



AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE MEETING AGENDA

Thursday, April 10, 2025 at 2:00 P.M.

Sister Bay Liberty Grove Fire Department – 2258 Mill Road – Small Conference Room

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

AGENDA

1. Call to Order
2. Roll Call

1.	Richard Burress – Chair	2.	Ken Church	3.	Ron Kane
4.	Patrice Champeau	5.	Kurt Harff	6.	Chris Hecht
7.	Brigid White	8.	Jill Wiebe	9.	Nate Bell – <i>ex officio</i>
10.	Julie Schmelzer – Village Administrator				

3. Approve Agenda
4. Approve Minutes: April 2, 2025 Meeting
5. Comments, Correspondence and Concerns from the Public
6. Discussion/Action Items
 - a) Work Assignments
 - b) Review Staff Summary of Potential Sites
 - c) Discussion and Next Steps
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
8. Next Meeting Date: April 24, 2025
9. Adjourn

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118, (FAX) 854-9637, or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours (8 a.m. – 4 p.m. weekdays). The Village of Sister Bay is an Equal Opportunity Provider and Employer.

Village of Sister Bay Ad Hoc Administration Building Review Task Force Meeting

Thursday, April 2, 2025

Agenda Item No 1. Call to Order

The April 2nd meeting of the Sister Bay Ad Hoc Review Task Force was called to order by Chairman Burress at 2:02 PM at the Fire Station.

Agenda Item No. 2. Roll Call

Present Chairman Burress, and members Patrice Champeau, Brigid White, Ken Church, Kurt Harff, Ron Kane, Chris Hecht, and ex-officio Nate Bell. Absent, member Jill Wiebe.

Others: Lousie Howson, Scott Shanahan, Terry Wolf, Chris Schmeltz

Agenda Item 3. Approval of the Agenda

Motion by Church, second by Kane, to approve the agenda as presented. Motion carried. All ayes.

Agenda Item 4. Comments, Correspondence and concerns from the Public

Terry Wolf asked if the analysis being undertaken would include a look at how many meeting rooms the village needs. His question was in part to let us know that eventually, there may be available meeting room space in the Little Sister Barn at the historical site. Scott Shanahan raised the issue of spending on this project, and the need to keep the village taxpayers in mind.

Agenda Item 5. Discussion/Action items

a) Introduction of Committee Members

The members introduced themselves and gave a brief background.

b) Authorization of Committee: Resolution 2025-002

Burress referred committee member to Resolution 2025-002.

c) Discussion of Site Location and Evaluation of Same

Committee members reviewed eighteen possible locations sites as handed out by Chairman Burress. Committee member added two additional sites for a total of twenty. With discussion, the committee eliminated five of the sites from consideration. Members felt that the remaining fifteen warranted further consideration (see attached).

Discussion then turned to how we would evaluate the potential sites. Members then developed a list of 23 considerations. Members were given a ranking sheet

asking that they would rank their top five considerations with the number one receiving 5 points, number two receiving 4 points and so on down to their number 5 receiving one point. Considerations were totaled and totals are listed (see attached).

Agenda Item 5. Matters to be placed on Future Agendas

Chairman Burress has discussed with the Village Administrator an April 10th meeting date scheduled for 2:00pm. Burress will ask the Administrator to attend with history and concerns of potential sites selected by the committee.

Agenda Item 6. Future Meeting Dates:

The Committee has set the following dates to meet. April 10th, April 24th, April 30th. All meetings will be at 2:00P.M.

Agenda Item 7. Adjourn

At 3:55 PM a motion was made by Champeau, seconded by Burress to adjourn the April 2, 2025, meeting of the Ad Hoc Administration Building Review Task Force Committee. Motion carried-all ayes.

Respectfully submitted,

Richard Burress
Committee Chair

Item 5.c, inventory list:

1. Logerquist
2. Wiltse off ZZ
3. Wiltse off Woodcrest
4. Wiltse off Autumn Ct.
5. Wiltse off Scandia
6. Add on to parks building (Autumn Ct)
7. At current Parks building site
8. Krist location
9. Swap 40's with Barbra Hull
10. Silver Birch gift shop (1.2)
11. Across from Mill rd. on Woodcrest 2.14
12. Country Walk Dr. and 57 (1.2)
13. Old Traver clinic (3.45)

14. Old Bank-NWTC

15. Property South of Wolf on Highway 42 (3.3)

Item 5.c, ranking:

1. Is this property owned by the Village? 5,1,1,4,4,5=20
2. Is this property currently served by Sewer and Water? 4,5,5,3,3,5=25
3. Is the property within 500 ft of S&W? 3
4. Is the property available or for sale? 3
5. Does this property exhibit any building restrictions?
6. Overall cost of the project 1,2,3,5,5,4=20
7. Does this property exhibit any ingress/egress issues? 3,4=7
8. Is there an existing parking lot at this property for 50 vehicles? 4,1=5
9. Would the parking at this site be multi-use? 1,5,3=9
10. Is this property compatible with a government building?
11. Would the location of this building constitute spot zoning?
12. Would the building at this site compromise adjacent land use?
13. Is there meeting space in an existing building?
14. Does the site accommodate expansion? 1
15. Is the site East of Bayshore Drive if downtown 2
16. What are the infrastructure costs 4,2=6
17. Is the property in a B3 district 1
18. Do we maintain Green Space
19. Is there remediation of contaminants
20. Is there Presence-represents the Village style 2,4=6
21. Is there a water view?
22. Is there use of an existing building 2
23. Does the site accommodate future government buildings 2

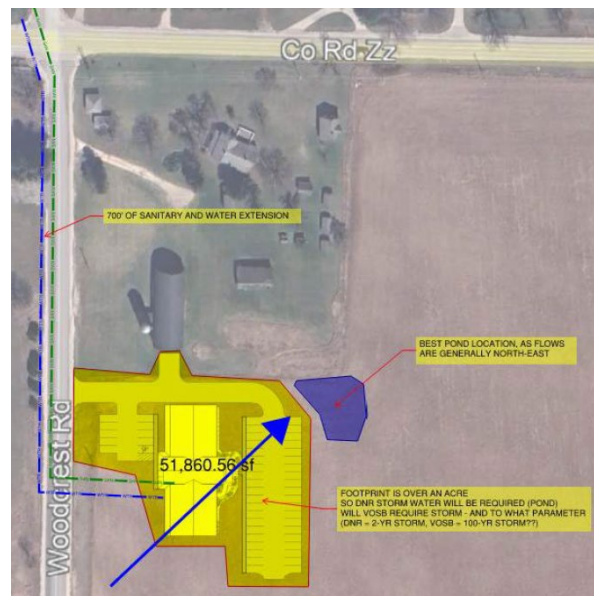
Compiled by Julie A. Schmelzer
Village Administrator
April 5, 2025

Committee Members,

I have been asked to provide more information about each of the sites you considered at your last meeting. The pros and cons of some of the sites listed were evaluated in the 2023 Facilities Plan, attached.

Below is additional information available to staff.

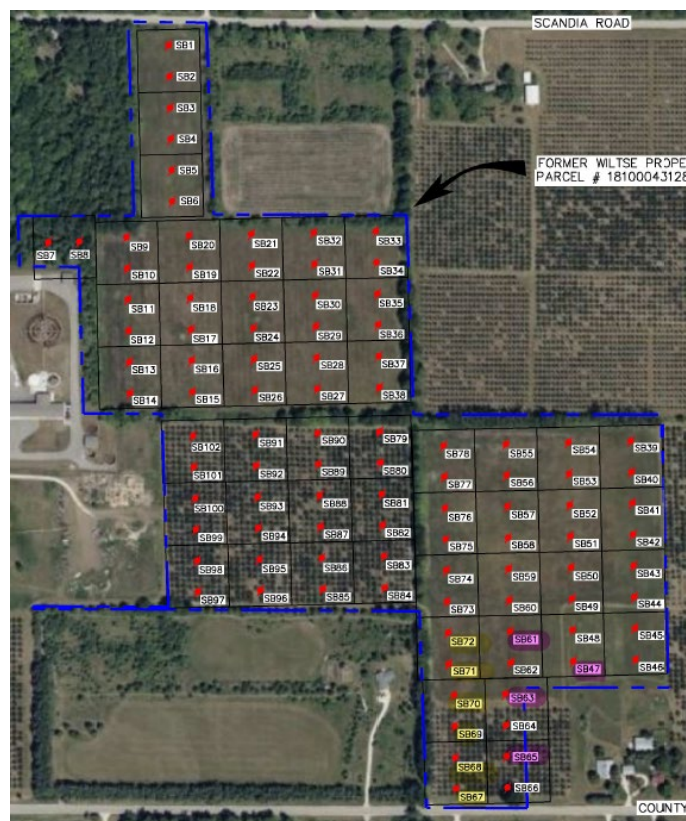
Logerquist



- Already paid for (no debt), no land acquisition costs.
- In an area of government services/proposed government services (e.g. possible site for future fire station).
- Road is existing.
- Sewer must be run in the right-of-way a distance of 700' (average price \$156/linear foot, but varies on contractor, length, needs, and season). \$109,000 est.
- Stormwater pond required if over an acre of disturbance for all anticipated development on the site; site available.
- Historic site/value (building was designed to compliment historic farm use).
- Flat site, no topographic concerns.
- Currently having a Phase I assessment completed, but it is anticipated there are no issues since there currently is not evidence of an arsenic mixing site.

Wiltse off CTH ZZ & Wiltse off Scandia

- Already paid for (no debt), no land acquisition costs
- In an area of government services.
- Road must be built. Per 2024 estimates for other roads, est. \$1587/linear foot (varies by contractor, length, needs, and season).
- Sewer must be run (average price \$156/linear foot, but varies on contractor, length, needs, and season). Eastern 18 acres cannot be served by sewer and water without a lift station and well booster.
- Stormwater pond required.
- Some topographic concerns, dependent on site. (Western edge drops in elevation by about 10', dependent on location.)
- Blasting may be required.
- Phase I assessment showed arsenic in soils, but can be developed. However, area off CTH ZZ Phase II assessment shows need for mitigation (scrape soil away and develop mitigation plan for disposed soils and remaining site – required for roads as well as development). The below shows all the soil samples taken, and the pink and yellow highlighted areas are the areas requiring soil mitigation.



Wiltse Site, Accessing off Woodcrest (off ballfield drive)



(Ignore the green – the assumed site is in blue)

- Already paid for (no debt), no land acquisition costs
- In an area of government services.
- Road must be built. Per 2024 estimates for other roads, est. \$1587/linear foot (varies by contractor, length, needs, and season). Est. 2000' at \$3,174,000.
- Sewer must be run (average price \$156/linear foot, but varies on contractor, length, needs, and season). Sewer and water could come off the lateral currently be installed – est. min. of 975' at \$152,000.
- Stormwater pond required.
- Western edge drops in elevation by about 10'; not a flat site.
- Blasting likely required.
- Phase I assessment showed arsenic in soils, but can be developed.
- May need a waiver from the Board to develop within 500' of WWTP (dependent on site; likely granted).

Wiltse off Autumn Court

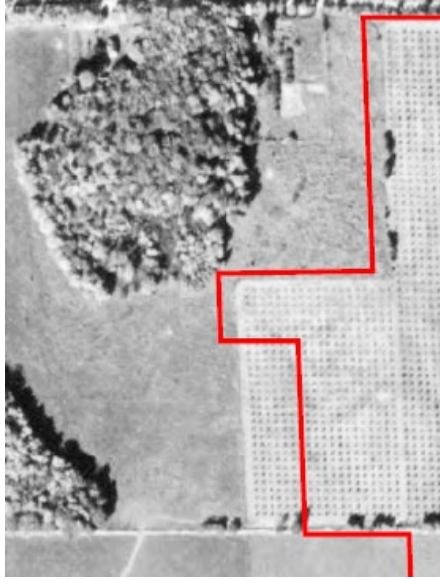
(I'm not aware of the specific site, but am assuming this proposed site is in the area of the community gardens.)



(Ignore the green; site not identified in photo)

- Already paid for (no debt), no land acquisition costs. Have to remain on parks property and not be developed on WWTP property. Be advised a portion of the site may be needed for a sludge drying facility, if the current facility study in process shows this is the best location for the sludge dryer. We have to be careful not to limit potential future needs of the WWTP.
- In an area of government services.
- Road must be built. Per 2024 estimates for other roads, est. \$1587/linear foot (varies by contractor, length, needs, and season).
- Sewer must be run (average price \$156/linear foot, but varies on contractor, length, needs, and season).
- Stormwater pond required.
- Eastern edge rises in elevation by about 10'; not a flat site, but dependent on location.
- Blasting likely required.

- Will need a waiver from the Board to develop within 500' of WWTP (dependent on site; likely granted).
- Access is an issue in that Autumn Court is closed to the public when the WWTP is closed – will need an alternate/new road.
- Does not appear on historic photos as a former cherry orchard.



The Facilities Plan also looked at this site. There were concerns over how the site would work for the undesignated Wiltse property and there were concerns over odor. Also of concern was the cost for the new road to serve the building. After the plan was completed the village was faced with the high cost of hauling sludge, and now may need the site for the sludge dryer, if needed.



Add onto New Parks Maintenance Facility



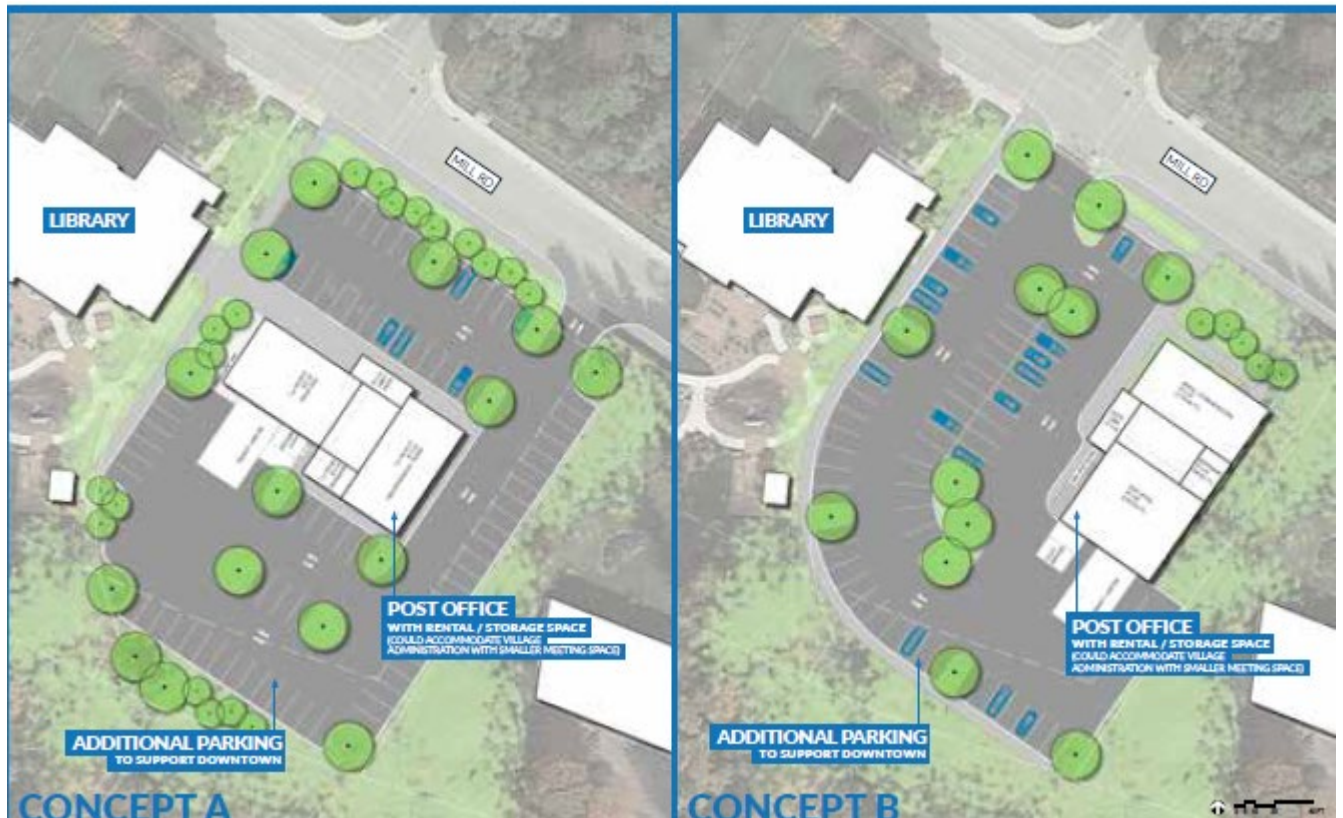
- Already paid for (no debt), no land acquisition costs.
- In an area of government services.
- Sewer must be extended (average price \$156/linear foot, but varies on contractor, length, needs, and season).
- Likely will need to enlarge proposed stormwater pond (for parks building) or have a separate pond.
- Flat site.
- Blasting not required. However, between the new Parks Maintenance Building and the WWTP, is the site of the old lagoon beds. These beds were filled in, but are not deemed stable. The site would need to be excavated to the virgin soil depth. That depth is not known.



- Will need a waiver from the Board to develop within 500' of WWTP (dependent on site; likely granted).
- Odor a concern.

Current Parks Building Site

This site was looked at extensively during the Facilities Plan planning process. At first the committee looked at whether they could combine the post office with the administrative building, and add more parking downtown. At the time the postmaster expressed dissatisfaction with their current post office site, said they would not move off the main road (or at least had to be close to it), and said the federal government was looking at post office consolidations. In an attempt to not lose the postal service being in Sister Bay, finding a new post office site was important.



