, or, if required, a Development Agreement approved by the Village Board~~. The request for a permit for a conditional use shall be filed with the Zoning Administrator on an official ~~completed~~ application form and shall be accompanied by the required ~~non-refundable~~ fee and detailed written and graphic materials fully explaining the proposed development. The applicant shall explain in writing why a conditional use permit should be issued addressing the criteria in subsection (~~i~~9) below. A public hearing shall be conducted by the Plan Commission.

(1) Applicant.

Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor and all opposite and ~~adjacent abutting~~ property owners of record.

(2) Project Description.

Description of the subject site by lot, block, and recorded subdivision or by metes and bounds; address of the subject site; type of structure; ~~existing and~~ proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site is located.

(3) Plat of Survey.

Plat of survey prepared by a registered land surveyor showing all of the information required under ~~s~~Section 66.1530(~~e~~3) for a zoning permit and, in addition, the ordinary high ~~_~~water mark, and existing and proposed landscaping.

(4) Additional Information Required.

Additional information as may be required by the Plan Commission, Village Engineer, Zoning Administrator, ~~Utility Manager~~Utilities Director, or Fire Inspector.

(5) Conditional Uses Will be Reviewed as to Intent.

~~A conditional use is development, which would not generally be appropriate within a district, but might be allowed in certain locations within the district, if specific requirements are met. The compatibility must be judged on the basis of the particular circumstances and may require the imposing of conditions before the use, development or occupancy is permitted. The intent is to allow a reasonable degree of discretion to the Plan Commission in determining the suitability of a particular use or development at a specific location. A conditional use permit application will be reviewed for compliance with the purpose and intent of the ordinance, as described in Section 100 of this chapter. Any conditions imposed shall serve the purpose of reinforcing code requirements and furthering the purpose and intent of this chapter.~~

(6) Plan Commission Action.

~~The Plan Commission encourages all applicants to present their conceptual plans or land use proposal to the Commission prior to filing for the conditional use permit. Such preliminary review may minimize the need for changes later, save time and money for the applicant, and avoid a denial or delay in review. The Plan Commission is empowered to recommend to the Village Board approval of the permit and approval of a Ddevelopment Aagreement for a conditional use if the following requirements are met. Uses, which require such a permit, are identified in the respective district regulations. The Plan Commission may make such recommendation as it deems appropriate regarding approval of the request. The Board of Trustees shall approve or deny all conditional use permits and related development agreements as submitted.~~

(7) Conditions.

~~Conditions imposed on a permit must be related to the purpose and intent of the ordinance and be based on substantial evidence and must be reasonable and to the extent practicable and measurable. For purposes of conditions imposed on a conditional use permit, substantial evidence means facts, and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion. Acceptance of the conditional use permit shall be deemed acceptance of all conditions contained therein.related to landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, operational control, hours of operation, traffic circulation, deed restrictions, access restrictions, setbacks and yards, sewerage disposal, water supply, storm water management and parking requirements may be required by the Village Plan Commission upon its finding that such conditions are necessary to fulfill the purposes and intent of this chapter.~~

(8) Issuance and Safeguards.

~~If a Ddevelopment Aagreement is required, the permit for a conditional use shall be part of the Ddevelopment Aagreement, and shall be attached thereto. In recommending approving any conditional use, the Plan Commission may prescribe appropriate conditions and safeguards in conformity with this chapter. The Plan Commission may request that the Village be provided with either a surety bond, cash escrow, certificate of deposit, securities, or cash deposit prior to issuance of the conditional use permit. The security shall be used to guarantee compliance with the conditions of the permit and shall be returned to the developer when an occupancy permit certificate of compliance is issued.~~

(9) Decision Criteria.

In making a determination on an application for a conditional use, the Plan Commission shall consider all relevant factors specified in other sections of this chapter including standards for specific

requirements for certain land uses and activities. The Plan Commission shall consider the following criteria:

(a) Compatibility.

The compatibility of the proposed use with existing development within the area. ~~300 feet of the proposed use and within 500 feet along the same street and development anticipated in the foreseeable future within the neighborhood and conditions, which would make the use more compatible.~~

(b) Health and safety.

The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

(c) Consistency with the Comprehensive Plan.

The relationship of the proposed use to the objectives of the Village of Sister Bay comprehensive plan. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

(d) Importance of Services to the Community.

The importance of the services provided by the proposed use to the community, if any, and the requirements of the use for certain locations, if any, and without undue inconvenience to the developer and the availability of alternative locations equally suitable.

(e) Neighborhood Protections.

The sufficiency of the terms and conditions proposed to protect and maintain the uses in the surrounding neighborhood. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted nor substantially diminish and impair property values within the surrounding area.

(10) Conformance with other Requirements of the Chapter.

The conditional use shall in all other respects conform to the applicable regulations of the district in which it is located, ~~including but not limited to parking, landscaping, setbacks and other dimensional criteria, and the Plan Commission shall find that there is a public necessity for the conditional use.~~

~~(j) Other Factors.~~

~~Other factors pertinent to the proposed use, site conditions or surrounding area considerations, which the Plan Commission feels, are necessary for review in order to make an informed and just decision.~~

(11) Public Hearing.

Whenever a conditional use permit is requested and the required public hearing is scheduled and noticed by the Village as a Class 2 notice, the Village shall give notice, by regular mail, of the proposed conditional use to all property owners whose property lies within 300 feet measured in a straight line from the exterior boundary of the property subject to the proposed conditional use permit. The notice shall be mailed at least ten days prior to the hearing; however, failure of a neighboring property owner to receive such mailed notice shall not invalidate a public hearing. If action ~~on the application~~ is delayed more than 120 days from the date of public hearing, a new public hearing shall take place. ~~If the delay is the result of the action of the Plan Commission, the new hearing fee is waived; however, if the new hearing is the result of a delay on the applicant's part, the applicant shall pay for a new permit fee,~~

~~which is used to cover the costs of a new public hearing. In addition to the notification requirements listed above, applicant shall post signage visible to every facing street at least ten days prior to the hearing. The signage shall identify the property as being the subject of a public hearing and identify the appropriate Village office that may be contacted for information.~~

(12) Resubmissions.

A conditional use permit application that has been heard and denied shall be eligible to be resubmitted only if the applicant submits an affidavit to the Plan Commission identifying how the new application materially differs from the previous application or identifying substantial new evidence that will be offered. The Plan Commission shall review the affidavit and then vote by simple majority of the members present on the question of whether the changes or new evidence would be of such significance that the Plan Commission may consider changing the previous decision. If the resubmission is accepted, the Plan Commission shall schedule a hearing on the entire resubmitted application. If the Plan Commission rejects the resubmitted application, a new application shall not be submitted during the following **twelve (12)** months.

(13) Notice to DNR.

The Plan Commission shall transmit a copy of each application for a wetland conditional use in the W-1 district to the Wisconsin Department of Natural Resources (DNR) by certified mail at least ten **(10)** days prior to the public hearing. Final action on the application by the Village Board shall not be taken for thirty **(30)** days from the date the DNR receives notice of public hearing by certified mail or until the DNR has made its recommendation, whichever comes first. A copy of all wetland conditional use decisions shall be transmitted to the DNR within ten **(10)** days following the decision.

(14) ~~Expiration of Conditional Use Permit That Was Issue for a "Use".~~ Conditional Use for Use Expiration.

Conditional use permits to establish a use shall expire **twelve (12)** months from the date of issuance if no action has commenced to establish the use, unless a different time is established as a condition of granting the conditional use permit **or established in the Development Agreement**. Any change of land use after the expiration of a conditional use permit shall be considered a violation of this chapter.

(15) Conditional Use for Construction Expiration.

Conditional use permits for construction of a structure shall expire **twelve (12)** months from the date of issuance, unless a different time period is established as a condition of granting the conditional use permit **or per the signed Development Agreement**. Any exterior construction after the expiration of a conditional use permit shall be considered a violation of this chapter and shall warrant consideration for revocation of the ~~C~~conditional ~~U~~use permit in accordance with section 66.1535(~~15~~) of this chapter.

(16) Amendments.

Changes subsequent to the initial issuance of a conditional use permit, which would substantially affect the conditions listed in section 66.1535(~~e7~~) of this chapter, shall require an amendment to the conditional use permit. The process for amending a permit shall generally follow the same procedures as those required for granting a conditional use permit as set forth in this section **including filing a new conditional use permit application and non-refundable fee and public hearing**.

(17) Revocation of Conditional Use Permit.

Should a permit applicant, their heirs or assigns, fail to comply with the conditions of the permit issued by the Zoning Administrator or should the use or characteristics of the use be changed without prior approval by the ~~Plan Commission~~**Village Board**, the ~~C~~conditional ~~U~~use ~~P~~permit may be revoked. The process for revoking a permit shall generally follow the same procedures as those required for granting a conditional use permit as set forth in this section.

(18) Existing Conditional Uses.

All uses existing on the effective date of this chapter, which would be classified as conditional uses in the particular districts concerned, if they were to be established after the effective date of this chapter, are hereby declared conforming conditional uses. Any proposed change or expansion, including signage and parking, of the existing operation shall be subject to the conditional use procedures and regulations in this section, as if such use was being newly established.

Sec. 66.1540 Other Permits

It is the responsibility of the permit applicant to secure all other necessary permits required by ~~the Village,~~ or any state, federal, or county agency. This includes, but is not limited to, a water use permit pursuant to ~~Chapter 30 of the Wisconsin Statutes,~~ a water quality certification pursuant to Chapter NR 103 of the Wisconsin Administrative Code, or a wetland fill permit pursuant to section 404 of the Federal Water Pollution Act.

Sec. 66.1545 Permit Fees

All persons, firms, or corporations performing work, which by this chapter requires the issuance of a permit ~~or planning review,~~ shall pay a ~~non-refundable~~ fee for such permit ~~or review~~ to the Village ~~Clerk at time of application~~ to help defray the cost of administration, investigation, advertising, ~~hearings,~~ and processing of permits and variances ~~and other required processes.~~ The permits ~~and processes~~ for which a fee is required are ~~identified on the resolution adopted by the Village Board that sets the fee schedule the Building Permit, Certificate of Occupancy, Conditional Use Permit and Sign Permit. A fee shall also be required for a zoning text or map amendment, and zoning appeal or variance. The fees shall be set forth in the Municipal Code of the Village, or by Resolution as amended from time to time.~~

Sec. 66.1550 Violations

It shall be unlawful to construct or use any structure, land or water in violation of any of the provisions of this chapter. Failure to secure the necessary permits prior to commencing construction ~~or land use activity~~ shall also constitute a violation. In case of any violation, the Village Board, the Zoning Administrator, the Plan Commission or any property owner who would be specifically damaged by such violation may institute appropriate action or proceedings to enjoin or abate a violation of this chapter. ~~Every day of violation shall constitute a separate offense.~~

Sec. 66.1560 Remedial Action

Whenever an order of the ~~Village Board, Plan Commission or~~ Zoning Administrator has not been complied with within 30 days after written notice has been mailed ~~or emailed to the owner with a successful read receipt to the owner,~~ resident agent, or occupant of the premises, the Village Board, the Plan Commission, the Zoning Administrator, or the Village Attorney may institute appropriate legal action or proceedings to prohibit such owner, agent, or occupant from using such structure, land, or water; and to cause to remove such structure or use.

Sec. 66.1570 Penalties

Penalties for violation ~~on~~ing of the provisions of this chapter shall be in accordance with the provisions of the Municipal Code.

Sec. 66.1575 Renewal of Permits

If construction has commenced prior to the expiration of a regular zoning permit ~~or conditional use permit~~, but is not completed prior to such expiration, a ~~twelve (12)~~ month renewal regular zoning permit shall be issued by the Zoning Administrator upon submittal of a renewal application and fee. ~~Additional renewals may only be granted by the Plan Commission. shall be granted by the Zoning Administrator upon a finding that substantial progress had been made during the previous year toward completion of the structure. If a 12-month period passes without evidence of substantial progress towards completion, the Zoning Administrator shall advise the Plan Commission of such fact and the Plan Commission may call a public hearing on the matter and may impose a completion schedule.~~ A structure shall be deemed completed when the roof, exterior walls, doors, windows and sub-floors are in place and finished and utility connections have been made and required landscaping and site improvements have been made.



(CHANGES MADE AT NOVEMBER MEETING SHOWN IN YELLOW)

Approved in November:

Wherever 'open space' appears in the code it shall be replaced with the term 'green space', and the current definition of 'green space' shall remain unchanged.

Green Space: A permanently dedicated area of open, undeveloped land consisting of lawns, shrubs, trees or other natural vegetation capable of absorbing storm water. Rain gardens, vegetated wet and dry detention basins and related vegetated drainage swales shall be considered green space.

Green space in the R-1 district shall be 50% (currently it is 20%). In R-2 it shall be 40%; R-3 shall be 80%; And, R-4 shall be 20%.

Staff was directed to provide a zoning map of where these districts are located (see the link to the village website, Ch. 66, it is on page 3, <https://www.sisterbaywi.gov/resident-responsibilities-and-village-ordinances/>)

MISC SETBACKS/LANDINGS

CHANGES SINCE LAST MEETING HIGHLIGHTED IN YELLOW

Issue: The Zoning Chapter requires side yards to remain open and free of obstruction, but in conflict allows a four-foot encroachment. Typical roof overhangs do not exceed two feet. Also, no provision exists for emergency ingress and egress.

Current code language:

Sec. 66.0602 Setback Modifications

The setback requirements included elsewhere in this chapter may be modified as follows:

(1) Architectural projections.

Architectural projection, such as eaves, chimneys, bay windows, overhangs, cornices, awnings, canopies and similar architectural features may encroach into setbacks by no more than four feet, subject to compliance with applicable standards of the Building Code and Fire Code. Eaves, overhangs, cornices, awnings, canopies and similar architectural features may encroach into the right-of-way subject to conditional use approval by the Plan Commission. Walls and fences may be placed on the property line, subject to the requirements of standards on Landscaping and Fences and Walls.

(2) Essential services.

Essential Services, utilities and electric power and communication transmission lines are exempt from the setback requirements of this chapter.

Recommended code language:

Sec. 66.0602 Setback Modifications

The setback requirements included elsewhere in this chapter may be modified as follows:

(1) Architectural projections.

Architectural projection, such as eaves, chimneys, bay windows, overhangs, cornices, awnings, canopies and similar architectural features may encroach into **side yard** setbacks by no more than **four** ~~four~~ **two** feet, subject to compliance with applicable standards of the Building Code and Fire Code. Eaves, overhangs, cornices, awnings, canopies and similar architectural features may encroach into the right-of-way subject to conditional use approval by the Plan Commission. Walls **which are not part of a building** and fences may be placed on the property line, subject to the requirements of standards on Landscaping and Fences and Walls.

(2) Essential services.

Essential Services, utilities and electric power and communication transmission lines are exempt from the setback requirements of this chapter.

(3) Emergency Ingress and Egress. In the absence of a deck or other structure to provide safe ingress and egress to a second story or higher floor in a building **existing at time of this amendment**, a landing not to exceed sixteen square feet shall be allowed within a required side yard setback. **The burden of proof to illustrate a second or story higher floor had a pre-existing ingress or regress shall be upon the applicant.**

RECONSTRUCTION OF NONCONFORMING STRUCTURES

CHANGES SINCE LAST MEETING HIGHLIGHTED IN YELLOW

Issue No. 1: The site plan and architectural review section conflicts with the nonconforming structure section of the code. The nonconforming structure section of the code is silent on reconstruction since new construction would require compliance with the code. The nonconforming structure section reads, “non-conforming structures shall not be moved, enlarged or modified unless the structure(s) including the additions and enlargements is/are made to conform in every respect to the requirements of the zone where the structure is located. However, the Plan Commission may approve conditional use permits for the expansion or redevelopment of properties, which have been previously developed and do not conform to the requirements in this Code, provided that the expansion or redevelopment is designed for a permitted use”. And, “existing benign non-conforming structures, which are remodeled or reconstructed shall conform to the established building setbacks, height, parking, loading, and access provisions of this chapter.”

But then the site plan section reads,

Sec. 66.1050 Site Plan and Architectural Review

(3)(i)The required open space shall be designed as an integral part of the site, and may not include those areas required for parking, loading or other impervious surfaces. This requirement does not apply to the redevelopment of sites, including, but not limited to, the construction of a new building, additional buildings, a building addition or expanded parking lot, which do not meet this minimum requirement at the time of the adoption of this ordinance. In those cases, the minimum amount of open space may not be reduced beyond that which exists on the property at the time of the adoption of this ordinance.

Recommended Action:

Sec. 66.1050 Site Plan and Architectural Review

(3)(i)The required open space shall be designed as an integral part of the site, and ~~may~~ **shall** not include those areas required for parking, loading or other impervious surfaces. ~~This requirement does not apply to the redevelopment of sites, including, but not limited to, the construction of a new building, additional buildings, a building addition or expanded parking lot, which do not meet this minimum requirement at the time of the adoption of this ordinance. In those cases, the minimum amount of open space may not be reduced beyond that which exists on the property at the time of the adoption of this ordinance.~~

BE ADVISED I HAVE ASKED LEGAL FOR A DETERMINATION ON RECONSTRUCTING NONCONFORMING STRUCTURES. THE DRAFT AMENDMENTS WILL INCLUDE HIS RECOMMENDATIONS.

TREE REMOVAL – SIDE YARD

FILLING & GRADING – RUNOFF

CHANGES MADE AT THE NOVEMBER MEETING SHOWN IN YELLOW

Issue: The village has lost a lot of its tree canopy and ranks last in Door County’s communities for tree canopy. Trees offset carbon, provide habitat, add natural beauty, screen structures and vehicles, and, the root system can stabilize soil. Despite regulating tree removal along shorelines, bluffs and some inland areas, and requiring a tree every 35 feet or 40 feet along a road, we continue to lose canopy. One area we do not expressly limit tree removal is along side lot lines. As owners try to maximize the area to be developed, buildings are often placed as close to the lot line as possible, or add fill to their lots, resulting in trees being removed or dying. We also don’t address what happens when a property is found to be in violation of the tree cutting regulations. Lastly, we need to make it clear water cannot be displaced onto adjacent lots.

Current code language with recommended amendments (in red):

Sec. 66.1000 Tree Cutting Regulations

(1) Tree cutting regulations:

Outside of the area delineated as the Bluff Overlay district, the purpose of tree cutting regulations applicable to the shorelands area are to protect scenic beauty, control erosion and reduce effluent and nutrient flow from the shore land.

- (a) Tree cutting. Tree cutting in a strip paralleling the shoreline and extending 350 feet inland from all points along the normal high-water mark of the shoreline shall be limited in accordance with the following:
 - 1. No more than 30 percent of the length of this strip (as measured along the ordinary high-water mark) shall be clear-cut to the depth of the strip.
 - 2. Provided, further, that cutting of this 30 percent shall not create a clear-cut opening in this strip greater than 30 feet wide for every 100 feet of shoreline measured along the ordinary high-water mark.
 - 3. In the remaining 70 percent length of this strip (distance measured along the ordinary high-water mark), cutting shall leave sufficient cover to screen cars, dwellings, accessory structures, except boathouses, as seen from the water and to control erosion.
 - 4. **Sufficient vegetation shall be left between all side lot lines and development (as defined in Sec. 66.2100) to screen the development from view from adjacent lots.**
- (b) Special cutting plan. A special cutting plan allowing greater cutting may be permitted by the Plan Commission by issuance of a conditional use permit. In applying for such a permit, the commission may require the lot owner to submit a drawing of his/her lot including the following information: location of all structures, location of parking, and gradient of the land, existing vegetation, proposed cutting and proposed replanting. The commission may grant such a permit only if it finds that such special cutting plans:
 - 1. Will not cause undue erosion or destruction of scenic beauty.
 - 2. Will provide substantial shielding from the water of dwellings, accessory structures and parking area. The commission may condition such a permit upon a guarantee of tree planting by the lot owner. Such an agreement shall be enforceable in court.
 - 3. Is consistent with accepted forest management practices.

- (c) Tree topping. Tree topping which is defined as tree cutting or sculpturing where only a portion of the tree is removed to improve the view is prohibited within the shoreland area of the Village.
 - (d) Violations. Anyone found in violation of the tree cutting regulations shall pay the greater of two times the price of a citation for a violation of the zoning code, plus court costs if applicable, or, the value of the tree as determined by a qualified Forester of the Village's choice. The violator shall pay the cost of the Forester to conduct their valuation. Additionally, they shall revegetate the cleared site to the same density as prior to the violation occurring, as determined by the Plan Commission. Every day of violation shall constitute a separate offense. Trees to be planted to rectify the violation shall be of such size, density, and variety so as to screen buildings. A revegetation plan shall be submitted to the Zoning Administrator by a professional landscape engineer and the trees planted by a landscape firm registered in the state of Wisconsin to conduct business. The Zoning Administrator reserves the right to require the violator to apply for a conditional use permit and appear before the Plan Commission to have the revegetation plan approved.
- (2) Tree cutting regulations beyond the shoreland area.
- (a) Purpose. The purpose of these regulations is to provide for the protection and preservation of the trees and woodlands of the Village beyond the shoreland area. The Village recognizes in the Village Comprehensive Plan that woodlands, wetlands and open space areas serve as wildlife habitat, flood storage areas and provide natural settings for the Village and that they should be protected. In addition, woodlands are an integral and important part of the Village's attractiveness as a residential, recreational and resort community and as such provide an important economic asset to the Village.
 - (b) Applicability. These tree-cutting regulations shall apply to that area of the Village in all zoning districts outside of the shore land area and Bluff Overlay District. These regulations shall apply to trees or similar woody vegetation having at least one well-defined stem at least three inches in diameter measured at a height of 4 1/2 feet above the ground. These regulations shall not apply to the removal of dead, diseased or dying trees when removed using accepted forest management practices and sound soil conservation practices or the management of an orchard.
 - (c) Tree cutting provisions. Trees or similar woody vegetation shall only be removed if one or more of the following conditions are present:
 1. Necessity to remove trees, which pose a safety hazard to pedestrian or vehicular traffic or threaten to cause disruption of public services.
 2. Necessity to remove trees which pose a safety hazard to buildings.
 3. Necessity to remove diseased trees or trees weakened by age, storm, fire or other injury.
 4. Necessity to observe good forestry practices, i.e., the number of healthy trees that a given parcel of land will support.
 5. Necessity to remove trees in order to construct permitted structures and other approved development (as defined in Sec. 66.2100) because of the need for: access around the proposed structure for construction equipment; access to the building site for construction equipment; essential grade changes, surface water drainage and utility installations. Only those areas approved for the placement of a physical improvement may be cleared of trees. Sufficient vegetation shall be left between all side lot lines and development to screen the development from view from the adjacent lots.
 6. Necessity for compliance with other ordinances.
 7. Necessity to provide access to sunlight for solar collectors.

- (d) Special Cutting plan. As an alternative to the regulations contained in this sub-section, a special cutting plan allowing greater cutting may be permitted by the Plan Commission by issuance of a Conditional Use Permit. In applying for such a permit, the commission shall require the lot owner to submit a drawing of his/her lot, including the following information: location of parking, location of improvements, gradient of the land, existing vegetation, proposed cutting and proposed replanting. The Commission may grant such a permit only if it finds that such special cutting plan:
1. Will not cause undue erosion or destruction of scenic beauty; and
 2. Shall be accomplished using accepted forest management practices and sound soil conservation practices.
- (e) Violations. Anyone found in violation of the tree cutting regulations shall pay the greater of two times the price of a citation for a violation of the zoning code, plus court costs if applicable, or, the value of the tree as determined by a qualified Forester of the Village's choice. The violator shall pay the cost of the Forester to conduct their valuation. Additionally the violator shall revegetate the cleared site to the same density as prior to the violation occurring, as determined by the Plan Commission. Every day of violation shall constitute a separate offense. Trees to be planted to rectify the violation shall be of such size, density, and variety so as to screen buildings. A revegetation plan shall be submitted to the Zoning Administrator by a professional landscape engineer and the trees planted by a landscape firm registered in the state of Wisconsin to conduct business. The Zoning Administrator reserves the right to require the violator to apply for a conditional use permit and appear before the Plan Commission to have the revegetation plan approved.
- (3) Compliance with land use disturbance provisions.
Tree cutting shall comply with the provisions of Sec. 66.1015, Land Disturbance Regulations.

Sec. 66.1015 Land Disturbance Regulations.

- (4) General design principles.
Control measures shall apply to all aspects of the proposed land disturbance use or activity and shall be in operation during all stages of the disturbance activity. The following principles shall apply to soil erosion and sediment control:
- (a) Stripping of vegetation, grading or other soil disturbance shall be done in a manner, which will minimize soil erosion.
 - (b) No site shall be cleared of topsoil, trees and other natural features before the zoning and building permits are issued. Whenever feasible, natural vegetation shall be retained and protected. Only those areas approved for the placement of physical improvements may be cleared. The extent of the disturbed area and the duration of its exposure shall be kept within practical limits. Sufficient vegetation shall be left between all side lot lines and development (as defined in Sec. 66.2100) to screen the development from view from the adjacent lots.
 - (c) Temporary seeding, mulching or other suitable stabilization measures shall be used to protect exposed critical areas during construction or other land disturbance.
 - (d) Drainage provisions shall accommodate increased runoff resulting from modified soil and surface conditions during and after development or disturbance. Water from the land disturbing activity shall not create a hazard by exceeding the safe capacity of the receiving water body in the area; shall not cause undue channel erosion or an undue increase in water pollution by increased scour and transport of particles; shall not otherwise endanger the downstream property owners or their property; and shall not cause property damage, nuisance or erosion on adjacent properties. Safe capacity is defined as the rate of flow that can

be handled without flooding. Such provisions shall be in addition to all existing requirements. The Village Engineer shall review and approve all storm water and drainage plans for the project.

- (e) Water runoff shall be minimized and retained on the site whenever possible to facilitate groundwater recharge.
- (f) Sediment shall be retained on the site.
- (g) Diversions, sediment basins and similar required structures shall be installed prior to any on-site grading or disturbance.
- (h) **No filling shall be allowed that will result in water being dispersed onto adjacent lots.**

Sec. 66.0344 BP Bluff Protection Overlay District

The Bluff Protection Overlay District (BP) is hereby established as a district, which overlaps, and overlays existing base zoning districts, the extent and boundaries of which are as indicated on the official zoning map for the Village. Overlay districts provide for the possibility of superimposing certain additional requirements upon a basic zoning district without disturbing the requirements of the basic district. The uses of the underlying standard zoning district shall remain in force.

(7) Special requirements:

- (a) No roads or driveways shall be placed on slopes of 30% - 39% unless the roads or driveways are placed parallel to the bluff face. No roads or driveways shall be placed on slopes of 40% or greater.
- (b) The clearing of trees, shrubbery, undergrowth, and other ground cover located within bluff protection areas shall be permitted for:
 - 1. Building footprints.
 - 2. Sites for wastewater disposal systems.
 - 3. Driveways, not to exceed 20 feet in width.
 - 4. The area on a lot, excluding the bluff crest and face, extending not more than 15 feet from the exterior walls of principal buildings and ten feet from accessory buildings. **In addition, sufficient vegetation shall be left between all side lot lines and development (as defined in Sec. 66.2100) to screen the development from view from the adjacent lots.**
- (c) **Violations. Anyone found in violation of the tree cutting regulations specified in sub. (b) shall pay the greater of two times the price of a citation for a violation of the zoning code, plus court costs if applicable, or, the value of the tree as determined by a qualified Forester of the Village's choice. The violator shall pay the cost of the Forester to conduct their valuation. Additionally, they shall revegetate the cleared site to the same density as prior to the violation occurring, as determined by the Plan Commission. Every day of violation shall constitute a separate offense. Trees to be planted to rectify the violation shall be of such size, density, and variety so as to screen buildings. A revegetation plan shall be submitted to the Zoning Administrator by a professional landscape engineer and the trees planted by a landscape firm registered in the state of Wisconsin to conduct business. The Zoning Administrator reserves the right to require the violator to apply for a conditional use permit and appear before the Plan Commission to have the revegetation plan approved.**

Sec. 66.1530 Zoning Permit Required

(18) Grading Plan Review.

