

**MARCH 18, 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  
FEBRUARY 25, 2025 & MARCH 11, 2025  
MEETINGS OF THE PLAN COMMISSION.**

**Agenda Item No. 4**  
**COMMENTS, CORRESPONDENCE AND CONCERNS  
FROM THE PUBLIC  
(3 Minutes Per Person)**



## PLAN COMMISSION MEETING AGENDA

**TUESDAY, MARCH 18, 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>

*(Please note that this is a new hyperlink.)*

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](http://www.sisterbaywi.gov), click 'Agendas and Minutes' or watch the meeting video online.

### AGENDA

1. Call to Order
2. Roll Call & Declaration of Quorum
3. Approval of Agenda
4. Approval of February 25 and March 11 Meeting Minutes
5. Comments, Correspondence and Concerns from the Public
6. Ordinances/Resolutions:
  - a) Resolution 2025-001: Recommending Adoption of the 2025 Comprehensive Plan
7. Discussion/Action Items:
  - a. Introduce Code Compliance Officer; Carla Heck
  - b. Site Plan Review; Change of Use; New Cafe; Country Walk Unit 11; Victoria Wuollett
  - c. Site Plan Review, Architectural Review, Development Agreement; Hoffman Rentals; Chalet Lane; Richard Hoffman
  - d. Potential Amendments to R-4 Zoning District
  - e. Potential Amendments to Lighting Regulations
  - f. Request for Proposal; Multi-Family; Northwoods & Ava Hope Court
8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
9. Next Meeting
  - Regular Monthly Meeting; April 22, 2025, at 5:30 P.M.; Large Meeting Room, Sister Bay-Liberty Grove Fire Station
10. 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](mailto: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](mailto: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, FEBRUARY 25, 2025**  
***SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD***  
**APPROVAL PENDING**

*At 5:30 P.M. on Tuesday, February 25, 2025 Nate Bell, the Village President, called the hybrid regular monthly meeting of the Village of Sister Bay Plan Commission to order and announced that he would be serving as Acting Chair of the Plan Commission, as Denise Bhirdo, the Chair of the Commission, had another obligation and was unable to attend this meeting.*

**Present:** Acting Plan Commission Chair Nate Bell, and Commission members Patrice Champeau, Ron Kane and Laurel Harff.

**Excused:** Plan Commission Chair Denise Bhirdo and Commission member Mitch Ohnesorge.

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

**Others:** Kurt Harff, Kim Erzinger, Steve Musinsky, Don Howard, Chris and Liz Hecht, Walter Nawrot, Paula Anschutz, Ellie Soderberg-Guger, Brian Kovach, M. Schwartz, Holly Tennison, Jill Gohdes-Wiebe, Dave Schwartz, Cynthia Nelson, Colin Doherty, and three unidentified individuals.

**Agenda Item No. 2: Approval of the Agenda:**

*Motion by Champeau, second by Harff that the Agenda for the February 25, 2025 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

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

*Motion by Kane, second by Champeau that the minutes for the January 28, 2025 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

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

Bell asked if anyone would like to comment regarding a non-agenda item.

Steve Musinsky of 10519 Fieldcrest Road stated that he would like to make Village officials aware of the fact that he has been having e-mail conversations with representatives of Bertram Communications regarding potential issues that could arise when they make the “drop” for broadband service at his residence. He got the impression that no one at Bertram really cares about his concerns, and finds their attitudes to be “quite troubling”.

Suppanz indicated that a copy of an e-mail that was received from Scott Burtness had been included in the digital meeting packets. In his e-mail Mr. Burtness expresses concerns about the fact that pet owners in Northern Door have virtually no resources for regular pet services and care, much less emergency 24/7 pet care, and requests that Village officials keep this fact in mind as they plan for potential growth.

Prior to this meeting each of the Plan Commission members had been provided copies of an e-mail that was sent by Skip Heidler as well as a letter that was received from Tom Sadler, the Chair of the Zoning

Board of Appeals. Bell noted that since the comments that were made in both of those documents pertain to some of the proposed Municipal Code amendments that will be addressed during the course of this meeting they will not be addressed until such time as the related Public Hearings are actually conducted.

**Agenda Item No. 5. Pubic Hearings/Action as Appropriate:**

• **Ordinance No. 2025-003 – Recreate Floodplain Zoning Ordinance:**

*At 5:36 P.M. Bell called the Public Hearing on Ordinance No. 2025-003, which recreates the Village's Floodplain Zoning Ordinance, to order, and requested that Schmelzer provide related background information. She subsequently read the Public Hearing Notice that had been published, posted and mailed to all property owners in the Village aloud, and then explained that last spring the Federal Emergency Management Agency updated the Flood Insurance Rate Maps and Flood Insurance Study data for Door County. That documentation revealed that there are floodplains within the Village's boundaries, and, therefore, in accord with State and Federal regulations the Village Board passed and adopted a Floodplain Zoning Ordinance that was modelled after a template that had been provided to her by employees from the Wisconsin Department of Natural Resources. Recently DNR officials requested that the Village's Floodplain Zoning Ordinance be re-adopted, as the wrong template had apparently been provided and/or utilized, and, therefore, she saw that a revised ordinance as well as a related Public Hearing Notice were drafted and processed. Copies of both of those documents were included in the digital packets for this meeting. Schmelzer also indicated that floodplain maps that had been provided to her by DNR officials were on display at the front of the room.*

*Bell asked if anyone in the audience would like to comment regarding the proposed Floodplain Regulations, and Don Howard of 2536 Fieldcrest Lane stated that it is his understanding that a small portion of his property is now in the designated floodplain. Mr. Howard asked if, in light of the fact that some of his property is in the floodplain he will have to see that a related deed restriction is recorded in the Office of the Register of Deeds for Door County, and Schmelzer acknowledged that the Village's floodplain boundaries have changed slightly and do include some of Mr. Howard's property. She also indicated that there should not be a need for him to see that any type of related documentation is recorded in the Office of the Register of Deeds.*

*Mr. Musinsky reminded the Commission members that Sec. 62.23(7)(hb) of the Wisconsin Statutes expressly states that "an ordinance may not prohibit or limit, based on cost, the repair, maintenance, renovation or remodeling of a non-conforming structure". He also pointed out that the term "open space" is utilized throughout Chapter 65, but in Chapter 66 "green space" is primarily used. He suggested that the Commission decide which term is preferred and then recommend that one of the drafts be amended accordingly. (It was the consensus that "green space" is preferred.)*

*Schmelzer noted that In the previously mentioned e-mail Mr. Heidler suggests that for "clarity sake" Sections 65.0703 and 65.0704 of Ordinance No. 2025-003 be amended in such fashion that the term, "the Board" is deleted and replaced with the term, "the Board of Appeals".*

*At 5:38 P.M. Bell asked if anyone else would like to comment regarding the provisions of the revised Floodplain Zoning Ordinance or had any more questions regarding its provisions, and when no one responded he declared that the Public Hearing on Ordinance 2025-003 was officially closed.*

*Motion by Champeau, second by Harff, that the Plan Commission recommends that the Village Board pass and adopt Ordinance No. 2025-003, which recreates Chapter 65 of the Municipal Code and adopts a revised Floodplain Zoning Ordinance for the Village of Sister Bay, as presented, or, if representatives from the DNR inform Schmelzer that they don't have any objections to the revisions being made that were suggested during*

1 the Public Hearing, as amended. Motion carried – All ayes.

2  
3 • **Ordinance No. 2025-004 – Proposed Text Amendments; Chapter 66 – B-2 Overlay, B-3 Height Restrictions**  
4 **& Miscellaneous Amendments**

5 At 5:42 P.M. Bell called the Public Hearing on Ordinance No. 2025-004, which contains a number of proposed  
6 text amendments to the Zoning Code to order, and requested that Schmelzer summarize all of those text  
7 amendments as well as the contents of Mr. Sadler's letter and the comments that Mr. Heidler made regarding  
8 Ordinance No. 2025-004. She subsequently explained that Ordinance No. 2025-004 not only contains a number  
9 of miscellaneous text amendments, but in an attempt to maintain the historic character of the portion of the  
10 Village that is west of N. Bay Shore Drive, the recommendation is being made that a B-2 Historic Overlay District  
11 be created. Further, in an attempt to retain the view of the water, the recommendation is being made that the  
12 height of buildings on private property on the west or water side of N. Bay Shore Drive not be allowed to exceed  
13 35' in height. Amendments are also being proposed to the Village's tree cutting regulations, and since the Plan  
14 Commission has determined that it will be much easier for owners of property and contractors to understand  
15 the required setbacks from the water if one consistent setback from the ordinary highwater mark is established,  
16 applicable verbiage has been added to the Code. (At the present time the required setbacks from the water are  
17 based upon whether or not a property is "developed" or "undeveloped", but there are no definitions provided  
18 for either of those terms, which has led to a lot of confusion.)

19  
20 In his letter Mr. Sadler, who is the Chair of the Village's Zoning Board of Appeals, refers to some issues with the  
21 provisions of the Zoning Code that came to light at recent Zoning Board of Appeals Meetings, and recommends  
22 that the Zoning Code be revised in such fashion that it states that the front and rear walls of all buildings must  
23 be taken into consideration when building height determinations are made. He also suggests that verbiage be  
24 added to the Zoning Code which states that "averaging" is allowed, and indicates that it is his understanding  
25 that the illustrations that are included in the current version of the Zoning Code are obsolete, and, therefore,  
26 they should all be deleted.

27  
28 In his e-mail Mr. Heidler recommends that different terminology be used for describing how the diameter of a  
29 tree is measured, and suggests that Sec. 66.1050(3) be revised in such fashion that either the term "open space"  
30 or "green space" is used; not both.)

31  
32 Bell asked if anyone would like to comment regarding the proposed Zoning Code amendments that are  
33 contained in Ordinance No. 2025-004, and Mr. Musinsky recommended that Sec. 66.0343 – the proposed B-2  
34 Historic Overlay District regulations, be amended in such fashion that whenever references are made to tree  
35 size the terms "diameter" or "diameter at breast height" be utilized rather than "caliper". He also stated that  
36 he doubts that it is realistic to require that trees that are 6" in diameter be planted. He also expressed concerns  
37 that the tree canopy in the Village is being depleted significantly, and suggested that a comprehensive forestry  
38 policy that addresses tree trimming along with re-forestation be created. He also questioned why the minimum  
39 green space requirements for the R-1 Zoning District have been changed to 50%, and asked if the Commission  
40 members have considered requiring a 75' setback from the ordinary high water mark for new buildings, but  
41 require that "setback averaging" be done in instances where there are already existing buildings. Finally, he  
42 suggested that Sec. 66.1530(18) – Grading Plan Review, be amended in such fashion that it reads, "Under no  
43 circumstances shall water be displaced onto adjacent properties or roadways that do not have a storm sewer,  
44 ditch, or **natural waterway** capable of transporting the increase in water."

45  
46 Chris Hecht of 10347 Orchard Drive stated that he believes continuing to impose "an absolute building height"  
47 of 35' will be very problematic. He suggested that the Commission members consider recommending that

## Minutes for the February 25, 2025 Meeting of the Plan Commission

1 *“height averaging” or requiring that “the mean average roof height of any new structures” be clearly delineated*  
2 *He also noted that there are a number of existing structures in the Village, including his own home, which is a*  
3 *simple, two-story residence with a walk-out basement, that actually exceed that height limitation.*

4  
5 *Walter Nawrot of 2373 Parkview Drive asked if the proposed parking regulations for the B-2 Historic Overlay*  
6 *District will apply to commercial properties as well as residential properties, and Schmelzer responded that the*  
7 *proposed parking regulations would only apply if any property owners in the B-2 Historic Overlay District wish*  
8 *to “totally redo” their driveways or parking areas.*

9  
10 *Kim Erzinger of 2370 Parkview Drive expressed concerns about the fact that it could get quite costly for property*  
11 *owners in the B-2 Historic Overlay District if architectural review and a Landscaping Plan is required any time*  
12 *they want to do remodeling or make improvements to their property.*

13  
14 *At 6:05 P.M. Bell asked if anyone else would like to comment regarding any of the provisions of Ordinance*  
15 *No. 2025-004 or had any questions regarding its provisions, and when no one responded he declared that the*  
16 *Public Hearing on that ordinance was also closed.*

17  
18 *At 6:11 P.M. the Commission members were informed that Colin Doherty, who was appearing virtually,*  
19 *also wished to speak. Suppanz and Bell apologized for the oversight, and Bell then declared that the Public*  
20 *Hearing on Ordinance No. 2025-004 would be re-opened.*

21  
22 *Mr. Doherty stated that he owns Roots Inn & Kitchen, a bed & breakfast/restaurant which is located at*  
23 *2378 Maple Drive. Roots is situated within the boundaries of the proposed Historic Overlay District, and*  
24 *in light of that fact Mr. Doherty believes Sec. 66.0343(1)(a) should be amended in such fashion that it*  
25 *reflects that restaurants are not an “excepted use”. He also believes applicable “grandfathering” language*  
26 *should be added to the proposed B-2 Historic Overlay regulations. In conclusion Mr. Doherty stated that*  
27 *he does not believe it’s fair to require that the owners of businesses or short-term rentals that are located*  
28 *in the B-2 Historic Overlay District must pay an architectural review fee any time they wish to make*  
29 *exterior renovations to their buildings, but the owners of residences in that same district are not required*  
30 *to pay any fees for that same type of review.*

31  
32 *At 6:17 P.M. Bell asked if anyone else who was appearing virtually would like to comment regarding the*  
33 *provisions of Ordinance No. 2025-03, and when no one responded he again declared that the Public*  
34 *Hearing was officially closed.*

35  
36 *Schmelzer provided responses to all the comments, questions and concerns that had been raised by all of*  
37 *the previously mentioned individuals, and Champeau explained that the proposed building height*  
38 *limitations are being suggested because she and some of the other Plan Commission members have heard*  
39 *a number of negative comments about how tall some of the buildings in the downtown area actually are.*  
40 *Complaints were also lodged that in some instances, views of the waterfront have been totally blocked*  
41 *by tall buildings.*

42  
43 *Bell stated that he understands the concerns that were raised by Champeau, but “feels a little differently”*  
44 *about the building height issue. He actually believes there may be a better mechanism to address the fact*  
45 *that waterfront views are being blocked, but since he “was in the minority” when that issue was debated*  
46 *at length at the last Plan Commission Meeting he won’t be making any further comments regarding his*  
47 *position at this point.*

## Minutes for the February 25, 2025 Meeting of the Plan Commission

Discussion took place regarding all the testimony that had been presented during the Public Hearing on Ordinance No. 2025-004 and the content of that ordinance, and it was eventually the consensus that:

- The possibility of enacting “building height averaging” regulations will be addressed at a future meeting of the Plan Commission.
- The Village’s standard “pre-existing, non-conforming use” or “grandfathering” language shall be included in the proposed B-2 Historic Overlay regulations.
- Sec. 66.1530(18) – Grading Plan Review, shall be amended in such fashion that it reads:  
“Under no circumstances shall water be displaced onto adjacent properties or roadways that do not have a storm sewer, ditch, or **natural waterway** capable of transporting the increase in water.”
- Schmelzer was also asked to see that a clear and concise definition for the term “caliper” is included in the previously mentioned draft.