The plan also felt the Mill Road site was “too constrained” (I recall concerns over meeting space and expansion). Once the Logerquist property was acquired, it was determined the Mill Road site would not be suitable for the Administration Building in case it was needed for a post office someday. The plan also reported that if it is not used for a post office, it

could be used to “supplement downtown parking and potentially offer amenities such as bike parking and an information kiosk. It could also house the village’s bus”.

Across the Road from Mill Road, on Woodcrest



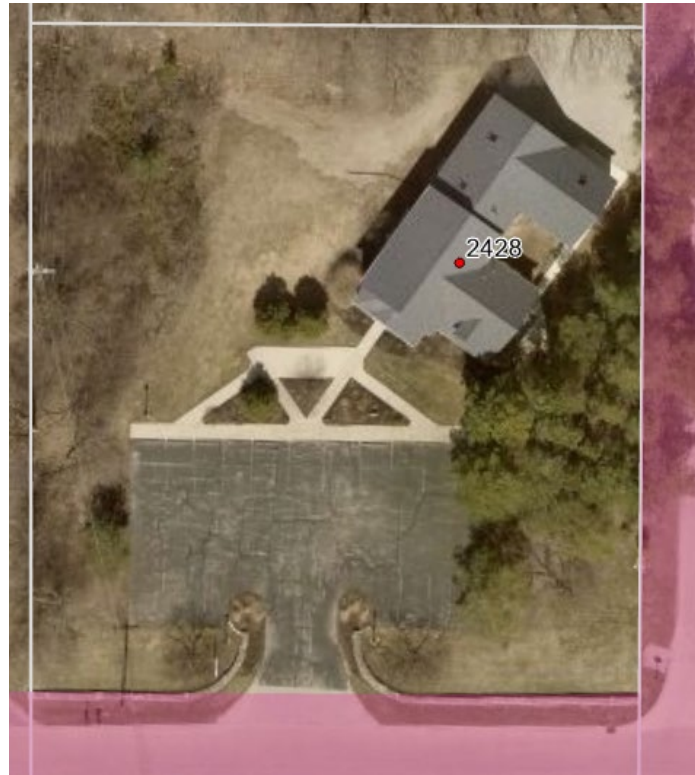
- Land would need to be purchased. 2.14 acres owned by Our Balmoral LLC, San Diego, CA. Assessed value \$208,000.
- In an area of government services.
- Road is existing.
- Sewer must be run (average price \$156/linear foot, but varies on contractor, length, needs, and season). Might be able to tap into new lateral being built, or tap into an existing lateral (believe this requires going under the road).
- Stormwater pond possibly required, dependent on the area disturbed.
- Blasting needs unknown.
- Does not appear on historic photos as a former cherry orchard.

Krist Location off Highway 42



- Land would need to be purchased. Owned by two parties (Krist 78% interest/Wagner 22%). Parking lot is 5.1 acres; building site is 1.75 ac. Purchase price unknown (not listed with a realtor). Parking lot parcel assessed at \$409,300; building parcel assessed at \$1,139,700.
- Major site remedies required in that most of the asphalt must be removed (violates green space requirements); building condition is not considered long term; building nonconforming.
- Not in an area of government services (other than NWTC).
- There is a higher and better use in that this is commercial property.
- Road is existing. However, access needs to be 'fixed'; DOT will not allow any new accesses until the current access is narrowed and serves all properties, including the adjacent gas station.
- Sewer is existing.
- Stormwater pond required.
- Flat site.
- Blasting unknown.

Silver Birch Gift Shop



- Land would need to be purchased. Lot is 1.12 acres. Owned by PEH Investments, LLC. Price unknown in that it is off the market. Assessed at \$840,000.
- Building renovations required to meet state code. Currently retail with living quarters. Questionable if it is large enough to meet village needs without extensive remodeling. If second floor is used, might require elevator.
- Parking lot is small – 17 stalls. Would need expansion.
- Not in an area of government services (other than NWTC).
- There is a higher and better use in that this is commercial property.
- Road is existing.
- Sewer is existing.
- Flat site.

Vacant Lot South of New Wolf Brothers



- Land would need to be purchased. Lot is 3.32 acres. Owned by Graf Trust. Not on the market. Assessed at \$467,400.
- Site large enough for village needs, including stormwater pond.
- Must access off the Wolf Bros. property – no direct access on STH 42.
- Not in an area of government services, and in an area where growth is impractical.
- There is a higher and better use in that this is commercial property.
- Road is existing.
- Sewer is existing.
- Flat site.

Old Bank-NWTC

(I did not research this one because I wasn't sure what parcel was being referred to. I am guessing however it would require renovations, and the lot may not be large enough, and in an area deemed for a higher and better use – commercial properties are limited and the village has reserved the highway corridors for commercial development.)

Country Walk Drive and STH 57



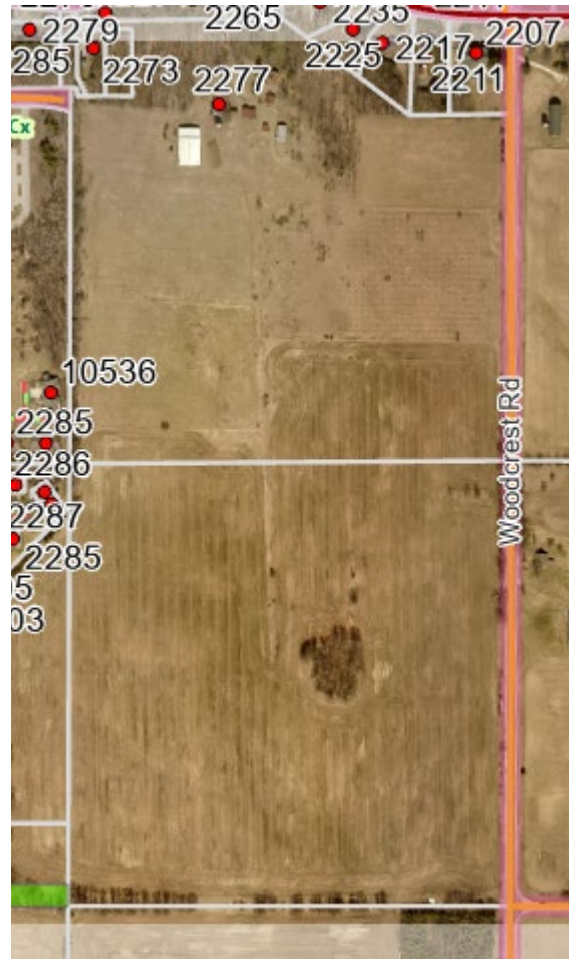
- Land would need to be purchased. Lot is 1.17 acres and owned by Raeanne, LLC. It is for sale, sale price unknown. Assessed at \$164,600.
- In an area of institutional uses (childcare center and medical center are nearest institutional uses).
- Road is existing. May not be able to get direct access onto STH 57, but would off Country Walk.
- Sewer adjacent.
- Stormwater pond might be required if over an acre of disturbance; lot may be too small for development and pond.
- Fairly flat site, no topographic concerns.
- Zoned for a higher and better use.

Old Traver Clinic



- Land would need to be purchased. Lot is 3.46 acres and owned by CHVIV Development LLC. It is not for sale. Assessed at \$713,100.
- In an area of institutional uses (childcare center and medical center are nearest institutional uses).
- Road is existing. May not be able to get direct access onto STH 57, but would off Applewood Rd. Applewood is in poor condition, and the 2024 estimate to repair and urbanize this section of the road (install curb and gutter and a sidewalk from Canterbury to the end of Applewood, which is the end of this parcel) is \$1,383,878.
- On public sewer.
- It is likely major renovations are required in that the building is older.
- Fairly flat site, no topographic concerns.
- Former cherry orchard, so if developing beyond existing footprint, should have a Phase I assessment.

Swap Barbara Hull 40 Acres for the Logerquist Site



- Land would need to be purchased. All 76 acres was on the market in 2024 for \$10m. Questionable whether she would split her property for something of lower value.
- Depending on which 40 is proposed, a portion is in an area of institutional uses (medical center).
- If accessing off Canterbury, road would need to be extended. The 2024 estimate to connect Canterbury to Woodcrest was \$2,141,961. This included extending sewer and water. If accessing off Woodcrest, there would be direct access off Woodcrest, but sewer and water would need to be extended down Woodcrest, further than the Logerquist site, so estimate \$109,000 per every 700 linear feet from the intersection of CTH ZZ (Maple) and Woodcrest.
- Not on public sewer and water.
- Not best use – in area planned for residential development.
- Rock ridge on far north site. *Possible* sinkhole on south 40 acres, could just be depression.

- Some topographic issues (property drops about 30' from west to east).
- Blasting likely.
- Room for stormwater pond.
- GIS shows a former orchard on Northeast corner of northern 40 acres. If that area is selected, a Phase I assessment should be pursued.



SISTER BAY

FACILITIES STUDY REPORT

PREPARED BY AYRES

**Adopted
October 17, 2023**



AYRES

RESOLUTION NO. 2023-016

ADOPTING A FACILITIES PLAN FOR VILLAGE BUILDINGS AND THE SPORTS COMPLEX

WHEREAS, in recent decades there have been several plans identifying the need to build a new Parks Maintenance Building, discussions on relocating the Administrative Services Building and the Post Office, need for a new ice rink and community center, and surveys identifying a need to make improvements to the recreational amenities at the Sports Complex; and,

WHEREAS, Village Officials recognized they needed to address the declining condition of the buildings, and understood a comprehensive approach of identifying needs, and prioritizing those needs, was critical to begin the process of budgeting and planning for those facilities in need of reconstruction, relocation or repair; and,

WHEREAS, in the Spring of 2023 a study was commissioned to prepare a Facilities Plan, and after several meetings with the Parks, Property & Streets Committee, and two public input sessions, a plan was finalized by Ayres Associates, said plan dated October 5, 2023.

NOW THEREFORE BE IT RESOLVED, the Village Board of the Village of Sister Bay officially adopts the *Village of Sister Bay Facilities Study Report*, dated October 5, 2023, and its Executive Summary, both hereto attached.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 17th day of October, 2023.

Passed and adopted this 17th day of October, 2023.



Nate Bell
Village President

ATTEST:



Heidi Teich, Village Clerk

VOTE: Ayes 6 Nays 0



EXECUTIVE SUMMARY

Over the summer of 2023, the Village of Sister Bay worked with Ayres Associates to produce a facilities study. The facilities studied are described below.

Potential new locations for:

- The current Village Administration Building located at 2383 Maple Drive,
- The current Parks Maintenance Building located at 2315 Mill Road, and
- The current Post Office located at 10685 N. Bay Shore Drive.

The future of several facilities within the Sports Complex including:

- The Parks Storage Building,
- The dog park,
- The ice rink,
- The community gardens,
- The compost site,
- The long-term boat storage, and
- The tennis/pickleball courts.

Two other sites, the current Fire Station and the Sister Bay Advancement Association Office, were also considered because decisions about the other facilities could affect them.

The study includes a summary of the public process, conceptual site plans, and conceptual floor plans, as well as recommended actions, sequencing and broad cost estimates to assist with decision-making.

The following is a summary of the key recommendations and estimated costs. Supplementary recommendations can be found in the full study.





Parks Maintenance Building

- Prioritize this project as plans for utility expansion to the proposed Village Administration Building site are finalized.
- Relocate the functions to a new building near the location of the current Parks Storage Building. Expand functions as described in the full report. Cost, including a new storage facility, is estimated at \$3.80 million.
- Demolish the existing Maintenance Building. Cost is estimated at \$165,000.

Village Administration Building

- Relocate the functions to a new building on the former Wiltse Property or other site east of the village core if one becomes available. Do this in conjunction with master planning efforts for the former Wiltse Property.
- Construct a Village Hall with chambers that can accommodate up to 150 people and provide modern office functions described in the full report. Cost is estimated at \$2.96 million.
- Demolish the existing Village Administration Building and replace it with a small passive park space. Cost is estimated at approximately \$37,500.

Post Office

- Construct a new Post Office on the site of the existing Parks Maintenance Building. Cost is estimated at approximately \$1.65 million.
- Explore co-location with other uses and the use of surplus parking to support downtown.

The study contains a conceptual master plan for the Sports Complex which includes:

- Replacement and relocation of the ice rink slab in conjunction with efforts by the Ice Rink Development Group which has estimated the cost of replacement of the slab and a new permanent chiller at approximately \$2,100,000 (not including demolition of the existing slab.) Construct a new and expanded warming house with community room functions. Fundraising efforts will shape the final design and cost.
- Relocation of and enhancements to the dog park, including an area for small dogs. Costs would depend on the final amenities. New fencing of the same sized area would be approximately \$75,000.
- Expansion of the community gardens and the addition of additional parking to support the gardens and the dog park, for approximately \$240,000.
- Postpone further action on the compost pile and operations until Autumn Court is redesigned. Reevaluate operations at that time.
- Relocate the marina parking to the north side of Autumn Court. Negotiate costs with the marina.
- Add four pickleball courts for an estimated cost of \$180,000.

Please see the full study dated October 5, 2023 for more details.





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INTRODUCTION



Bandstand showing character of Sister Bay



PROJECT OVERVIEW

The Village of Sister Bay hired Ayres Associates to assess various public facilities in the village and make recommendations about future needs. The primary facilities examined were:

- The current Village Administration Building located at 2383 Maple Drive,
- The current Parks Maintenance Building located at 2315 Mill Road, and
- The current Post Office located at 10685 N. Bay Shore Drive.

In addition, the Village asked Ayres to evaluate several facilities within the Sports Complex located on Autumn Court off of Woodcrest Road. These include:

- The Parks Storage Building,
- The dog park,
- The ice rink,
- The community gardens,
- The compost site,
- The long term boat storage,
- And the tennis/pickleball courts.



Village Administration Building

The three primary buildings listed above have reached their functional capacity and no longer serve the Village well. The issues are detailed later in this report, but in general the buildings are too small to be efficient for staff and the public, have code-related issues, and are not in the ideal location to serve the public. All three buildings have reached a point that major, costly repairs are needed, and even with that investment, they can't meet all the current space demands.

To study these facilities, and the property that may become available if they are relocated, two other sites, the current fire station and the Sister Bay Advancement Association office, have to be considered. Public meetings and elections are held at the fire station, so it is currently providing some of the traditional functions of a Village Hall. In addition, it is expected that the fire station will need to be replaced within the next ten to twenty years, so it is prudent to think about how it will fit in a network of public facilities and what the future use of that site might be. The Sister Bay Advancement Association, or SBAA, is currently located at 10668 N. Bay Shore Drive, and may be a good fit for a site opened up by the relocation of another facility. Lastly, the Village Hall located at 10693 N. Bay Shore Drive is being evaluated as part of another process, but its role as a potential community space is noted in this study.

PROCESS

This study took place over the summer of 2023 with the following milestones.

June 6th & 7th – Several Ayres staff members toured the Village facilities and met with the Village administrative staff, the post master, and parks maintenance staff. On June 26th, Ayres staff met with the Sister Bay Advancement Association staff and toured that office.

Various dates in June & July – Ayres staff conducted virtual interviews with Village Board Members, the Chief of the Sister Bay/Liberty Grove Fire Department, and a representative of the Ice Rink Development Group.

July 10th – An update on the study was provided to the Sister Bay Parks, Property, and Streets Committee. “Shared Understandings” developed through the interviews were presented. In addition, at the meeting the committee and audience were asked about their desires for a future administration building.

August 7th – A longer discussion about the study was held with the Sister Bay Parks, Property, and Streets Committee. Ayres staff presented the concept of a shared administration and post office building on Mill Road. The committee suggested an alternative location near the Sports Complex, and overall concepts for the Sport Complex were presented.

August 12th – A community input session was held at the Sister Bay/Liberty Grove fire station. This open house was four hours and steadily attended. Ayres staff presented various concepts, and comments from the public were documented. Approximately 80 people attended. The primary topic of discussion was the future location of the administration building, with a slight majority preferring a location at the Sports Complex. There was also a strong preference for the Post Office to be on Mill Road.

August 28th – Draft recommendations were presented to the Sister Bay Parks, Property, and Streets Committee. The public was invited to view the draft floor plans and other materials before the meeting. Everyone who attended the August 12th meeting and left an email received a notice of the meeting. Approximately 35 people dropped in to review the materials.

Two newspaper articles were produced during the process, and a paid advertisement was published for the August 12th meeting. Anyone who signed up for emails, and all committee and board members were invited to the August 12th and 28th presentations. Project information was available on the Village website. All meeting summaries are available in the appendices.



DEMOGRAPHICS AND GROWTH



Sister Bay



According to the Wisconsin Department of Administration, the estimated 2022 population of Sister Bay was 1,184. While the general perception is that Sister Bay has an older population (this is supported by the fact that 53% of the population is over the age of 55), there appears to be two dramatic shifts in population: an overall increase in population and the addition of more families with children.

There is substantial residential growth in Sister Bay, and more people are making it their main home or second home, rather than it being a small cottage focused community. In 2013, the number of families in Sister Bay fell below 200, but subsequently began to rise, resulting in an increase in the total number of families. As of 2021, Sister Bay was home to a total of 280 families, among which 61.4% have children aged 6 to 17 years old. While people over sixty make up the majority of the population of Sister Bay, it is estimated that 17% of the Sister Bay population is under 9 years old, and another 16% is 30-39 years old, confirming the presence of more younger families. It is likely that remote work has played a factor in more people being able to move to Sister Bay and the surrounding region.