A grading plan is required for all sites where a building with a slab or other foundation is to be erected, or for a new hard surface, expansion of a hard surface, or improvement so as to result in a hard surface. Examples of hard surfaces include but are not limited to parking lots and tennis courts. The plan shall show preconstruction grade and final grade of the site, noting any changes to be made to the grade. The plan is an important element in preventing property damage, flooding and ~~view~~ ~~vista~~ scenic beauty. A grading plan takes into account the existing topography of the site and development and its relationship with adjacent properties. The plan shall show the directional flow of water across the surface of the property, and how that water will be maintained onsite to prevent property damage, including flooding and erosion. Under no circumstance shall water be displaced onto adjacent properties or roadways that do not have a storm sewer or ditch capable of transporting the increase in water. Proper grading avoids the need for retaining walls, storm drainage systems, swales on the development and adjacent properties.

- (a) Building construction and hard surface projects that have less than a two-foot change in elevation between the preconstruction grade and finished grade are not required to have engineering review of the grading plan.
- (b) Building construction and hard surface projects that ~~are not otherwise exempt~~ are on a lot with a grade change of two percent or more in elevation between the preconstruction grade and finished grade shall have a grading plan prepared by a qualified professional engineer. The proposed project shall comply with the Village's Grading Standards as developed by the Village Engineer. A Zoning Permit shall not be issued for a project requiring a grading plan until it is approved by the Village Engineer; the cost of the Village Engineer's time to review the plan shall be bore by the applicant.

AMENDMENTS NEEDING MORE DISCUSSION

HEIGHT

(CHANGES MADE AT THE NOVEMBER MEETING SHOWN IN YELLOW)

Issue: The Municipal Code, Chapter 66, Zoning, limits the height of a building to 35 feet. In all zoning districts and in Planned Unit Developments, the height of a principal building is limited to 35 feet in height. Sec. 66.0601 does allow some exceptions. The issue comes with how height is measured. The *General Definitions* section of the chapter, Sec. 66.2100, *Specific Words and Phrases*, dictates how to measure the height of a building. It has been argued that on a sloping lot, like we often see along the rocky shorelines/bluffs, buildings, by the definition of how height is measured, can exceed 35 feet in height. If the intent of the code is no building exceed 35 feet in height, this definition needs to be corrected.

Current relevant code language:

Building Height

The vertical distance above the finished lot grade at the front of the building measured to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height between the eaves and the ridge of the highest gable, hip or gambrel roof. The finished lot grade shall be the average grade across the front of the building measured five feet away. The height of a stepped or terraced building is the maximum height of any segment of the building. Not included in the maximum height are chimneys, bell towers, steeples, roof equipment, flagpoles and similar features, which are not for human occupancy.

Alleged interpretation: The back of the home can exceed 35 feet in height. For example, on a sloped lot, the front of the home may appear one story, but the rear of the home can exceed 35 feet.

Recommended amendments (in red):

Building Height

The vertical distance above the finished lot grade ~~at the foundation of a building at the front of the building measured~~ to the highest exterior point of the ~~coping of a flat roof. or to the deck line of a mansard roof or to the average height between the eaves and the ridge of the highest gable, hip or gambrel roof.~~ The finished lot grade shall be the average grade across the front of the building measured five feet away. The height of a stepped or terraced building is the maximum height of any segment of the building. Not included in the maximum height are chimneys, bell towers, steeples, roof equipment, flagpoles and similar features, which are not for human occupancy. In measuring building height, average measurements along a foundation or along the finished lot grade are not allowed, rather no point of the building shall exceed the allowed height, unless exempted in this chapter, regardless of where measured along the finished lot grade. THE PLAN COMMISSION WANTED TO REVISIT THIS

Finished Lot Grade

The elevation or elevations of the surface of the ground after completion of final grading. When determining finished lot grade adjacent to a building, finished lot grade is the elevation of the ground adjoining the building or structure.

TEMPORARY SIGN CONFLICTS

CHANGES MADE AT THE NOVEMBER MEETING SHOWN IN YELLOW

Sec. 66.0302 Use Restrictions

- (4) The following are examples of temporary uses that may be permitted by the Zoning Administrator, the Plan Commission Chair and/or the Village President for a period of 14 days or as hereinafter provided. Temporary use permits for longer periods may be issued by the Plan Commission after review of site and operation plans. Special requirements may be imposed, but not limited to ensuring that there is sufficient parking, the provision of sanitary facilities, lighting, and hours of operation. No temporary use listed herein shall be conducted within the street right-of-way. Temporary uses permitted under this section may be allowed one temporary sign not to exceed 24 square feet in area on one side and 48 square feet in area on all sides; **a permit is required and the sign; it shall not be located in a public right-of-way**. All buildings, tents, equipment, supplies and debris shall be removed from the site within 48 hours following the temporary activity.

Potential Amendments

Create a definition for Sign, Temporary. A sign, banner, flag is not erected more than 7 days before an event and must be removed within 1 day after the event. **PLAN COMMISSION WANTED TO REVISIT THIS AT THE NEXT MEETING**

Exempt temporary signs from permit requirements provided they do not exceed 12 square feet per face, banner or flag side.

WATER SETBACK

CHANGES SINCE LAST MEETING ARE SHOWN IN YELLOW

NEED DISCUSSION ON SETBACK

Issue: The Municipal Code, Chapter 66, Zoning, allows structures in areas with existing development patterns to be as close as 30 feet from the ordinary high-water mark. The code does not define 'development pattern', and even a haphazard development pattern is still a 'pattern'. The code has different setbacks for 'developed' and undeveloped' areas, but these terms are not defined either. This needs to be addressed. In addition, the code allows the structures to be within the area regulated by the shoreland tree cutting regulations, meaning the trees we are trying to preserve cannot serve their purpose of screening vehicles and structures, or protect shoreline beauty, and are disrupted and die (the roots extend into the area they can develop). Staff recommends the village begin allowing water setback averaging to fulfill the code's intent of a 'development pattern'.

Current relevant code language:

Sec. 66.0304 Setback Requirements from the Water

For lots that abut on navigable waters, there shall be setbacks from the ordinary high-water mark of such waters.

- (1) Applicability in developed areas. In areas with existing development patterns, structures close to the ordinary high-water mark, except as provided in (3) and (4) below, shall be set back at least 30 feet from all points along the ordinary high-water mark. The lowest floor level of all structures shall be elevated at least two feet above the ordinary high-water mark. All structures, boathouses, and accessory buildings allowed in (3) and structures that are not considered buildings shall comply with the applicable district side yard setbacks.
- (2) Applicability in undeveloped areas. In areas with no development pattern, structures close to the ordinary high-water mark, except as provided in subsection (3) and (4) below, shall be set back at least 75 feet from all points along the ordinary high-water mark. The lowest floor level of all structures shall be elevated at least two feet above the ordinary high-water mark. All structures, boathouses, and accessory buildings allowed in (3) and structures that are not considered buildings shall comply with the applicable district side yard setbacks.
- (3) Exceptions.
 - (a) Decks. (Decks are allowed provided they do not extend waterward more than 20 percent of the remaining setback.)
 - (b) Boathouses. (Boathouses shall not project beyond the ordinary high-water mark.)
 - (c) Stairways, elevated walkways, ramps, lifts, fences, flagpoles, piers, and boat hoists.
 - (d) Utility poles, lines and related equipment without permanent foundations.
 - (e) Structures not buildings as defined in Section 66.0303(i).
 - (f) Signs as permitted starting with Section 66.0701.
- (4) Parking lots. Parking lots shall be set back at least 125 feet from all points along the ordinary high-water mark of Green Bay.

Sec. 66.0202 Compliance

The use of any land or water; the size, shape and placement of lots; the use, size, type and location of structures on lots; the filling and grading of any land; the cutting of shore land cover; the regulation of signs, manufactured homes, trailers and parking lots; the consolidation or splitting of parcels; and the subdivision of lots shall be in full compliance with the terms of this Chapter and other applicable

regulations. The construction of buildings and structures, or any addition thereto, and the changing of any land use shall require a Zoning Permit unless otherwise expressly excluded from the requirement of this Chapter. No structure, land, or water shall hereafter be used or developed (as “development” is defined in Sec. 66.2100 of this Chapter) and no structure or part thereof shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered except in conformity with the regulations herein specified for the district in which it is located; except that in residential districts, a lot of record as of November 16, 1973 even though not meeting the requirements of this Chapter as to area and width, may be used for single family residence purposes.

Sec. 66.2100 Specific Words and Phrases.

Development

Any man-made change to improved or unimproved real estate, including but not limited to construction of or addition or substantial improvements to buildings, other structures, or accessory uses, dredging, filling, grading, paving, excavation or drilling operations, or disposition of materials.

Recommended amendments (in red):

Sec. 66.0304 Setback Requirements from the Water

For lots that abut on navigable waters, there shall be setbacks from the ordinary high-water mark of such waters.

~~(1) Applicability in developed areas. In areas with existing development patterns, structures close to the ordinary high water mark, except as provided in (3) and (4) below, shall be set back at least 30 feet from all points along the ordinary high water mark. The lowest floor level of all structures shall be elevated at least two feet above the ordinary high water mark. All structures, boathouses, and accessory buildings allowed in (3) and structures that are not considered buildings shall comply with the applicable district side yard setbacks.~~

~~(2) Applicability in undeveloped areas. In areas with no development pattern, structures close to the ordinary high water mark, except as provided in subsection (3) and (4) below, shall be set back at least 75 feet from all points along the ordinary high water mark. The lowest floor level of all structures shall be elevated at least two feet above the ordinary high water mark. All structures, boathouses, and accessory buildings allowed in (3) and structures that are not considered buildings shall comply with the applicable district side yard setbacks.~~

(1) Setback from Ordinary High-Water Mark. Except as restricted in NR 117, shoreland-wetland areas, and except as allowed in (2) below, all portions of a structure shall be located at least 75 feet from the ordinary highwater mark. [See requested map below]

(2) Setback Averaging. As provided herein, the setback for a principal structure may be reduced. When a lot has a principal structure on the adjacent lot(s), and that structure(s) is less than 75 feet from the ordinary high water mark, the setback for the lot to be developed with a principal structure may be reduced per the following:

(a) If the wall of the closest principal structure on the adjacent lot(s) in each direction parallel to the shoreline to a proposed principal structure is set back less than 75 feet from the ordinary high water mark, the setback shall be the average of those distances from the wall of those principal structure(s) to the ordinary high water mark, but no less than 40 feet.

(b) If a lot to be developed with a principal structure is only bound by a principal structure on one adjacent lot, the setback shall be the average of the distance from the wall of the

principal structure to the ordinary high water on the adjacent lot and 75 feet, but no less than 40 feet.

(c) ~~The setback allowed by averaging, shall be the setback for all portions of a principal structure to be developed, except as exempted in (3) below.~~

(3) (2) Exceptions.

- (g) ~~Decks.~~ {Decks are allowed provided they do not extend waterward more than 20 percent of the remaining setback.}
- (h) ~~Boathouses.~~ {Boathouses shall not project **waterward** beyond the ordinary high-water mark.}
- (i) Stairways, elevated walkways, ramps, lifts, fences, flagpoles, piers, and boat hoists.
- (j) Utility poles, lines and related equipment without permanent foundations.
- (k) Structures not buildings as defined in Section 66.0303(i).
- (l) Signs as permitted starting with Section 66.0701.

(4) Parking lots. Parking lots shall be set back at least 125 feet from all points along the ordinary high-water mark of Green Bay.

Sec. 66.2100 Specific Words and Phrases.

Adjacent

~~The lot or tract of land immediately next to another property. The properties may share a lot line or be separated by an easement or public right-of-way.~~

Ordinary High-water Mark

The point on the bank or shore of a body of water up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic. The ordinary high-water mark shall be established by a **professional land** surveyor.

In November the Plan Commission requested the following information:

(All measurements approximate since taken off the air photo; I only went 22 lots north.)

10761 N BSD – 54'	10819 – 41'	Conclusion: Even at 30', 18% (4) are nonconforming
10765 – 65'	10823 – 41'	At 40', an additional 5 are nonconforming (23%)
10767 – 30'	10829 – 24'	At 50', 8 are conforming (36%)
10771 – 79'	10835 – 51'	We have a 35' tree protection area, at 35', 6 nonconf.
10775 – 59'	10839 – 70'	Should the setback on North Bay Shore Drive be 35'?
10783 – 35'	10849 – 61'	
10775 – 61'	10855 – 41'	
10795 – 33'	10863 – 45'	
10799 – 25'	10867 – 47'	
10805 – 36'	10877 – 22'	

10811 – 35'

10881 – 23'

South of the Village, I measured Little Sister Road; I relied on the files for most measurements (a lot of surveys in this area). I listed new homes and when built, but a few had additions or remodeled the grandfathered homes. In the older files, I see the setback was 75', but recently I see we treated it as a developed area and allowed homes to be 30'. Even though 30' is allowed now, new homes (except the one trying to get a permit) are at least 50' from the ordinary highwater mark. Should the setback south of North Bay Shore Drive be setback 50'? This is a much more wooded area, with a need for tree preservation (its not in the Bluff Overlay, but still has rocky/sloping, heavily wooded lots).

10611 (Crane) – 60'+

10627 – 111' (pre-zoning)

10631 – (proposed 40')

10637 – 52' closest corner, main structure 60' (new in 2022)

10643 – 65' (1983)

10647 – 22' (pre-zoning)

10673 – 29' (guesthouse pre-zoning) and 52' (new home 1997)

10683 – 96' (pre-zoning)

10691 – 86' (1990)

10703 – 46' (pre-zoning? No file)

10709 – 25' (1993 replaced a burnt home; variance from 75' to allow reconstruction at former site)

10717 – 53' (2000)

10721 – 56' (pre-zoning)

10723 – 24' (pre-zoning)

10725 – 26' (pre-zoning)

10727 – 30' (pre-zoning)

10729 – 45' (pre-zoning)

10731 – 86' (but something between there and the water – deck?)

10733 – 108' (2006)

**AMENDMENTS REVIEWED AND NO
FURTHER REVISIONS MADE**

ADDRESSING

(NO FURTHER CHANGES)

Sec. 66.1035 Property Addressing

(1) Purpose.

The purpose is to establish the procedures used to implement and administer a uniform addressing system in Village of Sister Bay that utilizes address numbers determined by the Door County ~~Planning Land Use Services~~ Department. The basis for the assignment of property address numbers shall be the Door County baseline system. ~~(Sections 66.1035-1025)~~

(2) Responsibilities.

The Door County ~~Planning Land Use Services~~ Department shall be responsible for assigning all property addresses upon submission of the necessary information from the ~~VillageZoning~~ Administrator.

(6) Property Address Application.

All requests for property addresses shall be ~~completed on a Building Address Permit application in writing and~~ provided ~~by~~to the ~~VillageZoning~~ Administrator.

Sec. 66.1036 Criteria for Address Number Assignment.

(2) Accessory Building Addressing.

New numbers will generally not be assigned to new buildings accessory to the principal use (i.e., a new house will be assigned a number, but a detached garage or storage building will not be assigned a number). Accessory buildings may be assigned a separate address if accessed by a separate ~~legal~~ driveway or if accessed by the principal driveway, but housing a separate use.

(4) Driveways.

(a) Address numbers are generally required when there is a driveway (existing or proposed) that serves or will serve a principal use or accessory use, as described above in 66.1036(a1). Address numbers shall not be assigned until a driveway location has been determined.

Sec. 66.1039 County Administration of Village Numbering

The Door County ~~PlanningLand Use Services~~ Department shall maintain a record of all assigned addresses and of all road names and their locations. The Door County ~~PlanningLand Use Services~~ Department may adopt policies and practices as necessary to manage the County addressing system and to ensure fulfillment of the purpose of the Uniform Addressing System Ordinance.

Sec. 66.1040 Property Address Reassignment Implementation

(1) Any new building addresses assigned after the effective date of this ordinance shall be based upon the County numbering system.

(2) ~~Existing properties with addresses assigned to buildings shall be converted to the County numbering system no later than April 1, 2008. Door County shall provide the Village with electronic data file incorporating the existing property address, proposed property address and mailing address for each property in the Village with an existing property address no later than August 1, 2007. Door County will be responsible for all notifications to businesses—and agencies affected by the wholesale conversion of Village addresses.~~

DEFINITIONS

(NO CHANGES WERE MADE)

Issue: The Zoning Chapter, Sec. 66.2100, *Specific Words and Phrases*, does not address how to define words or phrases not defined in a dictionary. Also, some definitions need clarification.

Current code language:

Sec. 66.2001 General Definitions. For the purpose of this Chapter, certain words or phrases shall have meanings that either vary somewhat from their customary dictionary meanings or are intended to be interpreted to have a specific meaning. Words used in the present tense in this chapter include the future. The word "person" includes a firm, association, partnership, trust, company, or corporation as well as an individual. The word "he" includes the word "she." The word "shall" is mandatory, the word "should" is advisory and the word "may" is permissive. Any words not defined in this section shall be presumed to have their customary dictionary definitions.

Recommended code language:

Sec. 66.2001 General Definitions. For the purpose of this Chapter, certain words or phrases shall have meanings that either vary somewhat from their customary dictionary meanings or are intended to be interpreted to have a specific meaning. Words used in the present tense in this chapter include the future. The word "person" includes a firm, association, partnership, trust, company, or corporation as well as an individual. The word "he" includes the word "she." The word "shall" is mandatory, the word "should" is advisory and the word "may" is permissive. Any words not defined in this section shall be presumed to have their customary dictionary definitions; **in the absence of a definition or the absence of a definition consistent with land use law, words and phrases shall have the definition found in Black's Law Dictionary or as established by case law. Definitions shall be interpreted in favor of the village.**

Driveway

An access point connecting the area used for vehicular travel on a parcel that leads to a public or private the-street right-of-way, and the surface area occupied by that vehicular travel.

Non-conforming Lot

A lot, which does not contain sufficient area and/or width to meet the requirements of the zoning district in which it is located.

Non-conforming Uses or Structures

Any structure, land or water lawfully used, occupied or erected before November 15, 1973 which does not conform to the regulations of this chapter or amendments thereto. Any such structure conforming in respect to use but not in respect to **development regulations* such as** frontage, width, height, area, yard, parking, loading or distance requirements shall be considered a non-conforming structure and not a non-conforming use.

*This is added to be consistent with Wis. Stats. 62.23(7)(h) *Nonconforming uses*. The continued lawful use of a building, premises, structure, or fixture existing at the time of the adoption or amendment of a zoning ordinance may not be prohibited although the use does not conform with the provisions of the ordinance. The nonconforming use may not be extended. The total structural repairs or alterations in such a nonconforming building, premises, structure, or fixture shall not

during its life exceed 50 percent of the assessed value of the building, premises, structure, or fixture unless permanently changed to a conforming use. If the nonconforming use is discontinued for a period of 12 months, any future use of the building, premises, structure, or fixture shall conform to the ordinance.

(hb) *Repair, rebuilding, and maintenance of certain nonconforming structures.*

1. In this paragraph:

a. “Development regulations” means the part of a zoning ordinance that applies to elements including setback, height, lot coverage, and side yard.

b. “Nonconforming structure” means a dwelling or other building that existed lawfully before the current zoning ordinance was enacted or amended, but that does not conform with one or more of the **development regulations** in the current zoning ordinance.

2. An ordinance may not prohibit, or limit based on cost, the repair, maintenance, renovation, or remodeling of a nonconforming structure.

Add, ‘Development Regulations’

The regulations within this chapter apply to elements including setback, height, lot coverage, and side yard.

GARBAGE AMENDMENT

NO FURTHER CHANGES MADE AT THE NOVEMBER MEETING

Issue: The Business Regulation Code, Chapter 18, Article IV, requires ‘door-to-door’ refuse and recycling service. This was enacted due to refuse and recycling bins being left at the road beyond the time periods allowed by code. We have encountered a situation whereby an operator believes they should not have to pay for this service the months they are not renting on a short-term basis. The village has no way to track when a property is rented, and, the refuse company shouldn’t be expected to know what days, weeks, or months to stop and start service, alter their routes, or alter their billing on a continually changing basis. Condominiums that allow more than 25% of their units to be rented on a short-term basis pay extra for service, as do hotels and motels, so it is only fair all short-term rental properties be bound by similar rules—you pay a service fee whether all or some rooms are rented. Staff believes the current codes are self-explanatory, but propose an amendment to Chapter 50 to alleviate any confusion and make the Municipal Code easier to interpret.

Current relevant language in Chapter 18, Business Regulation:

Sec. 18.57 Operation of a Short-Term Rental.

Q. Every Operator, or if authorized by the Operator, their Resident Agent, shall contract for refuse and recycling collection and disposal services that are tailored to the property to ensure compliance with Chapter 50 of the Municipal Code related to Health and Sanitation, garbage and recycling in particular. Said contract shall specify the collection of refuse and recycling will not be at the curb, but at the home itself to comply with the Municipal Code. Be advised a violation of Chapter 50, during the rental period or not, shall be deemed a violation of this Article.

Chapter 50 relevant language and proposed change (in red):

Sec. 50.43 Solid Waste Collection and Disposal Services.

- (a) Single Family, Duplex and Three-plex Dwellings. The Village through its Contractor is providing a weekly garbage collection service utilizing one sixty (60) gallon roll out container. Any additional containers or capacity shall be paid for by the occupant. **For those dwellings licensed as a short-term rental, they shall subscribe for door-to-door service, whether occupied as a rental on a daily basis or not.**
- (b) Multifamily Dwelling Units and Residential Condominiums. Multi-family dwelling units (apartments) and residential condominiums (a property where more than 75% of the units are owner occupied and the casual non-commercial use does not exceed thirty (30) days per year per unit) shall be provided the same volume of garbage collected for residential customers. Residential condominiums shall through their association certify in writing that the property or complex in its entirety complies with the 75% standard above on an annual basis in order to qualify for the residential level of service.
- (c) Commercial establishments, Hotels, Motels and Condominium Hotels. The Village through its Contractor is providing a weekly garbage collection service utilizing one yard of capacity in either a dumpster or pair of ninety (90) gallon containers. The commercial establishment or condominium hotel may elect to have bi-weekly collection provided by the Village instead of weekly collection. Any additional containers or capacity shall be paid for by the occupant. Hotels, motels and condominium hotels (a property where more than 25% of the units are available for rent for more

than thirty (30) days a year or on a commercial transient basis) shall be considered a commercial establishment.

- (d) Other Haulers. Single family, duplex and three-plex dwellings shall use the Village Contractor for all solid waste disposal services. Commercial establishments, hotels, motels and condominium hotels may elect to use another waste hauler besides the Contractor. If another waste hauler is selected the Village will not provide or pay for any portion of the cost.
- (e) Facilities Exempt from Village Provided Service. Tax exempt entities, non-profit businesses that do not pay any property taxes and government facilities shall properly dispose of all solid waste materials and not receive solid waste collection services paid for by the Village through its Contractor.
- (f) Provision of Weekly Service. The Village through its contractor is providing weekly garbage collection services. The number of collections or volume shall not be aggregated and used at a later date. The only exception to this provision is the allowance for the one yard of service provided to commercial establishments may be collected on a bi-weekly basis.
- (g) Voluntary Volume Reduction. Multi-family dwelling units, residential condominiums and commercial establishments may elect in writing to receive a lower volume of garbage collection service on a weekly basis. The forgone volume cannot be aggregated and collected at a later date.

TREE REMOVAL – SIDE YARD

NO CHANGES MADE TO DRAFT AT LAST MEETING

Issue: The village has lost a lot of its tree canopy and ranks last in Door County's communities for tree canopy. Trees offset carbon, provide habitat, add natural beauty, screen structures and vehicles, and, the root system can stabilize soil. Despite regulating tree removal along shorelines, bluffs and some inland areas, and requiring a tree every 35 feet or 40 feet along a road, we continue to lose canopy. One area we do not expressly limit tree removal is along side lot lines. As owners try to maximize the area to be developed, buildings are often placed as close to the lot line as possible, or add fill to their lots, resulting in trees being removed or dying.

Current code language with recommended amendments (in red):

Sec. 66.1000 Tree Cutting Regulations

(1) Tree cutting regulations:

Outside of the area delineated as the Bluff Overlay district, the purpose of tree cutting regulations applicable to the shorelands area are to protect scenic beauty, control erosion and reduce effluent and nutrient flow from the shore land.

(a) Tree cutting. Tree cutting in a strip paralleling the shoreline and extending 350 feet inland from all points along the normal high-water mark of the shoreline shall be limited in accordance with the following:

1. No more than 30 percent of the length of this strip (as measured along the ordinary high-water mark) shall be clear-cut to the depth of the strip.
2. Provided, further, that cutting of this 30 percent shall not create a clear-cut opening in this strip greater than 30 feet wide for every 100 feet of shoreline measured along the ordinary high-water mark.
3. In the remaining 70 percent length of this strip (distance measured along the ordinary high-water mark), cutting shall leave sufficient cover to screen cars, dwellings, accessory structures, except boathouses, as seen from the water and to control erosion.
4. Sufficient vegetation shall be left between all side lot lines and development (as defined in Sec. 66.2100) to screen the development from view from the adjacent lots.

(b) Special cutting plan. A special cutting plan allowing greater cutting may be permitted by the Plan Commission by issuance of a conditional use permit. In applying for such a permit, the commission may require the lot owner to submit a drawing of his/her lot including the following information: location of all structures, location of parking, and gradient of the land, existing vegetation, proposed cutting and proposed replanting. The commission may grant such a permit only if it finds that such special cutting plans:

1. Will not cause undue erosion or destruction of scenic beauty.
2. Will provide substantial shielding from the water of dwellings, accessory structures and parking area. The commission may condition such a permit upon a guarantee of tree planting by the lot owner. Such an agreement shall be enforceable in court.
3. Is consistent with accepted forest management practices.

(c) Tree topping. Tree topping which is defined as tree cutting or sculpturing where only a portion of the tree is removed to improve the view is prohibited within the shoreland area of the Village.

(2) Tree cutting regulations beyond the shoreland area.

(a) Purpose. The purpose of these regulations is to provide for the protection and preservation of the trees and woodlands of the Village beyond the shoreland area. The Village recognizes in

the Village Comprehensive Plan that woodlands, wetlands and open space areas serve as wildlife habitat, flood storage areas and provide natural settings for the Village and that they should be protected. In addition, woodlands are an integral and important part of the Village's attractiveness as a residential, recreational and resort community and as such provide an important economic asset to the Village.

- (b) Applicability. These tree-cutting regulations shall apply to that area of the Village in all zoning districts outside of the shore land area and Bluff Overlay District. These regulations shall apply to trees or similar woody vegetation having at least one well-defined stem at least three inches in diameter measured at a height of 4 1/2 feet above the ground. These regulations shall not apply to the removal of dead, diseased or dying trees when removed using accepted forest management practices and sound soil conservation practices or the management of an orchard.
- (c) Tree cutting provisions. Trees or similar woody vegetation shall only be removed if one or more of the following conditions are present:
 1. Necessity to remove trees, which pose a safety hazard to pedestrian or vehicular traffic or threaten to cause disruption of public services.
 2. Necessity to remove trees which pose a safety hazard to buildings.
 3. Necessity to remove diseased trees or trees weakened by age, storm, fire or other injury.
 4. Necessity to observe good forestry practices, i.e., the number of healthy trees that a given parcel of land will support.
 5. Necessity to remove trees in order to construct permitted structures **and other approved development (as defined in Sec. 66.2100)** because of the need for: access around the proposed structure for construction equipment; access to the building site for construction equipment; essential grade changes, surface water drainage and utility installations. Only those areas approved for the placement of a physical improvement may be cleared of trees. **Sufficient vegetation shall be left between all side lot lines and development to screen the development from view from the adjacent lots.**
 6. Necessity for compliance with other ordinances.
 7. Necessity to provide access to sunlight for solar collectors.
- (d) Special Cutting plan. As an alternative to the regulations contained in this sub-section, a special cutting plan allowing greater cutting may be permitted by the Plan Commission by issuance of a Conditional Use Permit. In applying for such a permit, the commission shall require the lot owner to submit a drawing of his/her lot, including the following information: location of parking, location of improvements, gradient of the land, existing vegetation, proposed cutting and proposed replanting. The Commission may grant such a permit only if it finds that such special cutting plan:
 - (e) Will not cause undue erosion or destruction of scenic beauty; and
 - (f) Shall be accomplished using accepted forest management practices and sound soil conservation practices.
- (3) Compliance with land use disturbance provisions.
Tree cutting shall comply with the provisions of Sec. 66.1015, Land Disturbance Regulations.