Motion by Champeau, second by Harff, that the Plan Commission recommends that the Village Board pass and adopt Ordinance No. 2025-004, which contains a number of proposed text amendments to the Zoning Code for Village of Sister Bay, as amended at this meeting. Motion carried with Bell opposed.

**Agenda Item No. 6. Administrator’s Report:**

Schmelzer’s Administrator’s Report was included in the digital meeting packets, and the Commission members jointly reviewed that document.

**Agenda Item No. 7. Matters To Be Placed on a Future Agenda or Referred to a Committee, Official or Employee:**

**Agenda Item No. 8. Next Meetings:**

Due to scheduling conflicts the Public Hearing on the draft of the proposed 20 Year Comprehensive Plan for the Village has been rescheduled for 5:30 P.M. on Tuesday, March 11, 2025, and the next regular monthly meeting of the Plan Commission has also been rescheduled for 5:30 P.M. on Tuesday, March 18, 2025. At the March 18, 2025 meeting the following issues will be addressed:

- Discussion regarding the Village’s R-4 Zoning District regulations
- Discussion regarding the Village’s Dark Sky regulations
- Discussion regarding “building height averaging”

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

At 6:54 P.M. a motion was made by Champeau, seconded by Kane that the February 25, 2025 regular monthly meeting of the Plan Commission be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,  
Administrative Assistant

**VILLAGE OF SISTER BAY**  
**HYBRID SPECIAL PLAN COMMISSION MEETING MINUTES**  
**TUESDAY, MARCH 11, 2025**  
***SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD***  
**APPROVAL PENDING**

*At 5:30 P.M. on Tuesday, March 11, 2025 Denise Bhirdo, the Chair of the Plan Commission, called the hybrid special meeting of the Village of Sister Bay Plan Commission to order.*

**Present:** Plan Commission Chair Denise Bhirdo, and Commission members Nate Bell, Patrice Champeau, and Ron Kane.

**Excused:** Mitch Ohnesorge and Laurel Harff

**Staff Members:** Village Administrator Julie Schmelzer, Utilities Manager Megan Barnes, and Administrative Assistant Janal Suppanz

**Others:** Sydney Swan of the Bay-Lake Regional Planning Commission, Michelle Lawrie of the DCEDC, Nick and Mary Deviley and two of their daughters, Louise Howson, Bjorn Johnson, Don Howard, Steve Musinsky, Skip Heidler, Ellie Soderberg-Guger, Aaron Bernstein, Dave Matasek, Peggy Cuniff, Jill Gohdes-Wiebe, Terry Wolf, "Barb", "John R.", Lisa O'Hearn, Tyler Duvall, John Wettstein, John McMurray, two unidentified individuals who appeared in person, and one unidentified individual who appeared via telephone.

**Agenda Item No. 2: Approval of the Agenda:**

*Motion by Bell, second by Champeau that the Agenda for the March 11, 2025 special meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 3: Comments, correspondence and concerns from the public:**

Bhirdo asked if anyone would like to comment regarding a non-agenda item. No one responded.

**Agenda Item No. 4. Pubic Hearing/Action as Appropriate:**

• **Updated 20-Year Comprehensive Plan:**

*At 5:31 P.M. Bhirdo called the Public Hearing on the updated 20 Year Comprehensive Plan for the Village of Sister Bay to order.*

*Schmelzer explained that a draft of the updated 20 Year Comprehensive Plan for the Village of Sister Bay had been included in the digital packets for this meeting, and she also noted that a related Public Hearing Notice had been published, posted and mailed to all property owners in the Village. She then read the Public Hearing Notice aloud, and also noted that letters that were received from Paul Grossmann of 10870 N. Bay Shore Drive, Attorney Timothy McCoy of Godfrey-Kahn, S.C., and Mary Deviley were included in the digital packets for this meeting.*

- *In his letter Mr. Grossmann states that he believes there are too many rules of governance that impede the growth of Sister Bay as a community.*
- *In his letter Attorney McCoy indicates that he represents Barbara Hull, who collectively owns and controls approximately seven parcels of land that comprise approximately*

76 acres of developable land within the Village limits. Ms. Hull's property is the single largest tract of land that is capable of being developed within the Village, and according to Attorney McCoy she is very disappointed that Village officials have never met with her or communicated with her in any other fashion regarding the potential development of any of her property. She is currently contemplating selling her property, and believes the Village's persistent failure to meaningfully engage with her, coupled with the fact that public discussions will be taking place regarding what should actually be done with her property is "counterproductive". Therefore, she is inviting Village officials to consider having a candid discussion(s) with her regarding this issue soon.

- Ms. Deviley indicates that she and her family reside at 10438 Orchard Drive on the old Vacationland Farm/Carole's Corral that was owned by Willard Kramer for many years. Collectively they own 40 acres of property that is zoned CS-1, approximately 6 acres of property that is zoned B-1 – Commercial, and 10 acres of land that is zoned R-2 – Multiple Family Residence. Over the last ten years she and her husband have made a number of renovations to the farmhouse, the barn, the garage, and other outbuildings on their property, and they have also planted trees, they have a large garden, and raise chickens, and in light of that fact they are requesting that the zoning for their farm remain CS-1. They also are requesting that the B-1 designation for a portion of their property remain, and that Village officials work with them as they attempt to develop their land that is zoned R-2 into single family and multi-family dwellings. They also are hopeful that Village officials will work with them to find and agree upon the best route for any new walking/bike paths that could impact their property in the future.

Bhirdo asked if anyone would like to comment regarding the proposed Comprehensive Plan, and Bjorn Johnson indicated that he was appearing on behalf of Al Johnson's Restaurant and Butik and the Johnson Family. He subsequently presented a copy of Map 7.2 – Future Land Use, that had been included in the draft of the Comprehensive Plan to the Commission members, and then specifically referred to the property that the Johnson Family owns in the downtown area which he described as "the Johnson Mall". It is his understanding that in October, when the Plan Commission was reviewing a draft of the Future Land Use Map, the decision had been made that all of "the Johnson Mall" should be depicted as "Commercial", but in the draft of the plan that is being reviewed this evening land use designations of "Woodland", "Residential" and "Natural Area" are depicted for portions of that land. Mr. Johnson and his family would prefer that the Future Land Use Map once again depict that all their property has been designated "Commercial".

**It was the consensus that the majority of the designated future use of all the property that Mr. Johnson referred to shall revert to "Commercial", but that the "Natural Area" designation shall remain.**

Nick Deviley reiterated the comments that had been made by his wife, Mary, in the previously mentioned letter, and asked what "the plan" actually is for increasing residential uses in the Village. Bhirdo responded that to her knowledge there really have not been any conversations regarding projected population growth in the Village yet. In conclusion Mr. Deviley stressed that if at all possible he and Mary would like their farm "to be left alone" as they want their children and grandchildren to be able to enjoy it for years to come.

**Discussion took place regarding Mr. and Mrs. Deviley's concerns, and it was eventually the consensus that their wishes for the future use designations for their property shall be honored. Therefore, the requested amendments to the Future Land Use Map shall be made.**

1 Louise Howson indicated that there is a notation in the plan that in order to accommodate future growth some  
2 of the designations for the woodlands in the area where the Little Sister Resort used to be located as well as the  
3 natural areas within Bay Ridge Golf Course have been changed to "Residential". She expressed concerns that  
4 there is potential for a large amount of open land and/or natural areas to be disturbed if housing is created in  
5 the stated areas, and also pointed out that the golf course property is currently not being maintained and is  
6 gradually "growing in". Before Village officials formally re-zone any of the previously mentioned property, she  
7 believes the owners of the affected parcels must be asked what they actually want to do with their property.

8  
9 **Schmelzer responded that before any property is re-zoned a public hearing is required. She also noted that**  
10 **Village officials must see that a related Public Hearing Notice is sent to any and all affected property owners**  
11 **as well as adjoining property owners.**

12  
13 Don Howard of 2536 Fieldcrest Lane indicated that he has had conversations with Diane Trenchard and her  
14 son, who is now the owner of Bay Ridge Golf Course, and it is his understanding that they both want to leave  
15 the property in its current state for as long as they own it.

16  
17 **Discussion took place regarding Howson's concerns, and it was eventually the consensus that the property**  
18 **that she referred to shall be designated as "Natural Areas" on the Future Land Use Map.**

19  
20 Steve Musinsky of 10519 Fieldcrest Road noted that when he and his wife bought their property a former Village  
21 Administrator informed him that the Village had anticipated that at some point in time a portion of their  
22 property would be heavily wooded. He and his wife did not want to see a lot of evergreens or hardwood trees  
23 on their property, and, instead, they decided to plant a few fruit trees and left the remainder of their property  
24 as open space. In conclusion Mr. Musinsky indicated that the Future Land Use Map that was included in the  
25 Comprehensive Plan now actually depicts "Woodlands" on a portion of his property. To be perfectly honest  
26 neither he nor his wife have any desire to remove any of their fruit trees or plant any more trees on their property  
27 as they like having open space.

28  
29 **Schmelzer responded that the "Woodlands" designation on the Future Land Use Map merely means that the**  
30 **Village's goal is to have the property become heavily wooded "at some point in time". She also indicated**  
31 **that unless and until Mr. and Mrs. Musinsky decide to do something different with their property the fruit**  
32 **trees should be allowed to remain and it won't be necessary for them to plant any more trees.**

33  
34 Don Howard stated that in spite of the fact that all the property around his residence is shown as "Woodlands"  
35 on the Future Land Use Map, his property has been designated "Residential", and asked if there is potential for  
36 Village officials to require that his property must revert to woodlands at some point in time. He then explained  
37 that he is asking this question because he and his wife plan to leave their home and the adjoining property to  
38 their children and grandchildren.

39  
40 **Schmelzer reiterated that the "Woodlands" designation on the Future Land Use Map merely means that the**  
41 **Village's goal is to have the property become heavily wooded at some point in time. If Mr. and Mrs. Howard's**  
42 **children continue to maintain their property as well as the home and other outbuildings that are constructed**  
43 **upon it there shouldn't be any issues.**

44  
45 John Wettstein indicated that he owns a unit in Hidden Maples Condos. It is his understanding that a portion of  
46 Applewood Road is actually owned by the Condo Association, and, therefore, he asked if there are any plans for  
47 construction of a trail in that area of the Village. He then referred to the Bicycle and Pedestrian Network Map

1 that appears in the draft of the Comprehensive Plan, and expressed concerns that a future trail could negatively  
2 impact some of the tree plantings that the Condo Association did in the right-of-way along Applewood Road.

3  
4 **Schmelzer responded that if, at any point in time, Village officials decide that a trail should actually be**  
5 **created on any of the property that is owned by the Condo Association, before any of the related work**  
6 **commences notice would be mailed to all the unit owners, representatives of the Hidden Maples Condo**  
7 **Association, and the adjoining property owners. Any or all of those individuals, as well as representatives of**  
8 **the Condo Association will be encouraged to contact the Village Administrator or send a related letter to the**  
9 **Plan Commission if they have any questions or concerns about the proposed trail.**

10  
11 Mr. Musinsky started to read a portion of a prepared statement that addresses potential grammatical revisions  
12 he believes should be made to the draft of the Comprehensive Plan aloud, and he also voiced several concerns  
13 about some of the provisions of the draft Comprehensive Plan. Because the statement was quite lengthy Bhirdo  
14 requested that he provide a copy of that document to Schmelzer and Suppanz so that it can be included in "the  
15 official record", and he complied with that request. A copy of Mr. Musinsky's statement is hereby attached and  
16 incorporated by reference, and Schmelzer indicated that she will see that a copy of it is provided to the  
17 Commission members in as timely a fashion as possible.