Sister Bay's population grew 33% from 2010 to 2020, and a large residential development is planned for the eastern side of the community, which will result in more opportunities for families to move to Sister Bay. Moreover, Northern Door County grew by about 1,500 people in the same time period.

These numbers indicate a need for investment in new facilities to accommodate population growth and the need for investment in recreational facilities for youth.





SHARED UNDERSTANDINGS



Parks Maintenance Building

As part of the study process a variety of interviews were held and conversations shared, and some themes arose out of those interactions.

Interviews were held with several Village Board members, and the following themes were heard:

- The community should build facilities that support a positive image of Sister Bay.
- Walk-ability and bike-ability are priorities.
- The end goal is to create a welcoming and open community.
- Need to have an overall vision for the future of the community.
- Preserving the waterfront is a top priority.
- The Administration Building needs to be dealt with first.
- The fire station is a lower priority.
- It is important to honor the volunteer investment in the Sports Complex.
- There's a need to invest in activities for kids.

In addition, conversations were held with the Fire Chief of the Sister Bay/Liberty Grove Fire Department, SBAA Community Coordinator, and the Ice Rink Development Group Representative. Their needs are outlined in facilities summaries in the coming pages. At a Village Parks, Property and Streets Committee meeting, attendees were asked to comment on the needs for a new administration building and those comments are summarized in the section about that facility.

Before approaching recommendations, it's helpful to translate all the themes into a series of "shared understandings" to make sure, as ideas evolve, that agreed upon facts are not forgotten. The following "shared understandings" were noted in this process:

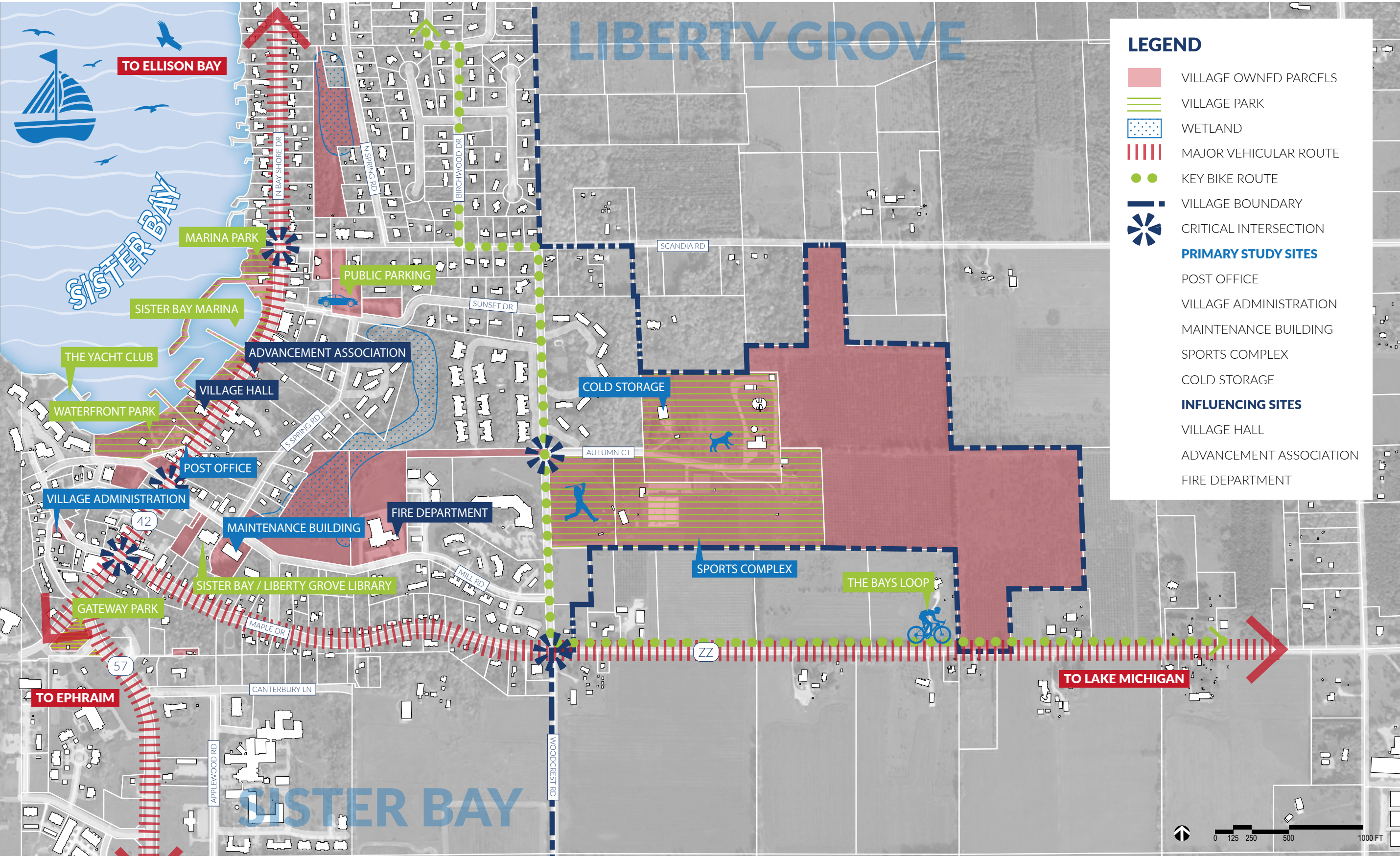
- The Village administration, parks maintenance, and post office functions have outgrown their current buildings.
- Code issues such as accessibility are problems for each facility.
- The three primary buildings mentioned need major upgrades and repairs.
- Further investment in the buildings is not prudent to meet the current needs.
- Ideally co-location of at least some facilities is desirable to create efficiencies and save money.
- A larger community meeting space is needed.
- The Parks Maintenance Building and Parks Storage Building should be co-located.
- The current Post Office location is not effective. However, there is a desire to keep the Post Office near or in downtown.
- There is a desire to find a public purpose for the current Post Office building should it be vacated.
- There is an interest in making sure buildings convey a high quality, Sister Bay centric character and are energy efficient.



FACILITY SUMMARIES



Community Garden



3433 Oakwood Hills Pkwy, Eau Claire, WI 54701
t 715.834.3161 | www.ayresassociates.com

SISTER BAY FACILITIES STUDY | OVERALL INVENTORY

Sister Bay, Wisconsin | 08.23.2023



ADMINISTRATION BUILDING

The Village Administration Building is located on a small lot in the southwest of downtown. The building was not originally designed to be a Village Administration building, and thus does not meet the current needs.

Limited office space and storage are issues that affect the daily work functions, and because of the lack of meeting room space, most public meetings take place at the Fire Station. Records are stored at the Parks Maintenance Building.

In general, the space does not meet the demands of modern election requirements and other basic municipal functions. The building is approximately 1,700 square feet and parking is limited.

While the building is attractive on the outside, it doesn't convey the message that it is a governmental destination, and doesn't give the appearance of a community resource.



Village of Sister Bay Administration Building 2383 Maple Drive

GOALS

- New building that better meets operational needs including adequate space for staff, meetings and storage.
- A secure voting registration area and ballot storage space.

OVERALL ISSUES

- Limited parking.
- No meeting space-meetings are held at the Fire Station.
- Inadequate space for voting and voting records.
- Limited storage - files are stored at the parks maintenance building.
- Lack of visibility to the public.

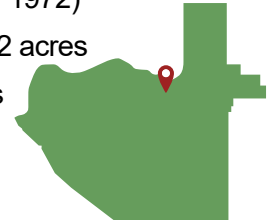
EXISTING BUILDING ASSESSMENT

- Windows don't close/lock properly – security concerns. Windows/doors need to be replaced
- A/C unit is undersized – 2.5 ton.
- No air returns for A/C.
- Floorboard electric heat.
- Galvanized piping for electrical in ground – corrosion?
- Crawl space floods.
- Mechanical area floods (see picture).
- Electrical is dated – (2) “pop” breakers, can't run (2) appliances.
- Toilet rooms are not ADA accessible.
- No exhaust fan, lighting upgrade, sound transfer issues.
- Roof downspouts to storm.
- Sound transfer through walls – no private conversations.



PROPERTY DETAILS

- **Building size:** Approximately 1,700 s.f.
- **Building Age:** 1930s
(became an admin building in 1972)
- **Parcel Size:** Approximately .2 acres
- **Zoning:** Downtown Business Transition



KEY MAP



Location Map

- Asbestos in ceiling tile, floor tile (mech. room), and ductwork – owner to provide testing docs.
- Gas bill is high – insufficient insulation.
- Roof leaks in mechanical room.



BUILDING PROGRAM OUTLINE

- Staff break room/lunch room.
- Public/staff restroom.
- Front counters – administration/clerks - security.
- Small conference room.
- Large conference room.
- 2 executive size offices – interview table.
- Cube area for 3 staff members.
- Growth space – 2 additional offices.
- 1 transient office.
- Secure document storage – track file drawers with remote suggested.
- Secure/private voter registration area.

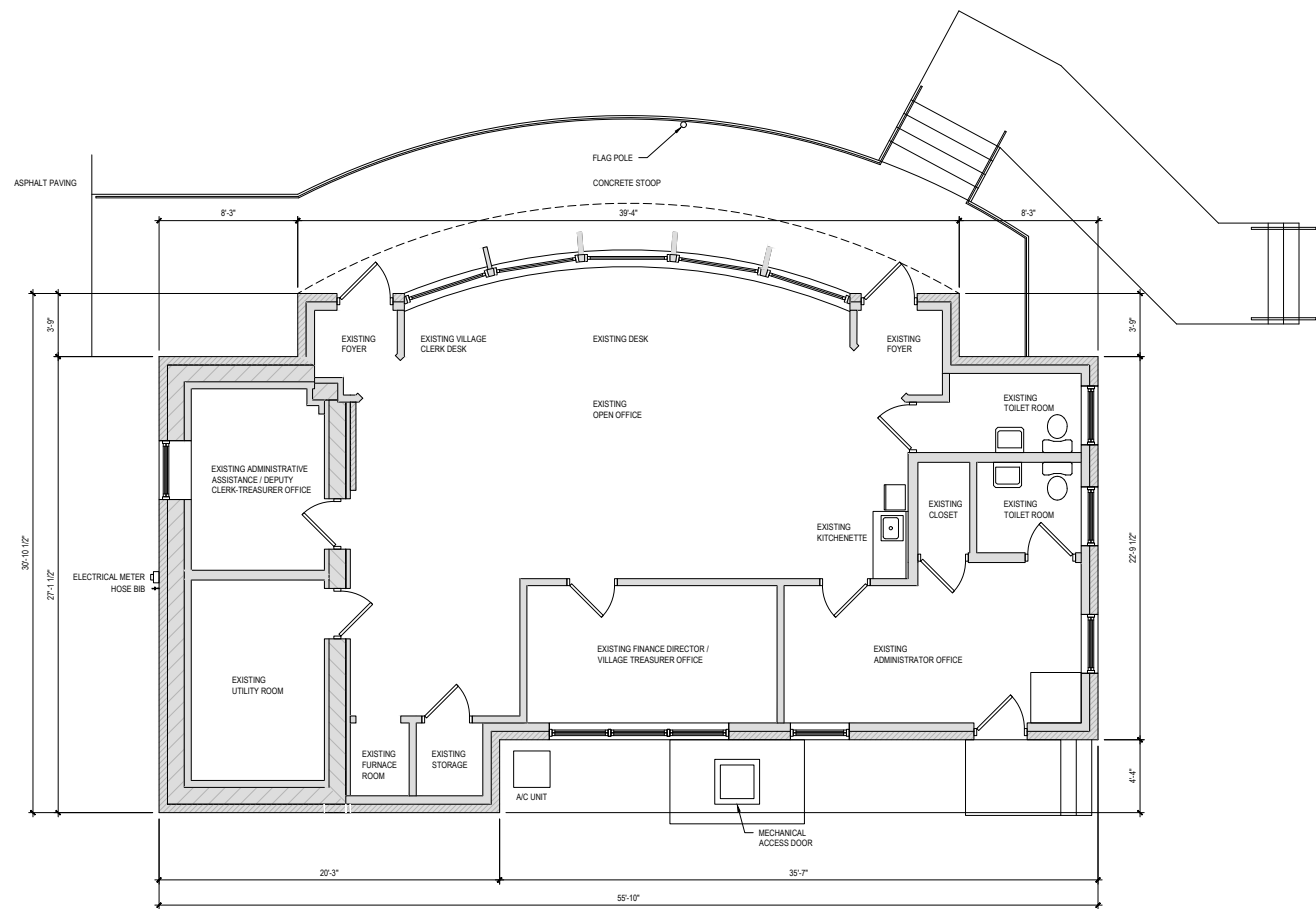


DESIGN GUIDANCE

The Administration building should be:

- Visible and easy to access.
- A community resource.
- Fitting of the image of Sister Bay.
- Welcoming.
- Professional.
- Efficient.
- Easy to access by walking or biking.

This guidance is based in part on feedback received at the Village's Parks, Property and Streets Committee meeting on June 10, 2023.



1
AE101
EXISTING MAIN LEVEL PLAN
SCALE: 1/4" = 1'-0"

EXISTING MAIN LEVEL = 1,554 S.F. (GROSS)



SITE PHOTOS





02

POST OFFICE

The Post Office is currently located in the center of downtown, adjacent to Waterfront Park. The Post Office rents its small, historic building from the Village, but the lease will be up soon, and the Village needs to be ready to negotiate other options with the post office management.

The current facility does not work well for the staff. It is too small and has poor office space. It has recently become an Amazon drop off facility, further straining the demands on the space. In addition, the current location has use related conflicts between the Post Office and recreational activities. Tourists commonly park in the Post Office lot and leave litter in and around mailboxes.

The current building is approximately 2,300 square feet. It is a building with nice character, and in general is an asset to downtown, but not ideal for a modern postal facility.



United States Postal Service 10685 N. Bay Shore Drive

GOALS

- To relocate to a space with fewer conflicts with downtown/tourism.
- To remain close to downtown.
- To accommodate future Amazon deliveries.
- To have a larger facility.
- To have an ADA compliant facility.
- To preserve/reuse signature building.

OVERALL ISSUES

- US post office may want to consolidate offices.
- This office serves Sister Bay and Ellison Bay.
- Owned by the Village, leased to USPS.
- New lease will start in two years. Negotiations will start in a year.
- Building surrounded by active park space.
- Parking conflicts exist.

EXISTING BUILDING ASSESSMENT

- PO box area is adequate, but back area is crowded.
- An office and one cubical is needed.
- Will need space for 6 to 8 employees.
- Toilet is not ADA accessible.
- Front window station counter may not be ADA accessible.
- Office and employees work space required.
- Kitchenette with break room desired.
- Difficult for USPS delivery trucks to deliver & pull-out of parking lot – safety concerns.
- Parking conflicts.



PROPERTY DETAILS

- **Building Size:** Approximately 2,300 s.f.
- **Parcel Size:** Approximately .56 acre
- **Zoning:** Parks and Recreation
- **Building Age:** Built 1949



KEY MAP



Location Map

- Mail drops are used as trash receptacles.
- More space needed for Amazon drop.
- Need loading dock for Amazon truck.
- Additional storage requirements.
- Village of Ephriam does not have mailboxes, use this post office.



BUILDING PROGRAM OUTLINE

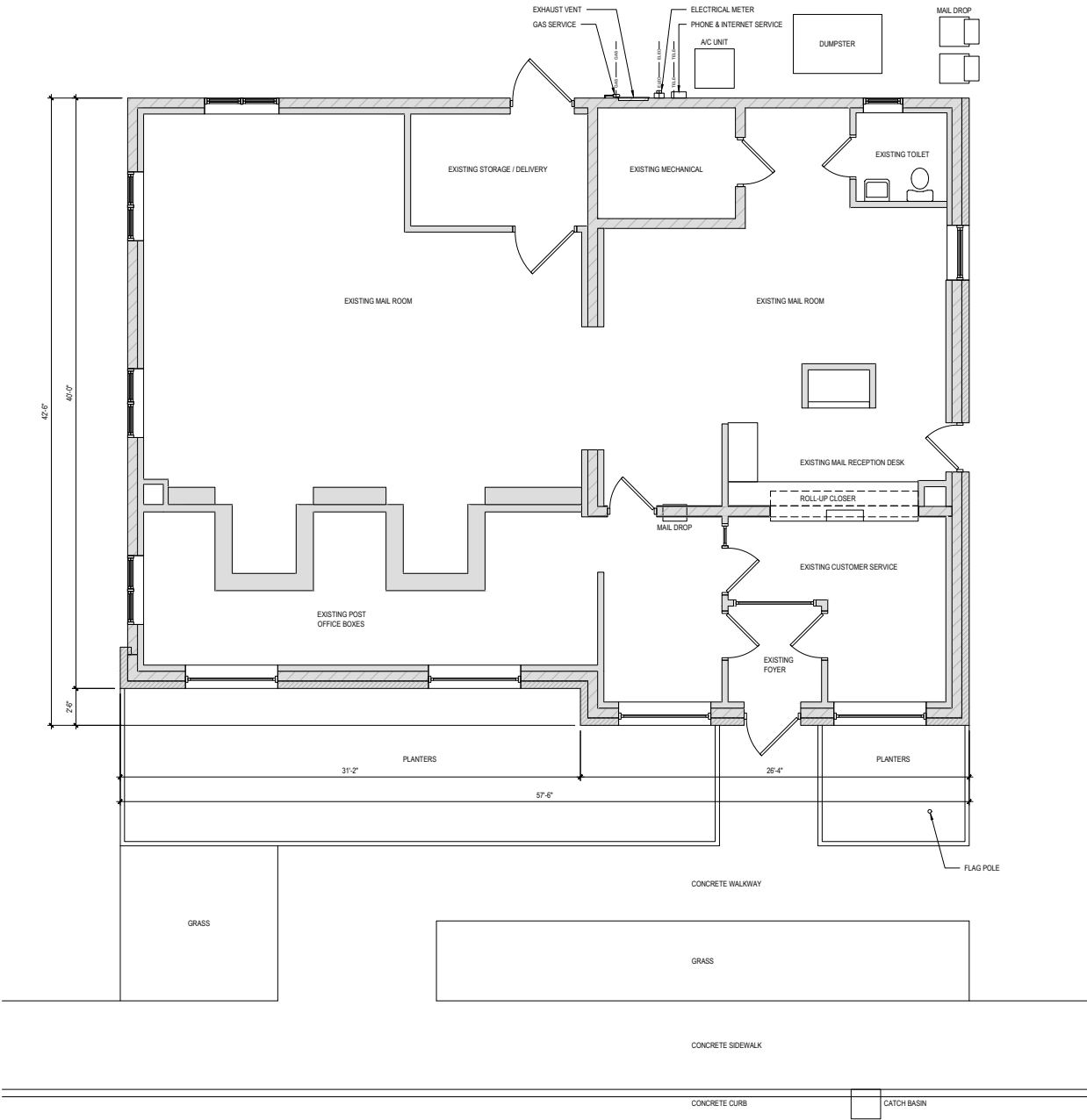
- Will need to coordinate with the USPS standards.
- ADA accessible staff restroom.
- ADA water fountain and bottle filler.
- 6-8 employees (5 min).
- Employee only parking.
- 1 office & 1 employee workspace.
- Staff kitchenette break room/lunchroom.
- 2 secure front window station counter – fire rated closer.
- Secure storage.
- PO boxes are about 50% used, but good amount for future growth.
- Loading dock for Amazon truck.
- Dumpster.