Sec. 66.1015 Land Disturbance Regulations.

- (4) General design principles.

Control measures shall apply to all aspects of the proposed land disturbance use or activity and shall be in operation during all stages of the disturbance activity. The following principles shall apply to soil erosion and sediment control:

- (a) Stripping of vegetation, grading or other soil disturbance shall be done in a manner, which will minimize soil erosion.
- (b) No site shall be cleared of topsoil, trees and other natural features before the zoning and building permits are issued. Whenever feasible, natural vegetation shall be retained and protected. Only those areas approved for the placement of physical improvements may be cleared. The extent of the disturbed area and the duration of its exposure shall be kept within practical limits. **Sufficient vegetation shall be left between all side lot lines and development (as defined in Sec. 66.2100) to screen the development from view from the adjacent lots.**
- (c) Temporary seeding, mulching or other suitable stabilization measures shall be used to protect exposed critical areas during construction or other land disturbance.
- (d) Drainage provisions shall accommodate increased runoff resulting from modified soil and surface conditions during and after development or disturbance. Water from the land disturbing activity shall not create a hazard by exceeding the safe capacity of the receiving water body in the area; shall not cause undue channel erosion or an undue increase in water pollution by increased scour and transport of particles; shall not otherwise endanger the downstream property owners or their property; and shall not cause property damage, nuisance or erosion on adjacent properties. Safe capacity is defined as the rate of flow that can be handled without flooding. Such provisions shall be in addition to all existing requirements. The Village Engineer shall review and approve all storm water and drainage plans for the project.
- (e) Water runoff shall be minimized and retained on the site whenever possible to facilitate groundwater recharge.
- (f) Sediment shall be retained on the site.
- (g) Diversions, sediment basins and similar required structures shall be installed prior to any on-site grading or disturbance.

Sec. 66.0344 BP Bluff Protection Overlay District

The Bluff Protection Overlay District (BP) is hereby established as a district, which overlaps, and overlays existing base zoning districts, the extent and boundaries of which are as indicated on the official zoning map for the Village. Overlay districts provide for the possibility of superimposing certain additional requirements upon a basic zoning district without disturbing the requirements of the basic district. The uses of the underlying standard zoning district shall remain in force.

(7) Special requirements:

- (a) No roads or driveways shall be placed on slopes of 30% - 39% unless the roads or driveways are placed parallel to the bluff face. No roads or driveways shall be placed on slopes of 40% or greater.
- (b) The clearing of trees, shrubbery, undergrowth, and other ground cover located within bluff protection areas shall be permitted for:
 - 1. Building footprints.
 - 2. Sites for wastewater disposal systems.
 - 3. Driveways, not to exceed 20 feet in width.
 - 4. The area on a lot, excluding the bluff crest and face, extending not more than 15 feet from the exterior walls of principal buildings and ten feet from accessory buildings. **In addition,**

sufficient vegetation shall be left between all side lot lines and development (as defined in Sec. 66.2100) to screen the development from view from the adjacent lots.

NEW SINCE LAST MEETING

**THE FEE SCHEDULE WAS REVISED
AND THE CODE NEEDS TO REFLECT
THAT FEE SCHEDULE CHANGE**

PARKING

The fee schedule was revised in December, effective January 1, 2025. We need to amend the code to reflect the new fee of “Fee in Lieu of Parking”.

Sec. 66.0404 Adjustments to Required Parking

The purpose of this section is to allow adjustments to the minimum number of parking spaces required to avoid constructing unneeded and excessive off-street parking facilities. Reducing the amount of excess off-street parking facilities is intended to provide for more cost-efficient site development, to eliminate constructing more impervious surface than necessary, to minimize storm water runoff, to avoid construction of unnecessarily large storm water management facilities, and to provide more landscape areas and open space on business sites. To achieve these purposes, the Plan Commission may reduce the minimum number of required off-street parking spaces in specific cases as described in this section.

(2) Fee In Lieu of Creating Parking Spaces.

A developer who chooses to not construct the required parking spaces on the parcel may be allowed to pay to the Village ~~a one-time fee~~ **a fee in lieu of parking at a rate of \$1000 per stall per year paid** into a fund established by the Village to construct and maintain common transition parking spaces. A developer who cannot construct the required spaces on the parcel shall as a condition of approval pay to the Village ~~a one-time fee~~ **a fee in lieu of parking at a rate of \$1000 per stall per year paid** into a fund established by the Village to construct and maintain common transition parking spaces. The payment of the fee to the Village in either instance shall absolve the developer from constructing the required number of spaces on their property. ~~The fee shall be established annually by the Village Board of Trustees and reflect the cost of constructing and maintaining public parking lots.~~

AGENDA ITEM NO. 5
DISCUSSION/ACTION ITEMS:

**(h) PROPOSED RE-DRAFT OF
FLOODPLAIN ORDINANCE**



STAFF REPORT – FLOODPLAIN ORD

Date: January 28, 2024

Board/Committee: Plan Commission

Re: Adopt New Ordinance

Author: Julie A. Schmelzer, Village Administrator

Last spring we adopted a Floodplain Zoning Ordinance. It was modelled after the template sent to us by the DNR. Since then, the DNR told us we used the wrong template, and asked us to readopt the ordinance. Since there can be no changes to the template, I did not include a draft of the new template for you. Rather, staff requests the matter be moved forward to a public hearing so we can be in compliance.

AGENDA ITEM NO. 5
DISCUSSION/ACTION ITEMS:

- (i) IDENTIFY LOCATION FOR
MARGE GRUTZMACHER'S
"LITTLE LIBRARY"**



STAFF REPORT – GRUTZMACHER APPRECIATION

Date: January 28, 2024

Board/Committee: Plan Commission

Re: Little Library

Author: Julie A. Schmelzer, Village Administrator

Postponed from October: As discussed, we would like to erect a little library (free little library on a post where people can drop off or pick up a book at random) in honor of Marge's service to the community. I still have to reach out to Marge to determine what the design would look like. The Parks Committee referred this matter to the Plan Commission to decide where it should be located. (I checked with Marge on where she'd like the library erected, and design, and she had no recommendations.)

AGENDA ITEM NO. 5
DISCUSSION/ACTION ITEMS:

- (j) REVIEW DRAFT COMPREHENSIVE PLAN;
SCHEDULE INFORMATIONAL SESSION/
PUBLIC HEARING**



STAFF REPORT – COMPREHENSIVE LAND USE PLAN

Date: January 28, 2024

Board/Committee: Plan Commission

Re: Review Draft Plan

Author: Julie A. Schmelzer, Village Administrator

Attached is the draft comprehensive plan. Missing items are the appendix and corrected committee list – those will be updated prior to the public hearing/next meeting.

The only other item needing correction is the environmental features map (the floodplains are too light in color).

If acceptable, a public hearing needs to be scheduled. The public hearing must be 30 days prior to adoption. If the Board adopts it at their March meeting, a hearing would need to be held the week of February 10th, but there isn't time to get it in the paper, so we need to look at a later hearing with adoption ideally in April (15th). An early March hearing (special meeting) is recommended. This also gives us more time to review it before it goes to hearing and make changes after that public hearing, if needed.

VILLAGE OF SISTER BAY

Comprehensive Plan



VILLAGE OF SISTER BAY

Comprehensive Plan



Adopted: ____, 2025



Developed by:
Bay-Lake Regional Planning Commission
1861 Nimitz Drive
De Pere, WI 54115

ACKNOWLEDGEMENTS

VILLAGE OF SISTER BAY STAFF

Julie Schmelzer, Village Administrator

VILLAGE OF SISTER BAY PLAN COMMISSION

Denise Bhirdo, Village Trustee and Chairperson

Nate Bell, Village Trustee

Patrice Champeau, Village Trustee

Ron Kane, Village Resident

Laurel Harff, Village Resident

Mitch Ohnesorge, Village Resident

BAY-LAKE REGIONAL PLANNING COMMISSION

Sydney Swan, Assistant Director

Natalie Blackert, GIS Specialist

Bryce Thompson, Planning Assistant



**WISCONSIN COASTAL
MANAGEMENT PROGRAM**

The preparation of this plan was partly funded by the Wisconsin Department of Administration, Wisconsin Coastal Management Program and the National Oceanic and Atmospheric Administration, office for Coastal Management under the Coastal Zone Management Act, Grant # AD239125-024.14.

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INTRODUCTION

VILLAGE OVERVIEW

The Village of Sister Bay (Village) is located along the northwestern shore of the Door Peninsula in Door County, which is bordered by Lake Michigan to the east and Green Bay to the west. The Village is adjacent to the Bay of Green Bay and the Town of Liberty Grove and occupies 2.7 square miles with over four miles of shoreline. The Village is approximately 30 miles north of the City of Sturgeon Bay and 75 miles northeast of the City of Green Bay. The Village is known for its small-town charm, natural beauty, and welcoming atmosphere.



PLAN PURPOSE

The *Village of Sister Bay Comprehensive Plan* provides Village officials, decision-makers, and residents with a long-range plan that will help to guide the physical, social, and economic development of the community through 2045. This plan outlines goals and objectives, along with strategies for managing growth, preserving natural resources, promoting sustainable development, and more. This document represents the third update to the Village's comprehensive plan. The initial comprehensive plan was adopted in 1995 and in 2003.

Wisconsin's Comprehensive Planning Law (Wis. Stats. 66.1001) requires every governmental jurisdiction that regulates the use of land through a land division ordinance, shoreland zoning ordinance, general purpose zoning ordinance, or official map to have an adopted comprehensive plan. As part of these requirements, a comprehensive plan must be updated every 10 years at minimum.

The Wisconsin statutes require that a comprehensive plan must contain, at a minimum, the following elements:

- Issues and Opportunities;
- Housing;
- Transportation;
- Utilities and Community Facilities;
- Agricultural, Natural, and Cultural Resources;
- Economic Development;
- Land Use;
- Intergovernmental Cooperation; and
- Implementation

This plan includes all the elements noted above and more to go beyond meeting state requirements. The Village should continue to review this plan annually and update it at a minimum every ten years, or when officials, the public, or stakeholders identify a pressing need. Completing updates will allow the Village to integrate new ideas, developments, and outcomes not known at the time of this planning process.

PLAN DEVELOPMENT

This plan was developed by the Bay-Lake Regional Planning Commission (Bay-Lake RPC) and Village staff, with assistance and input from the Village Plan Commission, residents and stakeholders of the Village. The development of this plan was partly funded by the Wisconsin Coastal Management Program.

Throughout the development of this plan, the Plan Commission received updates at several meetings and had the opportunity to ask questions and provide feedback on the draft plan components. The Plan Commission assisted with identifying background information, goals, objectives, strategies, future land use, and more.

The planning process involved a technical analysis of publicly available data and a review of relevant local planning documents. Key documents that were reviewed and considered during the development of the plan include:

- Village of Sister Bay Comprehensive Plan 1995 and 2003;
- Village of Sister Bay Workforce Housing Study;
- Village of Sister Bay Facilities Plan;
- Door County Comprehensive Plan;
- Door County Housing Study; and
- Door County Hazard Mitigation Plan

PUBLIC OUTREACH

The Village's Public Participation Plan for the Comprehensive Plan was adopted in October 2023. Effective public outreach is essential for fostering community engagement, ensuring transparency, and gathering valuable input for decision-making processes. Residents and stakeholders were involved early in the planning process and provided important feedback that helped shape and inform the content found in the Comprehensive Plan. A summary of public participation efforts can be found below, and additional information can be found in the appendix.

Figure 1.1 Public Outreach Efforts	
Event	Date
Public Survey	Fall 2022
Public Survey	9/17/23-10/15/23
Adoption of Public Participation Plan	10/17/23
Public Workshop (In Person)	2/10/24
Public Workshop (Virtual Option)	2/10/24 – 2/17/24

VILLAGE HISTORY

The region around Sister Bay was originally inhabited by Native American tribes, primarily the Potawatomi. European settlers arrived in the mid-19th century, drawn by the region's abundant natural resources, such as timber and abundant water resources. The first European settlers arrived in the 1850s, with the primary settlers being of Norwegian, Swedish, and German descent. The fertile soil, forests, and proximity to Green Bay made the area attractive for farming, logging, and fishing. The Village itself was formally established in 1912. It was initially a part of the Town of Liberty Grove, which was founded in 1859. The name "Sister Bay" is believed to have been inspired by the area's natural geography, specifically the Sister Islands just offshore the harbor opening to Sister Bay. As the northern part of the county grew, other settlements rose and fell, but Sister Bay continued to progress.

Like many coastal communities in Door County, the Village's early economy was centered around fishing, logging, and shipbuilding. The area's forests provided lumber for building materials, and its waters were rich in fish, which helped sustain the local population. As more settlers arrived, the Village's economy diversified into agriculture, with local farms producing crops like apples and cherries, which became particularly important. Cherry orchards flourished in the early 20th century and became a major industry.

In the mid-20th century, the Village began transforming into a tourist destination. Door County as a whole became known as a peaceful retreat for people from larger cities like Milwaukee and Chicago, and Sister Bay became one of the most popular spots due to its scenic beauty and waterfront. The Village saw the development of several resorts and hotels to accommodate visitors. Tourists were drawn to activities like boating, fishing, and visiting local shops and restaurants.



Main street corner on the hill. Casper Ny's house foreground, Sister Bay Hotel background. Postcard addressed to Miss Mathilda Anderson dated Oct. 21, 1909. Source: Village of Sister Bay Historical Society; Photo Courtesy of Mike Brodd



View from top of hill by Sister Bay school looking northwest. Circa 1912. Source: Village of Sister Bay Historical Society; Photo Courtesy of Mike Brodd



Adolph Roeser's boats the Leona R and the Hustler docked at the lumberyard. Circa 1912. Source: Village of Sister Bay Historical Society

Over the past few decades, the Village has modernized while retaining much of its charm as a Village. It continues to rely heavily on tourism, with many visitors attracted to the Village's waterfront parks, marina, and cultural events. Despite growth, the Village has preserved much of its historical identity, with efforts to maintain and restore older buildings, including churches, homes, and commercial structures from its early days.

Today, the Village is a thriving tourist Village known for its small-town charm, natural beauty, and rich cultural heritage, continuing to attract visitors who appreciate its historical significance and picturesque setting.



"Little Sister and Sister Bays, Sister Bay, Wis." A view from a hill of the shoreline of Green Bay, Lake Michigan. Source: Village of Sister Bay Historical Society

POPULATION AND HOUSING

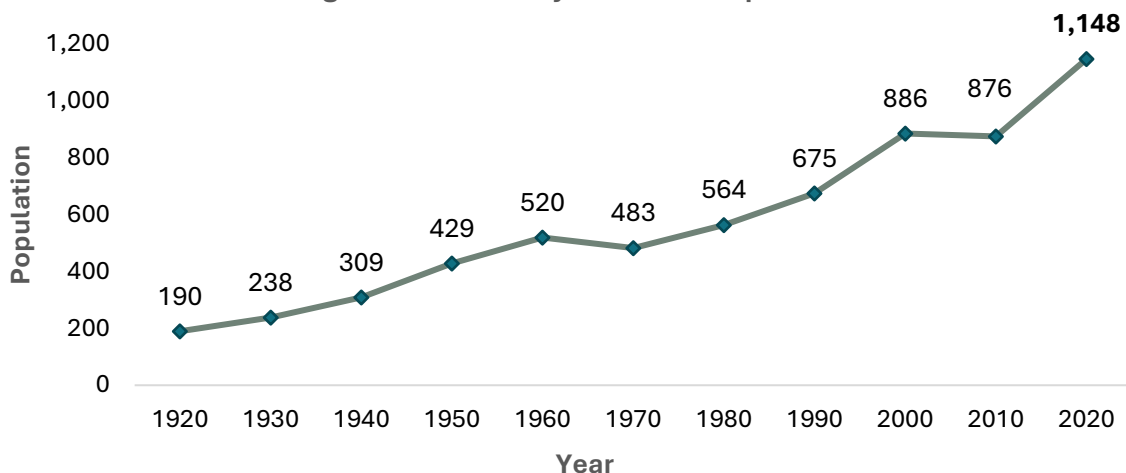
The Population and Housing Element offers an overview of the Village's demographic characteristics and trends. It also includes an inventory of the current housing stock and occupancy patterns, assessing their adequacy and diversity. Additionally, the chapter projects future housing needs based on population growth and economic conditions. Data sources used in this chapter include the U.S. Census Bureau American Community Survey (ACS) and Decennial Census and the Wisconsin Department of Administration (WDOA).

POPULATION AND AGE

CURRENT POPULATION AND TRENDS

The latest Decennial Census conducted by the U.S. Census Bureau indicates that the Village's population stands at 1,148 for the year 2020. Historical population trends illustrated in Figure 2.1 below, show the Village has experienced a steady population incline since the 1920s, hitting its peak most recently in 2020. Since the year 2000, the Village's population has grown by 262 people, or 30% from 886 to 1,148 in 2020. The annual growth rate for the Village's population between 2000 and 2020 is 1.35% per year.

Figure 2.1 Sister Bay Historical Population



Source: U.S. Census Bureau Decennial Census (1920-2020); Bay-Lake RPC

Figure 2.2 below compares the Village's population to the county and nearby communities between 2000 and 2020. The data shows the Village's annual growth rate and overall change in population exceeded that of Door County, which grew 8% from 27,791 in 2000 to 30,066 in 2020.

Figure 2.2 Change in Population (2000-2020)

Year	Sister Bay	Egg Harbor	Ephraim	Door County
2000	886	208	330	27,961
2010	876	201	288	27,785
2020	1,148	358	345	30,066
Percent Change	30%	72%	5%	8%

Source: U.S. Census Bureau Decennial Census (2000-2020); Bay-Lake RPC

POPULATION PROJECTIONS

The most recent official population projections were produced by the WDOA Demographic Services Center in 2024 based on the 2020 census. A breakdown of the WDOA's population projections for the Village can be seen in Figure 2.3. The Village is expected to see steady growth through 2050, with the greatest increase in population occurring between 2020 and 2030. The projections indicate that the Village will experience an overall growth of 23%, or 261 people, between 2020 and 2050. The Village must plan for this growth and ensure that infrastructure is adequate to service the population. While the Village plans for a growing population, the County is expected to lose 4% of its population and the state is projected to lose 3% of its population overall.

Figure 2.3 Population Projections 2020-2040	
Year	Population
2020	1,148
2030	1,288
2040	1,369
2050	1,409
Percent Change	23%

Source: WDOA Demographic Service Center; Bay-Lake RPC

AGE DISTRIBUTION AND GENDER

The age breakdown of the Village's population in 2010 and 2020 is shown in Figure 2.4. Since 2010, the number of individuals within each age category has increased or remained the same. The 65 and older age category experienced the greatest growth in the overall number of people, gaining 135 people from 2010. Populations under the age

Figure 2.4 Population by Age (2010-2020)						
Age Groups	2010		2020		2010-2020	
	Number	Percent	Number	Percent	Number Change	Percent Change
Under 5	22	3%	33	3%	11	50%
5 to 14	53	6%	74	6%	21	40%
15 to 24	43	5%	52	5%	9	21%
25 to 34	70	8%	107	9%	37	53%
35 to 44	61	7%	112	10%	51	84%
45 to 54	72	8%	72	6%	0	0%
55 to 64	150	17%	158	14%	8	5%
65 and over	405	46%	540	47%	135	33%
Median Age	62.7	x	63.1	x	0.4	1%

Source: U.S. Census Bureau Decennial Census (2010, 2020); Bay-Lake RPC

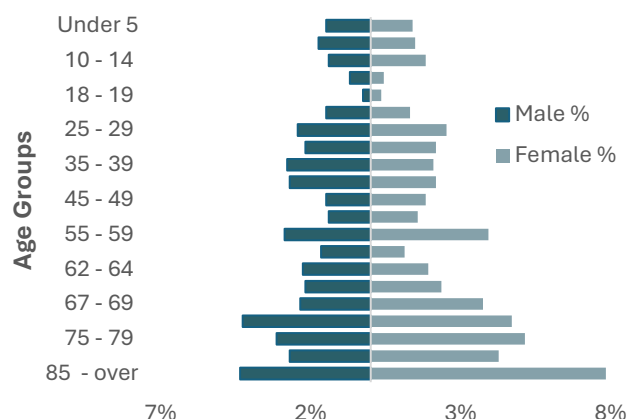
of 5, between 25-34, and between 35-44 had an individual growth rate of 50% or greater. This potentially points to a shift in younger-aged individuals and families moving to the area. The median age increased slightly from 62.7 in 2010 to 63.1 in 2020, which is among the highest in Door County.

Approximately 54% of the population is female, and 46% is male. Most age groups have a similar ratio of females to males as shown in Figure 2.5. However, females make up 28% of the senior population (65 years and older) while males account for 19%.

RACIAL COMPOSITION

The population is predominantly white (98.8%) with a small but increasing representation of other racial and ethnic groups. The remaining population is American Indian and Alaska Native Alone (.4%) or two or more races (.7%).

Figure 2.5: Gender by Age



Source: U.S. Census Bureau 2020 Decennial Census; Bay-Lake RPC

HOUSING CHARACTERISTICS

HOUSING UNITS

The Village has 1,396 total housing units, up from 953 in 2000. Approximately 38% of the housing stock is occupied (528 units), while 62% is considered vacant (868). Of the 528 occupied housing units, 45% are owner-occupied units, while 55% are renter-occupied. Figure 2.6 breaks down characteristics of the Village's housing stock.

HOUSING TENURE

There are more homes occupied by renters in the Village than homeowners. Of the Village's 528 households, 291 are occupied by renters and 237 are occupied by homeowners.

Compared to neighboring communities, the county, and the state, the Village has far more renter-occupied housing units versus owner-occupied. This could point to the fact that housing may be unattainable for those looking to buy, making renting the only viable option for living within the Village.

SEASONAL HOUSING

It is important to note that the data considers seasonal homes to be vacant housing units. A vast majority of the Village's vacant housing stock is for seasonal, recreational, or occasional use. Of the 868 total vacant units, 695, or 80%, are for seasonal use. The remaining vacant housing stock is for rent (17.4%), for sale (1.5%), or other (1%).

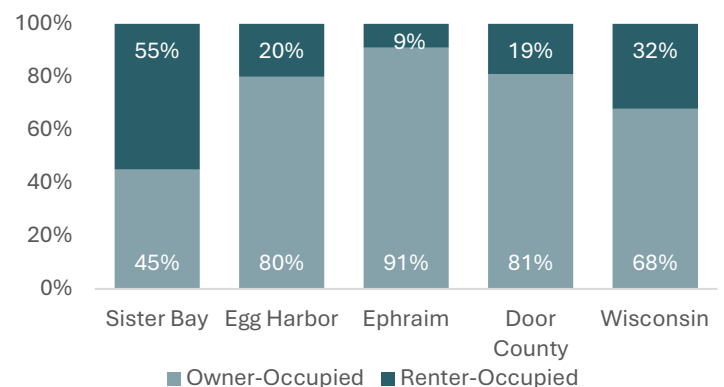
Approximately 36% of all housing units in Door County are considered seasonal. Half of the Village's entire housing stock is for seasonal use, which is lower than in surrounding municipalities, as shown in Figure 2.8. The high number of seasonal homes is due to the tourism-oriented and recreational characteristics of the Village.

While there has been a major shift in the number of "for rent" vacant housing units since 2010, the number of seasonal homes in the Village has decreased from 781 to 695. This could mean more housing is being occupied by full-time residents.

Figure 2.6 Total Housing Units	
Occupied Housing Units	528
Owner-Occupied	45%
Renter-Occupied	55%
Vacant Housing Units	868
For Rent	17%
Rented, Not Occupied	0%
For Sale Only	2%
Sold, Not Occupied	0%
Seasonal, Recreational, Or Occasional Use	80%
All Other Vacant	1%
Total Housing Units	1,396

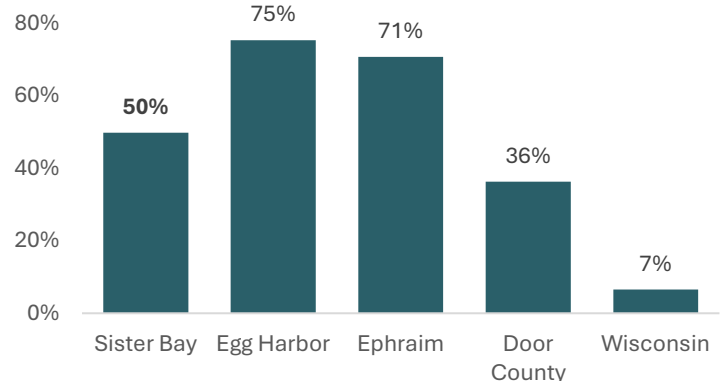
Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

Figure 2.7 Housing Tenure



Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

Figure 2.8 Seasonal Housing Stock



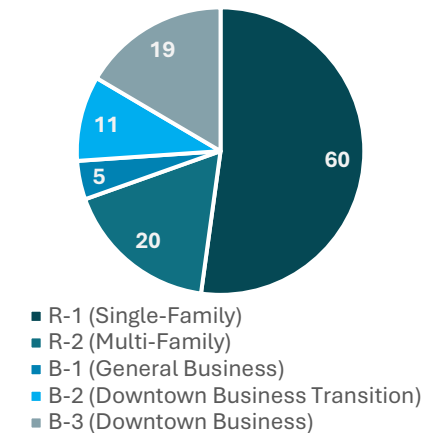
Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

SHORT TERM RENTALS

The number of short-term rental (STR) licenses in 2024 increased slightly over 2023 numbers (115 properties), with several receiving limited term licenses which expired at the end of October 2024. A number of STR properties also changed hands in 2024, with several opting not to continue rental operations. The Village has a STR ordinance that was enacted in 2022 and amended in 2023. The ordinance establishes licensing requirements and is in place to ensure residential dwellings offer safe and comapatable with the neighborhood in which it is located.

According to the Door County Tourism Zone Commission, throughout the year of 2024 the Village had a total of 14,206 rentable units available within permitted STRs, hotels, inns, resorts, etc.. The occupancy rate of these rentable units was 15% throughout the year and the average daily rate was \$174.09.

Figure 2.9 Short Term Rentals by Zoning District



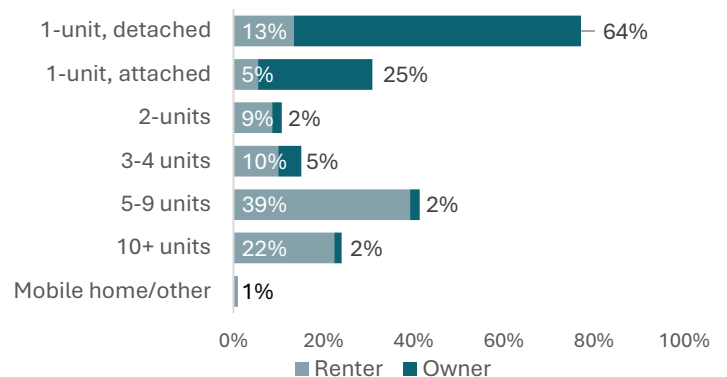
Source: Village of Sister Bay (2025); Bay-Lake RPC

HOUSING TYPE

The Village's housing stock consists of a mix of single-family, duplex, and multi-family units. Half of the Village's occupied housing units are single-family structures, with 36% being detached, and 14% being attached. Apartment buildings with 5-9 units are the next most common structure type (23%), followed by 10+ unit apartments (13%).

Figure 2.10 breaks down the percentage of owners versus renters residing in each housing type. As expected, homes occupied by homeowners are more likely to be single-family versus multi-family units.

Figure 2.10 Units in Structure

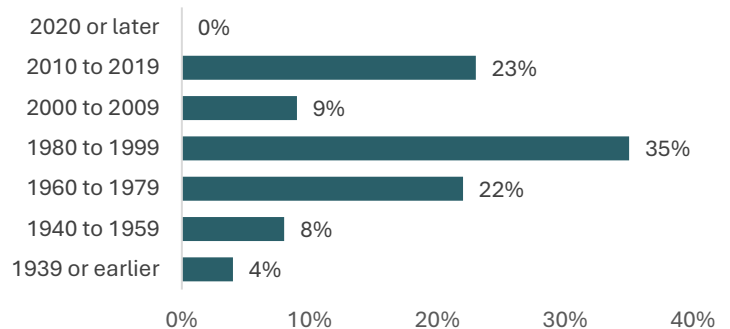


Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

AGE OF HOUSING

The Village's housing stock is younger than that of the county and state, with most homes built after 1980. According to 2022 ACS estimates, 150 homes have been added to the housing stock since the year 2000. Figure 2.11 shows that over half of the Village's housing was built between 1960 and 1999 and only 12% of occupied housing was built before 1960.