18  
19 John Mc Murray of 10638 Forest Lane asked if a traffic study has ever been conducted in the Village, and the  
20 Commission members responded that to their knowledge, because of cost considerations, such a study has  
21 never actually been conducted. (Bell and Bhirdo noted that at one point staff members did see that a "traffic  
22 counter" was installed at the base of "the Sister Bay Hill" during "the season", and they also noted that the data  
23 that was collected was reviewed by the members of the Parks, Property & Streets Committee. Bhirdo stressed  
24 that the "traffic counter" data is far less complex than the data that would be included in an actual "traffic  
25 study".) Mr. Mc Murray responded that in spite of cost considerations he believes the Plan Commission has a  
26 duty to "look forward", and should recommend that an actual "traffic study" be conducted "sooner rather than  
27 later".

28  
29 Michelle Lawrie of the DCEDC indicated that she realizes there are some things that are unique to Sister Bay,  
30 but she also pointed out that work is progressing on Door County's Strategic Plan, and she and the other  
31 employees from the DCEDC would happy to provide any data that is requested by the Plan Commission or Ms.  
32 Swan and her associates. The Commission members thanked Ms. Lawrie for taking the time to attend this  
33 meeting, and they also indicated that they appreciate her offer.

34  
35 Howson referred to the section of the Comprehensive Plan that pertains to short-term rentals, and suggested  
36 that the term "rentable nights" rather than "rentable units" be used. She also acknowledged that the Tourism  
37 Zone statistics can be quite confusing, and suggested that if Ms. Swan and her associates have any questions  
38 regarding the room tax statistics for the Village they contact the employees in the Door County Tourism Zone  
39 Commission Office.

40  
41 At 7:05 P.M. Bhirdo asked if anyone else would like to comment regarding the draft of the Village's 20 Year  
42 Comprehensive Plan, and when no one responded she declared that the Public Hearing was officially closed.

43  
44 The Commission members jointly reviewed the previously mentioned draft, and during that time Bhirdo pointed  
45 out several typographical and/or grammatical errors. Schmelzer and Suppanz took note of all the suggested  
46 revisions.

## Minutes for the March 11, 2025 Meeting of the Plan Commission

1 *Since timing is of the essence, Schmelzer indicated that she will see that the revised version of the draft of the*  
 2 *Comprehensive Plan as well as a draft Resolution are included in the digital packets for the next meeting of the*  
 3 *Commission so that a related referral can be made to the Village Board at their next regular monthly meeting*  
 4 *that has been scheduled for 6:00 P.M. on Tuesday, March 25, 2025.*

5  
 6 **Agenda Item No. 5. Matters To Be Placed on a Future Agenda or Referred to a Committee, Official or**  
 7 **Employee:**

8 **Agenda Item No. 6. Next Meeting:**

9 *Due to scheduling conflicts the next regular monthly meeting of the Plan Commission has been rescheduled*  
 10 *for 5:30 P.M. on Tuesday, March 18, 2025.*

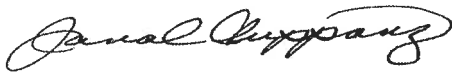
11 *At that meeting the following issues will be addressed:*

- 12 • **Discussion regarding the Village's R-4 Zoning District regulations**
- 13 • **Discussion regarding the Village's Dark Sky regulations**
- 14 • **Discussion regarding "building height averaging" regulations**
- 15 • **Review of the draft Resolution that approves the Village's 20 Year Comprehensive Plan**

16  
 17 **Agenda Item No. 9. Adjournment:**

18 *At 7:35 P.M. a motion was made by Kane, seconded by Champeau that the March 11, 2025 special meeting*  
 19 *of the Plan Commission be adjourned. Motion carried – All ayes.*

20  
 21 Respectfully submitted,

22 

23 Janal Suppanz,  
 24 Administrative Assistant  
 25

## POPULATION PROJECTIONS – PAGE 6

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.

*I am always skeptical of population projections since they always seem to assume nothing from the past will change going forward. For example, with so many village residents over the age of 65 and nothing in place to accommodate aging, it would seem realistic to assume the increase in the younger population will be offset by more and more of the older population leaving.*

*The bigger question for younger people moving into the area is most likely can they afford to move or stay here?*

## HOUSING UNITS – Page 7

Of the 528 occupied housing units, 45% are owner-occupied units, while 55% are renter-occupied.

*If only 238 out of 528 houses are owner occupied, this would seem to leave few residents willing to support long term investment in the future of the Village since a renters interest is month to month, not 40 years. Years ago, the City of Denver had this issue and could not even get a referendum passed to fix a failing sewer system because so many residents did not see themselves staying there long term.*

## AGE OF HOUSING- Page 8

According to 2022 ACS estimates, 150 homes have been added to the housing stock since the year 2000.

23% of the owner occupied housing was built between 2010-2019.

*How many of these “new” homes were the result of tearing down an existing home to build a new larger home? This not only eliminates affordable housing and raises the median home price, but consumes building materials without an increase in housing units. Contractors I have spoke to say this is becoming common place.*

## Sister Bay Comprehensive Plan

### HOUSING AFFORDABILITY – Page 10

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.

*Mortgage companies I have dealt with also include insurance as a housing cost and a condition of the mortgage.*

### REGIONAL EMPLOYMENT PROJECTIONS – Page 18

*The statistics don't seem to consider the present shortage of employees in occupations such as truck drivers, construction trades, mechanics, and healthcare. Are the projected numbers how many people are needed or how many are expected in the occupation?*

*Also, I'm not sure how relevant regional statistics are to Sister Bay.*

### SWOT ANALYSIS, STRENGTHS – Page 22

Active government and abundance of planned projects –

*I would agree an active government can be a good thing, but because of planned projects? The bigger question is does the community support these projects?*

Night sky friendly community with minimal light intrusion –

*Considering Newport State park may lose its dark sky rating, is this a strength? Sister Bay does not seem to limit or seek to promote limiting night lighting. A night sky friendly community does not require lighting up streets in residential neighborhoods. This not only lights up the night sky, it also adds to the monthly Village electric bill.*

### WEAKNESSES – Page 22

Congested downtown during summer

*This would seem to be good for business and a strength since an uncongested downtown Sister Bay is called winter.*

## Sister Bay Comprehensive Plan

### OPPORTUNITIES – Page 22

*NETC vocational training facility*

### BICYCLE AND PEDESTRIAN NETWORK – Page 28

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.

*Widening or adding shoulders does not result in pedestrians walking or biking on the shoulder but does result in higher traffic speeds, especially during tourist season.*

*Not enough shoulders are not the problem. The problem is:*

*Speeding drivers who don't slow down or stop when overtaking bicycles and pedestrians, or people walking their dog.*

*Pedestrians walking with traffic and wearing dark clothing at night.*

*Cyclists riding 2 or 3 abreast, sometimes against traffic, and at night with dark clothing and no lights, ignoring "stop" and other traffic signs.*

*A family of 4 pushing a stroller with a young child in hand, are not going to push a stroller or walk on a gravel shoulder. Bicyclists have told me driving on gravel shoulders is dangerous. Some sections of the new shoulders on Country Lane have steep unstable slopes which will only erode over time or collapse under weight. In my experience, these shoulders are a complete waste of material and money.*

### BICYCLE AND PEDESTRIAN NETWORK – Page 28

To find out more about crashes that have occurred in the Village, visit the Community Maps Application.

*This application doesn't work without a login userID and password. Considering this data is the basis for many of the safety assumptions and spending, this must be available to anyone reading the plan.*

Sister Bay Comprehensive Plan

MAP 4.3 BICYCLE AND PEDESTRIAN NETWORK – Page 29

*Widening Fieldcrest Road is not going to do anything for safety, but will turn a residential access road into a high speed shortcut between STH 57 and STH 42. There already is a high speed minor arterial to STH 42. It's called STH 57. If you build it, they will come.*

*If there are concerns about pedestrians from the Glen Lane apartment complex walking on the road, then complete or at least mark a walking trail from the back of the complex to STH 42. The Plan Commission has discussed this several times. This would connect residents to the established STH 42 walking / biking trails.*

*Widening streets or adding shoulders in residential areas should only be done with the consent of the fronting homeowners. This is called respect for residents.*

ELECTRICAL AND NATURAL GAS – Page 48

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.

*Encourage, perhaps, but if the utility eats the extra cost of burying lines, the effect is to pass on the required extra cost to other communities who are trying to keep service costs low and do not require burying lines. In the past, utilities have taken the position, "These customers elected the people who made this a requirement, so they can pick up the required extra costs." Years ago, a Public Service Commission chairman posed the question "Why should inner city residents have to subsidize burying power lines in wealthy suburbs?"*

## Sister Bay Comprehensive Plan

### UTILITIES AND COMMUNITY FACILITIES – Page 50

Goal: To balance growth with the cost of providing quality public and private utilities and community facilities;.....

Objectives: - Page 50

Promote alternative energy sources compatible with the character of the Village.

*There is nothing saying what this means, or how this will be done.*

Objectives: - Page 50

Require power distribution lines and telecommunication conduits to be buried to preserve the beauty of the Village, while also minimizing service disruptions.

*While this may improve appearances, it also increases the costs to provide service to homes and businesses. Trenching in power lines through bedrock is an additional cost to customers and does not necessarily reduce service outages or do anything to lower housing costs. And if an underground service fails, the customer could be out for days.*

Support emergency service telecommunications that result in enhanced safety and emergency service.

*Emergency service telecommunications during severe weather events only work if standby emergency power is available. Cell phones only work during a major severe weather event if the cell towers all have standby generation. Reference FCC report on communication and cell phone failures during super storm sandy.*

## Sister Bay Comprehensive Plan

### COMMENTS -

Sister Bay has no respect for its residents. Everything is done for the tourist, and we get the bill. Money is no object, they just raise our taxes.

*Despite having heard this for years from year round residents, even in other communities, and a number of attached comments about no respect for year round residents, I don't see anything in the plan addressing either the spending, or respect for residents.*

Comments regarding summertime crowds and congestion in the Village.

*I have always expected crowds or congestion when being at a popular area during the peak tourist season whether in summer or winter. It's part of the vacation experience.*

Comments regarding traffic and parking.

*Years ago, our Village administrator stated Sister Bay does not have a parking or traffic problem, it has a public transportation problem. If a business pays a yearly fee for their lack of enough parking, why not have that fee go to public transportation rather than building more parking lots?*

Comments about the Village being overbuilt, over developed, and oversold.

*So what's the plan to address these issues? There's a labor shortage, a housing shortage and residents are complaining about too many tourists. Why would the Village want to develop and promote even more tourism?*

**AGENDA ITEM NO. 6**  
**ORDINANCES/RESOLUTIONS:**

**a) RESOLUTION 2025-001;  
RECOMMENDING ADOPTION OF THE 2025  
COMPREHENSIVE PLAN FOR THE  
VILLAGE OF SISTER BAY**



## **STAFF REPORT – COMPREHENSIVE PLAN**

**Date:** March 18, 2025

**Board/Committee:** Plan Commission

**Re:** Recommending Adoption of the Comprehensive Plan

**Author:** Julie A. Schmelzer, Village Administrator

Below is the link to the updated comprehensive plan:

<https://sister-bay-comprehensive-plan-baylakerpc.hub.arcgis.com/>

<https://sister-bay-comprehensive-plan-baylakerpc.hub.arcgis.com/pages/document-drafts>

A resolution recommending adoption of the plan is attached.

**RESOLUTION NO. 2025-001**

**RECOMMENDING ADOPTION**

**OF THE VILLAGE OF SISTER BAY 2025 COMPREHENSIVE PLAN**

**WHEREAS**, Wis. Stats. 66.1001 outlines requirements and procedures for preparing, updating, and adopting a Comprehensive Plan; and,

**WHEREAS**, the Village of Sister Bay previously adopted a Comprehensive Plan on September 4, 2003; and,

**WHEREAS**, in order to foster public participation in the comprehensive land use planning process the Village of Sister Bay Board of Trustees adopted a Public Participation Plan on October 17, 2023, pursuant to Section 66.1001(4)(a) of the Wis. Stats.; and,

**WHEREAS**, to serve as a guide for future growth and decision-making within Sister Bay, Village staff and the Plan Commission, with input from residents, businesses, and other stakeholders, has prepared the Village of Sister Bay 2025 Comprehensive Plan with all nine elements specified in Wis. Stats. 66.1001(2); and,

**WHEREAS**, the Plan Commission has properly followed adoption procedures detailed in the Public Participation Plan and Wis. Stats. 66.1001(4), including a public hearing on March 11, 2025.

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to Wis. Stats. 66.1001(4)(b), the Village of Sister Bay Plan Commission, by a majority vote, hereby recommends the Village of Sister Bay Board of Trustees enact an ordinance adopting the Village of Sister Bay 2025 Comprehensive Plan.

Dated this 18<sup>th</sup> day of March, 2025.