DESIGN GUIDANCE

The Post Office should have:

- A central location.
- Ample parking.
- Room for trucks.
- Secure space for post office boxes.
- Appropriate space for employees.



1
AE101 EXISTING MAIN LEVEL PLAN
SCALE: 1/4" = 1'-0"

EXISTING MAIN LEVEL = 2,347 S.F. (GROSS)



SITE PHOTOS





PARKS MAINTENANCE BUILDING

The existing Parks Maintenance Building is located on Mill Road, just west of the library. The building originally housed the fire department. The building is approximately 60' x 125' and has both garage stall space and administrative office space. Garage space on the west side of the building includes overhead doors for two drive-thru bays, and one additional bay for vehicle maintenance. A tool room area exists under a mezzanine that is used for general storage. The space inside the smaller overhead doors on the east end of the building are used for miscellaneous storage. The existing building is deteriorating and is at the end of its useful life without major rehabilitation.

The Parks Department has an unheated storage building (sometimes referred to as “cold storage”) adjacent to the Sports Complex and the separation of the two buildings creates operating inefficiencies.



Park Maintenance Building

Parks Maintenance Building 2315 Mill Road

GOALS

- New more functional space.
- Co-location with storage facility.

OVERALL ISSUES

- Maintenance operations and storage are currently separated, creating inefficiencies.
- Traffic congestion.
- Maintenance use is better further out of town.
- Current site has higher and better use.

EXISTING BUILDING ASSESSMENT

- Storage – supplies and vehicles are currently split between two buildings.
- Toilet rooms are not ADA accessible.
- Showers not required.
- Separate toilet rooms with proper ventilation.
- Chemical eyewash and shower required.
- Building not visually appealing for prime location.
- Limestone on the exterior is separated from the building.
- Not enough vehicle storage, want all vehicles together.
- Need a lift for equip and trucks.
- Paint area required, proper ventilation.
- Welding with flash curtains.
- No outdoor storage provided.
- Overhead door sizes are sufficient.
- Vehicle storage length of bays and ceiling height are sufficient.
- Mezzanine is too small and lacks head clearance.

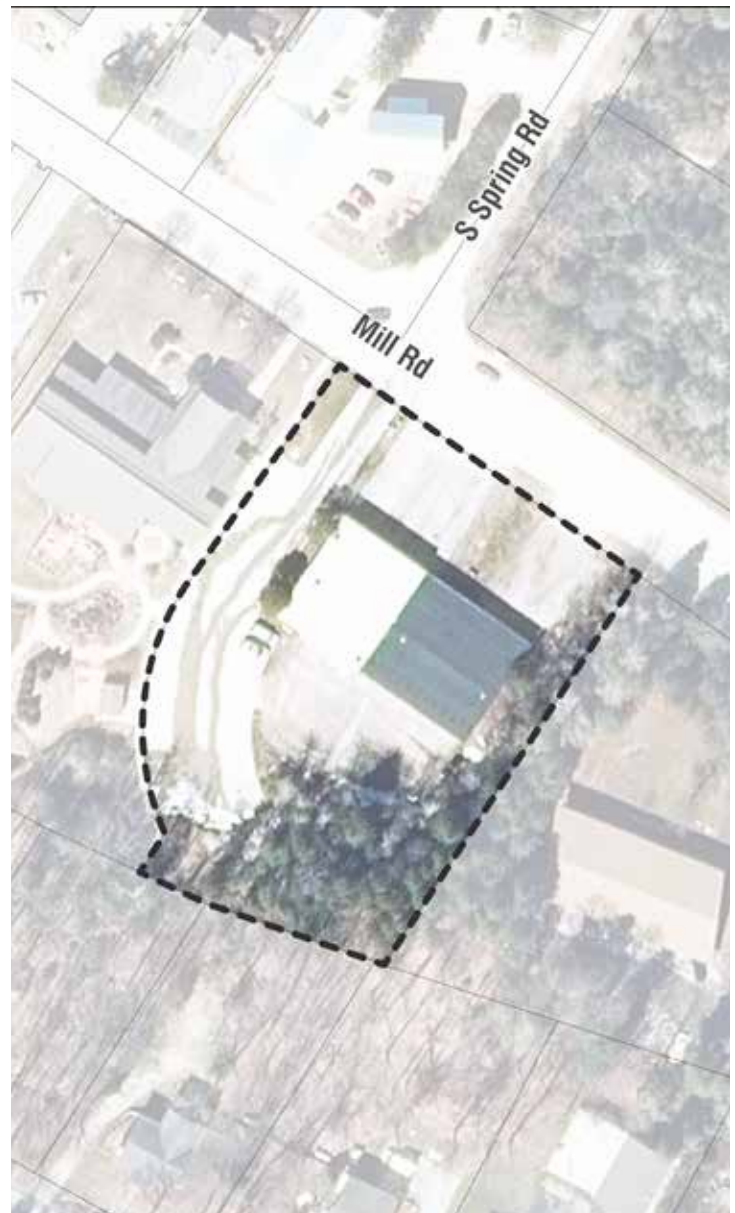


PROPERTY DETAILS

- **Building Size:** Approximately 7,500 s.f.
- **Parcel Size:** 2.63 acres
- **Zoning:** Institutional
- **Building Age:** 1976
- Was built as a fire station



KEY MAP



Location Map

- Lighting upgrade required.
- Wash bay required, not a separate enclosure.
- Need interior cold mix area for potholes.
- Kitchen is dated, but sufficient.
- Lacking work area with computer for staff.
- Fascia needs to be replaced.
- Concrete aprons are cracked beyond repair.
- Some bollards are not level and need to be adjusted or replaced.
- Dents in exterior metal panels need to be replaced.
- Rust to be repaired/replaced in a number of areas.
- A/C required in equipment work area.
- Bowed acoustical tile indicates heat/moisture issues in the common area.



BUILDING PROGRAM OUTLINE

- Single use ADA toilet rooms – wall-mount urinal, toilet, & wall sink.
- 1 shower – optional.
- ADA water fountain and bottle filler.
- Heavy duty washer/dryer.
- Open storage space for clothes & shoes, locked area for valuables.
- Chemical eyewash and shower required.
- Mezzanine with proper head clearance, gate with pallet left access.
- Shelving storage – spare parts, organized, clean, charts with layout.
- LED lighting on motion sensors.
- Security cameras and security fence.
- Wash bay required, not a separate enclosure.
- Interior cold mix storage area.
- Kitchen with similar layout to existing.
- Common space – meetings, lunch, break room, internet, TV.
- Shared work area with computer for staff.
- Wash bay.
- A/C required in equipment work area.

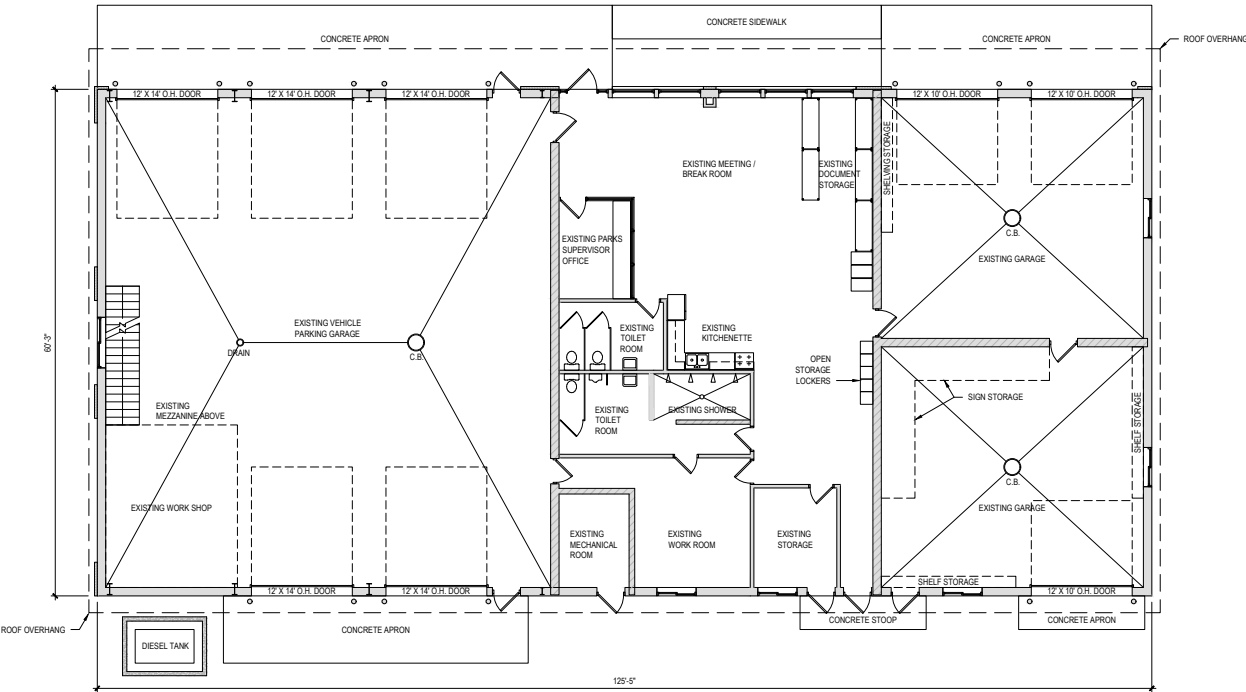
- Work area – TIG & MIG welders (240 volt outlets), plasma cutter, workshop tools, curtains.
- TIG & MIG welders (240 volt outlets), with flash curtains.
- Floor sink, 2 slop sinks, 1 slop sink each length bay.
- Cabinet hazardous storage.
- Sign / flag / gardening storage.
- Storage for holiday decorations.
- Vehicle & equip. lift (14,000 lb capacity) – oil, tires, light repairs.
- Ramps or lifts for mowers and other equipment.
- Jib crane or crane rail .
- 1 wash bay with curtains, water supply, clean out.
- 1 paint area with ventilation.
- Bays – 4 pull-through, 3 single with 3 catch basins
- 7 trucks & trailers, 1 tractor, 1 trackless, 1 brush cutter, 4 golf carts (warmer area).
- (4) 40 yard outdoor concrete cribs – mulch, wood chips, 2 gravel.
- Shed roof storage out of the sun/rain – west of cold storage.



DESIGN GUIDANCE

The Parks Maintenance Building should be:

- Associated with an existing or future storage building.
- Off of a major roadway.
- Away from residential properties.
- Close to areas that need service.
- Expandable over time.
- Easy to maneuver around.
- Near outdoor storage.



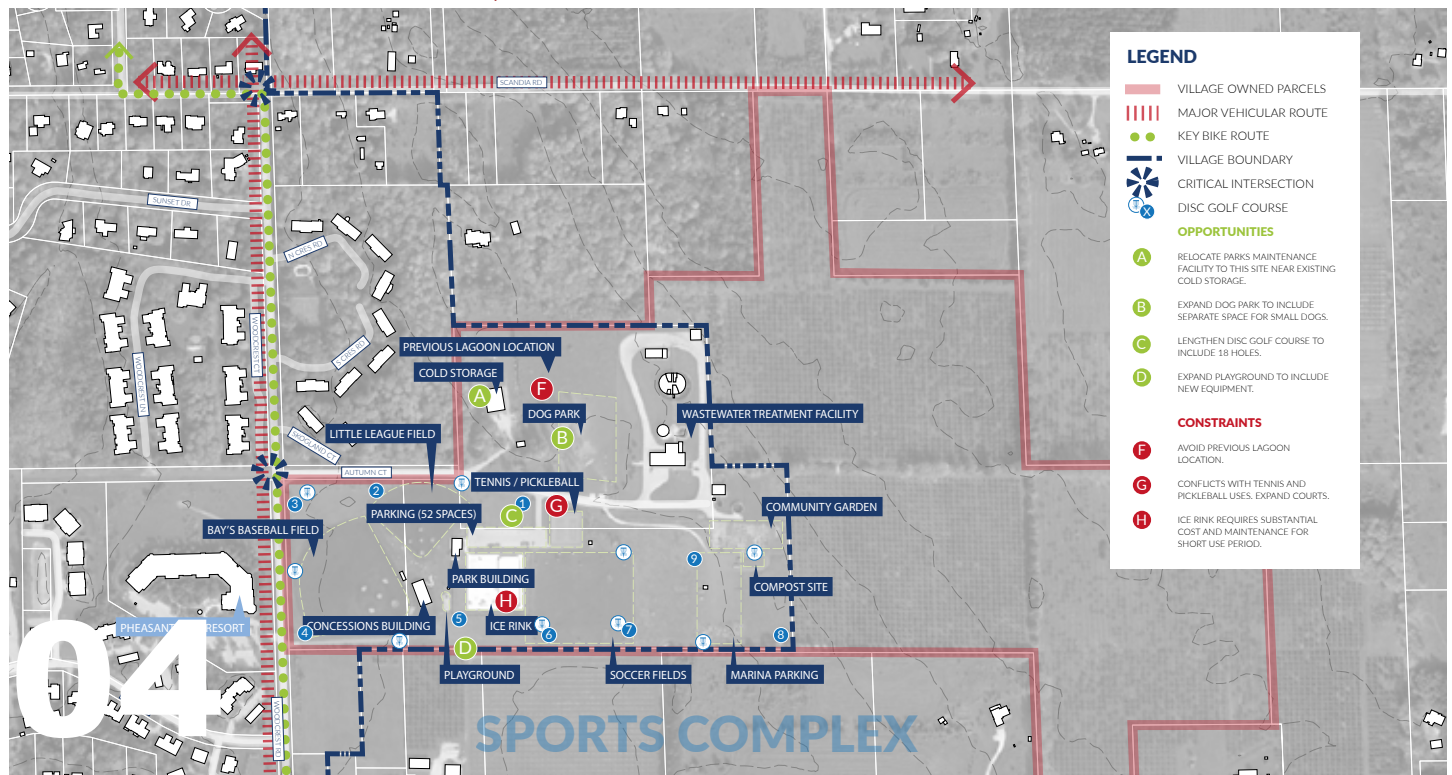
1 EXISTING MAIN LEVEL PLAN
AE101 SCALE: 1/8" = 1'-0"

EXISTING MAIN LEVEL = 7,556 S.F. (GROSS)



SITE PHOTOS





SPORTS COMPLEX

The Sports Complex is home to a number of uses including:

- The parks storage building, (adjacent to the north)
- The dog park,
- The ice rink,
- The community gardens,
- The compost site,
- The long term boat storage,
- And the tennis/pickleball courts and sport fields.

While there is an existing master plan for the complex, it is being studied here for three reasons:

- There is potential to move other facilities to this area.
- It is a large area of Village owned land adjacent to a future growth area.
- Evaluating these uses will round out the plan.

In the following pages, each element in the Sports Complex is assessed.



Community Ice Rink



Previous Park Master Plan



PARKS STORAGE

The Parks Department Storage Building is on the north side of Autumn Court, north of the Sports Complex and west of the sewage treatment facility. This building is approximately 80' x 60' and is in adequate condition. The building is currently used to store seasonal items, such as Christmas/winter decorations, extra refuse containers, and park/street maintenance machinery. The building facade needs some repairs.

Many items are stored outside of the building indicating the need for more space. In addition to items such as signs and equipment, materials such as brush and gravel are stored around the building. There is a need for formal storage areas for the loose materials.



Parks Storage Building

Park Storage 2315 Autumn Court

GOALS

- New more functional space.
- Larger, more attractive space that is easier to maneuver around.

OVERALL ISSUES

- Maintenance operations and storage are currently separated.
- Storage building has a dirt floor.
- Lack of maintenance over time.