Figure 2.11 Year Built - Occupied Housing

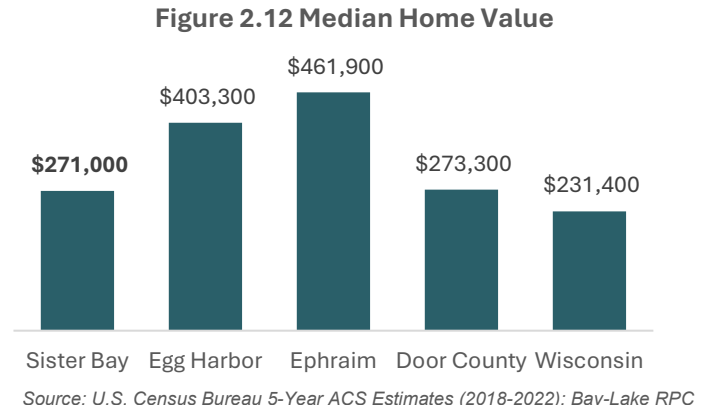


Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

HOME VALUE

Due to the Village's popularity as a tourism destination, the demand of vacation rentals and second homes has increased, and it is suspected that many of the Village's lower-valued homes that were once owner-occupied have since been purchased for rental or seasonal use.

The Village's median home value is higher than the state (\$231,400) but slightly lower than the county (\$273,300). Compared to surrounding municipalities, median values are significantly lower than Egg Harbor (\$403,300) and Ephraim (\$461,900) as shown in Figure 2.12.



Between 2000 and 2022, the housing market has experienced a significant shift in value. Based on the 2022 ACS data, the median home price in the Village is now \$271,000, reflecting a 42% increase from \$190,800 in 2000. More than half of owner-occupied homes are valued between \$200,000 and \$299,000. The number of homes priced below \$200,000 has decreased from 132 in 2000 to just 23 in 2022. Additionally, there are no housing units valued under \$100,000 in the Village.

HOUSEHOLD CHARACTERISTICS

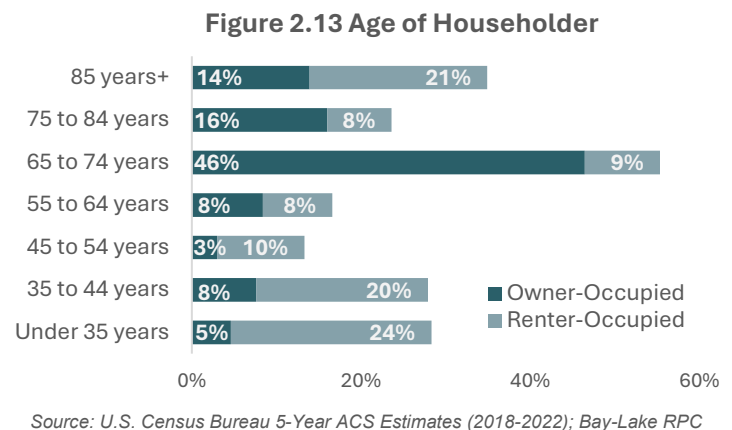
HOUSEHOLD SIZE AND FAMILIES

The Village is home to about 528 households and 269 families. Since 2010, the number of families has risen by 42%, up from 189. The average household size in the Village is 1.71, whereas the average family size is 2.31. There are 81 households with at least one individual under 18 years old and 297 households with at least one person aged 65 or older. Owner-occupied homes tend to have a slightly larger average household size of 1.83 compared to 1.62 for renter-occupied units.

HOME OWNERSHIP AND HOUSEHOLDER AGE

When looking at the age of homeowners, it was found that more than 76% of those that own their home are aged 65 and older. Less than 5% of homeowners are under the age of 35. The Village's home ownership rate is lower than surrounding municipalities, the state, and county in almost every age bracket.

As illustrated in Figure 2.13, approximately 25% of renter-occupied homes in the Village are occupied by residents under 35 years old. An additional 20% are rented by individuals aged 35 to 44, while 21% are occupied by those aged 85 and older.



Of all occupied housing units, rented or owned, the majority are occupied by residents aged 65 to 74 and less than half are occupied by working aged individuals. A staggering 82% of occupied housing units were moved into from 2000-2020, which coincides with the Village's recent population growth.

HOUSEHOLD INCOME AND POVERTY

The Village's median household income is \$48,295 which is significantly lower than the median household income of the county (\$68,257), state (\$72,458), and surrounding Villages as shown in Figure 2.14. Additional information can be found in the Economic Development Element.

The total population and number of families living below the poverty line has risen since 2012, highlighting a concerning trend of increasing hardship within the Village. In 2012, only 9% of the population and 4% of families were living below the poverty line. Today, approximately 26% of the population and 22% of families live below the poverty line, both of which are notably higher than the county, state, and national averages.

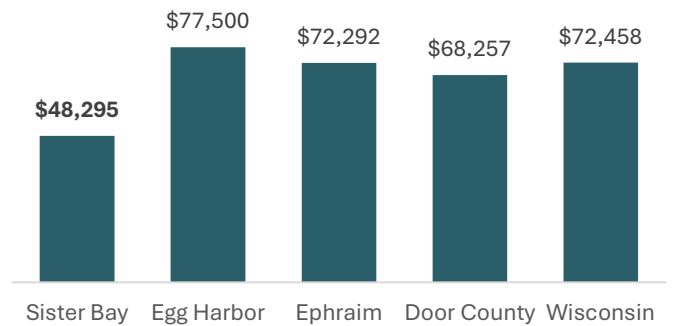
HOUSING AFFORDABILITY

Affordable housing is generally defined as housing in which the occupant is paying no more than 30% of gross income for housing costs, including rent, mortgage, and utilities. A household is considered cost-burdened if they spend more than 30% of their income on housing.

The median gross rent in the Village is \$1,030, which is slightly higher than the median gross rent paid elsewhere throughout the county (\$949). Median rent increased drastically after 2015 as rental housing units transitioned from full-time year-round rentals to short-term rentals. Approximately 61% of renters, or 164 households, paid more than 30% of their income on rent.

According to the U.S. Department of Housing and Urban Development (HUD), 545 households are cost burdened. "Cost Burdened" is the ratio of housing costs to household income. HUD's Area Median Family Income (HAMFI) data also showed 85% of renters are cost burdened and 44% of all homeowners. HUD uses the 2017-2021 U.S. Census Bureau's American Community Survey data.

Figure 2.14 Median Household Income



Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

HOUSING NEEDS

The *Village of Sister Bay Workforce Housing Study* was completed in January 2024. This study analyzed socio-economic and housing trends to identify the types of housing that are needed and that can be supported by local demand. The study also outlined affordability and funding strategies to help address challenges that have led to workforce housing shortages. Workforce housing shortages have been driven by several factors including increased demand for vacation rentals, limited housing supply, increased property values and rent, and the COVID-19 pandemic.

The study's housing demand analysis identified housing needs in five-year increments through 2043, which is illustrated in Figure 2.14. The study found there is a critical need for additional housing in the short-term and it is estimated that by 2043, the Village must add an additional 334 housing units to meet workforce housing demand as shown in in Figure 2.15. The study, along with recent property acquisition for potential housing development, are key steps that the Village has taken to address these challenges. Additional policy adjustments, planning, and new housing development is needed to balance the needs of both residents and the tourism industry. The study can be found [here](#).

Figure 2.15 Housing Demand Estimates (2024-2043)						
Five-Year Demand Estimates	Ownership Homes		Rental Homes		Rental Apartments	J1 Visa Housing
	Single Family Homes	Town homes	Single Family Homes	Town homes		
2024-2028	56	24	6	12	40	Depends on selected construction format, financial contribution of local businesses.
2029-2033	28	12	4	8	20	
2034-2038	28	12	4	8	15	
2039-2043	28	12	4	8	15	
Total	140	60	18	36	80	

Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

GOALS AND OBJECTIVES

Goal: To provide for a variety of quality housing opportunities for all segments of the Village's current and future population in such a way that will minimize the adverse impacts on the environment and preserve the Village's character.

Objectives:

- To develop and enforce policies and programs to assist citizens to obtain adequate housing.
- Encourage new housing development in areas that will preserve the character of the Village.
- Prohibit the development of housing in areas designated as environmentally sensitive and in environmental and open space corridors.
- To develop and enforce policies and programs to assist citizens in obtaining affordable quality housing.
- Encourage sustainable housing development in areas where it is needed and can be done in an environmentally conscience and cost-effective way.
- Encourage and advocate for commercial and service-oriented developments to provide affordable housing for the employees necessary to sustain their operations.

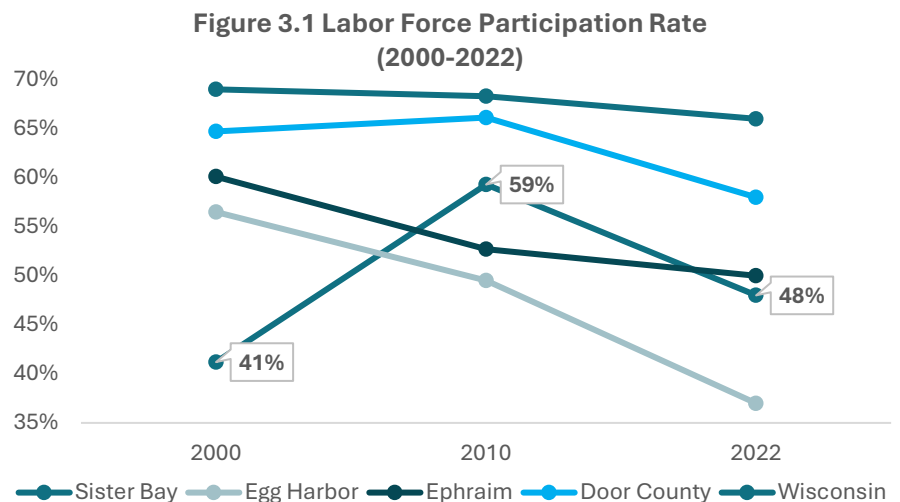
ECONOMIC DEVELOPMENT

The Economic Development Element assesses current economic conditions and trends to identify local strengths, address economic challenges, and leverage emerging opportunities. The Village recognizes the importance of balancing economic expansion with responsible land use, environmental stewardship, and community well-being. Through stakeholder engagement, data analysis, and a review of best practices, the Economic Development Element outlines specific goals and objectives that will guide decision-making over the coming years. Data sources for this element include U.S. Census Bureau OnTheMap, U.S. Census Bureau ACS, JobsEQ, Wisconsin Department of Workforce Development, and the Wisconsin Department of Tourism.

EMPLOYMENT

LABOR FORCE

The labor force is defined as those residents of the Village aged 16 years and older who are employed, unemployed and actively seeking employment, or are in the armed forces. According to the 2022 5-year ACS, there are 366 employed residents in the Village and 376 residents in the labor force. The labor force participation rate hit 59% in 2010 but has since declined as shown in Figure 3.1. The current labor force participation rate of 48% is lower than the county (58%) and state (66%).



Source: U.S. Census Bureau Decennial Census (2000); 5-Year ACS Estimates (2006 – 2010, 2018-2022); Bay-Lake RPC

SEASONAL EMPLOYMENT

Because of the seasonal-based economy, the labor force fluctuates throughout the year, and more employees are hired in the summer and peak seasons. Approximately 60% of the labor force works full-time, year-round.

Door County annually welcomes around 500 J-1 visa Summer Work Travel program participants. This program provides foreign students with an opportunity to live and work in the United States during their summer vacation from college or university. In 2023, there were 156 participants in the Summer Work Travel program in the 54234-zip code and 5,866 total participants in the state. Most of the participants in the county work in the hospitality and food service industries. J-1 students benefit businesses and the local economy by helping offset labor shortages during the county's busiest season.

UNEMPLOYMENT

The Village's unemployment rate in 2022 was at 2.7%, reflecting an improvement from 2000 (5.4%) and 2010 (11.3%). The Village's unemployment rate was slightly lower than the county rate of 3.7% and the state's rate of 3.4%.

INDUSTRY

Figure 3.2 below shows employment by industry within the Village. According to JobsEQ, in Q1 of 2024, the largest sector in the Village is Accommodation and Food Services, employing 310 workers. The next-largest sectors in the region are Retail Trade (235 workers) and Health Care and Social Assistance (147). High location quotients (LQs) indicate sectors in which the Village has high concentrations of employment compared to the national average. The sectors with the largest LQs in the region are Accommodation and Food Services (3.69), Real Estate and Rental and Leasing (2.97), and Retail Trade (2.46).

Sectors in the Village with the highest average wages per worker are Finance and Insurance (\$71,337), Professional, Scientific, and Technical Services (\$71,024), and Construction (\$62,567). Regional sectors with the best job growth (or most moderate job losses) over the last 10 years are Retail Trade (+79 jobs), Accommodation and Food Services (+34), and Real Estate and Rental and Leasing (+29).

Over the next 10 years, employment in the Village is projected to increase by 26 jobs. The fastest growing sector in the region is expected to be Professional, Scientific, and Technical Services with a +0.6% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Health Care and Social Assistance (+6 jobs), Professional, Scientific, and Technical Services (+2), and Real Estate and Rental and Leasing (0).

Figure 3.2 Industry Employment

Industry Sectors	Number	Percent	Wages	LQ
Accommodation and Food Services	310	32%	\$29,161	3.69
Retail Trade	235	24%	\$31,761	2.46
Health Care and Social Assistance	147	15%	\$59,279	1.03
Real Estate and Rental and Leasing	51	5%	\$45,364	2.97
Public Administration	49	5%	\$40,459	1.10
Professional, Scientific, and Technical Services	35	4%	\$71,024	0.49
Construction	27	3%	\$62,567	0.46
Other Services (except Public Administration)	26	3%	\$31,512	0.64
Manufacturing	20	2%	\$55,534	0.26
Finance and Insurance	20	2%	\$71,337	0.52
Arts, Entertainment, and Recreation	17	2%	\$34,432	0.85
Administrative/Support and Waste/Remediation	13	1%	\$37,765	0.22
Transportation and Warehousing	8	1%	\$56,732	0.17
Wholesale Trade	4	0%	\$53,509	0.10
Information	4	0%	\$50,820	0.23
Agriculture, Forestry, Fishing and Hunting	2	0%	\$35,077	0.19
Total - All Industries	970	100%	N/A	N/A

Source: JobsEQ (Q1 2024); Bay-Lake RPC

OCCUPATION

The occupational make-up of residents can provide insight into the nature of work the local labor force is well-situated for and the type of industry that the Village may be best in retaining. Figure 3.3 shows a comparison of the occupational makeup of Village residents in 2010 and 2022. Since 2010, there has been a shift in the type of occupations held by residents. Residents working in management, business, science, and arts nearly doubled, making up 47% of the working population in 2022. Sales and office positions have decreased from 37% of the working population in 2010 to 19% in 2022. Another 19% of the working population hold service occupations, which include jobs in hospitality, healthcare, personal services, and other support roles.

Figure 3.3 Occupation of Residents (2010-2022)					
Occupations	2010		2022		Percent Change
	Number	Percent	Number	Percent	
Management, business, science, and arts	87	27%	173	47%	99%
Service	75	23%	71	19%	-5%
Sales and office	118	37%	70	19%	-41%
Natural resources, construction, and maintenance	20	6%	31	9%	55%
Production, transportation, and material moving	23	7%	21	6%	-9%
Total Employed population 16 years and over	323	100%	366	100%	13%

Source: U.S. Census Bureau Decennial Census 5-Year ACS Estimates (2006 – 2010, 2018-2022); Bay-Lake RPC

Figure 3.4 shows Village employment by occupation group. According to JobsEQ, the overall largest occupation group in the Village is Food Preparation and Serving Related Occupations, employing 248 workers total. The next-largest occupation groups are Sales and Related Occupations (158 workers) and Office and Administrative Support Occupations (101). Major groups with the largest LQs are Food Preparation and Serving Related Occupations (3.16), Sales and Related Occupations (1.85), and Building and Grounds Cleaning and Maintenance Occupations (1.54).

Occupation groups in the Village with the highest average wages per worker are Legal Occupations (\$113,500), Healthcare Practitioners and Technical Occupations (\$111,900), and Management Occupations (\$107,100). The unemployment rate in the region varied among the major groups from 1.8% among Management Occupations to 6.9% among Transportation and Material Moving Occupations.

Over the next 10 years, the fastest growing occupation group in the Village is expected to be Healthcare Support Occupations with a +1.1% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Healthcare Support Occupations (+5 jobs) and Computer and Mathematical Occupations (+2). Over the same period, the highest separation demand (occupation demand due to retirements and workers moving from one occupation to another) is expected in Food Preparation and Serving Related Occupations (452 jobs) and Sales and Related Occupations (218).

Figure 3.4 Occupational Makeup (Q1 2024)			
Occupation	Number	Wages	LQ
Food Preparation and Serving Related	248	\$31,700	3.16
Sales and Related	158	\$46,500	1.85
Office and Administrative Support	101	\$46,700	0.86
Transportation and Material Moving	64	\$44,600	0.76
Management	50	\$107,100	0.68
Building and Grounds Cleaning and Maintenance	49	\$39,400	1.54
Healthcare Support	44	\$40,600	1.0
Installation, Maintenance, and Repair	38	\$56,500	1.01
Business and Financial Operations	32	\$80,300	0.52
Healthcare Practitioners and Technical	28	\$111,900	0.5
Personal Care and Service	26	\$34,200	1.1
Production	25	\$51,100	0.46
Educational Instruction and Library	23	\$57,200	0.45
Construction and Extraction	23	\$61,100	0.52
Protective Service	16	\$59,700	0.78
Computer and Mathematical	15	\$89,000	0.47
Arts, Design, Entertainment, Sports, and Media	12	\$56,900	0.69
Community and Social Service	6	\$58,100	0.34
Architecture and Engineering	4	\$86,100	0.24
Legal	4	\$113,500	0.48
Life, Physical, and Social Science	3	\$78,000	0.32
Farming, Fishing, and Forestry	1	\$38,200	0.13
Total - All Occupations	970	\$55,500	1

Source: JobsEQ (Q1 2024); Bay-Lake RPC

VILLAGE EMPLOYMENT CONCENTRATION

OnTheMap is a U.S. Census Bureau online visual mapping application that shows demographic, commuting, and employment characteristics for those who live or work in a specific geography. An analysis of the Village's work area profile showed 720 people worked in the Village in 2021. Jobs were primarily concentrated in three industry sectors: Retail Trade (26%); Accommodation and Food Services (26%); and Health Care and Social Assistance (21%). For reference, employment by industry in 2021 is shown in Figure 3.5.

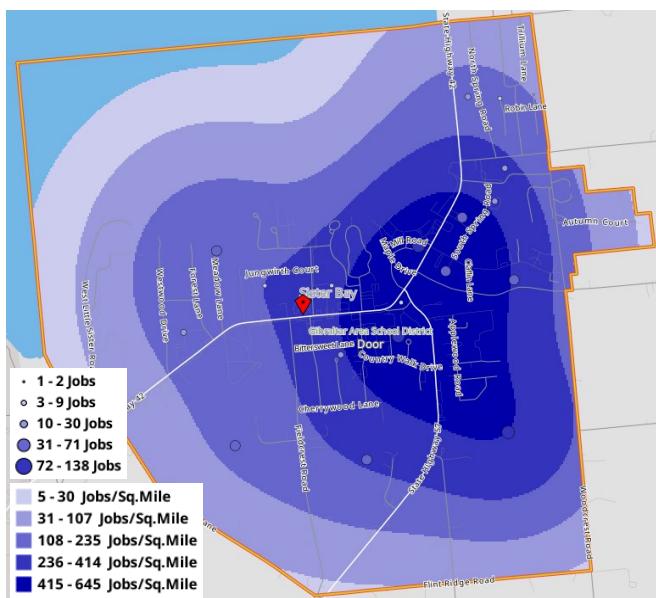
Between 2011 and 2021, the number of those working within the Village decreased and the geographical concentration of jobs shifted. In 2011, there were 912 employed in the Village, indicating a decrease of 192 employed from 2021. While the top employing industry sectors remained the same, the location of jobs within the Village shifted between 2011 and 2021. By 2021, employment concentration expanded off the HWY 42 business corridor to the southeast along HWY 57 as shown in the maps below.

Figure 3.5 Village Employment by Industry Sector (OnTheMap 2021)

Industry Sectors	Number	Percent
Retail Trade	189	26%
Accommodation/Food Services	189	26%
Health Care/Social Assistance	149	21%
Public Administration	52	7%
Real Estate, Rental, Leasing	32	4%
Professional, Scientific, Technical	24	3%
Other Services	19	3%
Construction	18	3%
Manufacturing	16	2%
Finance and Insurance	10	1%
Waste Management/Remediation	9	1%
Arts, Entertainment, Recreation	7	1%
Information	3	0%
Wholesale Trade	2	0%
Transportation/Warehousing	1	0%
Total	720	100%

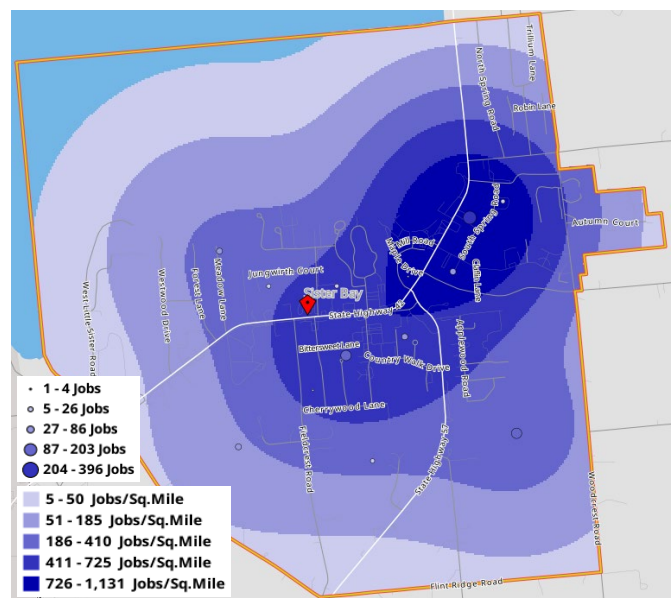
Source: U.S. Census Bureau On the Map (2021) ; Bay-Lake RPC

2021 EMPLOYMENT CONCENTRATION



Source: U.S. Census Bureau On the Map (2011 and 2021)

2011 EMPLOYMENT CONCENTRATION

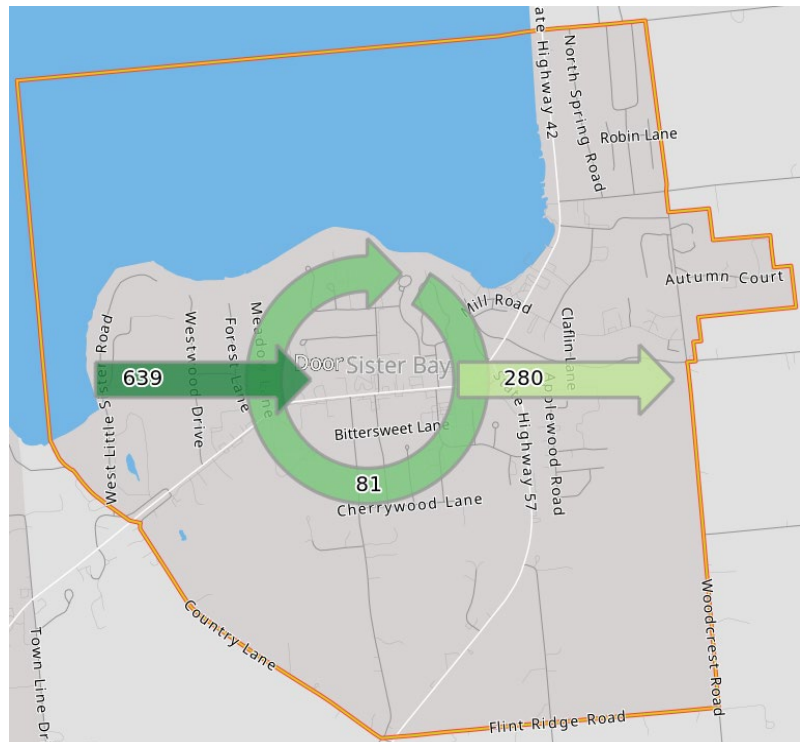


COMMUTING PATTERNS

In 2021, there were 720 individuals employed in the Village. Of those, 639 were employed in the Village but lived elsewhere. These individuals are referred to as inflow commuters and represent 89% of all those working in the Village. Around 79% of inflow commuters reside in the county with the most common places of residence including the City of Sturgeon Bay (10%), and the Villages of Ephraim (4%) and Egg Harbor (2%).

Outflow commuters, residents who worked outside of the Village, made up 78% of the Village's labor force. The mean travel time to work for Village residents is 11.4 minutes. Top work destinations for outflow commuters included: the City of Sturgeon Bay (7%), the Village of Ephraim (4%), and the City of Green Bay (3%).

Most of the Village's working population remained in the county for work (69%). However, only 81 residents, or 22% of the local labor force, worked within the Village in 2021. The contrast between the high percentage working within the county and the relatively low percentage working within the Village reflects potential limitations in local job availability or other factors driving residents to seek employment beyond the Village's confines.



Source: U.S. Census Bureau On the Map

Residents commute to work primarily by driving alone (70%) followed by walking (11%), and carpooling (5%). Approximately 14% work from home. Because the rate of those who walk to work is much higher than the state (2.7%), national (2.4%), and county (3.6%) rates, the Village should take the necessary steps to ensure that those walking to work have safe, efficient, and accessible routes to get to and from.

WORKFORCE CHALLENGES

As Door County's population ages and baby boomers exit the workforce, the region faces a long-term challenge in maintaining a sufficient workforce. To tackle this issue, it is crucial to address the barriers that prevent individuals from fully participating in the job market. While there isn't one definitive solution to workforce shortages and other challenges, the most common barriers are often transportation, housing, childcare, and access to broadband. However, workforce challenges in the Village are exacerbated by its seasonal economy, which limits the availability of full-time positions across various industries.

REGIONAL EMPLOYMENT PROJECTIONS

The Wisconsin Department of Workforce Development (DWD) Projections Unit produces long-term and short-term projections for both industry and occupation employment. Long-term projections are for ten years out in the future and updated every two years for the state and workforce development area. Below is a summary of industry employment projections followed by occupation employment projections for the Workforce Development Area (WDA) in which the Village is located.

Nearly all industries in the WDA are projected to grow between 2020-2030, apart from Information Services as shown in Figure 3.6. Industry sector employment forecasts in the WDA show Leisure and Hospitality Services will have the greatest growth (21%), followed by Other Services (except Government) (15%), and Natural Resources and Mining (11%). Education and Health Services are forecasted to have the largest job gain across all sectors, with 8,018 new jobs added followed by Leisure and Hospitality (7,304); and Trade, Transportation, and Utilities (5,052). The only sector that has a negative outlook is the Information Industry, which is forecasted to lose 391 jobs, a -14% change in employment between 2020 and 2030. Overall, industry employment in the Bay Area WDA is expected to grow by 8%, adding 35,000 jobs from 2020 to 2030. Statewide employment is projected to grow at a slower rate during the same timeframe (6%).