ATTEST:

\_\_\_\_\_  
Denise Bhirdo, Plan Commission Chair

\_\_\_\_\_  
Heidi Teich, Village Clerk

VOTE: Ayes \_\_\_\_\_ Nays \_\_\_\_\_

**AGENDA ITEM NO. 7**  
**DISCUSSION/ACTION ITEMS:**

- a. INTRODUCE CODE COMPLIANCE OFFICER  
CARLA HECK**

## Village of Sister Bay

**Job Description****JOB TITLE:** Code Compliance Officer**EXEMPT:** No**STATUS:** Part Time/Seasonal**REPORTS TO:** Village Administrator***General Nature of Position:***

The Code Compliance Officer is a part-time position in the Village of Sister Bay working predominantly in spring, summer, and fall. The officer works 24 hours a week from April 1 to November 1. Some weekend and evening hours are required. The Code Compliance Officer will receive work assignments and instructions from the Administrator. This person will perform skilled, technical work interpreting and ensuring compliance with the Village of Sister Bay Municipal Code. A significant portion of the job involves processing short term rental applications, monitoring short-term rental compliance, and following up on associated violations. This position requires some on-call hours.

***Duties and Responsibilities:***

The duties and responsibilities of this position will include, but are not limited to:

- Conducts visual inspection of properties and follows up on complaints to ensure compliance with current codes including zoning, property maintenance, nuisance and other village codes.
- Investigates potential violations; gathers evidence, questions complainants, witnesses, and suspects, compares facts to code requirements, makes findings, and issues warnings, notices of corrective action, and/or citations.
- Meets with citizens to review and explain code requirements and violations or potential violations; secures code compliance.
- Works closely with the Administrator to ensure fair and consistent enforcement of municipal codes.
- Responds to complaints of potential code violations related to zoning, building, property maintenance, and other related codes.
- Enforces parking laws, educates citizens about parking laws, and works with citizens in an effort to reduce parking violations.
- Inputs data into standard tracking software and forms, makes simple postings to various reports, compiles and tabulates data.
- Coordinates investigations, inspections, and enforcement actions.
- Provides support for the Village staff relating to applications and enforcement cases.
- Provides organized and complete copies of files to the Village Administration Office to ensure proper record keeping.
- Researches and recommends amendments to village codes and documents.

## Village of Sister Bay

- Displays good communication and the ability to create and maintain effective and cooperative interpersonal relationships with co-workers and citizens.
- Applies common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to work efficiently and independently.
- Carries out non-critical clerical tasks at the direction of the Administrator.
- To accomplish the above tasks, the employee may need to attend meetings of the Sister Bay Plan Commission, as well as the Sister Bay Village Board of Trustees meeting on an as-needed basis.
- Additional responsibilities include engaging with the community and developers and reviewing and approving permits.
- Perform other related tasks as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed by a Code Compliance Officer. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### ***Work Environment:***

The working conditions and physical demands described below are representative of those that will be encountered or must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a general office setting and includes conducting field inspections. Noise is minimal, but other interruptions such as clients, ringing phones, fax/copy machines, etc. are experienced on a constant basis. At times, it is necessary to leave the office setting to transport documents or complete errands in conjunction with village business. Inspections require driving a personal vehicle from site to site and may involve periods of high traffic or congestion, resulting in a stressful environment.

Occasionally the employee is required to appear in circuit court, or provide depositions; such situations may be stressful, require professionalism, and demand a good understanding of the court processes.

### ***Relevant Education, Experience, Knowledge, and Abilities***

Post high school education required, preferably in political science, planning, public administration, geography or sociology. Three (3) years direct employment experience in the public sector preferred.

Possession of a valid Wisconsin motor vehicle operator's license required and willingness to use own transportation while performing required duties.

***The Village of Sister Bay is an Equal Opportunity Provider and Employer***

**AGENDA ITEM NO. 7**  
**DISCUSSION/ACTION ITEMS:**

- b. SITE PLAN REVIEW; CHANGE OF USE;  
NEW CAFÉ; COUNTRY WALK UNIT #11  
VICTORIA WUOLLETT**



## STAFF REPORT – NEW CAFE

**Date:** March 18, 2025

**Board/Committee:** Plan Commission

**Re:** New Café at Country Walk Shops

**Author:** Julie A. Schmelzer, Village Administrator

Victoria Wuollett is proposing to move the Little Rad House, a children's retail store, to an existing retail area located in Unit 10 at the Country Walk Shops (formerly *Beach Baby*). Because the unit is already retail, no change of use is required. The retail area requires 5 parking stalls (approximately 504 sq. ft. and the code requires one space per 150 sq. ft. plus one for the employee).

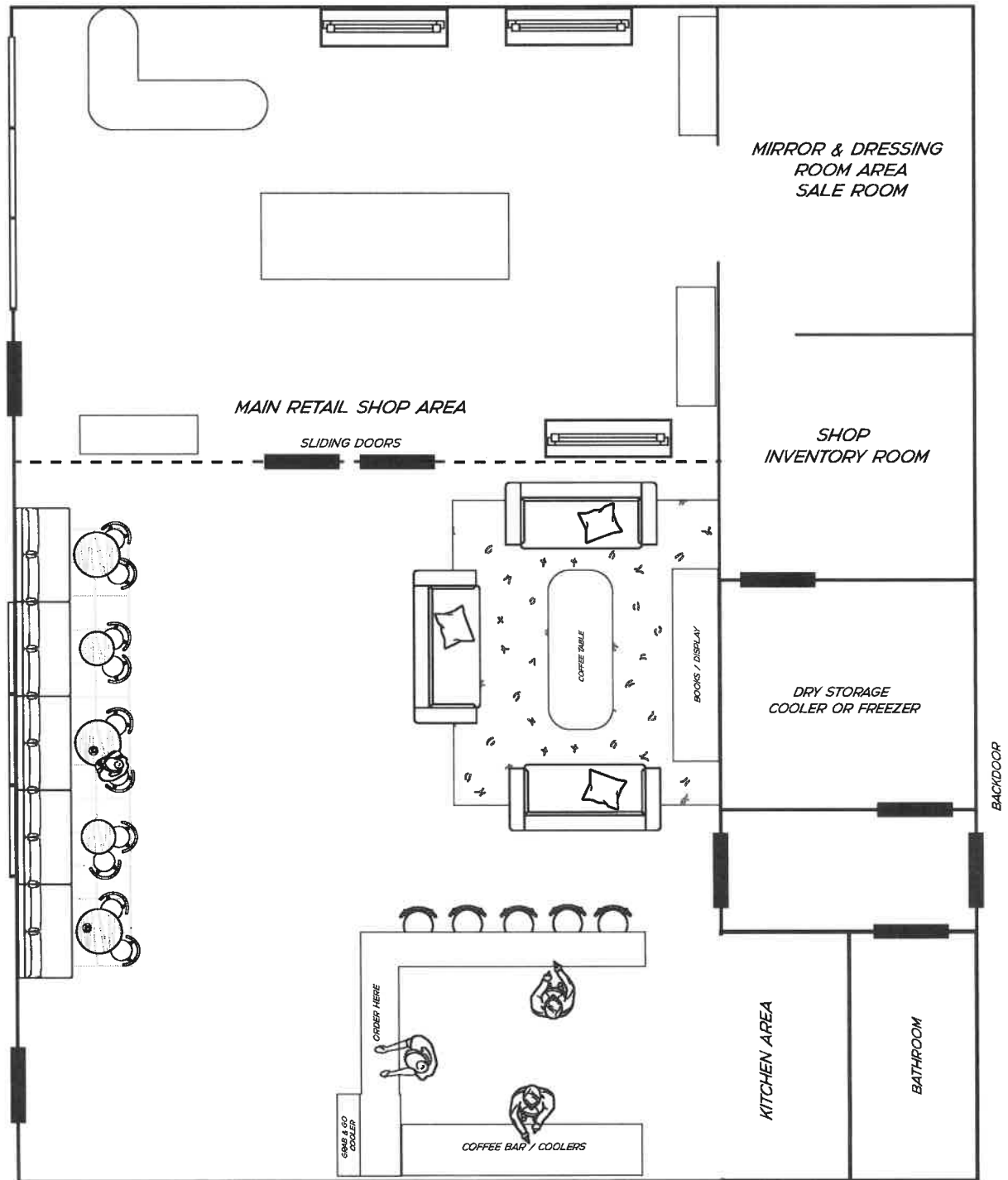
She also is going to occupy Unit 11, which is currently retail. The Unit 11 retail area will be converted to a small café. It is staff's understanding there will not be any changes to the exterior of the building so architectural review, lighting and landscaping review is not required. The café will have 5 tables with chairs (20 chairs total), and there will be 5 counter stools. At the maximum shift, there would be 3 café employees. The café requires 10 stalls (one space per four seats plus one for each employee). However, there are three couches which can accommodate more patrons not included in the parking calculations – couches appear to be able to seat six, meaning a need for 8 stalls for patrons and an additional 3 for employees (11 total).

In total 16 parking stalls are required, but because the businesses are in a B-1 district, they can receive a credit of 3 spaces for each business, meaning she needs 10 stalls. (As of the drafting of this document the county's GIS site was not working so staff was unable to determine how many stalls are actually available in front of the building, but the businesses share parking.)

How would the Plan Commission like to proceed? Since the existing retail area is existing, we could just focus on the café, which would require 8 stalls, if given the 3 stall credit.

Max 3 Cafe Employees  
during peak season

5 tables  
20 total table seats  
5 counter stools



**AGENDA ITEM NO. 7**  
**DISCUSSION/ACTION ITEMS:**

**c. SITE PLAN REVIEW;  
ARCHITECTURAL REVIEW;  
DEVELOPMENT AGREEMENT;  
HOFFMAN RENTALS – RICHARD HOFFMAN  
CHALET LANE**



## STAFF REPORT – HOFFMAN RENTALS

**Date:** March 18, 2025

**Board/Committee:** Plan Commission

**Re:** Hoffman Development on Chalet Lane

**Author:** Julie A. Schmelzer, Village Administrator

In 2022 Richard and Jeannie Hoffman were approved for an 11-unit hotel off Chalet Lane, a private road in a General Business (B-1) Zoning District. The use is considered a 'permitted use' and since the project met code, it was approved. At the time, there were concerns over the lobby being on the lower level, and the road, but the project was eventually approved. A Development Agreement was also approved, but a permit never applied for; the Development Agreement has since expired.

The Hoffman's wish to develop the property with the project that was previously approved. The only change to the original building plan is that one of the units will be used as the manager's quarters, reducing the number of units to 10. The manager's unit will be adjacent to the lobby and laundry on the lower level.

In reviewing the Hoffman's plans I noticed there was not as much detail as we normally require, so staff requested a more detailed landscaping plan and lighting detail, which Mr. Hoffman provided. He also provided photos of the existing tree line to be preserved as much as possible.

Since the road was controversial at the time the project was originally approved, I do want to point out the code has since changed to allow a two-way private road to be 22' wide as long as there is 18' of asphalt on the surface. That portion of Chalet in front of the project is 22' wide, but he will need to add a layer of asphalt that is 18' wide. The code does require a fog line; Mr. Hoffman understands the edges of the asphalt will need to be striped to meet code.

If the Plan Commission approves the site plan and architectural review, a Development Agreement will be forwarded to the Board.



BAYLAND BUILDINGS  
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www.baylandbuildings.com

DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:

20-1512

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

SCALE VERIFICATION

THIS BAR MEASURES 1" ON GRAPHIC  
EQUATES 20'-0" ACCORDING TO

NOTICE OF COPYRIGHT  
THESE PLANS ARE COPYRIGHTED AND ARE SUBJECT TO  
COPYRIGHT PROTECTION AS AN "ARCHITECTURAL WORK" UNDER  
SECTION 102 OF THE COPYRIGHT ACT, 17 U.S.C. AS AMENDED  
DECEMBER 1990 AND KNOWN AS ARCHITECTURAL WORKS  
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INCLUDES BUT IS NOT LIMITED TO THE OVERALL FORM AS WELL  
AS THE ARRANGEMENT AND COMPOSITION OF SPACES AND  
ELEMENTS OF THE DESIGN UNDER SUCH PROTECTION.  
UNAUTHORIZED USE OF THESE PLANS, WORK OR BUILDING  
REPRESENTED, CAN LEGALLY RESULT IN THE COLLECTION OF  
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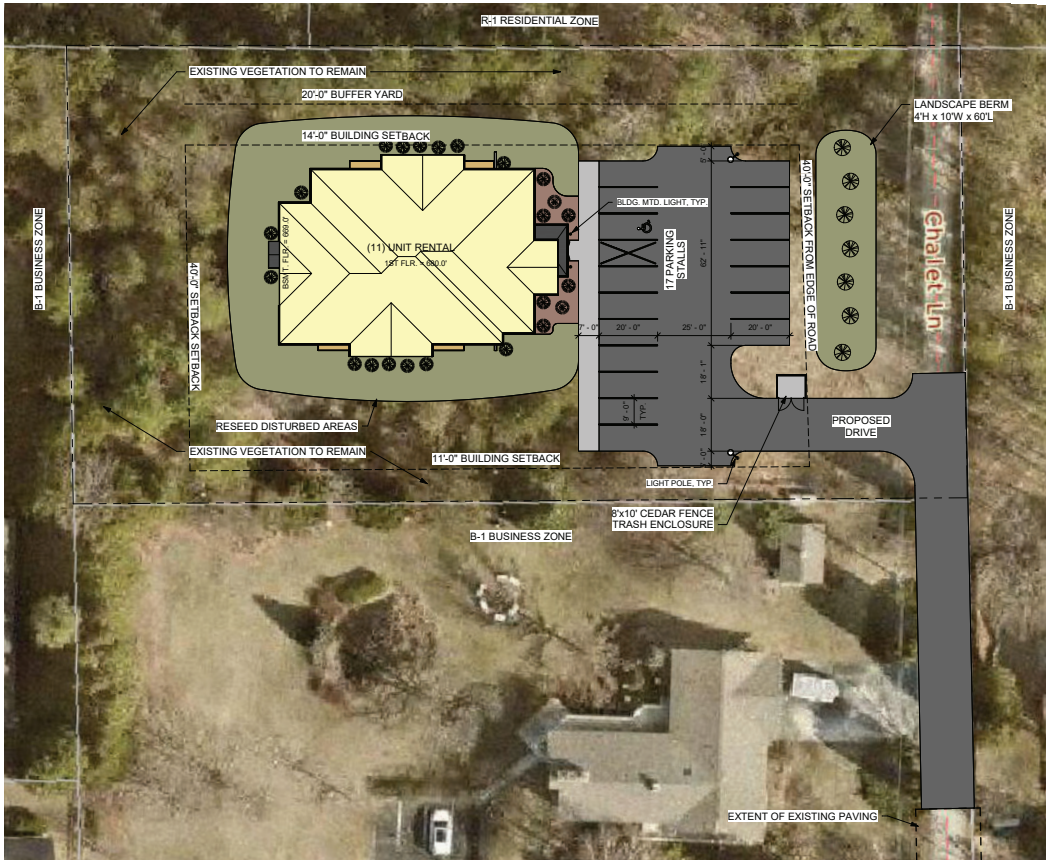
JOB NUMBER: 20-1512