EXISTING BUILDING ASSESSMENT

- Storage – supplies and vehicles are currently split between two buildings.
- The current storage building is functional, but more storage may be needed overtime.

DESIGN GUIDANCE

The Parks Storage Building should be:

- Associated with an existing or future maintenance building.
- Buffered from residential properties.
- Close to areas that need service.
- Expandable over time.
- Easy to maneuver around.

PROPERTY DETAILS

- **Building Size:** Approximately 4,800 s.f.
- **Area Used:** 1.88 acres
- **Zoning:** Institutional
- **Building Age:** 1997 (approx)



KEY MAP



Location Map

SITE PHOTOS





DOG PARK

The Sister Bay Dog Park is located adjacent to the Sports Complex on Autumn Court. The approximately 200' x 300' grassy area is entirely fenced and has picnic tables and a portable toilet associated with it. There is a small parking area that can hold approximately seven cars. There is no fee for the use of the dog park, and thus there is no way to calculate the usage, but it appears to be well used and appreciated. Sister Bay issues approximately 40 dog licenses a year, but not all dogs are licensed.



Dog Park

The current dog park location is not particularly problematic, but other uses may be a better fit for this space. Potential dog park upgrades could include dividing the space to have separate small and large dog areas and adding play equipment. Additional parking and permanent restrooms are desired by patrons.

Sister Bay Dog Park

2124 Autumn Court

GOALS

- Provide a future location with shade and parking.
- Separate smaller and large dogs.
- Provide amenities such a dog play equipment.

OVERALL ISSUES

- Potential conflicts between dogs of different sizes.
- Limited parking.

EXISTING FACILITY ASSESSMENT

- The existing facility is functional but could be enhanced.

DESIGN GUIDANCE

The dog park should be:

- Easily accessible.
- Have access to toilets.
- Have shade and seating.
- Have amenities such as signage, dog play equipment, etc.
- Fenced.
- Well lit and secure.
- Usable by dogs of all sizes.
- Near parking .

Placing all recreational amenities south of Autumn Court will allow for shared resources.



PROPERTY DETAILS

- **Area:** Approximately 1.37 acres
- **Zoning:** Institutional



KEY MAP



Location Map



ICE RINK

The ice rink is a popular winter attraction at the Sports Complex. It serves local families as well as being a draw for regional events. Rental skates and concessions are available, and an attendant is on duty during posted hours.

In 2019 the ice rink had to be closed at the start of the season due to maintenance issues, and the Sister Bay Ice Rink Development Group was formed to give the Village Board recommendations related to future operations and improvements. The group worked to create a vision for a multi-season, multi-purpose facility and is eager to seek funding for improvements. The group would like to see the ice rink facility serve as a community center. Needed improvements include a new slab and chiller.



Ice Rink

Teresa K. Hilander Community Ice Rink

2155 Autumn Court

GOALS

- To create a community destination.
- To create space for teenagers.
- To have indoor community gathering space
- To upgrade the rink.

OVERALL ISSUES

- Major upgrades to the slab and chillers are needed.
- A new concept is needed to raise money.

EXISTING BUILDING ASSESSMENT

- The existing building is functional but does not achieve the goals.

DESIGN GUIDANCE

The ice rink should be:

- Designed for synergy with other surrounding uses.
- Multi functional with options for other uses in the summer.
- A regional destination capable of hosting events.



PROPERTY DETAILS

- **Building Size:** Approximately 2,200 s.f.
- **Area Used:** 1.72 acres
- **Zoning:** Parks and Rec
- **Building Age:**

Concession building 2009

Warming house 2003 (approx)



KEY MAP



Location Map

SITE PHOTOS





RECREATIONAL COURTS

There are several sports fields and courts in the Sports Complex including:

- Four pickleball courts painted on two tennis courts. Courts can be reserved for \$10 to have courts dedicated, or people can play on a first come basis. The courts are reserved at least four days a week during the summer.
- A baseball field and Little League field with a concession stand.
- A multi-use field with soccer goals.

The fields are well used, and the courts are in such demand that scheduling conflicts are common.

There is a small playground near the baseball field as well as a small sledding hill. Both are designed for younger children.

For this study, the focus was the pickleball and tennis courts because of the high demand. However, the other facilities were surveyed as well.



Village Bay Sister Bay Sports Park 2155 Autumn Court

GOALS

- To eliminate conflicts between pickle ball and tennis players.
- To maintain the baseball fields as a regional destination.

OVERALL ISSUES

- The primary issue is guaranteeing easy access to all the facilities.

EXISTING BUILDING ASSESSMENT

- Over all the facilities are in good condition.
- There are ADA access issues with the walk to the baseball fields.
- There are fall zone and other code issues with the playground.

DESIGN GUIDANCE

The fields and courts should be:

- Adequate to meet demand.
- Multi functional where possible.
- Designed for synergy with other surrounding uses.



PROPERTY DETAILS

- **Area** : Approximately 13 acres are dedicated to sports uses.
- **Zoning**: Parks and Rec



KEY MAP



Location Map

SITE PHOTOS





4.5 COMPOST & COMMUNITY GARDENS

The community garden has approximately twenty plots. All are currently rented, and there is a waiting list. The gardens are located at the end of Autumn Court which makes them a bit isolated, and there have been issues with produce being taken. There has been some discussion of whether or not there should be a more public garden function where produce can be shared. In addition, there is a desire for raised beds. A community tool shed and better water access are needed.

The compost pile is just south of the community garden. There is not a formal operational plan for the compost pile at this point. The compost pile is not currently open to the public, but it is also not secured from open use. Staff ability to manage the compost is limited.

Eventually, Autumn Court will be extended through the community garden and compost area to connect to future development on the former Wiltse property. This will necessitate a redesign of this area.



Community Garden

Compost

2155 Autumn Court

GOALS

- To create a larger community garden space.
- To explore options for publicly accessible shared garden space (“urban gardens”).
- To plan a more attractive and functional compost space.

OVERALL ISSUES

- The community garden needs to feel safe and free from people taking produce.
- Demand for the community garden space may grow with new development.
- The compost pile is currently highly visible and not managed.

EXISTING BUILDING ASSESSMENT

- Both the garden and compost pile are functional but appear somewhat under-maintained.

DESIGN GUIDANCE

The garden and compost should be:

- Easily accessible.
- Meet demand.
- Designed for synergy with other surrounding uses.
- There are unmanaged wetlands to the west of the community gardens. An opportunity exists to add a natural area and pollinator garden and create a unified garden-centric/natural area.



PROPERTY DETAILS

- **Parcel Size:** Approximately .6 of an acre is use for community gardens
- **Zoning:** Parks and Rec



KEY MAP



Location Map

SITE PHOTOS





LONG TERM MARINA PARKING

The Sister Bay Marina uses Village owned land for the storage of boats in the Sport Complex. When the former Wiltse property is developed and Autumn Court is extended and reconstructed, the area where the boats are parked will be impacted. No rent is paid at this time, so a formal agreement is needed. Additionally, future recreational uses may be more appropriate for the site.



Marina Parking

Sister Bay Marina

10733 N. Bay Shore Drive

GOALS

- To expand the marina parking space.

OVERALL ISSUES

- The parking area will be impacted by future development.
- The boats need to be secured.
- The boat storage takes up a lot of room and should be relocated to a less prominent area.

EXISTING SITE ASSESSMENT

- The existing facility is too small for demand.
- The current site could be used for more park focused facilities.

DESIGN GUIDANCE

The marina parking should be:

- Out of site, but secure.
- The new location should hold approximately 80 boats.



PROPERTY DETAILS

- Area Used:** Approximately 1 acre
- Zoning:** Parks and Rec



KEY MAP



Location Map

SITE PHOTOS





ISSUES AND OPPORTUNITIES

As noted in the facility summaries, each building and site has unique issues. The following is an overall summary of the issues and opportunities related to site location for all the facilities:

Issues

- Sister Bay's two major public buildings, the Administration Building and the Parks Maintenance building, are at the end of their useful life and/or don't function well.
- The Parks Maintenance facilities are split, making operations inefficient.
- The Post Office is not suitable for its current downtown location.
- The Parks, Property, and Streets Committee would like an administration building that has room for a 150 person meeting room (Meeting Chamber).
- The ice rink is in need of upgrades and a community space that is usable year round is desired.
- The marina is interested in doubling the size of the boat storage area.
- There is great demand for pickleball court time and this creates conflict with tennis players who want to use the shared courts.
- The community gardens have a waiting list for more lots.
- Dog park improvements are desired.
- Buildings with cultural significance, like the existing Post Office, need a community-serving use in the future.



ISSUES AND OPPORTUNITIES

Opportunities

- The Village owns several parcels of land where new facilities could be located. The most viable of these for public building locations are: 1) the existing Parks Maintenance Building site at 2315 Mill Road, 2) land within the existing Sports Complex, and 3) land within the now Village owned Wiltse property.
- The development of the former Wiltse property will involve the extension and upgrade of Autumn Court, creating opportunities to enhance surrounding uses.
- A new Parks Maintenance Building could be located on the site of the current storage facility in the Sports Complex.
- The Post Office could be relocated to 2315 Mill Road, keeping it close to, but not in, downtown.
- There is room for a large administration building on the former Wiltse property.
- Along with other improvements in the Sports Complex, and new warming house/community space could be constructed. This would further promote the Sport Complex as a new hub in the community.
- Housing is planned east of the Sport Complex, making it a much more central location. With this new development additional bike routes and sidewalks can be added making the facilities more accessible.
- The marina parking can be accommodated north of Autumn Drive adjacent to the wastewater treatment facility. This could provide more security, and all municipal functions could be north of Autumn Court, leaving the south side for consolidated recreational facilities.
- There is space for additional pickleball courts, or pickleball can be striped on the ice rink in the summer.
- The community gardens can be expanded when other facilities are relocated.
- If the marina parking is relocated, the dog park could be located on the current marina parking and enhancements added.



VISION AND GOALS

The vision and goals for this project were developed in an iterative process after conversations with several board members and two meetings with the Parks, Property, and Streets Committee. A summary of the input received from those discussions can be found in the Appendices.

At the first meeting with the Parks, Property, and Streets Committee the following “shared understandings” were presented based on the conversations had to date.

Shared Understandings:

- The Village administration, parks maintenance, and post office functions have outgrown their current buildings.
- Code issues such as accessibility are problems for each facility.
- Co-location of at least some facilities is a priority to create efficiencies and save money.
- A larger community meeting space is needed.
- The Parks Maintenance Building and Parks Storage Building should be co-located.
- The current Post Office location is not effective. However, there is a desire to keep the post office near or in downtown.
- There is a desire to find a public purpose for the current Post Office building should it be vacated.

Also at that meeting, the committee and attendees were asked to share their thoughts on what the Village Administration Building should have in it and how it should feel.

Below are the responses to how the building should “feel” or “be”:

- Welcoming (4).
- Friendly (2).
- Not in downtown (2).
- Convey “we are Sister Bay” in architecture and uniqueness (2).
- Professional (show taxpayers that we respect their dollar) (2).
- Functional.
- Service oriented.
- Efficient.
- Organized.
- Focused on residents.
- Locally accessible.
- Show pride.
- Not utilitarian.
- More Bailey’s Harbor, less Liberty Grove.
- Like a Door County store front.
- Like the wave theme from the beach (in bike racks and lighting).
- Nautical.
- Turn of century architecture.





VISION AND GOALS



The Village of Sister Bay desires an overall plan that looks at several public facilities in concert to find the best future locations. These locations should serve the public in an efficient manner and create a welcoming feel. The facilities used by the citizens should be easily accessible and convey the unique character of Sister Bay.

In addition, the following **goals** were articulated:

The Village facilities should:

- Be located where they are easily accessible.
- Have a high-quality, locally based design.
- Be efficient for staff to use.
- Have room for expansion.

Design goals for each individual facility can be found in the individual facility summaries.





RECOMMENDATIONS





Primary Factors Shaping Recommendations:

The goals for each facility are contained in the facility summaries. In addition, through the public involvement process, several additional priorities were identified. These are summarized below.

1. The Parks Maintenance Building should be located with the Parks Storage Building, and it is logical to place both of these facilities adjacent to the Sports Complex where much of the services are needed and there is room for vehicles and other storage.
2. Relocation of the Parks Maintenance functions opens the current site at 2315 Mill Road.
3. There is strong support for building a post office on the Mill Road site, and some people have suggested that, if the fire station is ever relocated, that existing facility could be used as a post office. A private developer is also in communication with the post office. Unfortunately, the long-term goals of the postal service are not known. Negotiations with the post office are scheduled to begin in approximately one year. Thus, the goal at this time is to identify a potential site so those negotiations can be robust. Furthermore, an alternate plan will be needed if the postal service opts to combine local offices and either abandon the Sister Bay location, or make it a Northern Door hub.
4. Having room for a large meeting space in the Administration Building is a high priority for the Parks, Property and Streets Committee, as is easy access. The administration building could be co-located with the post office on Mill Road. However, there are two primary constraints:
 - The future of the Post Office is not known so designing a post office/administration building combination at this time would be a risk.
 - The Mill Road site has limited expansion potential and can only accommodate a meeting space for approximately 75 people rather than the much larger space preferred by the Parks, Property and Streets Committee.
5. The Village owns approximately 50 acres of land adjacent to the Sports Complex and is seeking a developer to produce a conceptual subdivision layout. A new administration building, with expansion potential, could be built on this land. The infrastructure to support a new administration building would be dependent on the future residential development. Infrastructure needs, cost and the phasing of that development could limit the development of the site. The Village would also like to acquire another large parcel in the future, and if acquired, it could be a more ideal location because it would not require users to navigate through the Sports Complex, be more accessible, and would likely be easier and more cost effective to provide infrastructure.
6. There is strong support for preserving the existing post office building. This building could accommodate some of the Sister Bay Advancement Association (SBAA) functions, in particular the outreach to visitors, but the SBAA has indicated they also need more storage space than is available in the existing post office.



7. A new fire station may be needed in the future. Factors that will necessitate a new fire station are population growth and density (the station needs to be within a 5-mile radius of most people), eventually hiring a full time staff (housing will be needed), increased traffic (getting in and out of the current site is increasingly challenging), and the size of trucks needed. A logical location for a new fire station would be near the intersection of Woodcrest Road and Highway ZZ, as these are two major roads with easy access to the rest of the community. If the current station is ever vacated, it could be used as a post office (if it has outgrown its new location), or as a community center in that it has gathering space, offices, a kitchen, large bays which could be used for basketball or other athletic opportunities, parking, and is readily accessible by foot or bike.
8. Several upgrades to the Sports Complex are desired. With the relocation of the Parks Maintenance Building adjacent to the Sports Complex, it is logical to layout a series of other upgrades. Some of these will be a higher priority than others. Top priorities include improvements to the dog park, the addition of more pickleball courts and preservation of some courts specifically for tennis, expansion of the community garden, and upgrades to the ice rink and warming house.

Building Recommendations

The following recommendations are based on input from the Parks, Property , and Streets Committee; public input; and staff input. They are also shaped by several factors that are still in play, like the future layout of the former Wiltse Property.

Following this recommendations section, there are a series of conceptual site plans and floor plans that illustrate the recommendations and show various design options. The intention of these plans is to document basic needs and design concepts and to set the stage for further, more detailed design. The concepts are intended to make sure the uses can fit on the proposed sites, and they were used to generate basic cost estimates to aid in decision making. Site surveying, environmental studies, and final building design were not part of this study and will come in a next phase.

The Parks Maintenance Building

- Construct a new Parks Maintenance Building north of Autumn Court and west of the wastewater treatment facility in the general area of the existing storage building.
- Further explore soil conditions. This area was once the location of two sewage ponds. However, they have been filled for more than thirty years, and construction on former ponds is not uncommon. The former pond locations do not change the recommendation to build in this location. However, soil studies will be needed before a precise building location can be identified. For the purpose of this study two options are included.
- Demolish the existing Parks Maintenance Building at 2315 Mill Road.

The Village Administration Building

- Construct a Village Administration Building on the former Wiltse property (or other future large parcel if the Village purchases more land.)
- Continue to consider the suggested location just east of the wastewater treatment facility, but also actively work with the designers/developers of the remainder of the former Wiltse property to potentially find a site more fully integrated into the final layout of that future neighborhood.
- Expedite infrastructure planning so that the construction of a new Village Administration Building can take place as soon as possible.

The Post Office

- Plan for a new Post Office to be located at 2315 Mill Road.
- If the Post Office consolidates offices and does not want this site, pursue the development of downtown supportive parking with other amenities such as bike racks, kiosks, and green space.

Re-Use of Existing Buildings

- The existing Post Office should be re-used in a way that serves the public. This could be as a SBAA visitors center or a public gathering space. It could be a location for a small gathering for family events. It could function like an enclosed park shelter and also serve as an emergency shelter in dire weather.
- The existing Administration Building should be demolished. Due to the small size of the site, lack of parking, and topography, opportunities for new construction are limited. Redevelopment as a pocket park is recommended. The area has some of the oldest buildings in the village, so a historic marker or other educational element would be appropriate.