Figure 3.6 Regional Industry Employment Projections (2020-2030)				
Industry Sectors	2020 Employment	2030 Employment	Number Change	Percent Change
Goods Producing	119,063	124,785	5,722	4.8%
Natural Resources and Mining	8,297	9,187	890	10.7%
Construction	21,427	23,459	2,032	9.5%
Manufacturing	89,339	92,139	2,800	3.1%
Services Providing	297,258	326,464	29,206	9.8%
Trade, Transportation, and Utilities	76,011	81,063	5,052	6.7%
Information	2,875	2,484	-391	-13.6%
Financial Activities	25,017	25,513	496	2.0%
Professional and Business Services	39,239	43,246	4,007	10.2%
Education and Health Services	78,470	86,488	8,018	10.2%
Leisure and Hospitality	34,212	41,516	7,304	21.4%
Other Services (except Government)	19,947	22,999	3,052	15.3%
Government	21,487	23,155	1,668	7.8%
Self Employed	23,198	23,489	291	1.3%
Total All Industries	439,519	474,738	35,219	8.0%

Source: Wisconsin Department of Workforce Development Workforce Development Area Projection (2023); Bay-Lake RPC

Figure 3.7 on the following page shows occupation employment projections. Growth is projected for all occupational groups between 2020 and 2030 apart from Office and Administrative Support Occupations which are projected to decrease by 800 jobs or 1.4%. Occupations that are expected to grow the most by 2030 include Personal Care and Service Occupations (22%), Food Preparation and Serving Related Occupations (19%), and Computer and Mathematical Occupations (18%). The greatest job gain across all occupations will be in Food Preparation and Serving Related Occupations, adding 5,563 jobs by 2030.

Figure 3.7 Regional Occupation Employment Projections (2020-2030)

Occupation	2020 Employment	2030 Employment	Number Change	Percent Change	Entry Wage	Median Wage
Management	21,494	23,549	2,055	9.56%	\$59,248	\$100,713
Business and Financial Operations	24,520	26,593	2,073	8.45%	\$39,419	\$61,354
Computer and Mathematical	9,463	11,202	1,739	18.38%	\$46,058	\$71,529
Architecture and Engineering	7,538	8,191	653	8.66%	\$50,069	\$72,460
Life, Physical, and Social Science	2,652	2,925	273	10.29%	\$36,197	\$58,348
Community and Social Service	5,292	6,009	717	13.55%	\$29,429	\$44,772
Legal	1,653	1,779	126	7.62%	\$40,037	\$57,492
Education, Training, and Library	20,015	22,535	2,520	12.59%	\$28,010	\$47,106
Arts, Entertainment, Sport, and Media	5,139	5,699	560	10.90%	\$24,875	\$41,852
Healthcare Practitioners	24,260	26,506	2,246	9.26%	\$42,104	\$65,186
Healthcare Support	17,447	19,806	2,359	13.52%	\$23,733	\$29,592
Protective Service	7,127	8,093	966	13.55%	\$24,709	\$40,561
Food Preparation and Serving	30,060	35,623	5,563	18.51%	\$17,887	\$21,730
Building Cleaning and Maintenance	11,325	12,142	817	7.21%	\$21,786	\$29,006
Personal Care and Service	11,535	14,021	2,486	21.55%	\$19,130	\$25,362
Sales and Related	40,524	42,164	1,640	4.05%	\$21,316	\$31,842
Office and Administrative Support	53,827	53,059	(768)	-1.43%	\$26,711	\$37,505
Farming, Fishing, and Forestry	5,046	5,478	432	8.56%	\$29,170	\$37,656
Construction and Extraction	20,675	22,664	1,989	9.62%	\$33,962	\$51,278
Installation, Maintenance, Repair	19,368	21,118	1,750	9.04%	\$33,759	\$49,280
Production	62,207	63,233	1,026	1.65%	\$28,230	\$39,278
Transportation and Material Moving	38,352	42,349	3,997	10.42%	\$23,782	\$35,346
Total, All Occupations	439,519	474,738	35,219	8.01%	\$24,495	\$40,032

Source: Wisconsin Department of Workforce Development Workforce Development Area Projection (2023); Bay-Lake RPC

The DWD projections also identify “hot jobs” for the WDA. Hot Jobs are high projected growth occupations that must meet the following criteria: median salary must be above the WDA median; percentage change must be greater than the WDA average; and have the most projected openings. For the Bay-Area WDA, the top 10 “hot jobs” for 2030 include:

- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
- General and Operations Managers
- Accountants and Auditors
- Elementary School Teachers, Except Special Education
- Software Developers and Software Quality Assurance Analysts and Testers
- Industrial Machinery Mechanics
- Welders, Cutters, Solderers, and Brazers
- Electricians
- Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel
- Plumbers, Pipefitters, and Steamfitters

INCOME AND EARNINGS

EARNINGS

The median earnings for the residential population aged 16 and older is \$22,950 as shown in Figure 3.8. For those who work full-time, year-round, the median earnings are \$42,917, which is still lower than the median earnings for the county and state.

Figure 3.8 Median Earnings			
Earner Type	Sister Bay	Door County	Wisconsin
Population 16+	\$22,950	\$37,327	\$42,873
Full-Time Year-Round Population	\$42,917	\$51,571	\$55,334

Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

INCOME

Earnings reflect compensation from salaries and wages, whereas income includes all sources of money an individual or household receives. The median household income is \$48,295. Figure 3.9 shows the change in median household income between 2010 and 2022. Household income has increased since 2010, but not as it has not grown as quickly or drastically as other communities. The greatest change is seen in households earning \$75K or more. In 2010, only 14% of households were earning above \$75k and in 2022, 25% of households earned this income. Despite nationwide changes in household income, the number of households earning an income under \$25K has increased from 2010.

Figure 3.9 Change in Household Income 2010-2022					
Household Income	2010		2022		Percent Change
	Number	Percent	Number	Percent	
Under \$24,000	87	22%	135	26%	55%
\$25,000 to \$49,000	176	44%	144	27%	-18%
\$50,000 to \$74,000	79	20%	120	23%	52%
\$75,000 to \$99,000	20	5%	68	13%	243%
\$100,000 and Over	35	9%	61	12%	75%
Median Household Income	\$38,917		\$48,295		24%

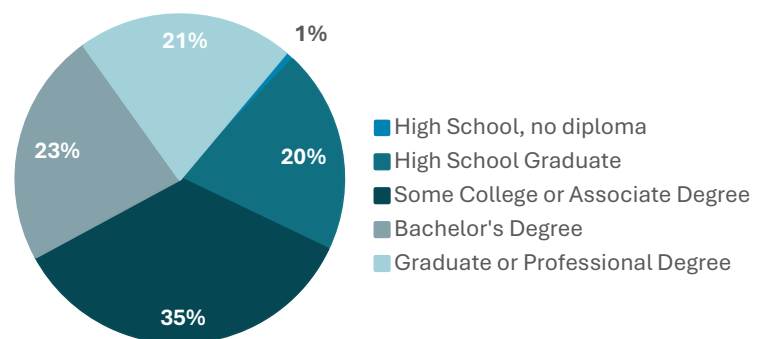
Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

EDUCATION

EDUCATIONAL ATTAINMENT

Of those aged 25 and older, 20% have graduated high school and 35% have some college experience or have attained an associate degree. A large percentage (44%) of the population has received a bachelor's degree or higher. As shown in Figure 3.10, no individuals have less than a 9th-grade education. Residential educational attainment levels are above those in Wisconsin for all levels of education.

Figure 3.10 Educational Attainment, Ages 25+



Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

SCHOOL ENROLLMENT

As shown in Figure 3.11, school enrollment has increased significantly since 2012, especially preschool and kindergarten enrollments. In 2022, there were 91 people aged 3 and older enrolled in school. Over half of those were in preschool (4) or kindergarten (43), 17% were in elementary school (25), 15% were in high school (14), and 6% were enrolled in college or graduate school (5%).

Figure 3.11 School Enrollment (2012, 2022)				
Education Level	2012		2022	
	Number	Percent	Number	Percent
Preschool	0	0%	4	4%
Kindergarten	1	3%	43	47%
Elementary (Grades 1-4)	5	14%	11	12%
Elementary (Grades 5-8)	9	24%	14	15%
High School (Grades 9-12)	10	27%	14	15%
College or Graduate School	12	32%	5	6%
Total	37	100%	91	100%

Source: U.S. Census Bureau 5-Year ACS Estimates (2007-2012; 2018-2022); Bay-Lake

TOURISM

The Village attracts thousands of visitors each year, especially during the summer and fall seasons. Tourism significantly boosts the local economy by supporting a wide range of businesses, including restaurants, shops, and hotels. Seasonal festivals and outdoor activities bring visitors to the Village, which further helps support the local economy, including businesses and employees.

According to the Wisconsin Department of Tourism, visitors to Door County generated \$620 million in total economic activity in 2023, an increase of \$33 million, or 5.7%, from the year before. It's the highest figure in the Door's history. Direct visitor spending totaled \$497 million, which equates to 3.16% of all direct visitor spending in the state. As noted previously, the summer and fall months are the Village's peak tourism season, and the same goes throughout the county with 54% of direct spending taking place from April to September. Nearly half (48%) of the direct spending in the county was spent on lodging, which includes second homes and short-term rentals. Tourism also supported 3,444 jobs in 2023 in Door County, up from 3,311 in the previous year. Spending by tourists in Door County in 2023 also generated \$51 million in state and local taxes, a 6.6% increase from \$47.8 million in 2022.

The Door County Tourism Zone Commission reported that room tax collections increased 2.3% from \$11.07 million in 2022 to \$11.31 million in 2023. In addition to a short-term rental ordinance that was put in place, the Village also has a Premier Resort Area Tax, which adds an additional 0.5% tax to short-term rentals. The Village continues to lead the county in room tax revenue compared to other municipalities in the county. From just a six-month period between January and June 2024, the Village reported nearly \$505,000 in room tax revenue. The County also has an 8% lodging tax that visitors must pay when staying overnight in the county. A portion of the county's lodging tax is allocated to the Door County Community Investment Fund grant program, which annually funds projects that benefit the residents and tourists. The Village received funding in 2023 to develop a half-mile trail along STH 42 and partial funding for one of Village's shuttles buses. To learn more about the economic impact of tourism in the county, view the [2023 Economic Impact of Tourism in Door County Research Report](#).

SWOT ANALYSIS

This section summarizes the Village's strengths, weaknesses, opportunities, and threats (SWOT) from an economic development perspective. Findings are based on economic analysis, Plan Commission input, and public input.

STRENGTHS

- Diverse business setting and strong business group – Sister Bay Advancement Association
- Year-round business hub of Northern Door County
- Well-maintained streets and public properties
- Natural beauty of the area and waterfront destination
- Well-maintained marina to accommodate water transportation, recreation, and tourism
- Abundance of well-maintained parkland and recreational facilities
- Active government and abundance of planned projects
- Well-maintained public facilities and public services – library, local fire department, local post office, and sewer and water system
- Availability of health and education facilities – large childcare center, technical college, and new medical facility
- Night sky friendly community with minimal light intrusion
- High quality of life among residents
- Active historical society with well-maintained historical buildings and artifacts
- Presence of major wireless providers and adequate cell coverage
- Dedicated commercial land to support existing business base
- Low unemployment rate

WEAKNESSES

- Congested downtown during summer
- Lack of available and affordable housing for the workforce, first-time homebuyers, and senior citizens
- Lack of land availability for development and shallow depth to bedrock
- Increasing development costs
- Contamination of fertilizers and pesticides due to shallow depth to bedrock on available agricultural land
- Traffic safety concerns along downtown and pedestrian routes
- Inadequate bicycle and pedestrian linkages between uptown and downtown
- Limited full-time, year-round job opportunities
- Sewer and water system does not serve the southern part of the Village. Increased operational costs due to sludge transportation costs.
- Cell service can be inadequate in certain areas or during peak tourism season
- Lack of incentives for business and development attraction

OPPORTUNITIES

- Fiber optic installation project (planned for 2024-2025)
- Highly visited tourism and waterfront destination
- Sewer and water systems have capacity to extend to unserved areas and assumed additional customers
- Growing family and child population
- Well maintained parks and historical features that promote tourism and the Village's culture

- Minimal floodplain
- Redevelopment of older properties
- Availability of J-1 Visa Summer Program students to supplement local workforce during peak seasons

THREATS

- Minimal vacant commercial land
- High land costs
- Housing being purchased for rental and seasonal use
- Aging population and workforce
- Fluctuating water levels of the Lake Michigan
- Industry and employment shift due to aging workforce in specific industries, such as construction
- Redevelopment and revitalization impact to Village and historical character
- Lack of workforce training and programming opportunities

ECONOMIC DEVELOPMENT RESOURCES

LOCAL

Sister Bay Advancement Association (SBAA) is located at 10708 N. Bayshore Drive and seeks to support and promote businesses, attract tourism, provide cultural activities and celebratory events, and support the development of Sister Bay.

Door County Economic Development Corporation (DCEDC) is a public/private partnership dedicated to improving the economic vitality of the county and its residents. Founded in 1989, DCEDC has been successful in helping existing businesses create and retain thousands of jobs through a myriad of programs and initiatives. Additionally, DCEDC places strong emphasis on fostering entrepreneurial instincts in county residents as well as those who vacation in Door County.

Destination Door County (DDC) is Door County's designated tourism marketing entity. The DDC is the contracted entity used to generate visitor-ship and overnight stays.

REGIONAL

Bay-Lake Regional Planning Commission (Bay-Lake RPC) is a quasi-governmental organization that offers planning and technical assistance services for local units of government throughout eight counties in northeast Wisconsin. Bay-Lake RPC specializes in community development, economic development, environmental, GIS/Mapping, and transportation planning.

New North Inc. is a 501(c)3 non-profit, regional marketing and economic development corporation that was founded to foster collaboration among private and public sector leaders to strengthen communities, build long-term value, and attract a range of investments.

STATE AND FEDERAL

Wisconsin Economic Development Corporation (WEDC) is a public/private agency in the state of Wisconsin designed to assist business development and innovation through loans, grants, tax credits, and technical assistance programs.

Economic Development Administration (EDA) is a US government agency that provides grants to communities in need to help stimulate economic growth and create jobs.

GOALS AND OBJECTIVES

Goal: To provide for development in the Village of Sister Bay by seeking balanced economic growth in business, while providing jobs for residents, increasing personal income and protecting and enhancing the Village's environmental and cultural assets.

Objectives:

- Designate areas preferred for future business development to minimize land use conflicts and support the community character.
- Work with the neighboring Town of Liberty Grove on a trades center to increase trades jobs in the area.
- Manage development to preserve the Village's character and appeal to residents, while encouraging goods and services that support a year-round economy.
- Maintain quality infrastructure (streets, utilities, broadband, etc.) to support business development.
- Promote a variety of full, part time, permanent, and seasonal jobs that pay a living wage.
- Develop effective regulations and policies requiring businesses to contribute to essential workforce housing.
- Encourage training opportunities and cooperative work arrangements to increase employment in the trades industries.
- Support codes and policies that further home-based businesses that are not incompatible with the neighborhood where they are located.
- Work with local agencies to help advance the development of a second commercial kitchen in the area, or expansion of the existing facility at the technical college.
- Promote opportunities for home based childcare businesses and a variety of childcare options to the workforce.

TRANSPORTATION

The Transportation Element aims to provide a strategic vision for developing a comprehensive transportation network that integrates various modes of travel, including roads, public transit, pedestrian pathways, and cycling routes. By prioritizing sustainable practices, improving safety, and promoting mobility, the Village aims to seek a transportation system that fosters economic vitality, environmental stewardship, and an improved quality of life for all members of our community.

TRANSPORTATION NETWORK

EXISTING ROADWAY NETWORK AND FUNCTIONAL CLASS

The Village contains approximately 21 miles of local roadway, one mile of county roadway, and 3.5 miles of state highway for a total of 25 miles of roadway. Map 4.1, on the follow page, details the functional classification of roadways in the Village as well as proposed roadway improvements.

Arterial Roads: Arterial streets handle high traffic volume and moderate speeds to carry traffic between major areas or key destinations. The Village contains four miles of arterial roadway consisting of two minor arterials, State Trunk Highway 42 and State Trunk Highway 57. Highway 42 and Highway 57 are maintained by the state and serve as major routes for both local and through traffic. The Village has Maintenance Agreements on sections of Highway 42. These roadways play a crucial role in connecting the Village to other communities throughout the county and beyond.

Collector Roads: Collector roads collect and distribute traffic from local roads to arterial roads. They serve as intermediary routes, linking neighborhoods or local areas with the arterial network. The Village contains one mile of major collector roadway consisting of County Highway ZZ, which turns to Maple Road in the Village limits. This roadway is maintained by the county while Maple Road is maintained by the Village.

Local Roads: Local roads provide direct access to properties and destinations within neighborhoods and local areas. They serve primarily to connect residents to collector and arterial roads. The Village maintains approximately 21 miles of these local roads.

EXISTING TRAFFIC COUNTS

The Village's roadway network experiences light vehicle traffic daily, except during the summer months when traffic increases due to tourism. Traffic is heaviest on STH 42. According to the Wisconsin Department of Transportation (WisDOT), average annual daily traffic (AADT) on STH 42 between STH 57 and CTH ZZ reached 9,100 in 2018 and STH 42 between Meadow Lane and Fieldcrest Road reached 7,300 in 2022. AADT on STH 57, just south of STH 42, was recorded at 2,400 in 2015 and 3,900 in 2022. A recent history of AADT within the Village can be seen in Figure 4.1 below.

Figure 4.1 Average Annual Daily Traffic Counts						
Roadway Segment	2006	2009	2012	2015	2018	2022
STH 42 (Meadow Lane to Fieldcrest Rd.)	3,900	5,100		5,700		7,300
STH 42 (STH 57 and CTH ZZ)		6,700	6,200		9,100	
STH 57 (south of STH 42)		2,600		2,400		3,900
CTH ZZ (east of STH 42)		1,000				1,100

Source: Wisconsin Department of Transportation, Annual Daily Traffic Counts; Bay-Lake

FORECASTED TRAFFIC COUNTS

The WisDOT Planning-Level Traffic Forecasts Application was used to project future traffic counts in five-year intervals for roads in and around the Village. This application offers important data for state highway enhancement projects, including current and anticipated traffic volumes, geometric design specifications, and truck volume percentages by classification. Below, Figure 4.2 illustrates the projected traffic volume counts in five-year increments up to the year 2050. Of the three segments of roadways illustrated below, traffic volume is projected to grow 25% on STH 42 between STH 57 and CTH ZZ while the other two segments are projected to decrease in traffic from their most recent traffic counts in 2018 and 2022. Increased roadway traffic on STH 42 between STH 57 and CTH ZZ may cause additional safety concerns as that segment passes through the Village's downtown area. The Village should make additional investments to ensure adequate pedestrian infrastructure, such as crosswalks, bump outs, and flashing beacons be visible to oncoming traffic from both directions.

Figure 4.2 Forecasted Average Annual Daily Traffic Counts						
Roadway Segment	2025	2030	2035	2040	2045	2050
STH 42 (Meadow Lane to Fieldcrest Rd.)	6,020	6,080	6,140	6,200	6,260	6,320
STH 42 (STH 57 and CTH ZZ)	9,570	9,930	10,290	10,650	11,020	11,380
STH 57 (south of STH 42)	2,710	2,810	2,910	3,010	3,110	3,210

Source: Wisconsin Department of Transportation, Traffic Forecasts; Bay-Lake RPC

BICYCLE AND PEDESTRIAN NETWORK

The Village's active transportation network consists of on-and off-road facilities made up of sidewalks, trails, shared-use paths, and bicycle lanes. Map 4.2 on the following page shows the existing and proposed bicycle and transportation network within the Village. The Village contains approximately four miles of bicycle facilities that exist as either multi-use paths (1.38 miles) and widened shoulders (2.63 miles). Bicycle and pedestrian improvements that are not currently available but proposed include 9.54 miles of multi-use path and 2.55 miles of widened shoulders. Multi-use paths are proposed along HWY 57, HWY 42, and through the Mill Road Natural Area. These improvements will close gaps between existing bicycle and pedestrian infrastructure and enhance connectivity, safety, and access to existing Village facilities and parks. Widened shoulders along Highland Rd., Fieldcrest Rd., and Sunset Dr., will further improve connectivity and safety throughout the Village.

The Village would like to see additional bicycle and pedestrian improvements take place throughout the Village on roadways and throughout parks to increase safety, connectivity, and access to community facilities and destinations. To make this vision a reality, the Village should continue to plan for bicycle and pedestrian infrastructure, or widened shoulders at a minimum, during all future roadway construction or reconstruction projects. A new Village code requires new sidewalks to be ADA compliant and wider than traditional sidewalks.

Bicycle and pedestrian safety are a concern on key intersections and roadways such as HWY 42 and 57 that see heavy traffic during the summer months. Motor vehicle crashes in Wisconsin are reported on the Community Maps application developed and maintained by the UW-Madison Operations and Safety Laboratory for the WisDOT. Since 2010, there were 15 total crashes reported resulting in 0 fatalities and 16 injuries. To find out more about crashes that have occurred in the Village, visit the [Community Maps Application](#).

OTHER MODES OF TRANSPORTATION

AIRPORTS

There are several airports located near the Village that are publicly available. The nearest international commercial-passenger and air freight service for residents of Gibraltar is provided by Austin Straubel International Airport located near the City of Green Bay.

Ephraim-Gibraltar Airport is a public use airport located on the east of Fish Creek and is owned by the Village of Ephraim and the Town of Gibraltar. The airport has two runways and is used for single-engine aircraft and helicopters. The Door County Cherryland Airport is a county-owned public-use airport located in Sturgeon Bay.

MARINA

The Sister Bay Marina is located adjacent to Waterfront Park along Bay Shore Drive. The Marina is an important Village asset that brings in tens of thousands of visitors each year and ultimately helps to drive the local economy. The marina consists of four launch ramps, 150 boat slips (seasonal rental, transient, and commercial slips), electrical and water hookups, a central pump-out station, and wireless internet access. Furthermore, the Harbormaster building includes restrooms, showers, and laundry accessible to overnight guests. Commercial sightseeing cruises and boat rentals operate out of the marina, including both sail and powerboat options. Short-term marina parking is available on Scandia Road and long-term trailer storage is adjacent to the Sister Bay Sports Complex on Autumn Court.

According to the Village's 2024 Annual Report, the marina has 21,420 transient slip days in addition to the 100 seasonal slips available. Including commercial operations, seasonal and transient use, the marina accommodated over 85,000 customer interactions in 2024. The marina had 95% occupancy rate and accommodated over 35,000 individuals during overnight stays throughout the season. The Marina was also recently designated as a WI Clean Marina and is therefore committed to preventing pollution and protecting fish, wildlife, and public health.

The Village should identify grant funding to help with improvements to the marina that have been budgeted for in the Marina's 5-year CIP. Major improvements identified in the CIP or that have been discussed by the Village's Marina Committee include: rebuilding the marina building to have year-round accessible bathrooms and showers, along with more public space for registration and offices. A maritime museum is planned for the boathouse and it will be operated by the local Historical Society. Consideration of living quarters above so staff have housing options in the Village is also advised. Other enhancements for consideration are repair or replacing the boardwalk and installing picnic tables for commercial vendor guests. Currently, the Marina Committee is working with the Parks, Property, and Streets Committee to build a restroom and shower addition off the Village Hall for marina users among other users.

PUBLIC TRANSPORTATION

Public transportation is offered privately and publicly through the county, Village, and local organizations. Public transportation is important to the Village to accommodate its higher population of senior residents, tourists, and the 7.2% of households without a vehicle. Public transportation and mobility services within rural and small communities are often served by volunteer programs, subsidized

taxi services, community transportation services, demand response buses, and fixed-route bus services.

Door 2 Door Rides (D2D): Door County operates D2D, a shared-ride, fee-based taxi service that provides one-way transit for all, especially the elderly, and disabled. D2D is available county-wide, except for Washington Island, through zone areas. The Pink Zone includes the Village and covers the Towns of Egg Harbor, Jacksonport, Baileys Harbor, Gibraltar, and the southern portion of Liberty Grove. The northern edge of the Pink Zone is Highview and Seaquist Roads. It includes the Villages of Egg Harbor, Ephraim, and Sister Bay.

Door County Connect (DCC): Formerly known as the ADRC bus/van service, Door County Connect provides rides throughout the City of Sturgeon Bay and an extended area up to 10 miles from the ADRC. More information about Door 2 Door Rides and Door County Connect can be found [here](#).

Door-Tran: The county partners with Door-Tran, a local non-profit that connects county residents with transportation services that are affordable, available, and accessible. Door-Tran shares a wheelchair accessible van with Door County Connect, volunteer drivers provide rides, and the County Veterans Services Office covers fuel costs. More information about Door-Tran can be found [here](#).

Sister Bay Shuttle: The Sister Bay Shuttle is owned, maintained, and staffed by the Village, in partnership with the SBAA. The SBAA prepares routes and schedules and markets the shuttle. The Shuttle runs Thursday through Saturday between 5:00 PM and 2:00 AM in the summer months (June through October). The shuttle runs on a fixed route, and anyone is eligible to ride at no cost. The shuttle started in 2019, and a new shuttle bus was put into service in 2024.

The Peninsula Transit Coalition plans to extend transportation services as far south as the City of Sturgeon Bay.

STATE AND NATIONAL TRANSPORTATION TRENDS

This section summarizes trends in transportation policy and modal preferences. The Village must be aware of these trends and be prepared to financially support all transportation and technological shifts, as well as its mandated services.

ACTIVE TRANSPORTATION

Walking and bicycling as a mode of transportation is increasingly common. Increased investments in traditional transportation infrastructure and the public realm have encouraged and guided preferences for walking and biking. However, in many cases, distance and barriers to destinations can limit active transportation as a viable travel mode.

ELECTRIC VEHICLE CHARGING STATIONS

According to an Experian Automotive Market Trends report from the fourth quarter of 2023, there were about 3.3 million electric vehicles (EV) on the road in the U.S. This number is up from 2 million electric vehicles in 2022 and 1.3 million in 2021. The National Renewable Energy Laboratory predicts that there could be 30–42 million EVs on U.S. roads by 2030. Within Wisconsin, the DOT reports that there are 29,000 registered EVs. As consumption of EVs grows, so too will the need for charging stations in accessible locations.

According to the U.S. Department of Energy (DOE) Alternative Fuel Data Center, Wisconsin has 719 publicly available charging station locations and 1,743 EV charging ports as of December 2024. Within the Village, there are six total EV charging ports located at three publicly available EV charging stations recognized by the DOE. The Village must prepare for EVs being driven by residents, visitors, and by those passing through the Village and the availability of EV charging locations may influence travel and tourism. Therefore, infrastructure must be available to accommodate these vehicles.

For updated information on the availability of EV charging stations and ports within the Village and throughout the state, visit the [DOE Alternative Fuel Data Center](#).

RIDE-HAILING SERVICES

On-demand transportation services, such as Uber or Lyft, offer flexible routing and scheduling to individuals who are willing to pay a service fee to get picked up and dropped off at their chosen location. Ride-hailing services are increasingly popular among younger generations, urban dwellers, people without a vehicle and people with disabilities.

APPLICABLE TRANSPORTATION PLANS

COUNTY AND REGIONAL TRANSPORTATION PLANS

Connect. Regional Bicycle and Pedestrian Plan for Northeast Wisconsin: The bicycle and pedestrian plan for the Bay-Lake region details the region's bicycle and pedestrian network and facilities, including documentation of specific shared-use/multi-use pathways by county. The plan lists a range of objectives and strategies to improve the region's bicycle and pedestrian facilities.

Bay Shore Trail Feasibility Study (in progress): The Bay Shore Connectivity Trail will be a multi-use pathway connecting the communities of the Town of Gibraltar and the Villages of Egg Harbor, Ephraim, and Sister Bay. The trail will also pass through Peninsula State Park and cross into portions of the towns of Egg Harbor and Liberty Grove. The goal of the trail is to connect communities through active transportation that is seamlessly integrated into daily life through a safe, convenient, and enjoyable bicycle and pedestrian network that accommodates individuals of all ages and abilities.

STATE TRANSPORTATION PLANS

Connect 2050, Wisconsin's Statewide Long-Range Transportation Plan (2022): Connect 2050 is Wisconsin's existing state-wide transportation plan. It describes Wisconsin's multi-modal transportation system and documents policies and actions to maintain, improve, and strengthen the overall system.

Wisconsin Bicycle Plan 2020: Wisconsin's existing bicycle plan includes a vision, goals, and objectives for bicycling as well as implementing strategies to increase bicycling across the state and to reduce crashes involving cyclists and motor vehicles.

Wisconsin Pedestrian Policy Plan 2020: Wisconsin's Pedestrian Policy Plan includes a vision statement, goals, objectives, and actions for pedestrian travel. It includes other important information such as issues and concerns for pedestrians in Wisconsin and an overview of past/current planning efforts, programs, plans, and laws.