PROJECT EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP

DATE: 04/21/2022

REVISIONS:



1/C1.0 SITE PLAN 1" = 20'-0"



ZONING INFORMATION  
DISTRICT B-1  
SETBACKS ARE FRONT 40'-0" FROM EDGE OF PAVEMENT  
SIDES 10'-0"  
REAR 20'-0"

PARKING CALCS (MOTEL/HOTEL)  
1 SPACE PER SUITE: 11 SUITES X 1 = 11 SPACES  
1 SPACE PER STAFF AT MAX. SHIFT:  
1 EMPLOYEE X 1 = 1 SPACE  
12 SPACES REQ'D  
17 SPACES PROVIDED

FAR CALCS:  
FLOOR AREA 20,200 SF  
LOT AREA 47,375 SF  
FAR .43

GREEN AREA CALCS:  
LOT AREA 47,375 SF  
PARKING AREA 8,201 SF  
SIDEWALK AREA 815 SF  
BUILDING FOOTPRINT 5,729 SF  
SUBTOTAL 14,745 SF (31% OF LOT)  
GREEN SPACE 32,630 SF (69% OF LOT)

ISSUED FOR: CHECKED DATE:  
BY:

☐ PRELIMINARY

☒ BID SET

☐ DESIGN REVIEW

☐ CHECKSET

☐ CONSTRUCTION

SITE PLAN

C1.0



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DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:  
**20-1512**  
SISTER BAY, WISCONSIN; COUNTY OF: DOOR

**SCALE VERIFICATION**

THIS BAR REPRESENTS 1" ON GRAPH  
EQUALS 10'-0" ON GROUND

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AS THE ARRANGEMENT AND COMPOSITION OF SPACES AND  
ELEMENTS OF THE DESIGN. SHOULD SUCH PROTECTION  
UNAUTHORIZED USE OF THESE PLANS, WORK OR BUILDING  
CONSTRUCTION OR BUILDINGS BEING SITED AND/OR MONETARY  
COMPENSATION TO BAYLAND BUILDINGS, INC.

JOB NUMBER: 20-1512

PROJECT  
EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP  
DATE: 04/21/2022

REVISIONS:

ISSUED FOR: CHECKED DATE:  
BY:

- ☐ PRELIMINARY
- ☒ BID SET
- ☐ DESIGN REVIEW
- ☐ CHECKSET
- ☐ CONSTRUCTION

EXTERIOR VIEW

**A2.2**





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DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:

20-1512

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

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UNAUTHORIZED USE OF THESE PLANS, WORKS OR BUILDING  
REPRESENTED CAN RESULT IN THE VIOLATION OF  
CONSTRUCTION OR BUILDING BEING SEIZED AND/OR MONETARY  
COMPENSATION TO BAYLAND BUILDINGS, INC.

JOB NUMBER: 20-1512

PROJECT  
EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP  
DATE: 04/21/2022

REVISIONS:

ISSUED FOR: CHECKED DATE:  
BY:

- ☐ PRELIMINARY  
☒ BID SET  
☐ DESIGN REVIEW  
☐ CHECKSET  
☐ CONSTRUCTION

EXTERIOR ELEVATIONS

A2.1



1/A2.1 SOUTH ELEVATION 3/16" = 1'-0"

EXTERIOR FINISHES



2/A2.1 WEST ELEVATION 3/16" = 1'-0"



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PROPOSED BUILDING FOR:

20-1512

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

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JOB NUMBER: 20-1512

PROJECT  
EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP

DATE: 04/21/2022

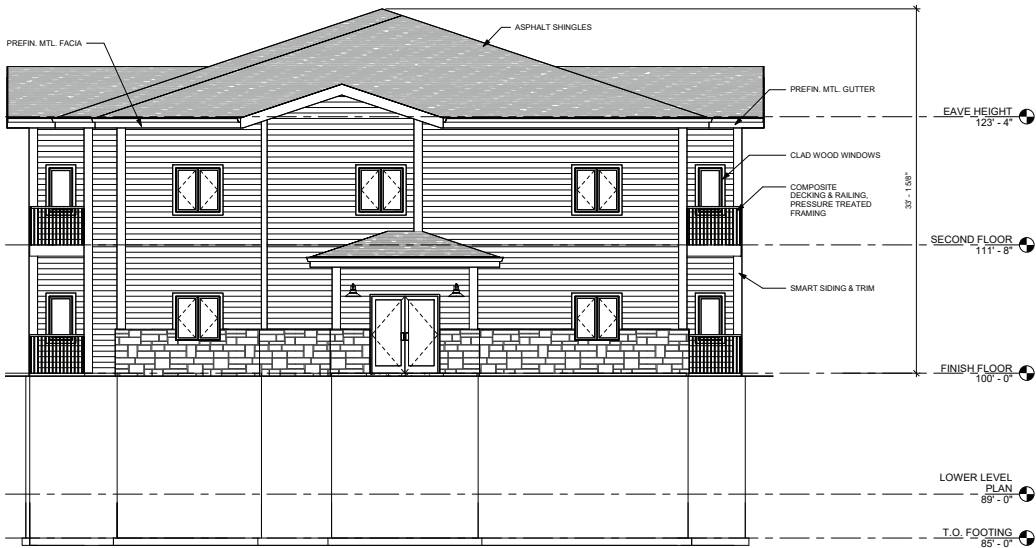
REVISIONS:

ISSUED FOR: CHECKED DATE:  
BY:

- ☐ PRELIMINARY  
☒ BID SET  
☐ DESIGN REVIEW  
☐ CHECKSET  
☐ CONSTRUCTION

EXTERIOR ELEVATIONS

A2.0



EXTERIOR FINISHES



| DOOR SCHEDULE KEY |                             |             |                 |                   |                  |
|-------------------|-----------------------------|-------------|-----------------|-------------------|------------------|
| DOOR FINISH       |                             | FRAME TYPE  |                 | DOOR HARDWARE KEY |                  |
| KEY               | DESCRIPTION                 | KEY         | DESCRIPTION     | KEY               | DESCRIPTION      |
| A                 | HOLLOW METAL                | 1           | HOLLOW METAL    | 1                 | ENTRY LEVERSET   |
| B                 | WIDE STILE ALUM. FULL GLASS | 2           | ALUMINUM        | 2                 | PASSAGE LEVERSET |
| C                 | STAINLESS STEEL             | 3           | STAINLESS STEEL | 3                 | STORAGE LEVERSET |
| D                 | FIBERGLASS                  | 4           | FIBERGLASS      | 4                 | PRIVACY LEVERSET |
| E                 | PLYCO #82 w/ THERMAL BREAK  | 5           | WOOD w/ 3" TRIM | 5                 | EXIT ONLY LOCK   |
| F                 | PLYCO #88                   | 6           | TIMELY STEEL    | 6                 | CLOSER           |
| G                 | SOLID WOOD CORE             |             |                 | 7                 | WALL STOP        |
| H                 | RAISED PANEL WOOD           |             |                 | 8                 | OVERHEAD STOP    |
| I                 | FRENCH STYLE WOOD           |             |                 |                   |                  |
| J                 | CLAD PATIO DOORS            |             |                 |                   |                  |
| WINDOW            |                             | FIRE RATING |                 |                   |                  |
| KEY               | DESCRIPTION                 | KEY         | DESCRIPTION     |                   |                  |
| W-1               | 6" x 36"                    | F-1         | 20-MINUTES      |                   |                  |
| W-2               | 22" x 36"                   | F-2         | 60-MINUTES      |                   |                  |
| W-3               | FULL VIEW                   | F-3         | 90-MINUTES      |                   |                  |
| W-4               | 9 LITE (PLYCO ONLY)         | F-4         | 3 OR 4-HOUR     |                   |                  |

| COMMON SPACE DOOR SCHEDULE |       |        |           |        |            |           |             |  |  |
|----------------------------|-------|--------|-----------|--------|------------|-----------|-------------|--|--|
| Number                     | Width | Height | Door Type | Window | Frame Type | Hardware  | Fire Rating |  |  |
| 001.1                      | 3'-0" | 7'-0"  | G         | N/A    | 5          | 2.6,7.11  | 3/4-HR      |  |  |
| 003.1                      | 6'-0" | 7'-0"  | G         | N/A    | 5          | 3.7.9     | N/A         |  |  |
| 004.1                      | 3'-0" | 7'-0"  | G         | W-3    | 5          | 3.7       | N/A         |  |  |
| 005.1                      | 3'-0" | 7'-0"  | G         | N/A    | 5          | 2.6,7.11  | N/A         |  |  |
| 006.1                      | 3'-0" | 7'-0"  | G         | W-1    | 5          | 3.7       | N/A         |  |  |
| 008.1                      | 3'-0" | 7'-0"  | G         | N/A    | 5          | 2.6,7.11  | 3/4-HR      |  |  |
| 010.1                      | 3'-0" | 7'-0"  | G         | W-3    | 2          | 1.6,10.15 | N/A         |  |  |
| 010.2                      | 3'-0" | 7'-0"  | B         | W-3    | 2          | 1.6,10.15 | N/A         |  |  |
| 100.1                      | 3'-0" | 7'-0"  | G         | N/A    | 5          | 2.6,7.11  | 3/4-HR      |  |  |
| 101.1                      | 3'-0" | 7'-0"  | G         | W-1    | 5          | 2.6,7.11  | N/A         |  |  |
| 101.2                      | 3'-0" | 7'-0"  | G         | N/A    | 5          | 2.6,7.11  | N/A         |  |  |
| 200.1                      | 3'-0" | 7'-0"  | G         | N/A    | 5          | 2.6,7.11  | 3/4-HR      |  |  |
| 201.1                      | 3'-0" | 7'-0"  | G         | W-1    | 5          | 2.6,7.11  | N/A         |  |  |
| 201.2                      | 3'-0" | 7'-0"  | G         | N/A    | 5          | 2.6,7.11  | 3/4-HR      |  |  |

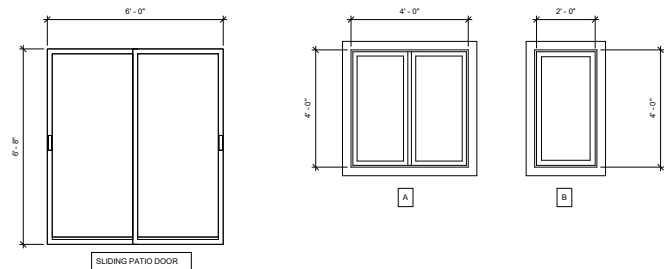
| UNIT DOOR SCHEDULE |       |        |           |        |            |           |             |                           |  |
|--------------------|-------|--------|-----------|--------|------------|-----------|-------------|---------------------------|--|
| Number             | Width | Height | Door Type | Window | Frame Type | Hardware  | Fire Rating |                           |  |
| 01.1               | 3'-0" | 7'-0"  | G         | N/A    | 5          | 1.6,7.15  | 3/4-HR      |                           |  |
| 01.2               | 6'-0" | 6'-8"  | J         | W-3    | 5          | SEE NOTES | N/A         | EXTERIOR SLIDING HARDWARE |  |
| 02.1               | 3'-0" | 7'-0"  | H         | N/A    | 5          | 1.7       | N/A         |                           |  |
| 02.2               | 5'-0" | 7'-0"  | H         | N/A    | 5          | SEE NOTES | N/A         | BIFOLD HARDWARE           |  |
| 03.1               | 2'-8" | 7'-0"  | H         | N/A    | 5          | 1.7       | N/A         |                           |  |
| 04.1               | 3'-0" | 7'-0"  | H         | N/A    | 5          | 1.7       | N/A         |                           |  |
| 04.2               | 5'-0" | 7'-0"  | H         | N/A    | 5          | SEE NOTES | N/A         | SLIDING HARDWARE          |  |
| 05.1               | 3'-0" | 7'-0"  | H         | N/A    | 5          | 1.7       | N/A         |                           |  |