Sports Complex Recommendations

The Sport Complex has several activities in it that can be adjusted over time. The Sport Complex is a logical location for the enhancement of all active recreational needs. As residential growth occurs to the east, this location will become central to many families. Recommended enhancements include:

The Dog Park

- The conceptual layout generated for the Sport Complex places the parks maintenance facility and marina parking north of Autumn Court in the location of the existing dog park. Ayres recommends relocating the dog park to the south side of the road, south of the community gardens.
- During the next phase of study, new dog park amenities such as play equipment and a separate space for smaller dogs should be considered. The new dog park should be designed with feedback from existing dog park users. Ayres also recommends a small annual fee to use the dog park, and an associated fob system to allow people and dogs into the park. This will offset some maintenance costs, allow the Village to monitor demand and usage, and assure that all dogs in the park are vaccinated and licensed.
- The current dog park is approximately 60,000 s.f., or 1.3 acres. The American Kennel Club recommends dog parks be an acre or more, so a dog park of a similar size to the existing one is recommended. The American Kennel Club design guidelines also recommend that a section be designated for small dogs, but they do not provide a size. Sectioning off approximately 20,000 s.f. should be adequate.

The Ice Rink

- The ice rink is a major draw in the community and in northern Door County, and Ayres supports investment in a new coiling system. With this investment and other long-term changes in the Sport Complex, we recommend the relocation of the rink to just south of Autumn Court. This will make it more visible and allow for better synergy between uses.
- The size of the new warming house/community space can adjusted based on the amount of funds raised. This can serve as the center of the sports portion of the park and provide for youth needs like a small meeting room, arcade, concessions, or space that can be rented for birthday parties, Boy Scout meetings, etc. A basic structure is shown in this report, but more elaborate designs, accommodating up to 250 people, could be explored as funds are raised. Approximately eighty parking spaces could be built north of Autumn Court to accommodate parking for large future events if needed.
- Placing a roof over the rink to make maintenance more cost effective and to allow people to skate during inclement weather should also be considered.

Pickleball/Tennis Courts

- We recommend the addition of four new pickleball courts between Autumn Court and the existing parking lot. In addition, if desired, pickleball courts can be laid out on the ice rinks in the summer months. The existing courts should be reverted to only use for tennis. With the addition of more courts, the Village could consider going to a completely first come, first serve approach, eliminating conflicts between those with reservations and those without and freeing up staff time spent on reservations.

Community Gardens and Compost

- Autumn Court will need to be redesigned to integrate into the former Wiltse site. This will mean current community gardens and other amenities will need to be removed/relocated to accommodate that new road design.
- The community gardens have a waiting list, and as more people come to the community demand could increase. We recommend expanding the community gardens and cleaning up the compost area. As the gardens expand, establishment of a formal board that reports to the Village Board should be considered.
- At this point, Ayres recommends keeping the compost site for municipal and garden use only simply because the management of a compost site can be complex. Once the compost is relocated with the extension of Autumn Court, the location and operation should be re-evaluated. Ayres recommends fencing around the site to deter illegal dumping.

- An interest in “urban gardening” where produce can be public was suggested. In addition ADA accessible beds are desired. Because this takes maintenance, Ayres recommends that this concept be pursued as part of a future development. For example, if a community park is developed as part of the former Wiltse property, an urban garden could be developed and managed by a neighborhood association.
- Ayres recommends redesigning the community garden area to work holistically with a new natural area while making it accessible to small lot homeowners on the former Wiltse site. If the administrative building is not built just east of the wastewater treatment facility, that location may be an ideal site for community gardens or urban gardens, dependent on the number of homes, lot sizes, and need.
- A pollinator garden should be added to the natural area.
- The addition of a pavilion near the wet area at the current end of Autumn Court is recommended because this area will become the center of the park area once housing is developed to the east.
- The addition of walking paths south of Autumn Court can connect the existing facilities and future development.
- The current community gardens area is made up of approximately twenty plots at approximately 1,000 s.f. each for a total of 20,000 s.f. Ayres recommends doubling that to 40,000 s.f. or forty plots.

Marina Parking

- Ayres recommends locating the marina parking adjacent to the future Parks Maintenance Building west of the existing wastewater treatment facility to avoid dividing the recreation space, and to provide more security.
- A fee for the marina’s use of the land should be established to offset Village costs, and this could influence the proposed lot size.

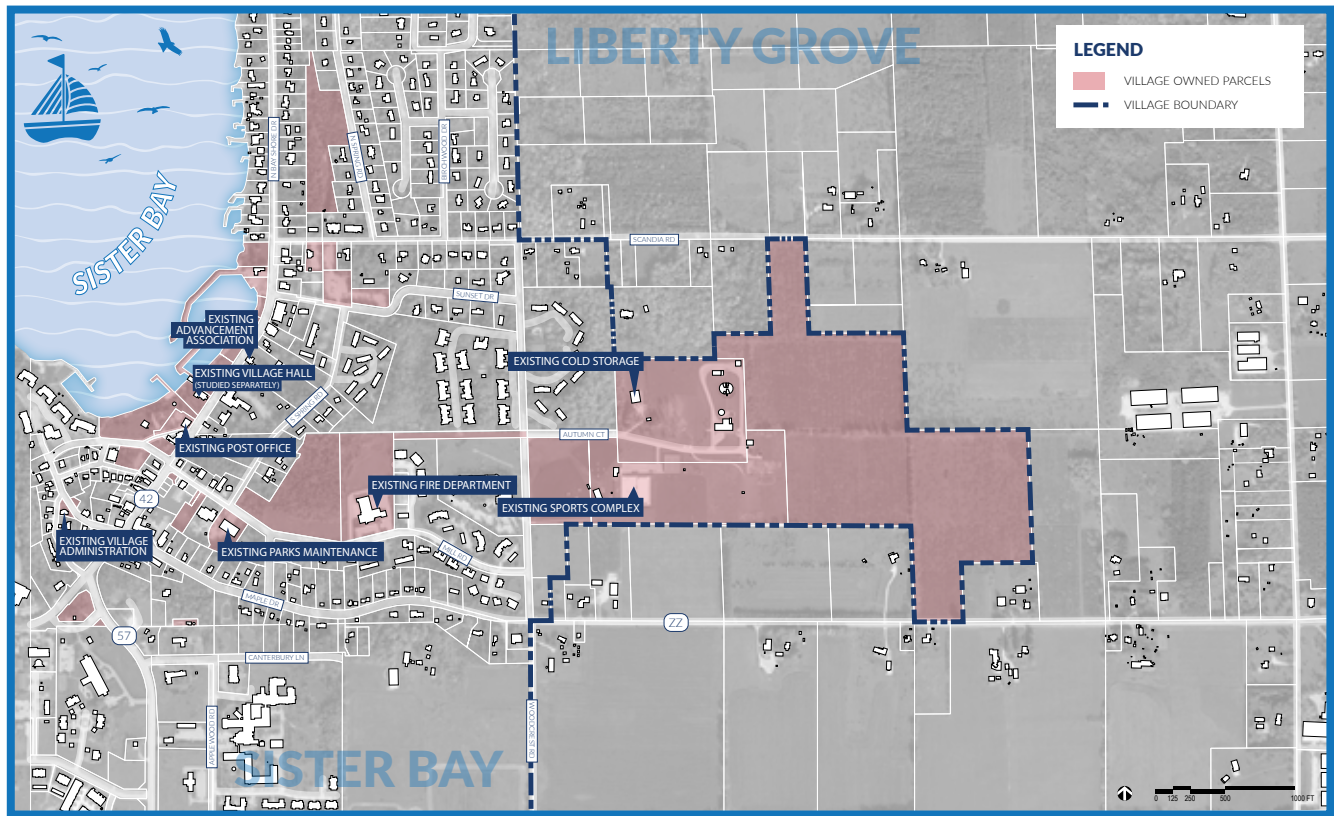
Sledding Hill

- As facilities are constructed any excess soil should be used to reshape the sledding hill to make it safer.

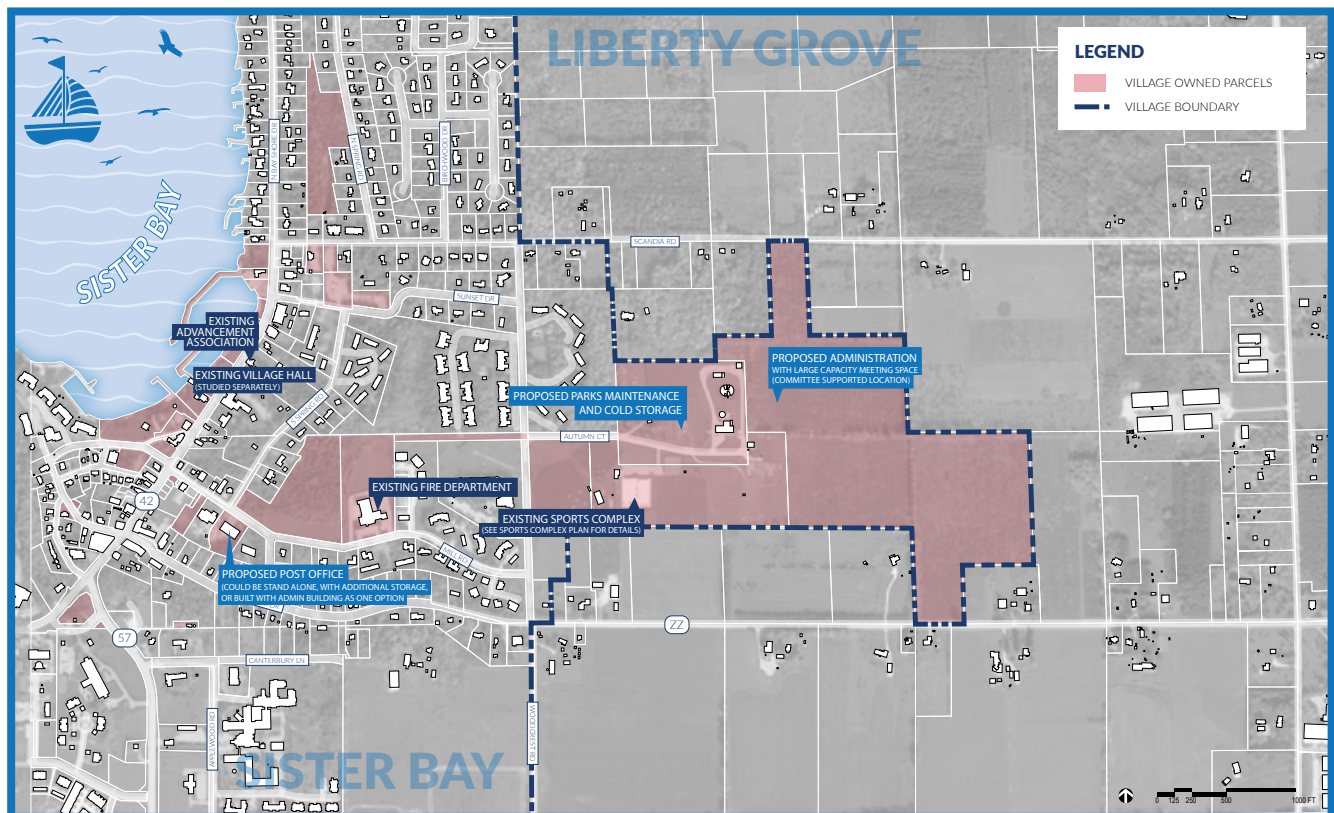
Disc Golf

- As the other uses are relocated, the disc golf course should be appropriately integrated.

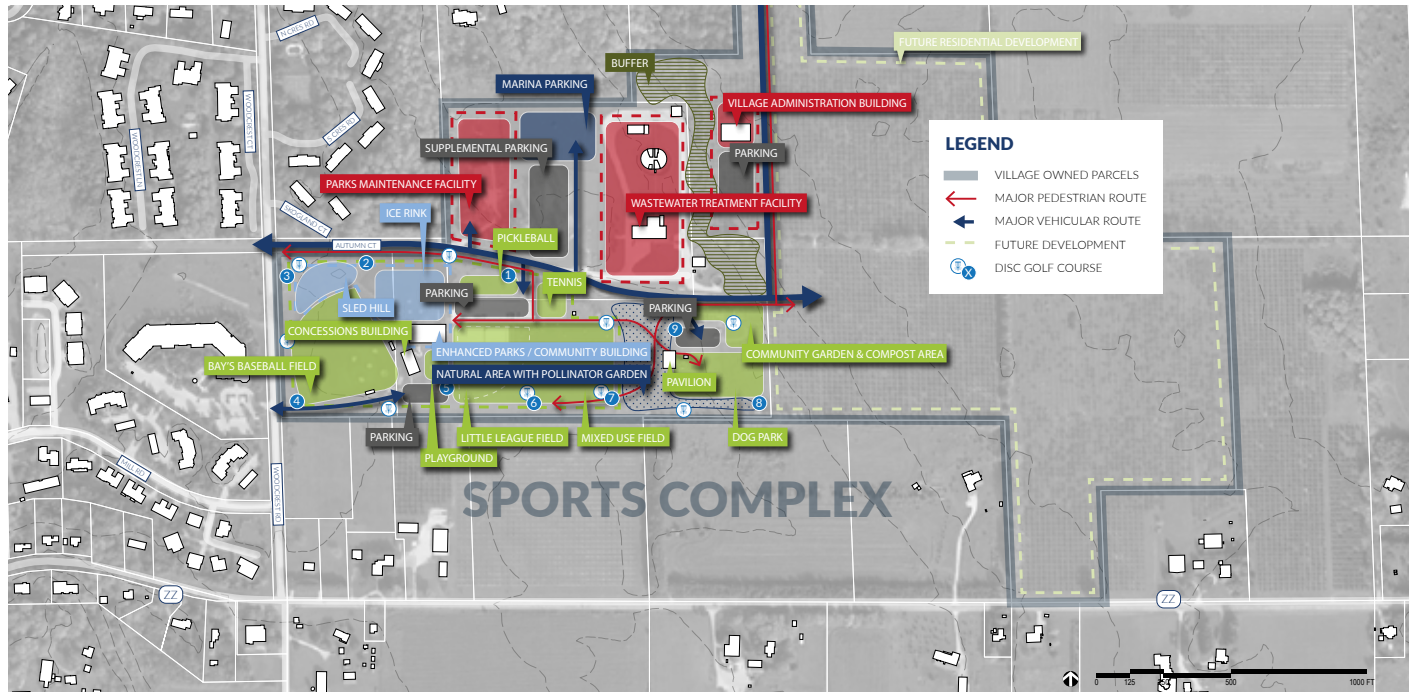
EXISTING FACILITY LOCATIONS



PROPOSED FACILITY LOCATIONS



A potential future layout for the Sports Complex was developed. For each building option, site plans were developed. With each of the site plans, once a site is selected, design refinements will be needed as these drawings were created to assure that the scenarios were feasible and to establish estimated costs for prioritization. In essence, they start the conversations for future plan development.

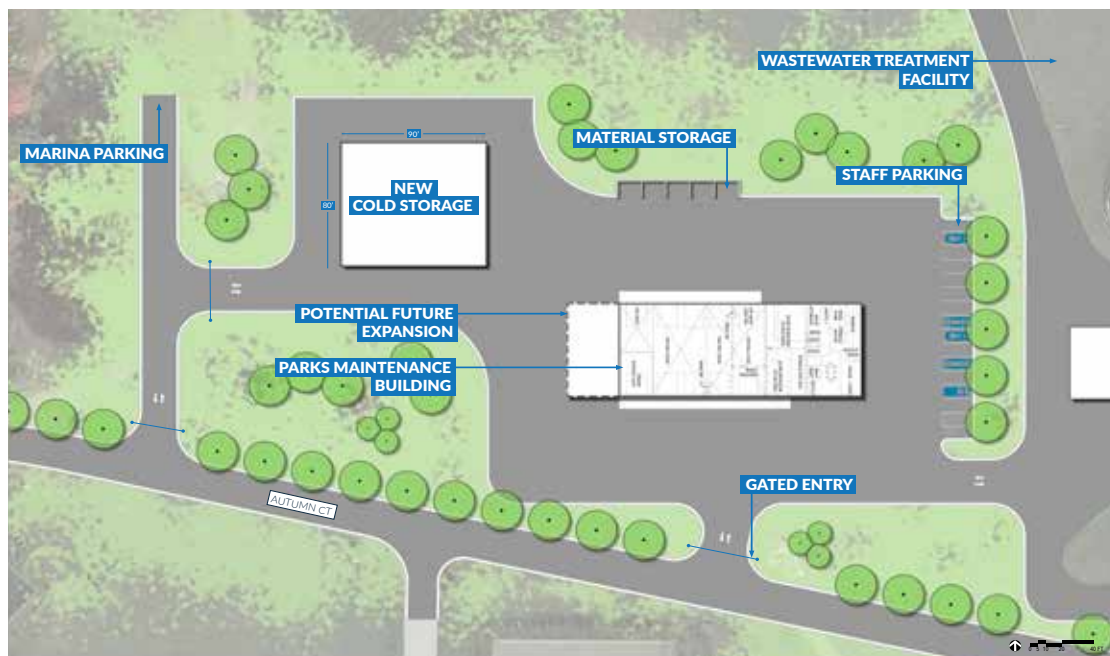


SITE PLANS

Parks Maintenance Building

This plan envisions a new storage facility, improved outdoor storage, and potential future building expansion. During final design it may be determined that not all areas have to be paved. This could save money and mitigate run off. Similarly, a new storage building could be built when the main building is constructed or later.

When this site plan was generated, it was assumed the former sewerage ponds were to the north of the dog park because that was the common understanding and no records were immediately available. The initial design brought the building to the front of the site. An alternate concept with the building in the location of the current storage building was later generated. More information about the sewerage ponds follows.


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Sister Bay, Wisconsin | 08.23.2023

Ayres found aerial photos that show that the ponds covered most of the parcel west of the wastewater treatment facility. However, this finding does not necessarily prohibit construction of the maintenance building in this area. In fact, the existing storage building was constructed on a former pond.