Wisconsin Active Transportation Plan 2050 (in progress): WisDOT is updating its Wisconsin Bicycle Transportation Plan and Wisconsin Pedestrian Policy Plan and combining them into the Wisconsin

Active Transportation Plan 2050. The active transportation plan will be a statewide long-range plan focused on human-powered modes of transportation, such as bicycling and walking. This plan will evaluate the state's active transportation opportunities and needs, resulting in policies and actions that will align with and further Connect 2050.

WisDOT 6-year Highway Improvement Program: This highway improvement program covers only the 11,750-mile state highway system which is administered and maintained by WisDOT. Wisconsin's current (2023-2028) highway improvement program identifies planned resurfacing in 2024 for STH 42 from Sturgeon Bay to Fish Creek. The proposed improvement for this segment of STH 42 is approximately 13 miles in length.

Wisconsin State Freight Plan (in progress): Wisconsin is updating its freight plan, which was adopted in 2018. The State Freight Plan is a long-range multimodal plan that addresses the state's freight transportation needs and provides a vision for WisDOT's freight program for the next eight years.

GOALS AND OBJECTIVES

Goal: To establish a safe, efficient, and quality transportation system for pedestrians, bicycles, and motor vehicles, to reduce congestion, minimize infrastructure needs, and encourage a more active lifestyle.

Objectives:

- Develop a transportation system that provides for all transportation modes and is harmonious with surrounding land uses.
- Provide a safe system of bicycle, walking and motorized acceptable recreational vehicle paths and trails.
- Plan for and designate future road and trail rights-of-way within the Village.
- Support the maintenance of the marina to ensure the Village remains accessible by water.

AGRICULTURAL, NATURAL, AND CULTURAL RESOURCES

The Village is celebrated and known for its picturesque natural beauty, cultural vibrancy, and agricultural heritage that form the Village's character. Natural, cultural, and agricultural resources have helped to foster a strong sense of identity and community pride and have led to abundant opportunities for outdoor recreation and ecological preservation within the Village. This element of the plan identifies key natural and cultural resources that help to shape the Village's unique characteristics and further outlines strategies for preserving and managing agricultural lands, natural resources, and cultural heritage within the community.

AGRICULTURAL RESOURCES

Door County's agricultural scene is deeply rooted in its history and continues to be a vital part of its economy and identity. The county supports a diverse range of agricultural activities but is best known for fruit production, particularly cherry orchards, and the wine industry that drives the economy and agritourism. While the county's unique climate significantly contributes to fruit production, rocky soils and shallow depth to bedrock are limiting conditions in agriculture. According to the 2022 United States Department of Agriculture's Agriculture Census, Door County contains 631 farming operations covering approximately 109,000 acres of land. The average farm size within the county is 172 acres. Approximately 86,000 acres are used for harvested cropland and nearly 2,500 acres of land are in orchards.

A small portion of the county's agricultural lands are found within the Village. An analysis of existing land use found that the Village contains 284 acres of agricultural land, making up 16.2% of the total land area within the Village. Development pressure, economic challenges, aging farmer population, and policy and zoning changes have contributed to the ongoing decline in agricultural land in the Village as well as the county.

PHYSICAL CHARACTERISTICS

GEOLOGY AND TOPOGRAPHY

The geology and topography of the Village are shaped by the unique geological history of the Door Peninsula and its location along Green Bay. The landscape of the Door Peninsula is primarily a product of differential glacial erosion of Paleozoic dolomite and shale. The Village bedrock geology consists of the Silurian dolomite layer, which is common along the Lake Michigan Shoreline and has shaped natural features, such as the Niagara Escarpment, in the Village topography. Parts of the bedrock are exposed as cliffs and other outcroppings. The elevation above sea level in the Village ranges over 150 feet from below 600 to over 750 feet.

The Niagara Escarpment is one of the 229 land features that have been designated as a Legacy Place in the Wisconsin Land Legacy Report that was created by the Wisconsin Department of Natural Resources (WDNR). Per the report, these places are significant for their combination of conservation

and recreation potential. Sections of the Niagara Escarpment may be seen throughout the Village as exposed cliffs and rock outcroppings.

NIAGARA ESCARPMENT

The Niagara Escarpment is a significant geological feature that runs through parts of North America, including the Village. The escarpment is primarily responsible for the dramatic and scenic landscape within the Village and along the shoreline. The Escarpment contributes to many natural beauties of the Village, provides recreational opportunities, and supports a variety of habitats home to diverse species.

SOILS

The Village is located within the WDNR defined *Er* soil region, which includes forested, red, sandy, and loamy soils. The soil hydrologic groups present in the Village have high-to-moderate infiltration rates when thoroughly wet. These soils consist of deep, moderately to excessively drained sands or soils that have a moderate to high rate of water transmission.

CLIMATE

The proximity to Green Bay and Lake Michigan influences the local climate and weather by moderating temperatures, contributing to lake effect snow, increasing humidity and precipitation, affecting wind patterns, and creating more variable weather conditions near the bay. Ice will typically be present in the bay by mid-January and starts to break up in early April. The climate allows for both warm and cold weather recreational activities.

CLIMATE TRENDS AND RISKS

According to *Wisconsin's Initiative on Climate Change Impacts (WICCI) 2021 Report*, Coastal communities are facing issues like rapidly fluctuating water levels, an increasing frequency of extreme storms, and eroding bluffs that endanger homes and roads. Climate warming, precipitation, high temperatures, and extreme weather events have been increasing and are projected to continue to increase throughout the state. Statewide, temperatures have increased 3 degrees, and precipitation has increased 20% since the 1950s. Temperature and precipitation projections show that Door County could see an increase in 2 to 8 degrees and about a 10% increase in precipitation by 2050. Days above 90° F are projected to increase to about 15 days per year. Fluctuations in temperatures and precipitations impacts agricultural cycles and people. Solutions for air and agricultural impacts include:

- Reduce greenhouse gas emissions
- Promote sustainable and restorative agricultural practices such as limited to no-till, cover crops, and rotational grazing
- Improve liquid manure storage and management

Communities on and near the coastlines of the Great Lakes are projected to continue to experience variable water levels, warmer waters, a decrease in water quality, and an increase in intense lake storms. These conditions impact the local economy and infrastructure, private and public property, and the entire ecosystem. Increases in water fluctuations will cause shoreline erosion and flooding that may require people to consider strategically retreating their homes or public infrastructure. Solutions and mitigation strategies for coastal climate change impacts include:

- Increase resiliency planning efforts

- Preserve, protect, and/or restore the Village's water resources such as wetlands, floodplains, and shoreline to prevent flooding
- Increase stormwater retention
- Decrease nutrient and contamination runoff
- Monitor conditions
- Manage aquatic invasive species
- Consider nature-based solutions

Impacts to human health will vary from local to regional level and not everyone will be impacted equally. As temperatures increase, populations without access to air conditioning and especially older adults will see an increase in heat related injuries and fatalities. Increases in flooding events will cause physical damage to property, potentially cause groundwater contamination, and flood basements. Tick and mosquito populations will benefit from longer growing seasons. To mitigate human health risk, there should be communication and education for people on climate related health impacts.

COASTAL HAZARDS

Planners analyzed several sources to determine climatic risks that pose a threat to the Village. According to Risk Factor, 168 properties in the Village have greater than a 26% chance of being severely affected by flooding over the next 30 years. Overall, the Village has a moderate risk of flooding over the next 30 years, which means flooding is likely to impact day-to-day life within the community. In May 2024 and revised in 2025, the Village adopted the most recent FEMA flood maps and a floodplain zoning ordinance to help minimize structural damage as a result of any potential flooding.

There are 808 properties in Sister Bay that have some risk of being affected by wildfire over the next 30 years. Overall, the Village has a moderate risk of wildfire over the next 30 years. This is based on the level of risk the properties face rather than the proportion of properties with risk. In addition to property damage, flooding and wildfires can also cut off access to utilities, emergency services, and transportation, and may impact the overall economic well-being of an area.

Using FEMA National Risk Index, the census tract in which the Village is located has a very high ability to prepare for anticipated natural hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions when compared to the rest of the U.S.

HAZARD MITIGATION

The Village of Sister Bay was involved with the development of the 2016-2021 Door County Hazard Mitigation Plan and more recently, participated in the update of that plan. The 2022-2026 Door County Hazard Mitigation Plan includes risk assessment and mitigation strategies that are specific to the Village. Strategies from that plan align with the goals/objectives found in this Comprehensive Plan.

WATER RESOURCES

Water resources play a multifaceted role in the Village, contributing to its economic prosperity, environmental health, recreational opportunities, and overall quality of life for residents and visitors.

WATERSHED

The Village is part of the Upper Door County Watershed, which includes the geographical area in the northern part of Door County where rainwater naturally drains into a network of streams and rivers, eventually flowing into Lake Michigan.

GROUNDWATER

Groundwater is the sole source of potable water in the Village. Groundwater is promptly impacted by land use and various activities on the surface. The Village has a wellhead protection plan and wellhead protection requirements. Wellhead protection plans are developed to achieve groundwater pollution prevention measures within public water supply wellhead areas.

SURFACE WATER

The Village is located along four miles of Green Bay shoreline, which was once a driver in the establishment of the Village and remains to be a significant resource, adding to the local economy and culture. The Village's location along the Green Bay allows for ample recreational opportunities and draws in thousands of visitors daily in the peak season.

The bay is a key driver of the local economy for the Village and a major attraction for tourists and locals, offering opportunities for boating, fishing, swimming, and scenic views. This influx of visitors boosts the local economy, supports businesses, and drives demand for vacation rentals and second homes. The bay's waterfront location enhances property values and can be a catalyst for economic development. Waterfront properties are often highly desirable, which can lead to increased real estate activity and investment in the area.

The Village must consider infrastructure and development limitations as a result of their waterfront location. The bay affects local environmental policies and planning. Ensuring water quality and managing shoreline development are crucial for maintaining the health of the bay and protecting local ecosystems. The bay influences transportation planning, particularly regarding waterfront access and infrastructure. Roads like Bay Shore Drive provide scenic routes and connect the Village to the bay, supporting both local and visitor traffic.

Besides the Green Bay, the Village contains no other sizable surface water features such as rivers, ponds, or lakes.

SHORELAND

Much of the shoreline has been developed with residential properties as well as boating access and parks. The shoreline provides opportunities for recreation within the Village, enhances the quality of life for all, and drives tourism.

Within the Village's boundary, there are two smaller bays off the Green Bay that add to the Village's charm, Sister Bay and Little Sister Bay. Little Sister Bay stretches .83 miles along the southwest shore of the Village and abuts part of Liberty Grove. The shoreline is predominantly covered with cobble and rubble over bedrock beaches, and there is some shelving bedrock in the offshore waters. Pebble Beach is located within Little Sister Bay. Sister Bay, on the other hand, entirely lies within the boundaries of the Village and opens to the northwest. This 1.83-mile shoreline mainly consists of sand, gravel, and rubble beaches. This area supports sport fisheries and serves as a spawning ground for various fish

species, contributing to the region's ecological diversity. The Sister Bay Marina is situated along the northern stretch of the shore with Waterfront Park just south of the marina.

Both Bays have contributed greatly to the History of Sister Bay. The Village owns and maintains public waterfront space, including the Sister Bay Marina, Waterfront Park, and Marina Park, all of which offer scenic views and an abundance of recreational opportunities and amenities. The Village also owns and maintains Pebble Beach which is located along Little Sister Bay.

ECOLOGICAL RESOURCES AND SENSITIVE AREAS

ENVIRONMENTALLY SENSITIVE AREAS

Environmentally sensitive areas (ESAs), or primary environmental corridors, represent naturally significant areas that should be protected from development. The need to protect environmentally sensitive areas is based on the concept that these resources are vital to the well-being of the Village and its residents. Disturbance of these areas degrades or eliminates natural processes that provide protection from localized flooding, as well as habitat protection and groundwater supply. Furthermore, alteration of these areas can impact the natural resources which contribute to the Village's character and the residents' quality of life. Some ecologically important environmental features are detailed below, and their location and extent are shown on Map 5.1.

Wetlands

Wetland data was found in the map was collected through the most recent update of the WDNR's *Wisconsin Wetland Inventory (WWI)* and includes a 50-foot setback to protect these vulnerable and incredibly important areas. The DNR defines the wetlands as areas near or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which have soils indicative of wet conditions. Wetlands tend to be in floodplains, lowland areas, and other places where water pools. Within the Village, there are approximately 86 acres of buffered wetlands within the Village.

According to the EPA, wetlands are important features in the landscape that provide numerous beneficial services for people and for fish and wildlife. Some of these services, or functions, include protecting and improving water quality, providing fish and wildlife habitats, storing floodwater, maintaining surface water flow during dry periods, and offering recreational opportunities. As the seasonal climate variation becomes more common, wetlands will play a crucial role in stormwater collection and flood mitigation, retention, and filtration. The Village has taken steps in preserving wetlands throughout its jurisdiction to help retain stormwater and mitigate flooding, thereby improving water quality.

Floodplains

FEMA designates floodplains and defines the 100-year floodplain as any area that has a 1% chance of flooding each year. Floodplains are lowland areas that provide stormwater retention areas after snow melt and rain events. There are approximately 10 acres of floodplain in Sister Bay along the shoreline.

Floodplains are regulated through the *Village of Sister Bay Floodplain Zoning Ordinance*. Adopted in 2024 and revised in 2025, this ordinance notes that uncontrolled development and use of the floodplains

and rivers in the Village of Sister Bay would impair the public health, safety, convenience, general welfare, and tax base.

Steep Slope

Steep slopes are defined as slopes greater than 12%. There are approximately 35 acres of steep slopes in the Village. Steep slopes offer opportunities for unique plant and animal habitats while also providing recreational opportunities for humans. Special consideration must be made in these areas as development is difficult or impossible due to hazards and cost imposed by the slope conditions. The Village has a Bluff Protection Overlay and regulations in its Zoning Code steep slopes west of HWY 42.

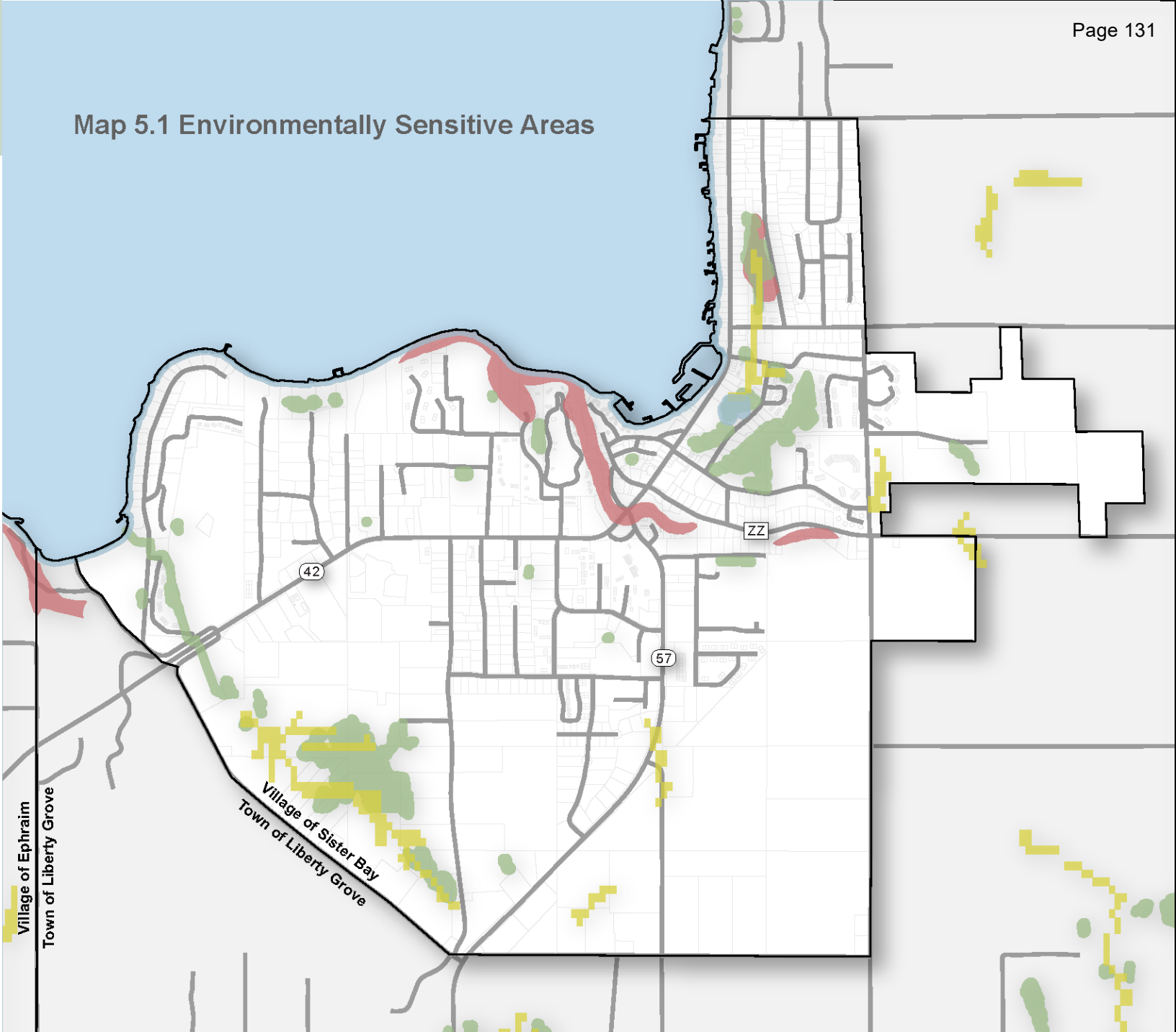
Surface Waters

Wisconsin has numerous surface water resources that require special protection to preserve them for future generations. NR 115 and 117 regulates shoreland and wetland setbacks for Wisconsin municipalities and counties as a 75-foot setback from the ordinary high-water mark for all structures and buildings, with a 35-foot vegetated buffer. These buffers are necessary to maintain the health of lakes and shorelines as they help to reduce erosion, prevent algae blooms, and the destruction of fish habitat by sedimentation. There are approximately 37 acres of buffered surface waters in the Village.

Vulnerable Ecosystems

Vulnerable ecosystems are areas of land or water that are particularly susceptible to disruption or degradation and often contain rare species or unique habitats, making them highly sensitive to human activities and environmental changes. The map shows data derived from the Wisconsin Wildlife Action Plan (WWAP) and the USGS Global Ecosystems Viewer. The environmental corridors dataset uses the WWAP ranking of ecosystem vulnerability: S1 Critically Imperiled, S2 Imperiled, S3 Rare or Uncommon. Aquatic, sloped, or floodplain ecosystems are not included because they are part of the primary environmental corridors. Of these categories, only S2 – Imperiled exists in Sister Bay in the form of Boreal Laurentian Bog/Boreal Rich Fen. There are approximately 34 acres of imperiled ecosystems in the Village.

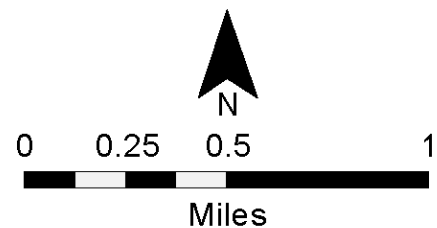
Map 5.1 Environmentally Sensitive Areas



Environmental Corridors

Village of Sister Bay Comprehensive Plan

- | | |
|--|--|
|  Floodplain |  Imperiled Ecosystem
Boreal Rich Fen |
|  Surface Water
with a 75 foot setback |  Municipal Boundary |
|  Wetland
with a 50 foot setback | |
|  Steep Slope
greater than 12% | |



Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; Bay-Lake RPC, 2021, 2024.
Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies herein contained.

FOREST/WOODLANDS

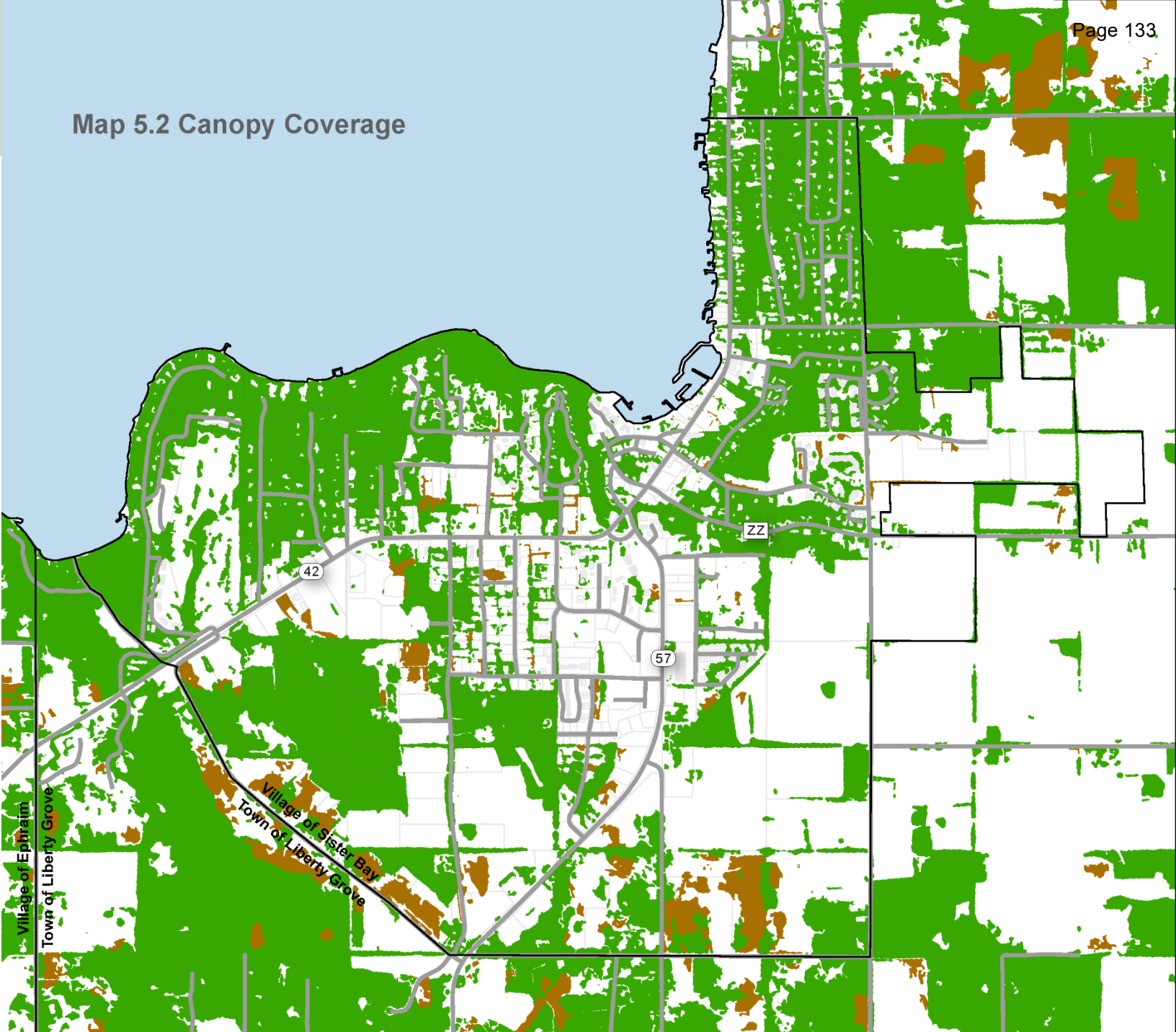
Multiple sources of tree canopy coverage were examined. Map 5.2, Canopy Coverage, on the following page displays tree and shrub/scrub canopy from the CCAP High-Resolution Land Cover (CCAP-HRLC) dataset published by NOAA in 2024. The CCAP-HRLC was collected at 1 meter resolution and is significantly more accurate for the local scale.

According to CCAP-HRLC, the Village has approximately 755 acres of tree canopy, and approximately 60 acres of shrub/scrub canopy. These translate to 49%, and 3% of total land area respectively. Though this is a significant increase since 2011, these differences could be explained in part by the data resolution, rather than by actual expansion of canopy area. Regardless of canopy growth, the Village has the least canopy by acreage of any Door County municipality, except for the Village of Forestville. The Villages of Ephraim and Egg Harbor have 2,000 (83%) and 909 acres (58%) of canopy coverage respectively.

CRITICAL AND ENDANGERED SPECIES

The County is home to several rare, protected, and endangered species, which also may be located within the Village and contribute to its rich biodiversity. The Village's unique northern coastal attributes provide sanctuary for species such as the Northern Long-eared Bat (*Myotis Septentrionalis*); the dwarf lake iris, an endangered wildflower; and the Hine's emerald dragonfly, a rare insect found in specific wetland areas. Additionally, the Village's waterfront supports various bird species, some of which are considered threatened or of specific concern. Conservation efforts are crucial to preserving these species, ensuring that the Village remains a haven for wildlife amidst environmental and developmental pressures.

Map 5.2 Canopy Coverage



Canopy Cover

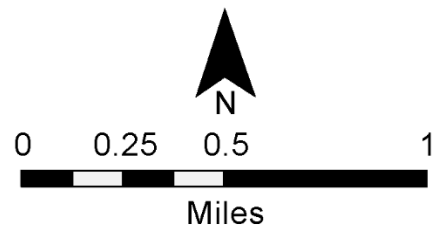
Village of Sister Bay Comprehensive Plan

 Forested Tree Canopy

 Shrub/Scrub Canopy

 Municipal Boundary

 Road



Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; NOAA, 2024; Bay-Lake RPC, 2024.
Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies herein contained.

ISSUES AND AREAS OF CONCERN

The ecosystems of Lake Michigan, Green Bay, and the West Shore wetlands have changed dramatically in a short period of just a few years in recent decades. Conservation plans must be highly adaptive, coordinated, and integrated. Some of the areas of concern within the Village's natural landscape are mentioned under the climate risk section at the beginning of this element. Others include:

Shallow-Depth to Bedrock: Silurian dolomite is a fractured and calcareous bedrock found throughout the Village. When coupled with the thin soil layer found throughout the county, it creates high potential for both groundwater and surface water contamination from land-use activities, especially the disposal of human wastewater and dairy manure.

Runoff: stormwater runoff and other issues that can impact water quality, natural ecosystems, and public health. Impervious surfaces, thin soil layer, and steep slopes and topography all contribute to runoff which can impact water quality, cause erosion and sedimentation, and lead to flooding.

Shoreline Erosion: Wave action and water levels, soil and geology, storm events, and human activity all contribute to shoreline erosion. The Village, like other communities in Door County, is taking steps to manage shoreline erosion through a combination of engineering solutions, land use policies, and environmental restoration.

Development Pressure: Increasing development, skyrocketing land prices, and increasing recreational pressure on a limited land base are placing serious constraints on conservation efforts on the Door Peninsula.

Pollution: Pollutants in Green Bay have created serious management problems, especially for fish and fish-eating birds, and by extension, potentially for humans. The shallow soils and fractured bedrock of the Door Peninsula makes sustainable development and water management challenging and expensive.

Invasive Species: Invasive species pose a threat to both terrestrial and aquatic ecosystems. The rapid spread of invasive species over the past several decades has overwhelmed communities and is exacerbated by the large number and high mobility of visitors (including tourists, and commercial ships from other parts of the world), especially to the Door Peninsula.

Fluctuating Lake Michigan Water Levels: Fluctuations in lake levels, driven by climatic variations and seasonal changes, can lead to shoreline erosion, affecting local ecosystems and infrastructure. High water levels may result in flooding, damaging properties and roads, while low levels can expose underwater hazards and reduce access for boats, impacting tourism and fishing industries. Consequently, Village residents must continuously adapt to these changes to protect the environment and sustain the Village's economy and lifestyle.

Habitat Loss and Fragmentation: As the Village develops, natural habitats for wildlife can become fragmented or degraded. This is caused by an increase in residential and commercial development encroaching on woodlands, wetlands, and natural corridors as well as by the removal of native vegetation for landscaping or construction.

HISTORICAL AND CULTURAL RESOURCES

The Village is rich in cultural and historical resources that reflect its heritage, sense of community, and identity as a unique destination. The Sister Bay Historical Society, 10310 Fieldcrest Rd, works to preserve the Village's history and maintain historical sites, such as the Corner of the Past and the Old Anderson House Museum which include a collection of artifacts and exhibits. Below is an overview of its key cultural and historical resources.

NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

The National Register of Historic Places is the Nation's official list of historic places worthy of preservation. The State Register is Wisconsin's official list of state properties determined to be significant to Wisconsin's heritage. Both registers include buildings, sites, districts, structures, and objects that are significant in national, state or local history.

The 1989 Comprehensive Plan Update identified three structures within the Village's planning area of historical importance. Today, the Jischke's Meat Market is the only site listed on the National Register of Historic Places within the Village. Located at 414 Maple Driver, this historic building was added to the National Register of Historic Places in 1986 and is currently occupied by a bed and breakfast. The inn uses the market as a gift shop and common area and has rooms in the Jischke's second floor living space.

The Village's cultural and historical resources are integral to its character, drawing residents and visitors alike. Efforts to celebrate and preserve these resources will continue to shape the Village's identity for generations to come.

CULTURAL IDENTITY

The Village's identity is deeply tied to its Scandinavian roots, evident in local traditions, food, and festivals. Many structures in the Village reflect Scandinavian architectural styles, a nod to the cultural heritage of the early settlers. The Village's waterfront, parks, and historic downtown contribute to its cultural identity as a welcoming, scenic Village. Furthermore, local focus on preserving open spaces, walkability, and public access to the shoreline strengthens the connection between residents and the land.

FUTURE OPPORTUNITIES FOR CULTURAL AND HISTORICAL RESOURCES

The Village's cultural and historical resources are integral to its character, drawing residents and visitors alike. Efforts to celebrate and preserve these resources will continue to shape the Village's identity for generations to come. However, there are additional opportunities that the Village could take part in to further promote its historic and cultural heritage.

Heritage Tourism: Developing more tours, exhibits, and educational programs focused on the Village's history and Scandinavian culture.

Art and Cultural Programs: Expanding support for local artists, galleries, and events to enhance the Village's reputation as a creative hub.

Historic Preservation Initiatives: Encouraging restoration and adaptive reuse of older buildings to maintain the Village's historic character.

GOALS/OBJECTIVES

Natural Resources Goal: To provide a safe, clean, orderly, and sustainable natural environment for the Village of Sister Bay.

Objectives:

- Reduce sprawl and segregation of land uses that could result in the inefficient use of land, excessive infrastructure, construction and maintenance costs, and increased negative impacts on air, water quality and green space.
- Plan development adjacent to the bay, streams and wetlands carefully. The burden of proof shall be on the developer. The developer needs to prove that no negative results on the adjoining bay, streams, or wetlands take place. If this cannot be determined, the development shall not occur.
- Preserve the natural beauty and features of the Niagara Escarpment, low lying bluffs, bay, tree canopy, parks and vistas.
- Preserve groundwater supply and protect the water quality by limiting the number of in-ground sanitary systems and managing land uses in the wellhead protection zone.

Agricultural and Open Space Development/Preservation Goal: To provide an aesthetically pleasing, relaxing, community that also offers a healthy lifestyle.

Objectives:

- Preserve and create environmental corridors which screen developed areas and provide for the integration of natural habitat into the Village.
- Set aside open space in the Village to be maintained for the preservation of natural areas and wildlife habitat.
- Advocate for open spaces and manage public open spaces in the Village as valuable assets in the community and enhance the aesthetics of the Village.
- Identify areas recommended for open space preservation on the General Plan Design.
- Designate and protect critical surface water recharge areas for replenishing groundwater.
- Support community and urban gardens, and other sustainable opportunities accessible by foot or bike to encourage a healthier lifestyle.

Parks and Recreational Lands Goal: To ensure residents have multimodal access to recreational sites and physical activities for all ages, abilities and interest groups.

Objectives:

- Maintain recreational sites and trails accessible to pedestrians or bicyclists of all physical abilities.
- Utilize identified environmental corridors for public parks and recreational use.
- Require large developers to develop or contribute to the development of recreational amenities.

Historic and Cultural Sites Goal: To preserve the Village's historic and cultural locations and structures to maintain community character and enhance the resident and visitor experiences.

Objectives:

- Preserve the Village's historic and cultural locations and structures.
- Tie these locations to recreational sites and trails to further enhance access to community assets, where appropriate.
- Bring awareness to the Village's history and cultural development through educational amenities and initiatives.

UTILITIES AND COMMUNITY FACILITIES

The Utilities and Community Facilities Element focuses on the planning and provision of essential services and facilities within the Village to support residents, businesses, and institutions. This element addresses the infrastructure and amenities necessary to support the well-being, safety, and functionality of the Village. Map 6.1 at the end of this chapter shows the location of government, health, and educational facilities.

CURRENT INFRASTRUCTURE AND FACILITIES

MUNICIPAL BUILDINGS

The Village's administration building is located at 2383 Maple Drive and contains Village staff offices. The Village Hall is located at 10693 North Bay Shore Drive and serves as a multipurpose facility for public and private events. The Village has outgrown its administrative building and is looking to construct a new administrative building that better meets operational needs and that can accommodate staff, meetings, and storage. The new building would ideally accommodate up to 75 people and include a secure voting registration area and ballot storage space. The Village is also planning to renovate the Village Hall into a community space.

POSTAL SERVICE

The United States Postal Service (USPS) operated in a Village owned building located at 10685 North Bay Shore Drive, adjacent to the Village Hall and Waterfront Park. USPS has outgrown the building it is currently leasing from the Village. This has led to discussions by the Village Board about the future of the USPS location. The Village Facilities Plan has recommended that a new post office be built next to the library at the former Parks Maintenance Facility site. At this time, USPS can extend their lease with the Village for one year and stay in its current location or move to a new location, whether that be a new building located next to the library, or a different location selected by USPS. At this time, due in part to budget constraints, a new building cannot be built and therefore, USPS can extend their lease and stay in their current location or opt to find a new location.

LIBRARY

The Door County Library – Sister Bay/Liberty Grove is located at 2323 Mill Road and is one of seven library branches in the county. The library contains community meeting rooms that may be used for programs sponsored by governmental units, non-profit organizations, community services agencies, and others. The library may be used by all.

VILLAGE MARINA

The Sister Bay Marina is located at 10733 North Bay Shore Drive, adjacent to Waterfront Park along Bay Shore Drive. There are four launch ramps and 150 boat slips, 40 of which are available to transient boaters. Additional information about the marina can be found in the Transportation section.

PUBLIC WORKS

The Village's Public Works department manages multiple facilities and parks that lie within the Village limits. The Village has plans to reconstruct the Parks Maintenance building that is currently located at

2313 Mill Road. The Door County Highway Department has a satellite location in the Village and provides maintenance, snow and ice control, design, and construction of the County Trunk Highways. The county department also works with local towns and Villages to provide services to local roads.

PUBLIC SAFETY, HEALTH, AND WELFARE

POLICE SERVICES

Police protection is provided by the Door County Sheriff's Department located at 1201 S Duluth Avenue in Sturgeon Bay.

EMERGENCY AND FIRE SERVICES

Fire protection and Emergency Response services are provided by the Sister Bay and Liberty Grove Fire Department located at 2258 Mill Road. The volunteer fire department was established in 1930 and serves the Village and surrounding area in Northern Door County. As part of Door County Emergency Services, the department offers tours to the public and operates two ambulances, Med 5 and Med 6.

HEALTHCARE

The Door County Medical Center Sister Bay Clinic and Rehab Facility, located at 2345 Canterbury Lane, opened in 2023 and provides family medicine, rehabilitation services, as well as specialty care services. The clinic also includes a laboratory and diagnostic image capabilities. The nearest critical access hospital is Door County Medical Center's Emergency Department located in Sturgeon Bay.

ADULT CARE

The Village is the home of two long-term care and elder care facilities. These include Continuum Healthcare (former Scandia Village), located at 10560 Applewood Road, and Hearthside located at 10536 Fieldcrest Road.

UTILITIES

MUNICIPAL WATER SYSTEM

The Village is committed to providing clean drinking water to all its residents and to the customers of the Village's Water Utility. The Municipal water system plays a critical role in supporting the Village's residential, commercial, and tourism needs.

The Village sources its drinking water from groundwater via three municipal wells. Two of the wells are located within the Village and one is located outside the Village limits and operated by the Town of Liberty Grove Sanitary district. The wells have a storage capacity of 100,000 gallons in the standpipe. The Village has two water towers that hold 150,000 gallons each. The total system capacity is 160,000 gallons/day and is designed to meet seasonal fluctuations in demand, which are significant due to the influx of visitors during the tourist season. Peak consumption is 498,000 gallons/day while the average consumption of water in the winter is 130,000 gallons/day and 340,000 gallons/day in the summer.

The Village ensures compliance with the Safe Drinking Water Act (SDWA) standards, regularly monitoring for contaminants such as nitrates, bacteria, and other pollutants. However, the area's thin soil layer and fractured dolomite bedrock increase the risk of groundwater contamination from surface

activities, making careful monitoring essential. Furthermore, the Village established a Zoning Ordinance in 1973 which includes requirements to control and prevent pollution of water and a Wellhead Protection Ordinance in 1997. At this time, the Village and the Town of Liberty Grove are working toward the establishment of a wellhead protection plan that addresses all portions of the zones of contribution. The Village's Municipal Code was updated in 2010 to incorporate management zones and create overlays for the Village zoning map.

Private wells, although not part of the public water supply, are also available to serve residents within the Village. Due to Door County's high risk for groundwater contamination, the County has requirements in place that are above and beyond the typical state requirements for well-drilling in place, such as additional casing requirements.

SANITARY AND STORM SEWER

The sewer and water system were approved in 1971 and installed in 1972. The Sister Bay Waterworks operates the Wastewater Treatment Facility located at 2124 Autumn Court. It serves approximately one-half of the Village of Sister Bay and part of the Town of Liberty Grove. The Village's system is designed to receive .7 million gallons of influent daily from septage, holding tanks and the sewer collection system, though it usually receives between .1 million gallons daily in winter, up to .4 million gallons daily in summer. From 2018 to 2023 the Village has added 173 new utility customers with an average of 35 new utility customers per year. At this time, the Village has the capacity to assume more customers and has back-up power sources at lift stations to help prevent sewer back-flow flooding. The Village does not have its own sludge dryer and therefore, sludge must be hauled to Green Bay, increasing operating costs.

The Village manages stormwater through a system of storm sewers, ditches, and retention basins. This system minimizes flooding, protects property, and prevents erosion. Stormwater runoff is a significant concern due to its potential to carry pollutants into Green Bay and nearby water bodies. Rising precipitation and extreme weather events necessitate enhancements to stormwater systems to manage larger volumes of runoff and prevent flooding. The Village implements best management practices to reduce sediment and nutrient loading in runoff and efforts to incorporate green infrastructure, such as rain gardens, permeable pavements, and bioswales, are part of the Village's commitment to sustainable stormwater management.

ELECTRICAL AND NATURAL GAS

Most electric power for the county is transmitted along high voltage electric transmission lines owned and operated by the American Transmission Company. Wisconsin Public Service provides electric and natural gas to the Village. The Northern Propane Gas Company and Lakes Gas Company maintain energy pipelines/storage. Propane providers that serve Sister Bay include Door County Cooperative, Milton Propane, and Farrell gas.

According to the *Door County Hazard Mitigation Plan 2022-2026*, the Village is to encourage utility companies and development firms to bury power lines in new developments or when upgrades are made to existing lines or rapidly growing trees near power lines.

TELECOMMUNICATIONS AND BROADBAND

Broadband connectivity is critically important to the Village and county for several reasons ranging from economic development to quality of life. Many businesses rely on broadband for e-commerce and day-to-day operations. Additionally, with the rise of remote work, reliable internet attracts professionals and entrepreneurs who can work from anywhere. The same goes for remote learning in schools as broadband is essential for students accessing online classes, completing assignments, and participating in virtual learning opportunities. The local economy is heavily dependent on tourism, and visitors increasingly expect high-speed internet for booking accommodations, planning activities, and staying connected while traveling. Lastly, broadband enables residents to access telehealth services without having to travel long distances, which is critical for the area given the limited number of health facilities and specialists in the county.

Residents and businesses have access to various internet service providers offering options such as cable, DSL, and satellite internet. Fiber optic services are also available in some areas, providing high-speed internet for better connectivity. Some public parks, municipal buildings, and businesses provide free public wi-fi. The Village is working on a fiber optic project in 2025 and looking to provide public wi-fi in public spaces.

Major cellular carriers provide coverage in Village, though signal strength and service quality can vary. Coverage is generally good in the Village and surrounding areas, but weaker signals may be experienced during crowded events, such as Fall Fest.

GARBAGE COLLECTION AND RECYCLING

The Village currently contracts with Going Garbage to provide garbage & recycling services for property owners in the Village.

EDUCATION FACILITIES

CHILDCARE

The Northern Door Children's Center provides childcare to Village residents and surrounding communities. The center is located at 10520 Judith Blazer Drive. Childcare centers outside of the Village or private in-home centers are also available to provide childcare.

SCHOOL DISTRICT

The Village is within the Gibraltar Area School District. The district consists for three facilities for public education including:

- Gibraltar High School (grades 9-12)
- Gibraltar Middle School (grades 6-8)
- Gibraltar Elementary School (PK, K-5)

HIGHER EDUCATION

The Northeast Wisconsin Technical College (NWTC) has a Learning and Innovation Center located at 2438 S. Bay Shore Drive. The facility provides training and business development. Community members can also use the space for meetings, classes, training, and the commercial kitchen.

PARKS AND RECREATION FACILITIES

The Village is well known for its park and recreation spaces such as Waterfront Park that sees thousands of visitors each summer, or the Sports Complex that caters to residents year-round. Each park is unique in what it offers and the types of recreational facilities available. The Village strives to provide quality outdoor recreational spaces for all ages and abilities. The Village owns and maintains seven public parks and natural spaces that amount to 43 total acres.

VILLAGE PARKS AND NATURAL AREAS

- Waterfront Park
- Marina Park
- Sister Bay Sports Complex
- Pebble Beach
- Mill Road Natural Area
- Spring Road Natural Area
- Gateway Park

RECREATIONAL FACILITIES

- Beach (Waterfront Park)
- Pavilion (Waterfront Park)
- Information kiosk (Gateway Park)
- Ice rink (located at the Sports Complex)
- Dog park (located at the Sports Complex)
- Community garden (located at the Sports Complex)
- Sledding hill (located at the Sports Complex)

Pebble Beach was recently acquired in partnership with the Door County Land Trust to protect 17 acres of forested land and 600 feet of natural shoreline. The Sister Bay Sports Complex contains many facilities and amenities that allow for year-long use including an ice rink, sledding hill, dog park, and community garden. The Village plans to expand and relocate both the dog park and community garden. For more information about the Villages Park and Recreation, see the *Village of Sister Bay Comprehensive Outdoor Recreation Plan*.

GOALS AND OBJECTIVES

Goal: To balance growth with the cost of providing quality public and private utilities and community facilities; protect ground and surface water; support programs that monitor on-site wastewater treatment systems; plan for the cost-effective treatment of waste as growth occurs; and, participate in programming that encourages recycling.

Objectives:

- Provide well planned, cost-effective safe drinking water and wastewater systems.
- Establish a waste disposal plan for future growth which will be cost effective, efficient and non-damaging to the environment.
- Support power and telecommunication infrastructure to promote the controlled growth of Sister Bay.
- Promote alternative energy sources compatible with the character of the Village.

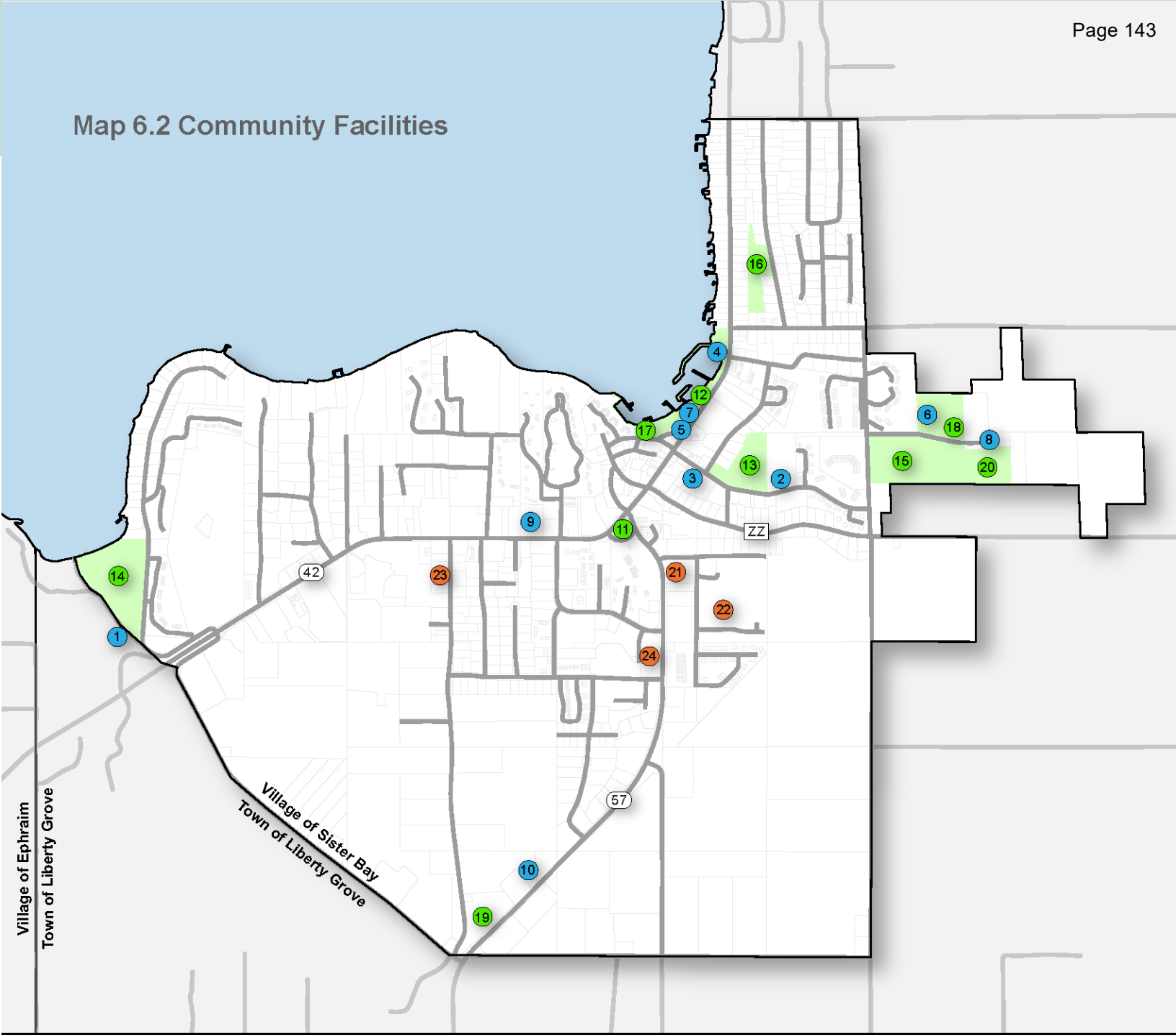
- Require power distribution lines and telecommunication conduits to be buried to preserve the beauty of the Village, while also minimizing service disruptions.
- Support emergency service telecommunications that result in enhanced safety and emergency service.

Goal: Work collaboratively with the county and neighboring jurisdictions to provide adequate police, fire, and emergency medical services for all citizens and visitors in the Village.

Objectives:

- Improve fire protection by supporting the presence of and staffing of a fire station and effective fire department; increasing the amount of water available to fight fires; manage development so buildings are accessible by fire response vehicles and equipment.
- Support efforts by law enforcement to maintain order and protect persons and property.
- Encourage the use of area health care facilities and services.
- Promote the development of and use of independent and inter-connected multi-jurisdictional trail networks and other physical fitness opportunities to improve health.
- Coordinate with other local jurisdictions to develop affordable and accessible modes of transportation for citizens so they have access to local health care services.
- Support initiatives to help senior citizens age in place to be able to live in their home longer and have a healthier lifestyle and minimize dependence on long-term healthcare.

Map 6.2 Community Facilities

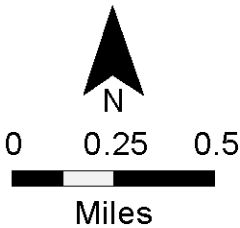


Community Facilities

Village of Sister Bay Comprehensive Plan

- | | | |
|-------------------------------|------------------------------|------------------------------------|
| # Government/Municipal | # Community Parks | # Health and Childcare |
| 1. Cemetery | 11. Gateway Park | 21. Medical Clinic |
| 2. Fire Station | 12. Marina Park | 22. Assisted Living |
| 3. Library | 13. Mill Road Natural Area | 23. Community Residential Facility |
| 4. Marina | 14. Pebble Beach | 24. Children's Center |
| 5. Post Office | 15. Sports Complex | |
| 6. Public Works | 16. Spring Road Natural Area | |
| 7. Village Hall | 17. Waterfront Park | |
| 8. Wastewater Treatment Plant | 18. Dog Park | |
| 9. Technical College | 19. Historical Society | |
| 10. County Highway Garage | 20. Community Garden | |

- Municipal Boundary
- Road



Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; Bay-Lake RPC, 2024.
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LAND USE

Land use planning plays a pivotal role in shaping the Village's growth, character, and sustainability. The Village faces unique opportunities and challenges tied to its natural beauty, cultural heritage, and role as a popular destination for residents and visitors. As the Village continues to attract new residents, businesses, and visitors, thoughtful land use planning will be essential to maintaining the Village's distinctive identity and charm while fostering a vibrant and resilient future.

The Land Use Chapter serves as a foundation for guiding the Village's physical development over the next 20 years while balancing economic growth, environmental stewardship, community needs, and the preservation of its unique small-town charm. This chapter includes an inventory of existing land use, the Village's long-term vision for future land use, and relating goals and objectives.

EXISTING LAND USE

The Existing Land Use section provides a snapshot of current land use patterns in the Village, offering an understanding of how land is utilized for residential, commercial, industrial, agricultural, recreational, and other purposes.

INVENTORY OF EXISTING LAND USES

The Village's existing land use reflects its unique position as a picturesque, waterfront community in Door County. The land use patterns in the Village have been shaped by its historic development as a tourism destination, its proximity to Green Bay, and its natural features, including the Niagara Escarpment and waterfront access.

An inventory of existing land uses was compiled through analysis of 2024 aerial imagery and Door County Tax Parcel GIS data. The inventory was reviewed by the Village Plan Commission in Fall 2024. The table to the right is an inventory of the Village's 1,752 total acres by land use type, which is also visualized in Map 7.1.

LAND USE CATEGORIES

An overview of the primary land uses within the Village can be found below.

Woodlands – 372 Acres

Making up the greatest percentage of land within the Village, woodlands include forested areas, privately-and publicly owned forest land, woodland riparian buffers, wooded natural areas, and undeveloped wooded land.

Residential – 343 Acres

Making up the second greatest land use within the Village, residential land use consists of single-family residential homes. The majority of the Village's residential areas consist of single-family homes. These

Figure 7.1 Existing Land Use		
Land Use	Total Acres	Percent of Total
Woodlands	372	21.3%
Residential	343	19.6%
Agriculture	284	16.2%
Natural Area	195	11.1%
Multi-Family	176	10.0%
Commercial	118	6.8%
Open Lands	81	4.6%
Institutional/Government	68	3.9%
Right-of-Way	66	3.7%
Parks and Recreation	43	2.5%
Transportation	4	0.2%
Communication/Utilities	2	0.1%
Total	1,752	100.0%

are located in established neighborhoods, many of which are situated on tree-lined streets near the downtown area or along the waterfront.

Agricultural – 284 Acres

While agriculture is less prominent within the Village limits compared to surrounding areas in Door County, small parcels of agricultural land exist on the outskirts. These lands are used for hobby farming, orchards, and other small-scale operations.

Natural Area – 195 Acres

Natural areas include lands with unique environmental features and those managed for their ecological value. These undeveloped areas of the Village provide open space, wildlife habitat, and scenic beauty, contributing to its appeal as a tourism destination.

Multi-Family – 176 Acres

Condominiums, apartments, and townhouses are concentrated in specific areas to provide housing options for seasonal residents, retirees, and workers in the service industry.

Commercial – 118 Acres

The Commercial Land Use consists of the downtown core and highway corridor which both support tourism-oriented businesses. The Village's downtown area is a hub of activity, with a mix of retail shops, restaurants, cafes, and galleries catering to both residents and tourists. The highway corridor area is pedestrian-friendly and features access to the waterfront. Commercial uses extend along Highway 42, which serves as a major route through Sister Bay. This area includes gas stations, lodging, grocery stores, and other services for locals and visitors. Many commercial properties in the Village cater specifically to the tourism industry, including boutique shops, art galleries, resorts, and marina.

Open Lands – 81 Acres

This land use category includes privately or publicly owned vacant and unused land with no current use but may have potential for future development or conservation. Typically, these spaces are not ecologically significant or managed for biodiversity.

Institutional/Government – 68 Acres

This category includes properties and facilities owned or operated by governmental or public institutions, serving the community's administrative, educational, religious, and public service needs. Examples of land uses in this category include the post office, wastewater treatment facility, library, and Village Hall.

Right of Way – 66 Acres

The Right-of-Way (ROW) land use category includes land that is dedicated to transportation and utility corridors. These areas are crucial for the movement of people, goods, and services and for the placement of essential public infrastructure. This category includes public roadways and streets, as well as non-motorized transportation facilities including sidewalks and bicycle and pedestrian trails. In most cases, ROW land is publicly owned or controlled through easements to ensure its accessibility for transportation and utility purposes.

Parks and Recreation – 43 Acres

The Village is well-known for its parks, including Sister Bay Waterfront Park, which features a beach, pavilion, playground, and recreational facilities. Other parks provide opportunities for hiking, picnicking, and outdoor gatherings.

Transportation – 4 Acres

The Transportation land use category includes land and infrastructure that supports the movement of people, goods, and services. This category includes private roads and parking areas.

Communication and Utilities – 2 Acres

This category includes land and properties utilized for communication and energy distribution, such as telecommunication towers, antennas, natural gas facilities, or related equipment.

DEVELOPMENT CONSIDERATIONS AND FUTURE LAND USE NEEDS

This section considers projected population growth, housing needs, economic trends, and community priorities while emphasizing sustainability and preservation of natural resources. It identifies opportunities for redevelopment, infill development, and expansion in ways that enhance the Village's character, provide for necessary infrastructure, and support a balanced mix of land uses. Wisconsin statutes require comprehensive plans to include projections for future residential, commercial, industrial, and agricultural land areas in the community over the 20-year planning period. The following summarizes limitations to land use and future land needs.

DEVELOPMENT CONSIDERATIONS

Limited Land Availability and Supply of Vacant Land

As a small, established community, the Village has limited land available for new development. This creates pressure to balance infill development, redevelopment, and conservation efforts.

As detailed in the existing land use portion of this plan, vacant sites for future development are limited and the Village has been mindful of preserving its vital environmental features, woodlands, and agricultural lands. Over the 20-year planning period, the supply of suitable vacant lands will need to be monitored thoroughly.

Environmental Sensitivities

The Village contains a significant amount of Green Bay shoreline, the Niagara Escarpment, natural areas and property that is under easement by the Door County Land Trust. The Village has increasingly been impacted by coastal hazards such as Lake Michigan/Green Bay water level fluctuation, ice heaves, and wave action. Over the years, the Village has taken measures recently to restore and improve several of its coastal areas including beach improvements and shoreline protection. Furthermore, the Village's location along Green Bay and its thin soil over fractured dolomite bedrock creates challenges related to development and construction, groundwater protection, stormwater management, and maintaining scenic natural features.

Over the next 20 years, considerations should be placed on planning for environmental concerns such as fluctuating water levels, coastal hazards, resiliency, and sustainability. As the Village continues to

thrive as a major tourist destination, attributes including ecotourism, agritourism, and geotourism, should be areas of emphasis as the Village determines growth and preservation over the next two decades. These features not only add significantly to the aesthetic appeal of the Village, but they also provide important cultural, ecological, and environmental functions.

Seasonal Fluctuations

Land use patterns are significantly influenced by seasonal fluctuations in population and activity. During the summer, the Village experiences a dramatic increase in visitors, which affects housing, transportation, and commercial activity.