| ROOM FINISH SCHEDULE KEY |                             |       |                 |         |                                                      |
|--------------------------|-----------------------------|-------|-----------------|---------|------------------------------------------------------|
| FLOORING                 |                             | WALLS |                 | CEILING |                                                      |
| KEY                      | DESCRIPTION                 | KEY   | DESCRIPTION     | KEY     | DESCRIPTION                                          |
| F-1                      | COMMERCIAL CARPET           | B-1   | 4" VINYL        | W-1     | PAINTED DRYWALL - LIGHT SKIP TROWEL - ORANGE         |
| F-2                      | RESIDENTIAL CARPET w/ PAD   | B-2   | 8" VINYL        | W-2     | PEEL - SMOOTH LEVEL 4                                |
| F-3                      | QUARRY TILE                 | B-3   | QUARRY TILE     | W-3     | PAINTED PLASTER                                      |
| F-4                      | CERAMIC TILE                | B-4   | CERAMIC         | W-4     | WALL COVERING/VINYL WALL COVERINGS                   |
| F-5                      | V.C. TILE                   | B-5   | CARPET          | W-5     | PAINTED BLOCK                                        |
| F-6                      | EPOXY                       | B-6   | 3" WOOD - MAPLE | W-6     | CERAMIC TILE (4x4)                                   |
| F-7                      | ACRYLIC                     | B-7   | EPOXY COVE      | W-7     | WOOD WAINSCOT                                        |
| F-8                      | EXPOSED CONCRETE            | B-8   | EXISTING        | W-8     | SMOOTH FRP ON 1/2" OSB                               |
| F-9                      | QUARTZ EPOXY                | B-9   |                 | W-9     | SMOOTH FRP ON 1/2" GYPSUM                            |
| F-10                     | CERAMIC TILE UPGRADE        |       |                 | W-9     | TEXTURED FRP ON 1/2" GYPSUM                          |
| F-11                     | COMMERCIAL SHEET VINYL      |       |                 | W-10    | AC PLYWOOD #1 - (FEW PLUGS, NOT SANDED)              |
| F-12                     | HARDWOOD FLOORING           |       |                 | W-11    | EXISTING / (PAINT EXISTING)                          |
| F-13                     | COM NLAD                    |       |                 | W-12    | U LAY PLYWOOD #3 - (LOTS OF PLUGS, NOT SANDED)       |
| F-14                     | LVT / LVP                   |       |                 | W-13    | OSB SHEETING                                         |
| F-15                     | HARDWOOD                    |       |                 | W-14    | 2x4-CA WHITE LINER                                   |
| F-16                     | RUBBER TREADS AND BACKSLASH |       |                 | W-15    | EXPOSED STRUCTURE                                    |
|                          |                             |       |                 | W-16    | STAY IN PLACE PVC UNIFORM PLASTIC CONC. FILLED FORMS |
| F-17                     | EXISTING                    |       |                 | W-17    | T&G SMOOTH PVC LINER w/ 1/2" EXTERIOR PLYWD. BACKER  |
| F-50                     |                             |       |                 | W-18    | PVC CORRUGATED WALL PANEL                            |
|                          |                             |       | W-50            |         |                                                      |
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| COMMON SPACE ROOM SCHEDULE |                |              |             |             |      |       |      |                  |         |          |          |
|----------------------------|----------------|--------------|-------------|-------------|------|-------|------|------------------|---------|----------|----------|
| Room                       | Name           | Floor Finish | Base Finish | Wall Finish |      |       |      | Sheetrock Height | Ceiling |          | Comments |
|                            |                |              |             | North       | East | South | West |                  | Finish  | Height   |          |
| 001                        | STAR #1        | F-14         | B-1         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 10' - 0" |          |
| 002                        | ELEVATOR LOBBY | F-14         | B-1         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 10' - 0" |          |
| 003                        | ELEC. CLOSET   | F-8          | B-1         | W-4         | W-4  | W-1   | W-1  | CLNG             | C-1     | 10' - 0" |          |
| 004                        | OFFICE         | F-1          | B-1         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 10' - 0" |          |
| 005                        | STORAGE        | F-8          | B-1         | W-4         | W-4  | W-1   | W-1  | CLNG             | C-1     | 10' - 0" |          |
| 006                        | CORRIDOR       | F-1          | B-1         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 10' - 0" |          |
| 008                        | FITNESS ROOM   | F-14         | B-1         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 10' - 0" |          |
| 100                        | LOBBY          | F-14         | B-1         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 10' - 0" |          |
| 101                        | CORRIDOR       | F-1          | B-1         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 8' - 6"  |          |
| 200                        | ELEVATOR LOBBY | F-14         | B-1         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 10' - 0" |          |
| 201                        | CORRIDOR       | F-1          | B-1         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 8' - 6"  |          |

| UNIT ROOM SCHEDULE |                |              |             |             |      |       |      |                  |         |          |          |
|--------------------|----------------|--------------|-------------|-------------|------|-------|------|------------------|---------|----------|----------|
| Room               | Name           | Floor Finish | Base Finish | Wall Finish |      |       |      | Sheetrock Height | Ceiling |          | Comments |
|                    |                |              |             | North       | East | South | West |                  | Finish  | Height   |          |
| 01                 | LIVING KITCHEN | F-14         | B-6         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 10' - 0" |          |
| 02                 | BEDROOM        | F-2          | B-6         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 9' - 0"  |          |
| 03                 | BATHROOM       | F-4          | B-4         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 9' - 0"  |          |
| 04                 | BEDROOM        | F-2          | B-6         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 9' - 0"  |          |
| 05                 | BATHROOM       | F-4          | B-4         | W-1         | W-1  | W-1   | W-1  | CLNG             | C-1     | 9' - 0"  |          |

NOTE: UNITS 102, 103, 104, & 105 TO BE UNFINISHED - INSTALL DRYWALL WITH LEVEL 2 FINISH ONLY.



DOOR/WINDOW LEGEND 1/2" = 1'-0"



**BAYLAND BUILDINGS**  
P.O. BOX 13571 GREEN BAY, WI 54307  
(920) 498-9300 FAX (920) 498-3033  
www.baylandbuildings.com

DESIGN & BUILD GENERAL CONTRACTOR

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

PROPOSED BUILDING FOR:

20-1512

SCALE VERIFICATION

THIS BAR REPRESENTS 1" ON GRAPHIC. ADJUST SCALE ACCORDINGLY.

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JOB NUMBER: 20-1512

PROJECT EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP

DATE: 04/21/2022

REVISIONS:

ISSUED FOR: CHECKED DATE:

BY:

- ☐ PRELIMINARY
- ☒ BID SET
- ☐ DESIGN REVIEW
- ☐ CHECKSET
- ☐ CONSTRUCTION

ROOM / DOOR SCHEDULES

A6.0

**BAYLAND BUILDINGS**

P.O. BOX 13571 GREEN BAY, WI 54307  
(920) 498-9300 FAX (920) 498-3033  
www.baylandbuildings.com

DESIGN & BUILD GENERAL CONTRACTOR

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

PROPOSED BUILDING FOR:

20-1512

**SCALE VERIFICATION**

THIS BAR MEASURES 1" ON ORIGINAL.  
ADJUST SCALE ACCORDINGLY.

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COMPENSATION TO BAYLAND BUILDINGS, INC.

JOB NUMBER: 20-1512

PROJECT  
EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP / AGS

DATE: 02/19/2025

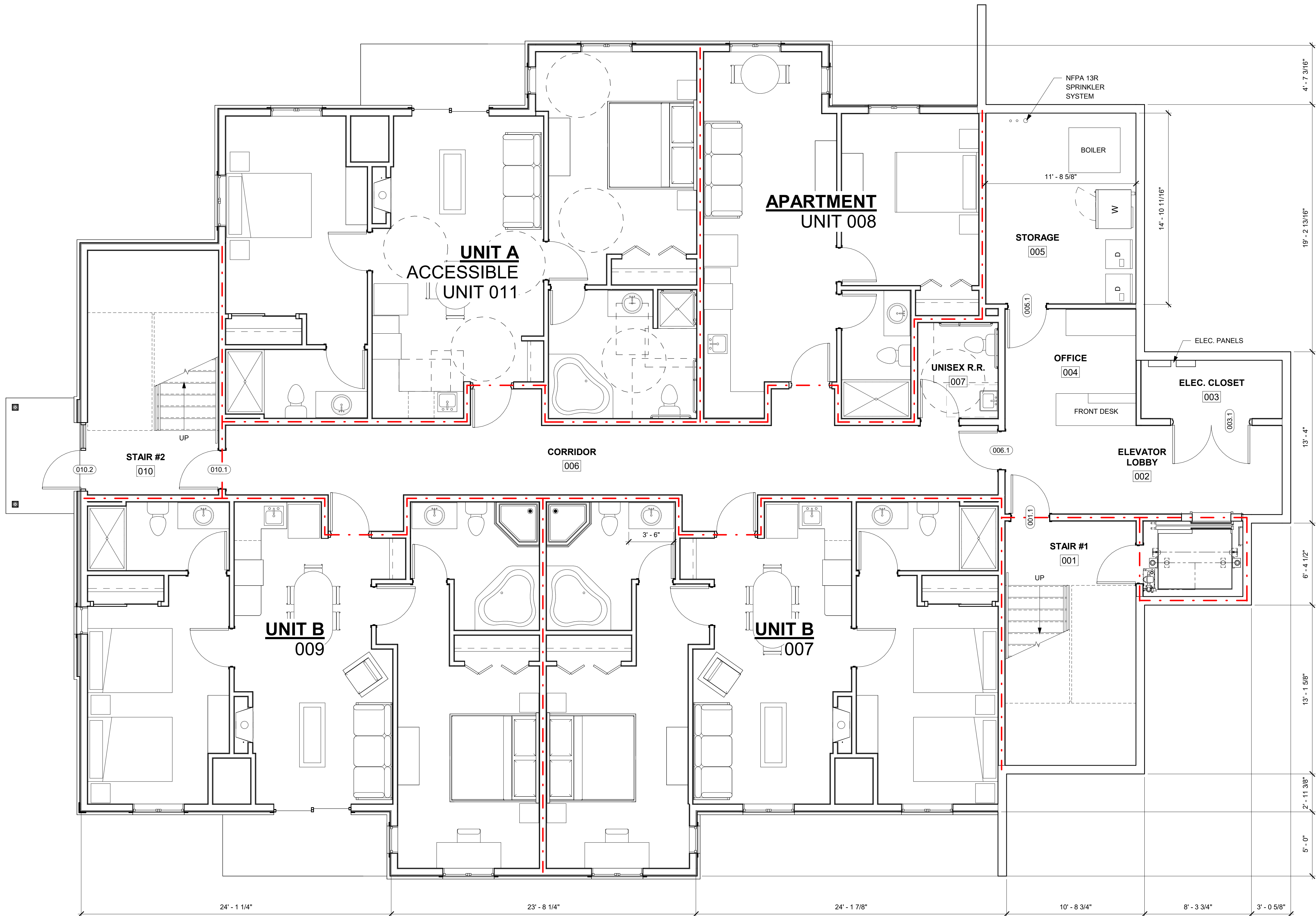
REVISIONS:

ISSUED FOR: CHECKED DATE:  
BY:

- ☒ PRELIMINARY  
☐ BID SET  
☐ DESIGN REVIEW  
☐ CHECKSET  
☐ CONSTRUCTION

LOWER LEVEL PLAN

A1.0



1 / A1.0 LOWER LEVEL PLAN 1/4" = 1'-0"





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EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP / AGS

DATE: 02/19/2025

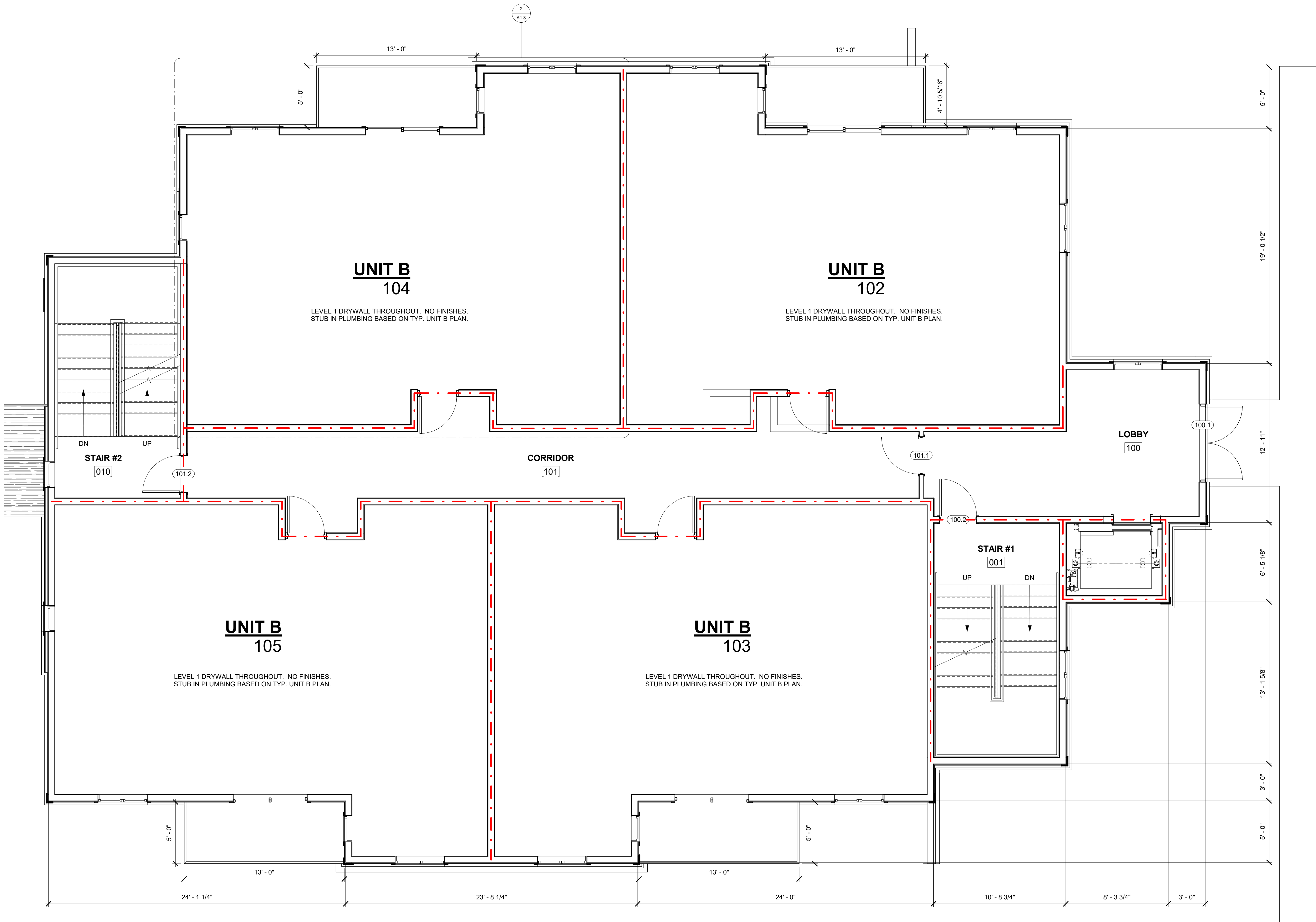
REVISIONS:

ISSUED FOR: CHECKED DATE:  
BY:

- ☒ PRELIMINARY  
☐ BID SET  
☐ DESIGN REVIEW  
☐ CHECKSET  
☐ CONSTRUCTION

FIRST FLOOR PLAN

A1.1



1 /A1.1 FIRST FLOOR PLAN 1/4" = 1'-0"

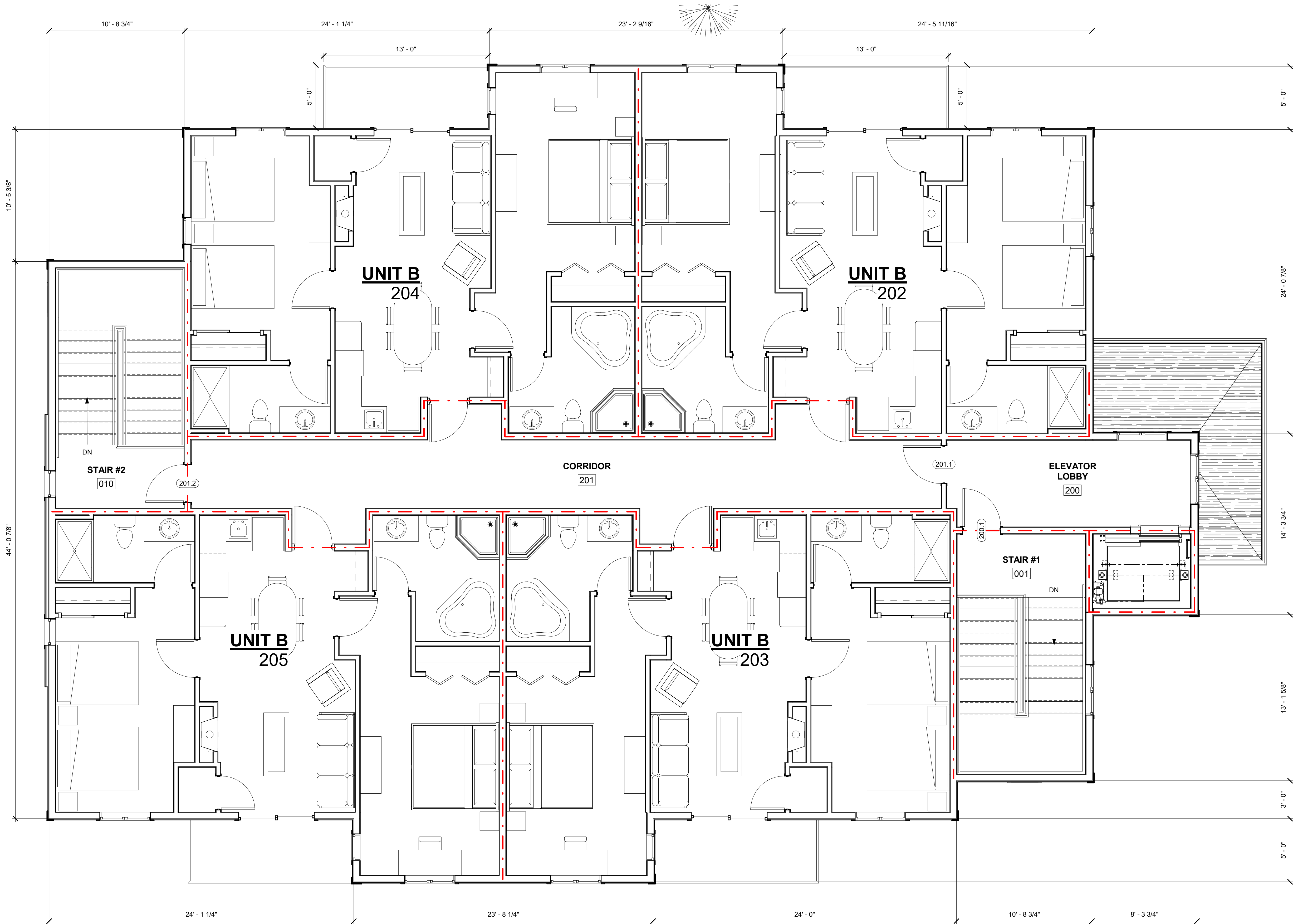




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1 /A1.2 SECOND FLOOR 1/4" = 1'-0"



PROPOSED BUILDING FOR:

20-1512

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

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JOB NUMBER: 20-1512

PROJECT  
EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP / AGS

DATE: 02/19/2025

REVISIONS:

ISSUED FOR: CHECKED DATE:  
BY:

- ☒ PRELIMINARY
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SECOND FLOOR PLAN

A1.2



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DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:

20-1512

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JOB NUMBER: 20-1512

PROJECT  
EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP / AGS

DATE: 02/19/2025

REVISIONS:

ISSUED FOR: CHECKED DATE:  
BY:

- ☒ PRELIMINARY
- ☐ BID SET
- ☐ DESIGN REVIEW
- ☐ CHECKSET
- ☐ CONSTRUCTION

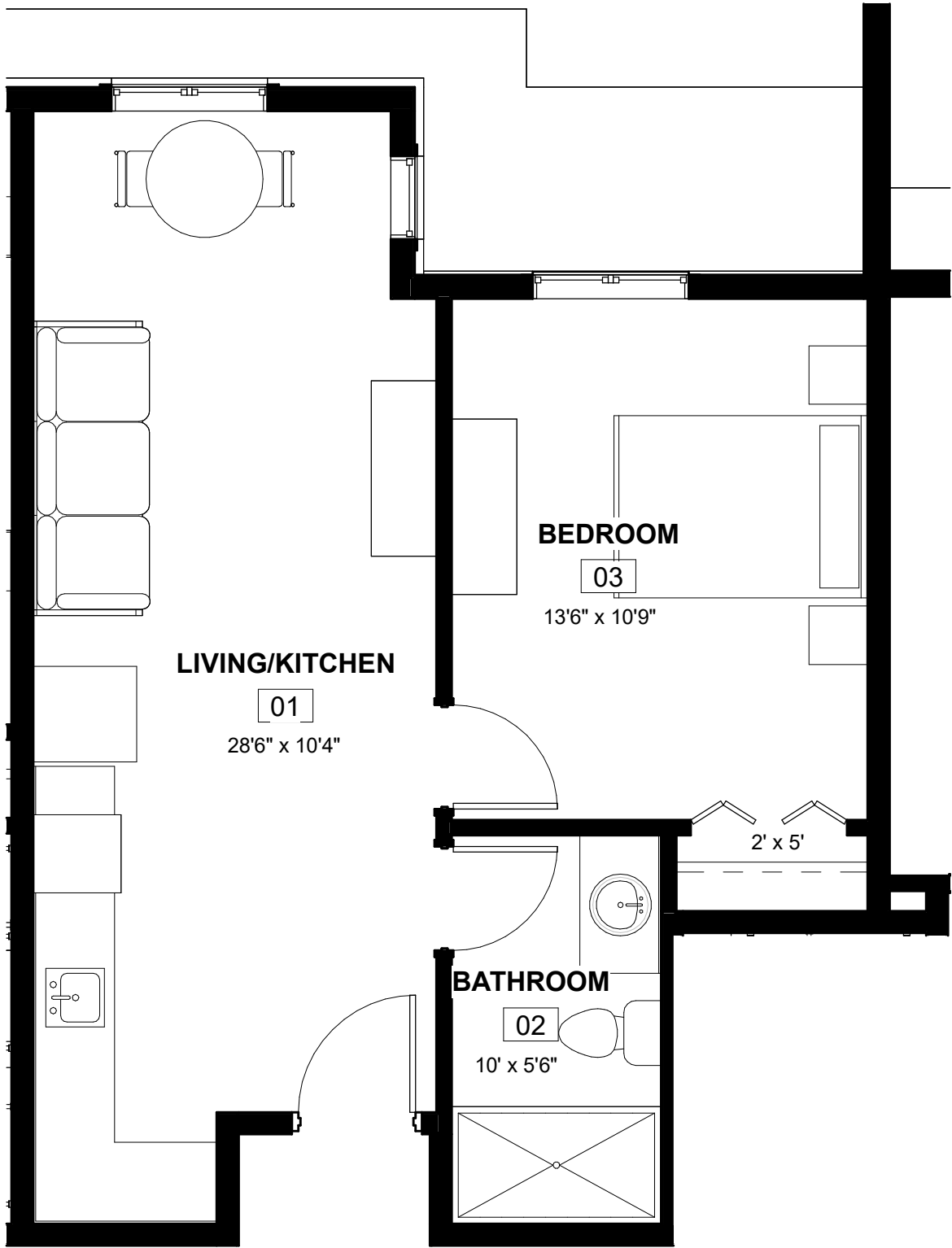
ENLARGED UNIT PLAN

A1.3



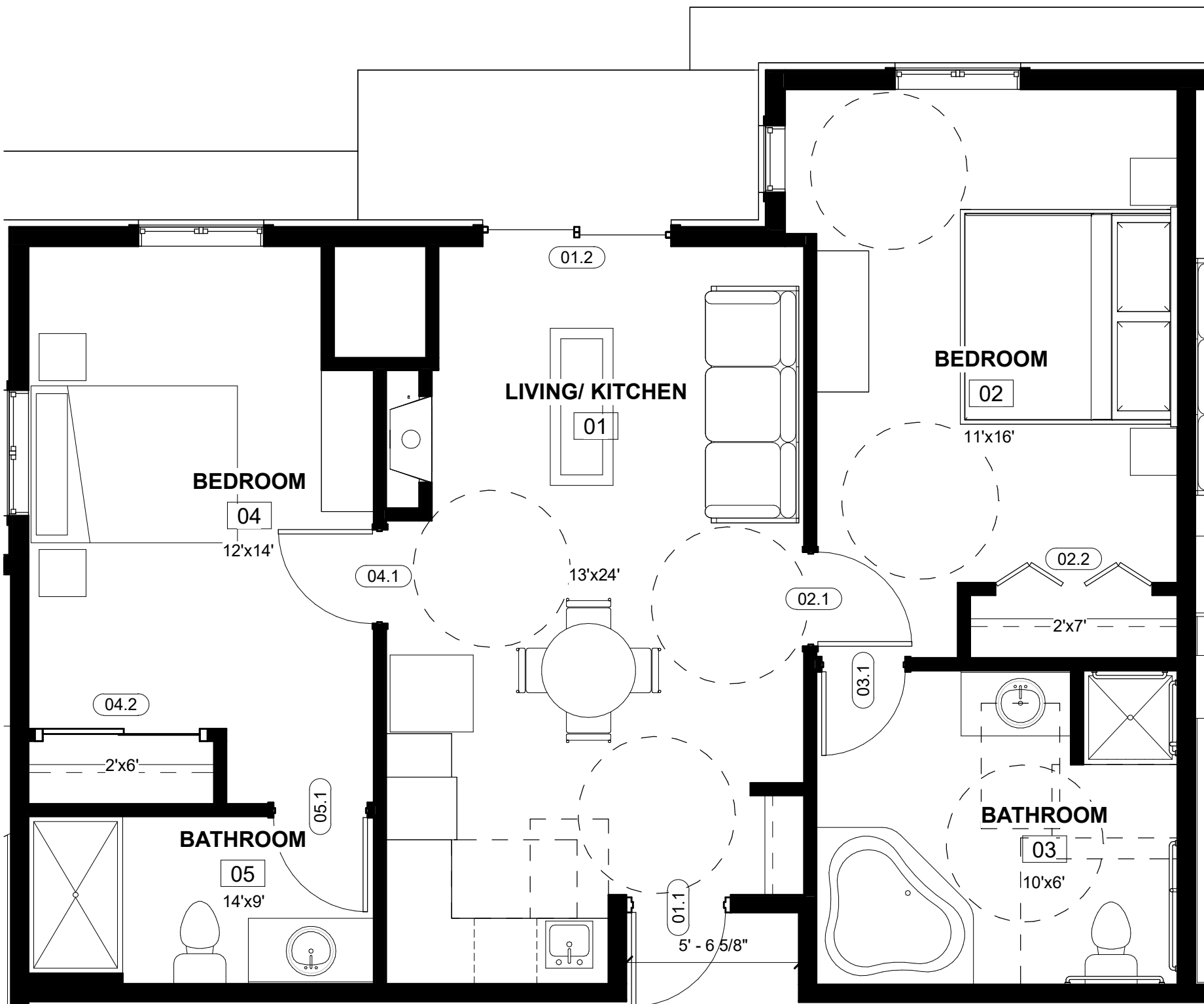
2 /A1.3 UNIT B 1/4" = 1'-0"