The ponds were filled between 1988 and 1992, so there has been time for the soil to settle. At the time of the filling of the ponds a formal “closure letter” from the DNR was likely issued outlining how the ponds were filled and what future development considerations would be needed. The overall concept of placing municipal operations together in this area is strong, and this general location keeps operations close to the rest of the village, which is efficient. Before the design is taken to the next level, the DNR letter should be obtained and routine soil sampling should be conducted.

The following are historic images of the wastewater treatment facility and adjacent ponds over time.



1992



1988



1986



1978



1974



1961

The Administration Building

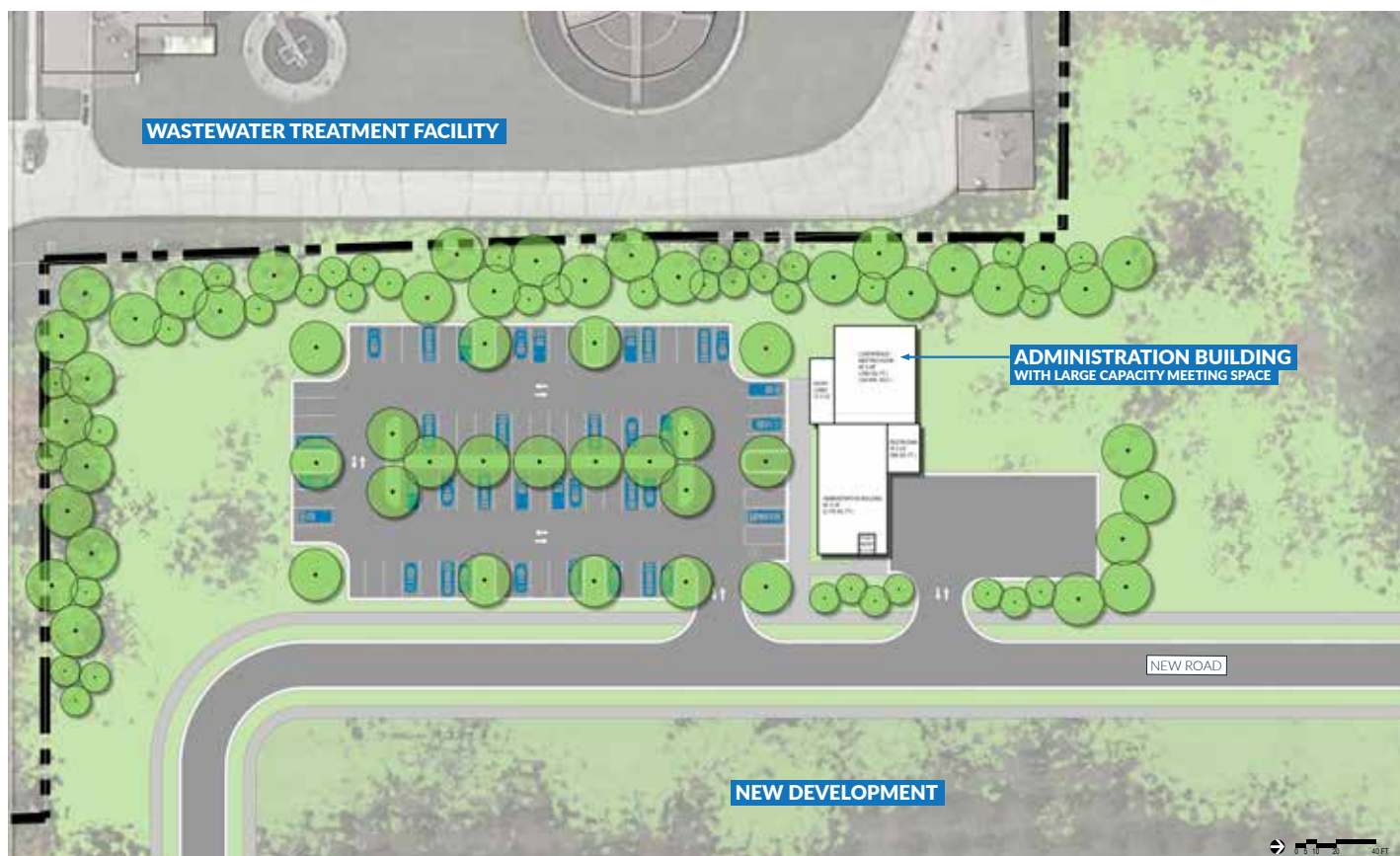
Initially, a building with the administration functions and a post office combined at 2315 Mill Road was proposed. However, due to the constrained nature of that site, an alternative site plan was created for an Administration Building adjacent to the Sports Complex east of the wastewater treatment facility.

This location would be accessed from a future road dropping south from Scandia Drive. That infrastructure has not yet been planned. Water and sewer expansion would have to cross the Town of Liberty Grove's jurisdiction.



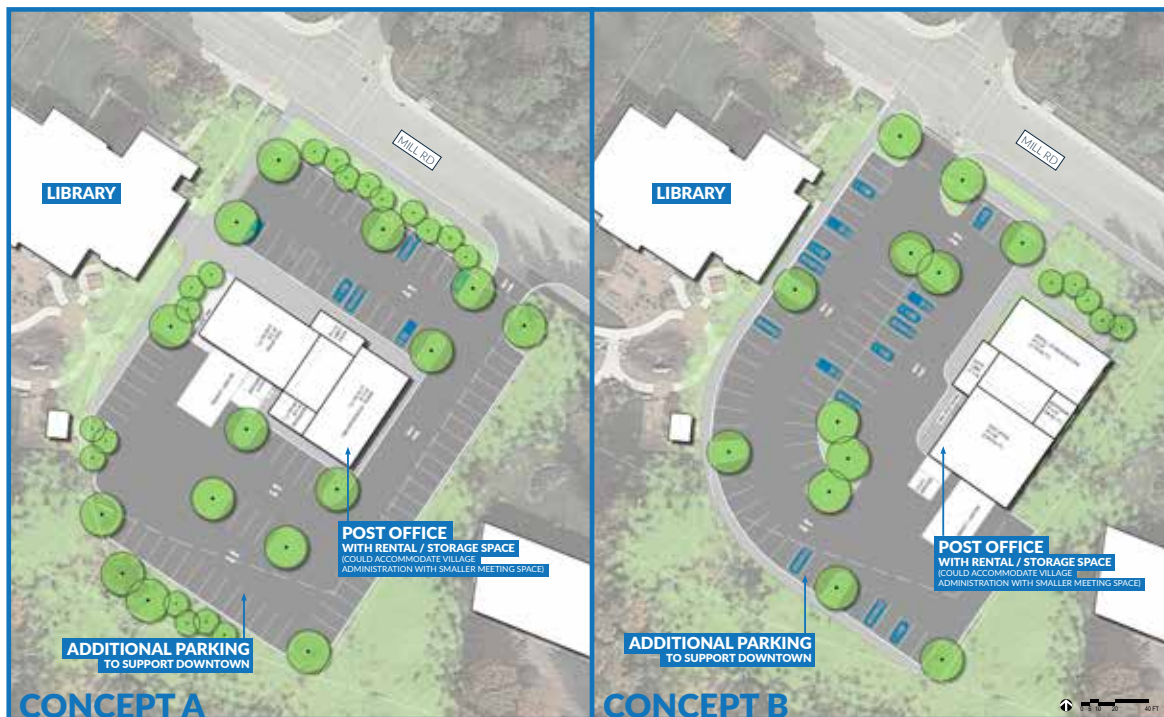
Conceptual layout of the Wiltse property.

To make this location both walkable and bikeable, improvements would need to be made to Scandia Drive. This location offers the opportunity to build a large building with more parking. Approximately ninety parking spaces are shown for the public with additional staff parking and loading. It also preserves room for future wastewater office expansion if needed. However, drawbacks include not currently knowing the build out of the remainder of the former Wiltse property and potential odors from the wastewater treatment facility. As the former Wiltse property is designed, a similar layout to the one below could be explored for other locations within the property.



The Post Office

Two site plans were created for the 2315 Mill Road to establish if the post office and administrative functions could be co-located. That concept was abandoned, but the concepts were left to show options for a Post Office with other functions on the site. These plans could work as a post office with additional storage or rental space. The designs allow for approximately seventy parking spaces. Approximately thirty-two of those would be replacement of existing library parking, leaving thirty-eight more spaces for the post office and other uses.



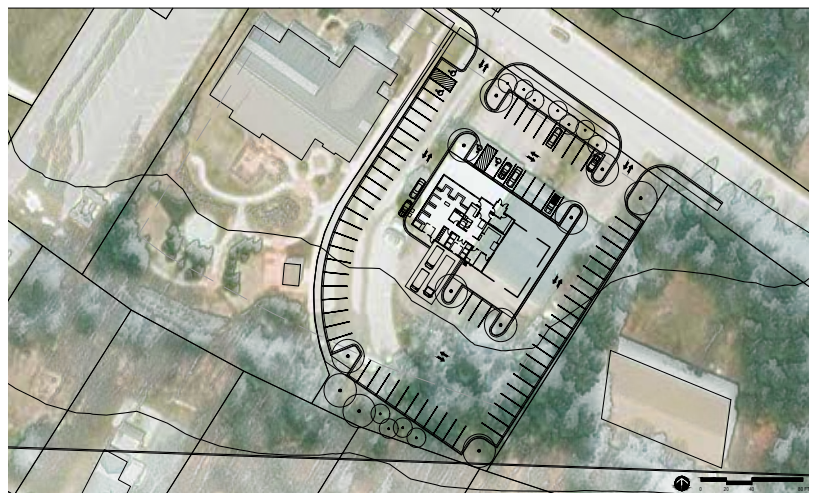
AYRES

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SISTER BAY FACILITIES STUDY | POST OFFICE RELOCATION

Sister Bay, Wisconsin | 08.11.2023

Alternatively, if this becomes the site of a stand alone post office, the postal system may wish to combine several offices at this location. In that case a second entrance would be a high priority. The site plan can be adjusted when it is known if the post office will stay or be multiple offices located in Sister Bay. A floor plan for a stand alone post office can be found in the following section. If the site is not developed as a post office, it can be used to supplement downtown parking and potentially offer amenities such as bike parking and an information kiosk. It could also house the Village's bus.

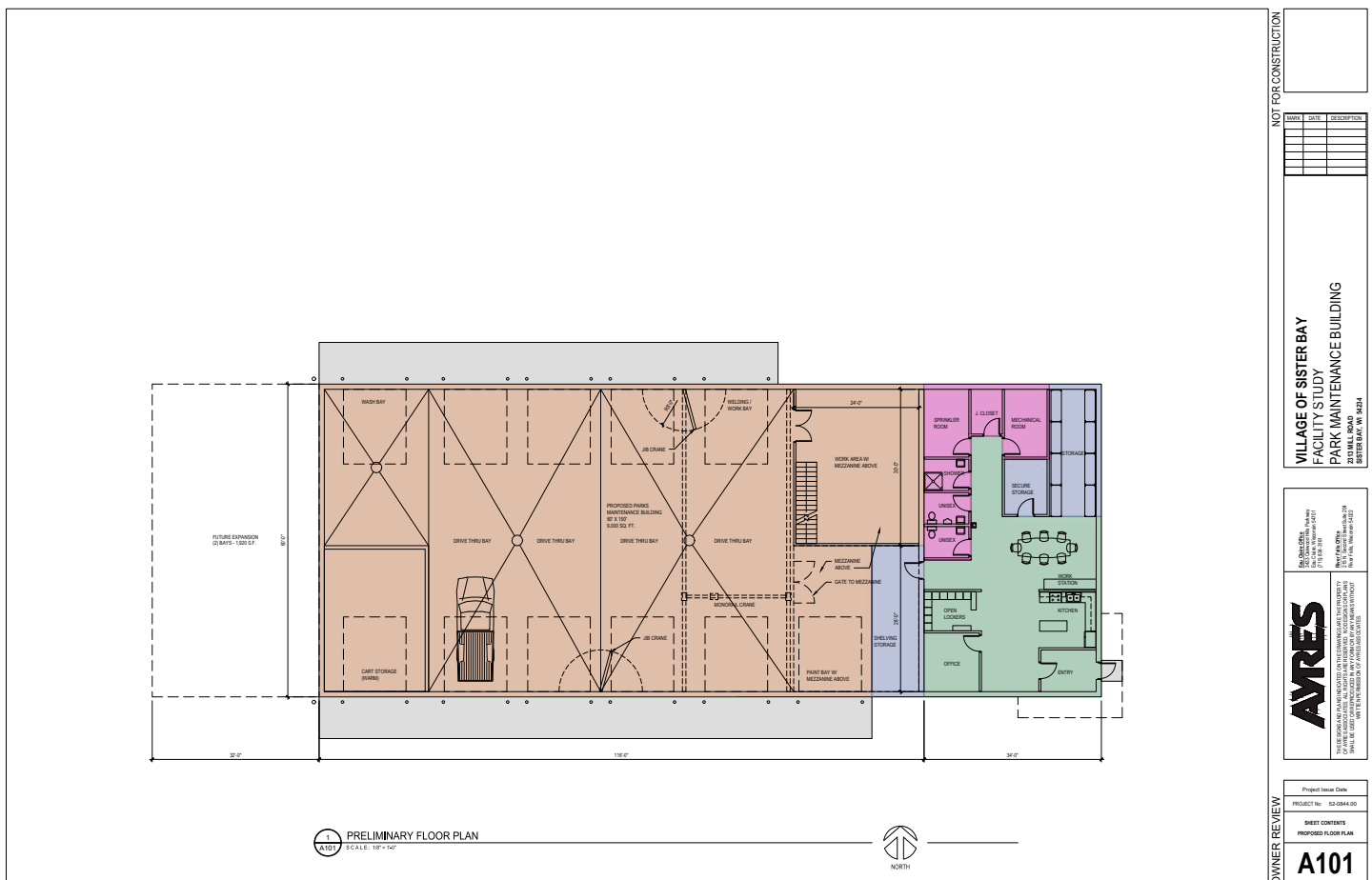


SISTER BAY FACILITIES STUDY | POST OFFICE ONLY PLAN

Parks Maintenance Building

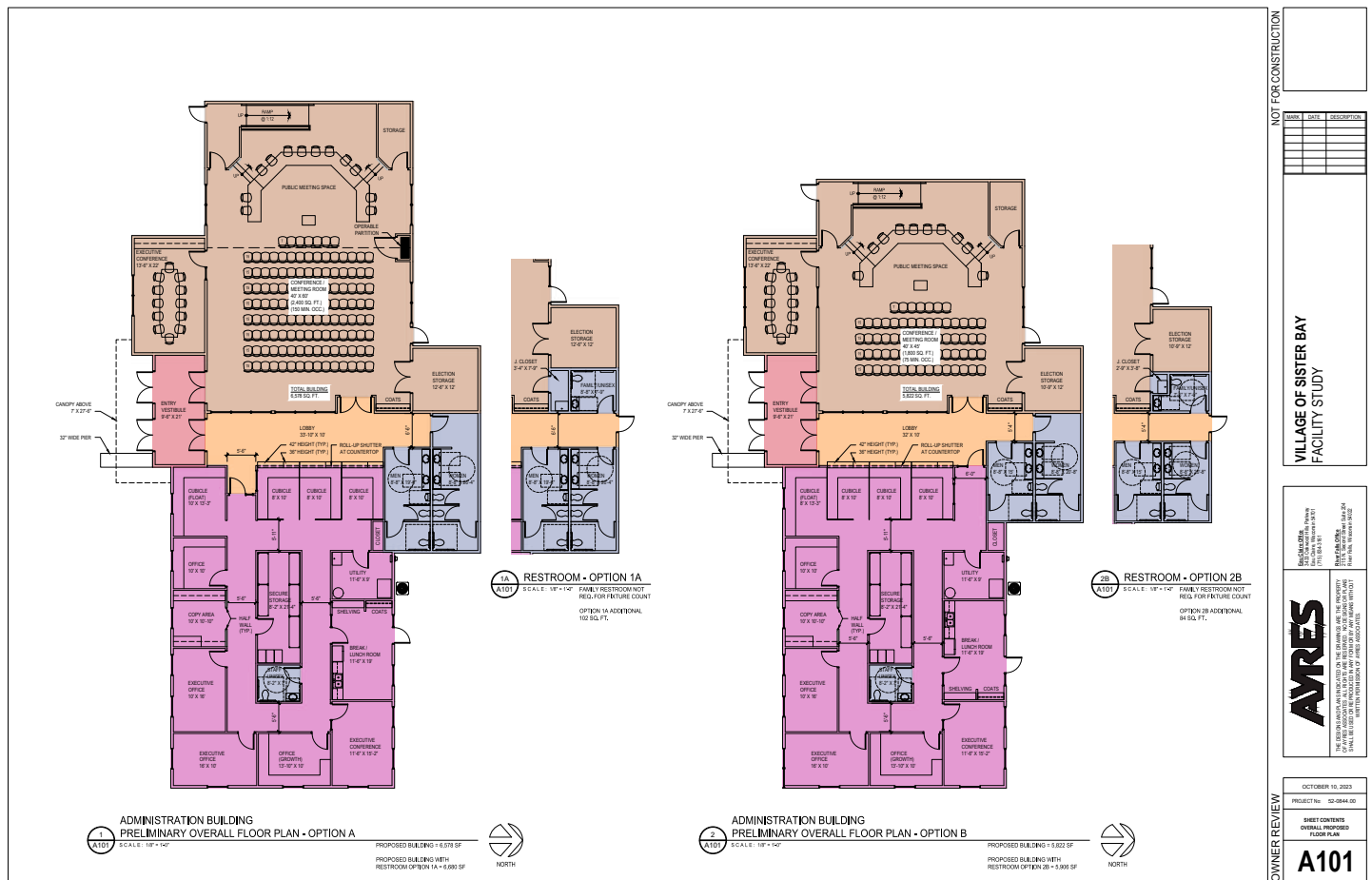
Conceptual floor plans were generated for the Parks Maintenance Building, Administration Building, Post Office, and a future warming house/community space. These are shown below and intended “kick start” future, more detailed design efforts. These concepts include the design elements suggested in the facilities studies featured earlier in this report and were based on input from Village staff and others. The Parks, Property, and Streets Committee recommends that buildings in or adjacent to the Sports Complex incorporate wood, stone, and black beams, and metal roofing. For this building, the side and back walls should be compatible with the front or materials similar to the wastewater treatment plant.