Housing

As referenced in the Demographics and Housing Element, the community survey indicated that the Village has a long-standing issue with housing shortages. Over the 20-year planning period, the Village should explore a broad range of housing options that meet the needs of all income levels and age groups, the local workforce including seasonal J-1 student population, and persons with special needs. Housing diversity occurs when there is a broad range of available housing types, such as condos, townhomes, apartments, and different sized single-family homes, offered at a variety of price levels. Housing diversity helps to serve the needs of everyone in a community.

Tax-Incremental Districts

The Village has two Tax-Incremental Finance (TIF) Districts, one of which was established in 2008 and the other in 2018. The maximum life of TIF District One is August 2028 and TIF Two is May 2038. Development continues to take place within each TIF and the TIFs are located in growing areas off the state highways with established commercial areas. The Village has the ability to expand sewer and water to underserved but sewer and water is currently limited in some areas. The Village also does not offer incentives, which is something that should be reviewed should development be stagnant. The Appendix contains maps of the TIF District locations.

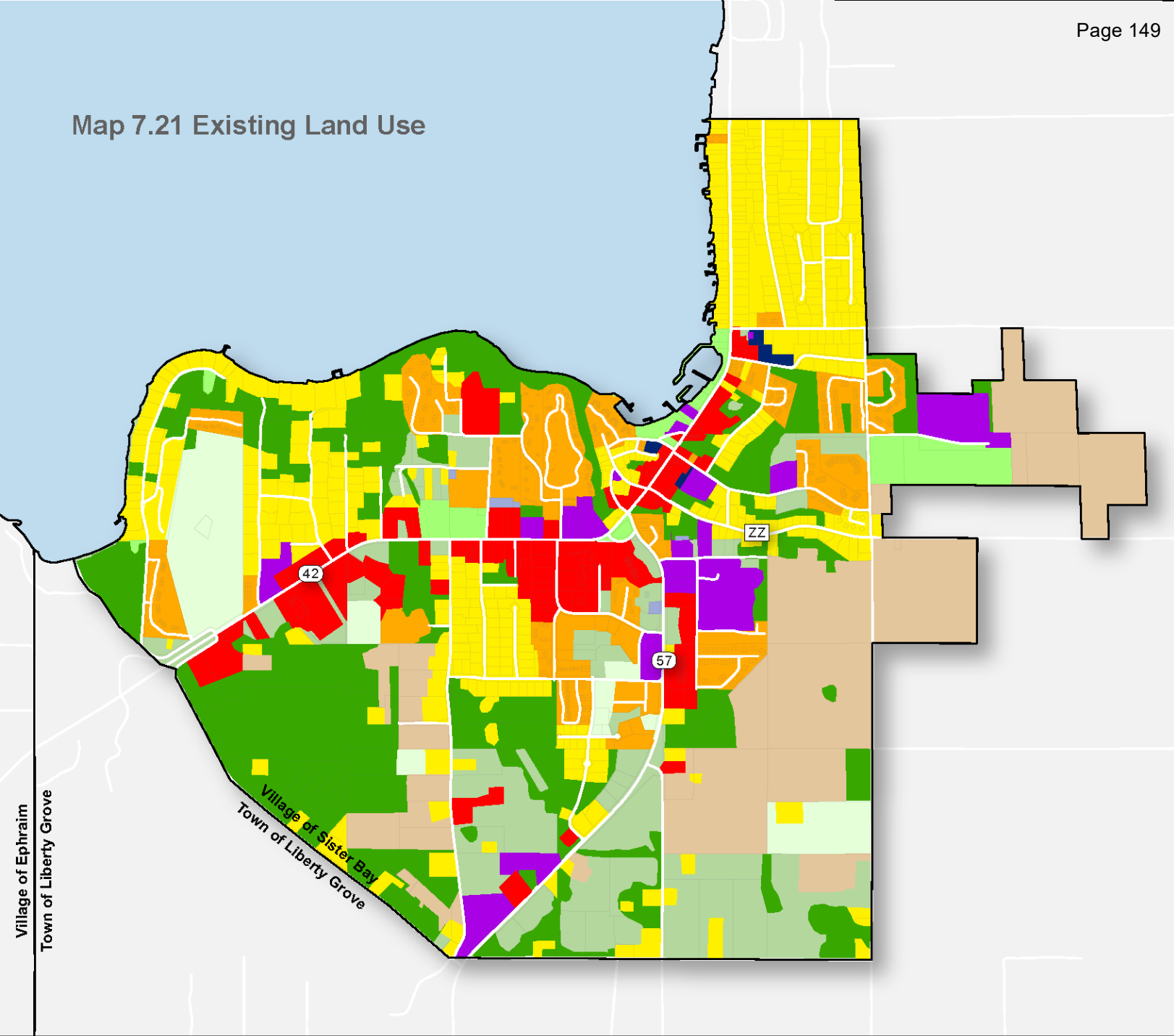
FUTURE LAND USE NEEDS

As noted earlier in this plan, the Village is expected to gain population, which differs from the county, surrounding communities, and the state. The Village must accommodate for this increase of residential population through services, utilities, and infrastructure. Furthermore, there has been an increase in seasonal tourism and seasonal population growth in recent years as the Village continues to attract visitors and gain popularity as a charming and beautiful community. The Village should balance population growth with maintaining its natural beauty and environment. When considering this growth, the Village should identify adjacent areas that may be annexed in the future to support residential, commercial, or industrial growth. The Village adopted cluster subdivision regulations in 2024 to concentrate growth in specific areas while preserving open space and natural resources.

Housing is needed throughout the Village to accommodate for the increase in population, both residential and seasonal. Workforce housing is necessary to accommodate local workforce shortages during peak seasons. Furthermore, the Village must ensure the availability of housing, services, and resources to accommodate for its growing and aging population.

The preservation of the waterfront and natural features is particularly important for the Village. New developments should be handled carefully and encouraged where existing developments have already occurred. The Village has available vacant/open properties located within agricultural land areas but contamination from pesticides and fertilizers is common given the shallow-depth to bedrock. Caution should be taken when dealing with revitalization projects to retain the Village's character.

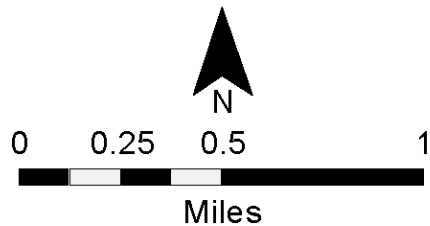
Map 7.21 Existing Land Use



Existing Land Use

Village of Sister Bay Comprehensive Plan

- | | |
|--------------------------|--------------------|
| Agricultural | Open Lands |
| Commercial | Residential |
| Communication/Utilities | Right-of-Way |
| Institutional/Government | Transportation |
| Parks and Recreation | Woodlands |
| Multi-Family | Municipal Boundary |
| Natural Areas | |



Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; Bay-Lake RPC, 2024.
Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies herein contained.

FUTURE LAND USE

The creation for the Village's future land use plan for the 20-year period was developed by the Village Plan Commission over the course of multiple meetings. The land use plan was based on existing residential, commercial, and business uses, and the general development trends and patterns in and around the Village. When identifying where future developments are encouraged, the impacts to existing utilities and facilities such as roads, sewers and water, and emergency services were discussed. Additional planning considerations included areas where lands would be difficult to develop or are unique to the community, such as floodplains, wetlands, and coastlines. Figure 7.2 below shows the future land use categories by average and percentage of the total land area. Map 7.2 on the following page shows the extent and location of each land use.

Figure 7.2 Future Land Use		
Land Use	Total Acres	Percent of Total
Residential	841	48.0%
Woodlands	221	12.6%
Multi-Family	209	11.9%
Commercial	195	11.1%
Institutional/Government	89	5.1%
Right-of-Way	75	4.3%
Parks and Recreation	54	3.1%
Natural Area	53	3.0%
Open Lands	10	0.6%
Transportation	4	0.2%
Communication/Utilities	2	0.1%
Agriculture	0	0.0%
Total	1,752	100%

CHANGES IN FUTURE LAND USE

The definition of each category remained the same from the existing land use section, therefore it is relatively easy to see the changes in land use that the Village is anticipating for the next 20 years.

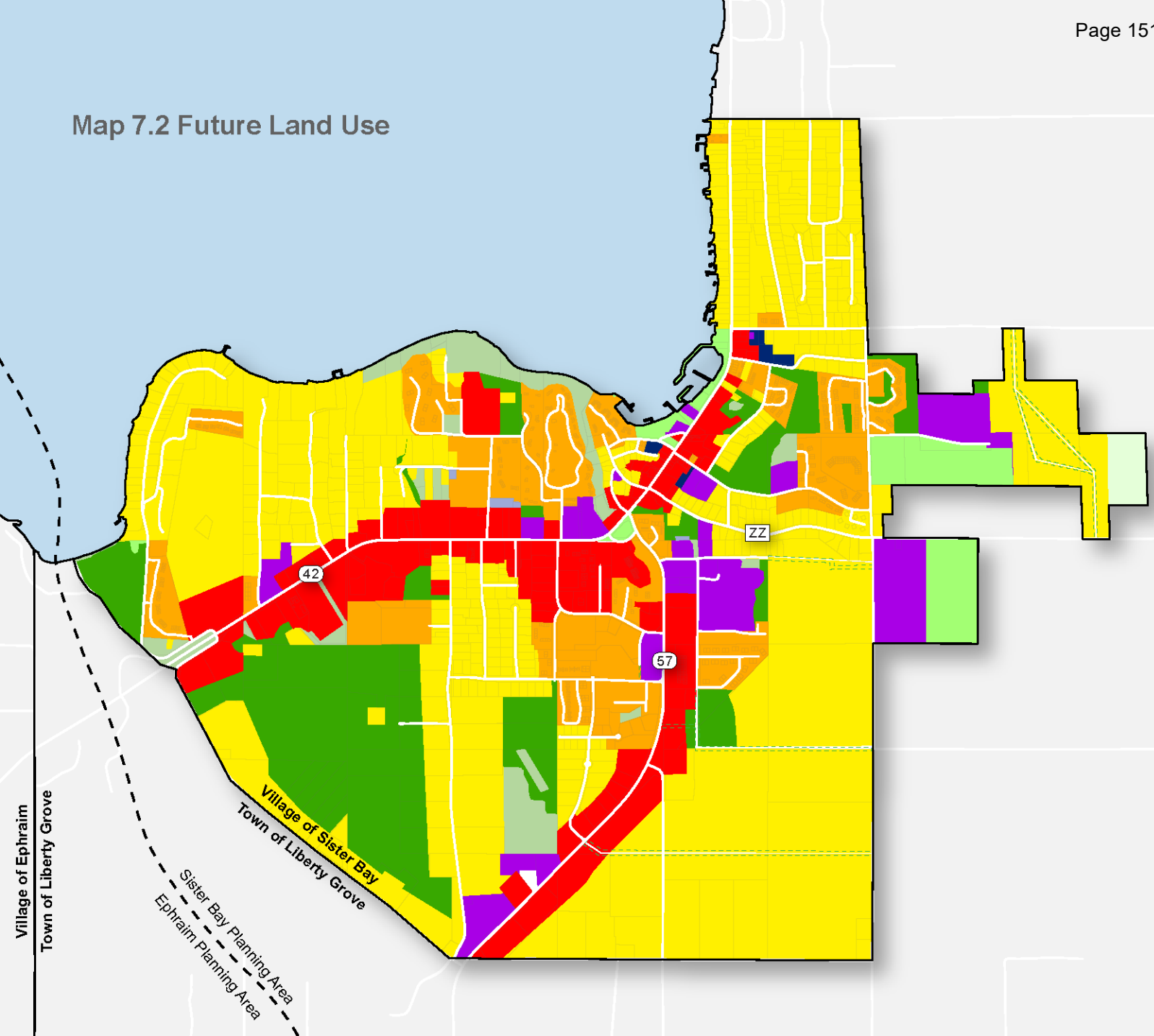
Additional housing has been mentioned throughout this plan and earlier identified as a future land use need. The future land use plan has accommodated this need, increasing land available for residential and multi-family by 532 total acres. Single-family residential is estimated to make up nearly half of the Village's land mass within the next 20 years while multi-family will make up 12%. Land uses that have been depleted to account for this massive increase in residential lands primarily are agricultural, natural areas, and open lands.

The Village's agricultural land will be nonexistent if the Land Use Plan remains how it was established for this plan. In 2024, agricultural land made up the third highest percentage of total land with 284 acres, 16% of the Village's land mass. In the next 20 years, it is projected that agricultural lands will be used for housing, commercial, and institutional uses.

The Village has made strides to protect its wooded and forested lands. Woodlands covered the greatest amount of land within the Village as shown in the Existing Land Use table. However, over the next 20 years, the future land use plan shows an elimination of 152 acres of forested lands. Furthermore, natural areas will decrease by 142 acres. It is assumed that these forested lands will remain somewhat but will be depleted to make room for additional development of housing and commercial projects.

The Village's TIF districts will see continued development as the commercial land use category is projected to grow by 21 acres over the course of the next 20 years. Additionally, the Village has been planning for improvements to multiple Village-owned and maintained buildings and therefore, the institutional/governmental land needed to host these improvements will increase to 5% of the Village's total acreage, taking from the open lands category that will make up only 10 acres in 20-years.

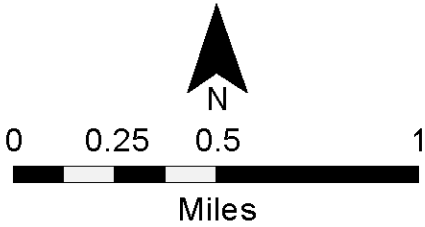
Map 7.2 Future Land Use



Future Land Use

Village of Sister Bay Comprehensive Plan

- | | |
|--------------------------|--------------------|
| Agricultural | Open Lands |
| Commercial | Residential |
| Communication/Utilities | Right-of-Way |
| Institutional/Government | Transportation |
| Parks and Recreation | Woodlands |
| Multi-Family | Municipal Boundary |
| Natural Areas | Planning Area |
| | Approx. Future ROW |



Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; Bay-Lake RPC, 2024.
Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies herein contained.

GOALS AND OBJECTIVES

General Plan Design Goal: Well-planned, cost-effective development and redevelopment that will be compatible with the community's character, and be accessible to pedestrians and cyclists, while protecting and enhancing natural and scenic beauty, resources, and cultural amenities.

General Objective: Ensure that all growth and redevelopment occur in a planned and coordinated manner that will maintain or improve the quality of life and delivery of services associated with the character of the Village.

Residential Objective: Strive to maintain the stability and integrity of open space areas while encouraging the development of new residential developments to meet the current and projected housing demand. A Village that is characterized by a variety of housing types and densities, the pedestrian accessibility of neighborhoods and parks/parkways, inclusion of open green spaces within developments, new trailways, and environmental protection is ultimately desired.

Commercial Objective: Encourage harmonious and well-planned commercial development that will serve the needs of the Village and area residents, as well as those travelling through the Village.

Natural and Cultural Resources Objective: The preservation of water resources, unique open spaces and scenic areas, and other cultural and natural resources while considering the future integration of existing natural areas (contiguous woodlands, meadows, open spaces, wetlands, etc.) into site designs creating environmental corridors throughout the Village for wildlife habitat and/or pedestrian linkages.

Government/Utilities Objective: Provide for cost-effective, quality services to support the goals of this comprehensive plan and the continued viability of Sister Bay and its neighboring jurisdictions that utilize Village services.

INTERGOVERNMENTAL COOPERATION

This element provides information on the Village's relationship with overlapping and adjacent jurisdictions and how these connections can impact Village residents in terms of taxation, planning, the provision of services, and the siting of public facilities. An examination of these relationships and the identification of shared decision-making efforts can help the Village of Sister Bay address issues and opportunities effectively and efficiently.

LOCAL AND COUNTY GOVERNMENTAL JURISDICTIONS

ADJACENT COMMUNITIES

The Village of Sister Bay is bordered fully by the Town of Liberty Grove. The Village has a good relationship with the Town and surrounding communities as they share services and resources. The Village maintains a clear and open line of communication with Liberty Grove and shares a Library Board and Fire Board. The Village provides sewer and water to a portion of the Town as well. Furthermore, the Village is currently working with the Town of Liberty Grove on the HWY 42 trail project.

DOOR COUNTY

The interaction between Door County and the Village is an important relationship that influences governance, planning, and community development. The Village as one of the municipalities within Door County, operates independently for most local matters but interacts with the county government in several ways to ensure coordinated efforts with local and county issues, services, and resources. The County provides snowplow services, operates the library and the sheriff and EMS have offices at the fire station. Overall, the Village has a good working relationship with Door County.

SCHOOL DISTRICT

The Village is located within and served by the Gibraltar Area School District. It is encouraged that the Village and School District interact, share plans for future development/expansions, and provide feedback on future projects that could impact families or students.

REGIONAL ORGANIZATION, STATE AND FEDERAL

BAY-LAKE REGIONAL PLANNING COMMISSION

The Village is a member of the Bay-Lake Regional Planning Commission. The Bay-Lake RPC is the regional governmental entity that provides planning related services to Northeast Wisconsin Communities and counties. The Village has a role to play in the region and will consider participating in regional planning efforts as they arise.

STATE

The Village's relationship with the State of Wisconsin is in good standing. As of recently, the Village has worked with the state on transportation, economic development, and environmental related projects. The Village also maintains a good working relationship with the state by adhering to state laws, policies, and requirements. The Village will consider participating in state-led initiatives as they arise.

FEDERAL

The Village's relationship with the United States government is primarily tied through funding opportunities. The Village maintains a good working relationship with the United States government by adhering to federal laws and requirements.

EXTRATERRITORIAL ZONING

Extraterritorial zoning in Wisconsin is a tool granted to cities and villages that allows them to exercise zoning authority outside their municipal boundaries in areas within a specified extraterritorial zoning jurisdiction. This authority is intended to help municipalities plan for orderly development and protect their interests in adjacent areas that may impact the municipality in the future. The extraterritorial jurisdiction extends 1.5 miles from the boundary of Village. Extraterritorial zoning provides an opportunity for villages like Sister Bay to proactively plan for the future while balancing the interests of neighboring jurisdictions.

If the Village were to exercise their Extraterritorial zoning rights, it could guide development in areas immediately surrounding the Village to align with the Village's comprehensive plan. The Village could ensure that natural resources, open spaces, and agricultural land near its borders are preserved or developed appropriately. Coordination with the Town of Liberty Grove would be essential to avoid conflicts and ensure mutual benefits.

VILLAGE COMMITTEES AND COMMISSIONS

The Village has a number of ad hoc and standing Committees that help to inform and make decisions regarding the Village. Trustees, staff, elected officials, and citizens have been appointed to serve on them. A listing of primary committees include:

EMERGENCY MANAGEMENT AND HAZARD MITIGATION TASK FORCE

- Membership: Village President, Two Trustees, the Sister Bay Liberty Grove Fire Chief and the Door County Emergency Management Director or their representative.
- The Emergency Management and Hazard Mitigation Task Force is tasked with planning emergency management strategies for the Village of Sister Bay.

FINANCE COMMITTEE

- One year terms commencing in May of each year
- Membership: Three Trustees
- The Finance Committee oversees all aspects of budgeting for the Village of Sister Bay.

FIRE BOARD

- One year terms commencing in May of each year.
- Membership: Two Trustees from Sister Bay and three Supervisors from Liberty Grove.
- The Fire Board was originally created pursuant to an Intergovernmental Agreement dated 9/13/94 between the Town of Liberty Grove and the Village of Sister Bay. The Fire Board is charged with overseeing all operations of the Sister Bay/ Liberty Grove Fire Department.

GREEN TIER LEGACY COMMUNITY

- One year terms commencing in May of each year.
- Membership: Village President or Trustee, and a minimum of one resident and two citizens.

- The Ad Hoc Green Tier Legacy Community Committee is tasked with suggesting and engaging in activities that lead to the attainment of Green Tier Community status for the Village of Sister Bay.

LIBRARY COMMISSION

- One year terms commencing in May of each year.
- Membership: One Village Trustee, one Town of Liberty Grove Supervisor, two Village residents and two Town residents. A Secretary-Treasurer, who is hired by the Commission, as well as the Head Librarian at the Sister Bay-Liberty Grove Library shall serve as Ex-Officio, non-voting members.
- The Library Commission was created pursuant to an Intergovernmental Agreement dated 6/12/01 between the Village of Sister Bay and the Town of Liberty Grove. The Library Commission is charged with overseeing the operations of the Sister Bay/Liberty Grove Library, and makes recommendations to the appropriate Board(s) regarding Library operations.

MARINA COMMITTEE

- One year terms commencing in May of each year.
- Membership: Three Trustees, one resident and one citizen, two “Alternates”, and the Marina Manager, who shall serve as an Ex-Officio non-voting member.
- The Marina Committee provides direction for the operation and maintenance of the Sister Bay Marina and provides for the needs of Marina patrons by planning and implementing Marina improvements. The Committee makes recommendations to the Village Board regarding all Marina fees and charges, and must see that an annual budget is prepared and submitted to the Finance Committee in a timely fashion.

PARKS, PROPERTY AND STREETS COMMITTEE

- One year terms commencing in May of each year.
- Membership: Three Trustees and two Village residents.
- The Parks, Property and Streets Committee shall provide oversight of all activities occurring in the Village’s parks, and operates, maintains and improves the Village’s park system. Committee is also responsible for all repair, maintenance and remodeling of Village owned buildings, including any improvements, except when such authority is specifically delegated to another committee, and is responsible for repair and maintenance of all Village roads and sidewalks. The members of the Parks, Properties and Streets Committee are expected to prepare an annual budget and must submit that document to the Finance Committee in a timely fashion.

PERSONNEL COMMITTEE

- One year terms commencing in May of each year.
- Membership: Three Trustees.
- The Personnel Committee shall consider and review all matters related to wages, hours, benefits and conditions of employment for the Village of Sister Bay. They shall act on grievances submitted by employees and consider discipline, promotion, and job descriptions as necessary. The Personnel Committee will be the arbitrator between employees and the Village Board.

PLAN COMMISSION

- Three year terms commencing in May of each year.
- Membership: Three Trustees, four Village residents, and one Ex-Officio citizen with recognized experience and qualifications related to planning and development.
- The Plan Commission was established pursuant to the provisions of Wis. Stats. §62.23(1)(a) and §62.23(1)(d). The Commission has the duty of making decisions related to the planning and development of the Village, and in some instances makes recommendations to public officials

or agencies as well as public utility companies, civic, educational, and professional organizations as well as citizens.

SISTER BAY ADVANCEMENT BOARD OF DIRECTORS

- One Village trustee shall be appointed to the Sister Bay Advancement Board of Directors and be a voting member of the board. That Trustee shall also act as liaison between the SBAA and Village Board.

TIF JOINT REVIEW BOARD

- Membership consists of an individual who represents each of the local taxing jurisdictions. For the Village of Sister Bay, this includes one Trustee of the Village Board, the Door County Administrator, a representative of the Gibraltar School District, and the Vice-President of Business & Finance of NWTC.
- The TIF Joint Review Board considers the creation of Tax Incremental Districts within the Village and meets annually to review TID reports and suggest amendments if necessary.

WATER AND SEWER UTILITY COMMITTEE

- One year terms commencing in May of each year.
- Membership: Three Trustees. The Village Administrator, Utilities Director and Parks and Streets Director shall all act as ex-officio members.
- The committee was created to oversee all aspects of the Sister Bay Water, Wastewater Collection and Storm Sewer Systems and makes recommendations to the Village Board as needed.

ZONING BOARD OF APPEALS

- Three year staggered terms, commencing in May of each year.
- Membership: Five residents of the Village plus two Village residents who shall serve as "Alternates".
- The Zoning Board of Appeals is responsible for hearing and deciding appeals of decisions which are made by the Zoning Administrator. The Zoning Board of Appeals has the power to grant variances from the Village's Zoning Code.

GOALS AND OBJECTIVES

Goal: Enhance cooperation between the Village of Sister Bay and other units of government in the county, governmental agencies, and non-profit organizations to provide for cost-effective, quality services and opportunities.

Objectives:

1. Coordinate and share community facilities and services whenever possible.
2. Partner on area projects and services that benefit Sister Bay residents and neighboring jurisdictions.
3. Coordinate with adjacent communities on future planning projects to minimize land use conflicts and enhance and maintain the character of the surrounding area.

IMPLEMENTATION

The implementation element provides a framework for how the Village will carry out this plan. The Village should try to achieve the goals, actions, and future land use plan of this comprehensive planning document. The Village can use the plan's content to guide public and private decision-making on matters that relate to the development of the Village and the prioritization of public revenues. And the Village may review, evaluate, and amend this plan as demographics, the economy, political climates, or fiscal realities change.

ROLE OF VILLAGE

The Comprehensive Plan is reviewed and implemented through officials that will carry out implementation of this plan.

VILLAGE STAFF

Village staff, in various departments, will typically carry out the day-to-day operations of implementation. For example, staff may administer new program(s), discuss regulatory changes, or coordinate with governmental agencies to finance capital projects as recommended by the plan. Staff often provide technical advice to Plan Commissioners and elected officials to inform decision-making on topics related to the comprehensive plan.

VILLAGE PLAN COMMISSION

The Plan Commission's primary responsibility is to implement the comprehensive plan and to ensure supporting Village ordinances are consistent with the plan. When reviewing any petition or when amending any land control within the Village, the comprehensive plan shall be reviewed, and a recommendation will derive from its goals, actions, and Future Land Use map. If a decision needs to be made in which it is inconsistent with the comprehensive plan, the comprehensive plan must be amended before the decision can take effect. The Plan Commission will need to ensure that the comprehensive plan is updated every 10 years. An annual review of the plan is recommended so the Plan Commission may stay familiarized with the plan's content, goals, actions, and strategies.

ELECTED OFFICIALS

The Village's elected officials make decisions from the standpoint of overall community impact-tempered by specific, situational factors. Elected officials balance recommendations made by plans and policies, the objectives of applicants and the public, technical advice from staff, recommendations of advisory boards, and their own judgement. The comprehensive plan provides much of the information elected officials need to decide.

The Village Board formally adopts the plan by ordinance after considering public input and Plan Commission recommendations. While the prime responsibility of implementing and updating the comprehensive plan falls on the Village's Plan Commission, elected officials should become familiar with this plan and assert that resources are maintained to keep the comprehensive plan current and viable.

According to the Village's website, "The Village Board consists of a Village President and six Trustees who are each elected for two-year terms, and their staggered terms of office commence on the 3rd Tuesday of April in the year of their election. Except as otherwise provided by law, the Village President and the Trustees have been charged with responsibly managing and controlling Village owned properties, finances, highways, streets, navigable waters, and all the services that the Village provides to the members of the public. They have also been charged with maintaining the health, safety, welfare and convenience of the members of the public, and are also responsible for the overall government and good order of the Village."

EVALUATION AND MONITORING

This comprehensive plan should be reviewed annually to ensure that it reflects the existing conditions and development characteristics present at the time. When amendments are required, needed, or proposed, the Village should notify the public and affected property owners to provide them with an opportunity to comment on proposed amendments. Proposed comprehensive plan amendments should consider the likely and possible future use of the affected area and associated impacts (i.e., land supply, transportation, environmental, economic, and social impacts). Changes should reflect the strategies and Future Land Use map as detailed in the "Land Use" element of this document. The Village of Sister Bay should also consult with other government agencies and the Town of Liberty Grove to obtain their input, particularly on the goals and actions recommended in this plan when updating certain elements.

Finally, at a minimum of once every ten years, the Village should formally update its comprehensive plan, as required by statute 66.1001. The update should continue to provide an opportunity for public and stakeholder input throughout the planning process and adoption of the updated plan by ordinance.

AGENDA ITEM NO. 6
**MATTERS TO BE PLACED ON A
FUTURE AGENDA OR REFERRED TO A COMMITTEE,
OFFICIAL OR EMPLOYEE**

AGENDA ITEM NO. 7

- **NEXT REGULAR MONTHLY MEETING –
TUESDAY, FEBRUARY 25, 2025 AT 5:30 P.M.
LARGE MEETING ROOM – SBLGFD
(Potential Dark Sky Lighting & R-4 Regulations
Will Be Reviewed At This Meeting.)**
- **PUBLIC HEARINGS**

**AGENDA ITEM NO. 8.
ADJOURNMENT**