10 TOTAL UNITS



3 /A1.3 APARTMENT 1/4" = 1'-0"

1 TOTAL UNIT



1 /A1.3 UNIT A 1/4" = 1'-0"

1 TOTAL ACCESSIBLE UNIT

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## LANDSCAPING CALCULATIONS

1 TREE PER 35' R.O.W.  
154' R.O.W / 35' = 5 TREES  
WHITE DOGWOOD (CORNUS FLORIDA)

|                           |          |
|---------------------------|----------|
| AREA:                     | 1,618 SF |
| REQ'D PLANTING AREA(25%): | 405 SF   |

11 MEDIUM SHRUB (38 SF) = 418 SF  
7 AMERICAN ARBORVITAE (THUJA OCCIDENTALIS)  
(64% EVERGREEN)  
4 GOLDEN PRIVET LIGUSTRUM (LIGUSTRUM X VICA  
(36% DECIDUOUS)

|                            |          |
|----------------------------|----------|
| PARKING LOT AREA:          | 6,164 SF |
| REQ'D LANDSCAPE AREA (5%): | 309 SF   |

REQ'D SHADE TREES: 1 TREE PER 300' PARKING LOT PERIMETER  
328'-6" PERIMETER - 2 SHADE TREES  
SUGAR MAPLE (ACER SACCHARUM)

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

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**PROJECT EXECUTIVE:** BRIAN PETERS

**DATE:** 03/11/2025

### ZONING INFORMATION

**ZONING INFORMATION**  
DISTRICT B-1  
SETBACKS ARE FRONT 40'-0" FROM EDGE OF PAVEMENT  
SIDES 10'-0"  
REAR 20'-0"

1 SPACE PER UNIT: 12 UNITS X 1 = 12 SPACES  
1 SPACE PER STAFF AT MAX. SHIFT:  
1 EMPLOYEE X 1 = 1 SPACE  

---

13 SPACES REQ'D  
**17 SPACES PROVIDED**

FLOOR AREA 20,200 SF  
LOT AREA 47,375 SF  
FAR .43

**LOT AREA** 47,375 SF

|                           |                                 |
|---------------------------|---------------------------------|
| PARKING AREA              | 8,201 SF                        |
| SIDEWALK AREA             | 815 SF                          |
| <u>BUILDING FOOTPRINT</u> | <u>5,729 SF</u>                 |
|                           | SUBTOTAL 14,745 SF (31% OF LOT) |

GREEN SPACE 32,630 SF (69% OF LOT)

- ☐ PRELIMINARY
- ☒ BID SET
- ☐ DESIGN REVIEW
- ☐ CHECKSET
- ☐ CONSTRUCTION

# C1.0



NORTH CAROLINA STATE UNIVERSITY

## PHOTOS OF EXISTING LANDSCAPING RECEIVED FROM RICHARD HOFFMAN



| Statistics   |        |        |         |        |         |         |
|--------------|--------|--------|---------|--------|---------|---------|
| Description  | Symbol | Avg    | Max     | Min    | Max/Min | Avg/Min |
| Calc Zone #1 | +      | 1.4 fc | 11.3 fc | 0.0 fc | N/A     | N/A     |



|                    |              |
|--------------------|--------------|
| <b>Designer</b>    |              |
| <b>Date</b>        | 03/11/2025   |
| <b>Scale</b>       | Not to Scale |
| <b>Drawing No.</b> |              |
| <b>Summary</b>     |              |



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DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:

**20-1512**

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

**SCALE VERIFICATION**

THIS BAR REPRESENTS 1" ON GRAPH  
EQUATES TO 20'-0" ON GROUND

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**JOB NUMBER:** 20-1512

**PROJECT EXECUTIVE:** BRIAN PETERS

**DRAWN BY:** CMP

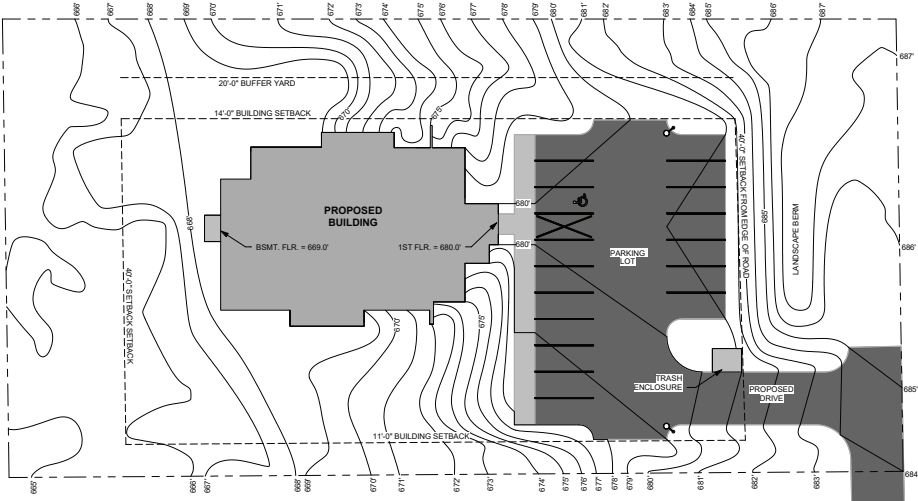
**DATE:** 04/21/2022

**REVISIONS:**

| ISSUED FOR:                                 | CHECKED BY: | DATE: |
|---------------------------------------------|-------------|-------|
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| <input checked="" type="checkbox"/> BID SET |             |       |
| <input type="checkbox"/> DESIGN REVIEW      |             |       |
| <input type="checkbox"/> CHECKSET           |             |       |
| <input type="checkbox"/> CONSTRUCTION       |             |       |

GRADING PLAN

**C1.1**



1/C1.1 GRADING PLAN 1" = 20'-0"

**AGENDA ITEM NO. 7**  
**DISCUSSION/ACTION ITEMS:**

**d. POTENTIAL AMENDMENTS TO  
R-4 ZONING DISTRICT REGULATIONS**



## STAFF REPORT – R-4 LOT STANDARDS

**Date:** March 18, 2025

**Board/Committee:** Plan Commission

**Re:** Proposed Code Amendments

**Author:** Julie A. Schmelzer, Village Administrator

In the R-4 district, in order to fit a small home with a garage behind it, the R-4 standards will need to be revised.

To determine what size lots would be needed, and whether we could offer affordable size homes, in January 2025 I met two times with Portside Builders. They had agreed to draw some affordable home plans at no cost to the village. Based on the Board's December 2022 support for homes having front porches and a 'depression era' neighborhood design whereby homes were closer to the road inviting dialogue between neighbors, and the psychological benefits of outdoor spaces, I did ask that the plans include a front porch. They provided plans for 6' deep porches of varying widths.

They designed the following:

- One bedroom, one full bath – Four different plans, one has an optional floor plan, each has three 'fronts' (porch rooflines) to choose from. Sizes range from 728 sq. ft to 832 sq. ft.
- Two bedroom, one offers two full baths (roommate potential to offset costs?) – Six different plans, two have an optional floor plan, each has three 'fronts' (porch rooflines) to choose from. Sizes range from 952 sq. ft to 1122 sq. ft.
- Three bedroom, all are two full bath – four plans, each with three 'fronts' (porch rooflines) to choose from. Sizes range from 1092 sq. ft to 1350 sq. ft.

I also used the designs to determine what size lots should be required, and recommended setbacks. The conclusion was setbacks should be modified.

Currently R-4, where the village's 56-acre site is located, requires one side to be 5' from the lot line, for a total of 20'. This means homes could be either 10' apart, or 30' apart, allowing excess land that could have been used to create an additional lot. Additionally, it means lots have to be 20' wider than the projected homes. It is recommended we have 8' side yard setbacks, and the measurement be from the wall of the building. An 8' setback is consistent with setbacks seen in Sturgeon Bay's affordable housing subdivisions. The Fire Chief has verified a separation of 16' would be acceptable for their protection services.

Also, a reduced road setback is recommended to encourage communication within the neighborhood. Initially I reviewed the plans assuming a porch setback of 20' from the right-of-way/the wall of the home at 26'; currently the setback is 70' from the centerline of a right-of-way

(in an R-1 district) meaning a 60' wide road has a setback of 35' from a r.o.w., so a 20' setback in a higher density area made sense. However, I then realized the requirement in an R-2 district is 60' from centerline, and R-4 (where the site is located) is 25' from the centerline of a right-of-way, meaning in a R-2 or R-4 district, if the road is 60' wide, the home could actually be *at the right-of-way or in the right-of-way*, which clearly isn't the intent of the code. The recommended setback mentioned is 20' from the right-of-way, but should be revisited once road widths are known.

As for lot widths, all but one of the one- and two-bedroom homes can be built on a 50' wide lot; three bedroom requires 60' or 65' (one plan requires 65')—and keep in mind this is without garages on the side of the home and assuming an 8' side setback.

For depth, the assumption was a 20' r.o.w. setback, 24' garage (although many may opt for 22'), and a 40' rear setback, although currently R-4 allows for a 25' rear setback. (I opted for 40' since R-1 has 40', and due to the narrow lot, it allowed for a backyard for the family). With these assumptions in mind, depth could be 120', although two of the two-bedroom plans, and one of three bedroom plans, would need 125'. If we maintained a 25' rear yard as currently required in R-4, lots could be 110' deep, and if we allowed a 10' r.o.w. setback, they could be 100' deep.

Currently R-4 requires a 4500 sq. ft. lot. A 50' x 100' lot would be 5000 sq. ft, so although it'd be tight, it is a minimum and could accommodate some smaller homes.

Based on family size, we know one- and two-bedroom homes are needed, and not as many three-bedroom homes. The minimum lot could be 50' wide and 100' deep, and when the subdivision is laid out, we make sure there are some lots restricted for use as three-bedroom lots and they be designed at 60' x 120'.

#### **Setback and lot size conclusion/recommendation:**

- 8' side setback, from wall (shared driveway lots mean roughly an 18' separation as there would be a 12' driveway and two 3' landscaping strips)
- Porch or furthest extension - 10' from r.o.w.
- 25' rear setback (as currently exists)
- Min. 50' wide, 100' deep, 5000 sq. ft. Be advised though, on Wiltse for example, some lots will need to be larger to accommodate more styles and sizes of homes. (For example, 60' wide.)

**AGENDA ITEM NO. 7**  
**DISCUSSION/ACTION ITEMS:**

**e. POTENTIAL AMENDMENTS TO  
LIGHTING REGULATIONS**



## STAFF REPORT – DARK SKY AMENDMENTS

**Date:** March 18, 2025

**Board/Committee:** Plan Commission

**Re:** Proposed Code Amendments

**Author:** Julie A. Schmelzer, Village Administrator

In 2024 staff I was directed to work on Dark Sky lighting standards.

1. I met with WPS who offered to make the street lights on Highway 42 and 57 dark sky friendly. I contacted the DOT and county to see if they had any objections to the village replacing the bulbs with dark sky friendly bulbs, and they had no objection citing it was in our jurisdiction to do so. Does the committee want to make a recommendation to the Parks, Property & Streets Committee to initiate WPS converting the bulbs? It would be at no cost to the village.
2. I also met with Brian Grube of Newport State Park. Brian forwarded a sample ordinance he was familiar with from Flagstaff, Arizona, for us to get some regulatory ideas. Would a commission member like to volunteer to work on revising our lighting standards to incorporate dark sky friendly standards? Brian also shared some fliers we might want to consider developing.

Samples:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:5f01d784-54e6-49f1-bf9f-3449f4598c00>

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:ca650cf8-9d8e-4bb6-9ce6-6c0718e65ad2>

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:7d1548b5-67fd-41a4-9a4b-2040815b07d3>

**AGENDA ITEM NO. 7**  
**DISCUSSION/ACTION ITEMS:**

**f. REQUEST FOR PROPOSAL;  
MULTI-FAMILY;  
NORTHWOODS DRIVE & AVA HOPE COURT**



## **STAFF REPORT – MULTI-FAMILY HOUSING**

**Date:** March 18, 2025

**Board/Committee:** Plan Commission

**Re:** RFP Recommended

**Author:** Julie A. Schmelzer, Village Administrator

The Housing Committee has recommended the Plan Commission consider recommending to the Board the village issue an RFP for developers to develop affordable multi-family buildings at the corner of Northwoods and Ava Hope Court. Does the Plan commission support this proposal?

**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;  
APRIL 22, 2025 AT 5:30 P.M.  
(LARGE MEETING ROOM –  
SISTER BAY-LIBERTY GROVE FIRE STATION)**

**AGENDA ITEM NO. 10**

**ADJOURNMENT**