The existing Parks Maintenance Building is approximately 7,500 s.f. This floor plan shows a 9,900 s.f. facility. Additionally, the existing Parks Storage Building is approximately 4,800 s.f., and the site plan shows room for a new 7,200 storage building. The building should be designed to be LEED certified.



Large and Small Options for the Administration Building

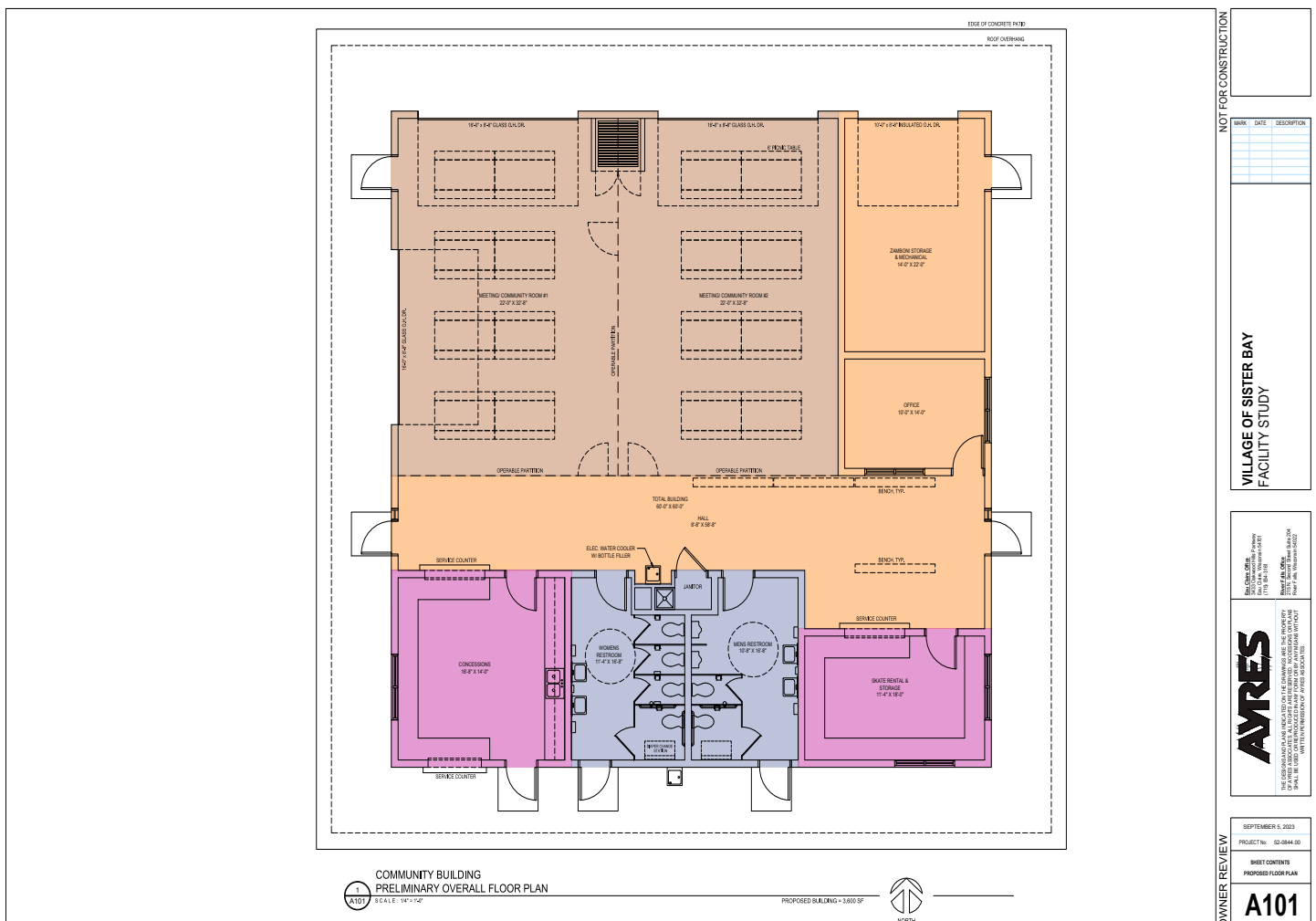
Two concepts for the Administration Building were created, one with a chamber that seats 150 people and another that accommodates 75 people. The remainder of the building design for both designs is similar. The larger concept is supported by the Parks, Properties, and Streets Committee, and is 6,522 s.f. The smaller footprint is 5,766 s.f. The Committee would like this building to be designed to respond to the period that the property was established. Thus, if the building is on former farmland, the building should have an 1880's farm character with a 11/12 to 12/12 pitch roof that appears to be two stories from the outside. A porch is recommended, and the chambers should have a vaulted ceiling. The building should be LEED certified and use sustainable energy, like an era appropriate windmill.



Warming House/Community Building

The Ice Rink Development Group has done more design investigation than is shown here, and additional design input will be needed as the concept evolves, but this floor plan captures main elements such as a community space and skate rental area in order to estimate costs and establish an approximate size of the building. The existing ice rink building is approximately 2,200 s.f., and this floor plan shows 3,600 s.f. of space. The main area can be subdivided into two rentable spaces that hold sixty-four people each with the table arrangement shown. As one space, the occupant load could be increased to approximately 250 depending on table arrangement. Additional parking could be built north of Autumn Court, where there is room for approximately eighty-five more spaces. The addition of this lot would have to be coordinated with the final layout of the Parks Maintenance Building site and the marina parking.

The Parks, Property, and Streets Committee recommends that materials consist of wood, stone, and black beams. They also desire a two story structure with exterior seating on both floors. The Committee also recommends incorporating wood, stone, and metal into the interior with powder coated black beams, black garage doors that open to a community area, windows along the roof line for extra light, and an etched concrete floor. Like the other buildings, this building should be LEED certified.





SEQUENCING

Parks Maintenance

1. Clear space in the Sports Complex for the addition of a new Parks Maintenance Building and reconstructed storage building. This would mean that the dog park would need to be relocated. Finalize the future dog park location, gather input from dog owners, and design a new dog park. Relocate marina boat storage to make room for a new dog park. This will involve negotiations with the marina, and potentially a temporary layout while the final site plan for the Parks Maintenance facility is created.
2. Contract for final design and engineering for a new Park Maintenance Facility.
3. Relocate operations to the new Parks Maintenance Facility.
4. Demolish the existing Parks Maintenance Facility.

Post Office

5. Determine through negotiations with the Postal Service if the operations will remain in Sister Bay.
6. If so, proceed with design and engineering for the 2315 Mill Road site.
7. Renovate the existing post office to house the public interface functions of the SBAA or other community focused use such as a gathering space.

Ice Rink

8. Begin fundraising for the ice rink/warming house/community space.
9. Proceed with final design and engineering for the ice rink and associated building.
10. Because, depending on the final location, the Little League field would need to be relocated, a detailed master plan for the remainder of the Sport Complex will be needed. This will involve designing and budgeting for a new Little League field. While this field is a relatively recent investment, Ayres believes the overall function of the complex can be improved with its relocation.

Administration Building

11. Complete neighborhood plan and infrastructure planning for the former Wiltse property.
12. Determine final location for the Administration Building (next to the wastewater treatment facility or more integrated with the neighborhood).
13. Proceed with design and engineering for the Administration Building.
14. Demolish the existing Administration Building and create a small park with a historic marker.

Other Sports Complex Improvements

As funding is available, construct new pickleball courts, expand the community garden, build a new pavilion and evaluate the need for the compost facility.





COST ESTIMATES

The costs provided here are high level estimates intended to assist with annual budgeting and sequencing. Because the plans are conceptual, and things like materials have not been selected, the costs are based on an average cost per square foot for office space and maintenance related space. In addition, the following costs are based on 2023 estimates, and as the projects are prioritized over time, costs may increase. Cost estimates include further design and engineering, building construction, parking lots and site improvements, soil testing, permitting, and contingencies. Utilities are not included.

Maintenance Building (and new storage)	\$3.80 million
Demolition of the existing Maintenance Building	\$165,000
Large Administration building	\$2.96 million
Demolition of the existing Administration Building	\$37,500
Post Office (stand-alone)	\$1.65 million

In addition to these costs, the Ice Rink Development Group has estimated the cost of replacement of the slab and a new permanent chiller at approximately \$2,100,000, not including demolition of the existing slab. A basic 3,600 square foot warming house/community building could cost approximately \$1.09 million. However, depending on final design and finishes, the cost could be much higher. Fundraising efforts will likely shape the final design and cost.

Four pickleball courts are recommended, and pickle ball courts average \$45,000, for a total of \$180,000.

If the softball diamond were relocated to make way for a relocated warming house/community building, the costs for a new diamond could be approximately \$410,000 for natural turf with lighting.

The relocation of the dog park relocation costs would depend on the final amenities. New fencing of the same sized area would be approximately \$75,000.

A new parking lot with forty new spaces is envisioned to serve the community gardens, dog park, and nature area. This could cost approximately \$240,000. Another new lot of approximately forty more spaces is shown south of the existing ballfields.

As mentioned, several features in the Sports Complex, including the community gardens, will be impacted by the expansion and redevelopment of Autumn Court when the former Wiltse property is developed. The primary cost for a community garden area is the provision of utilities, and that cost may be able to be integrated with the road plans.





CHARACTER OF BUILDINGS

Throughout the process of this study people expressed a strong desire to make sure that future facilities further the character of Sister Bay. To do this, future facilities should:

- Use high quality building materials that match or coordinate with the limestone stone used in other public buildings. Ensure that roof lines are architecturally compatible.
- Encourage walking and biking by incorporating sidewalks and bike paths to the rest of the community. Have coordinated bike racks and other amenities.
- Have appropriate and coordinated signage.
- Incorporate green building principles. Examples of green design elements could include native plantings, permeable pavers, solar panels, and water recycling.
- Be designed to accommodate people of all ages and abilities.



Example of use of Limestone



Sample of native planting at a municipal building



APPENDICES



Sister Bay Liberty Grove Library

INTERVIEW NOTES

Myles Dannhausen, Sister Bay Ice Rink Development Group
Interviewed 6/20/2023

General background on rink:

- The ice rink doesn't have a coolant system, so activities are affected by the weather.
- The rink and other facilities used to be where the fire station is currently located, and was previously run by volunteers.
- Now the Village staff creates and maintains the ice.
- The rink is a tourist draw, particularly with the pond hockey tournament which draws approximately 400 players plus fans each February.
- The rink also supports a broomball league.
- There have been skating lessons there in the past.
- Basketball is played on the rink in the summer.
- There are donors, and potential investors in the rink, but they want an agreed upon plan.
- If another site were chosen, trees would be an issue. They appreciate the trees that have grown in the current location.
- The ice rink is the only one in the area.

Vision/priorities:

- The friends group wants to make improvements, but they want to be coordinated with other efforts.
- They see the potential for the rink to be part of a larger community center, but would like to remain in the current location due to the synergy with other uses like the ballfields and playground.
- They are interested in making improvements, in part, because there's not a lot for teenagers to do in Sister Bay.
- Their vision is to have other uses like a game lounge so kids of all ages and different interests can have fun.
- They want to make sure the efficiencies of co-location are not lost by public facilities being developed separately.
- Even now, the ice rink is a big community draw and part of the character of the village.
- New housing is planned in the area, so they want this site to be a resource and be connected with that plan.

Thoughts on other facilities:

- Village Administration building is antiquated.
- They need a large meeting space.
- They need modern technology.
- He likes the potential co-location with the post office or as part of a community center.
- There could be the potential for private donations for a community center.
- The parks maintenance building is not in the right place.
- If the administration building and the post office move to the parks building site, the parking could be used on the weekend to support downtown.
- The post office or the village hall could become the location of the SBAA.
- Perhaps the existing administration building site could be used for worker housing if it is vacated. The Village should use the power they would have as owner to shape development there.
- Cress Pavilion in Egg Harbor could be an example for a multi-use space.

Chris Hecht, Fire Chief

Interviewed 6/23/2023

Background on Fire Station

- EMS and fire are housed together
- Operating costs are split 2/3 Liberty Grove and 1/3 Sister Bay, based on valuation.
- Each jurisdiction plays for a station in its area.

General Impressions/thoughts

- Current station is 20 years old. It has some life left, but the following issues will affect its usefulness
 - Run volume – proximity to people (want to be within a 5 mile radius of most people)
 - The possibility of going to a full time staff – lodging will be needed
 - Traffic – getting in and out of the current site is more and more challenging.(approx. 700 calls a year right now).
- Fire Station wants community space because they do outreach with the community.
- They have to have space for training 75+ people.

Louise Howson, Sister Bay Advancement Association

Interviewed 6/26/2023

Overall needs of the SBAA:

- Space for two full time and four part-time staff (two offices with doors)
- Have to be downtown (admin could go elsewhere, but a presence is needed downtown)
- Lots of storage
- Large visitor space
- They are also a business membership organization, but those meetings can take place off site
- Would like to offer public restrooms
- Bus parking would be convenient, but bus is owned by the Village
- Parking for three employees and one visitor

General thoughts:

- Better way finding is needed downtown

Don Cox, Sister Bay Village Board

Interviewed 6/22/2023

General impressions/thoughts:

- Agrees that the Administration Building needs to be replaced and that it's important to have an overall plan.
- Believes the Administration Building needs to be dealt with first.
- The post office placement downtown is important.
- The sports complex is a lower priority.
- The fire station is also a lower priority.
- Village hall can fulfill some meeting space requirements.
- Maybe the Admin building will become the space for the SBAA.
- Suggests we look at the Northern Door County Community Center.
- Thought that the location and plans for the ice rink were settled, supports current location.

Nate Bell, Sister Bay Village Board

Interviewed 6/29/2023

General impressions/thoughts:

- Believes improvements are needed, and the Administration Building is the top priority.
- Would like a bigger meeting space in the Administration Building. Has concerns about depending on the fire station too much.
- Would be interested in selling off the old Administration Building, but open to suggestions.
- Suggested the Wiltse property for a new Administration Building site.
- Believes a community should "build the community building it believes it deserves".
- Sees the fire station as a lower priority. Would rather fix the traffic concerns than relocate the station.
- Is a big advocate for biking and wants people to be able access public facilities without driving.
- Stressed that the last sport complex was on the site of the current fire station, so we don't want to disrupt things again. Need to honor the volunteer investment.
- Consider future public transit and multi-modal options.

Vision/priorities:

- Walk-ability. Bike-ability.
- Center design on people and not cars.

Sarah White, Sister Bay Village Board

Interviewed 6/30/2023

General impressions/thoughts:

- Sister Bay is growing at a rapid pace
- Wondered if the post office could go into the administration building
- Fire station is a lower priority
- Believes that meetings commonly get up to 80 people.
- Not eager to add more to the core of the downtown. Let it be what it is.
- There are 48 kids in T-ball, and she had to split her kids soccer because the team was so large – strong demand for kids' activities.

Vision/priorities:

- Work from home has changed the make-up of communities like Sister Bay.
- End goal is to create a welcoming and open community.
- Need to have an overall vision for the future of the community.
- Preserving the waterfront is a top priority. That's what makes Sister Bay unique.

Alison Werner, Sister Bay Village Board

Interviewed 7/13/2023

General impressions/thoughts:

- Kids need a place to go. The YMCA can provide indoor space.
- Expanding the warming house is important.
- Would like to reuse the Admin Building.

Vision/priorities:

- Is there a space or role for a museum in one of the older facilities?

PARKS, PROPERTY, AND STREETS COMMITTEE NOTES

On July 10, 2023, Ayres staff gave a summary of initial observations and input to the Sister Bay Parks, Property & Streets Committee. “Shared Understandings” were presented. Ayres had developed these based on site visits and interviews. The discussion focused on the Administration Building because there is general consensus that the Parks Maintenance Building would be a good fit in the Sports Complex. The group was asked:

- What does the Administration Building need to have? (i.e. public bathrooms, meeting rooms) And
- What should the Administration Building be? (i.e. welcoming, centrally located)

The following is a list of responses and the number of times the same feature was mentioned:

What does the Administration Building need to have?

- A medium size, not too large
- A 20-person size conference room (2)
- Meeting room for 150 people
- Meeting room for 75+ people
- Meeting space for the Village Board (2)
- Meeting space for committees
- Spacious meeting rooms in the same building (2)
- Community resources for residents
- All local admin functions together
- Functional workspace/offices (2)
- Large offices
- Lunchroom for employees (2)
- Public kitchen (but separate, secured) if it becomes the community center
- Private meeting space and for completing paperwork like voter registration (3)
- Accessibility (3)
- Excellent technology (2)
- Public WiFi
- 24 hour drop box
- Records storage (2)
- Security
- Gender neutral bathrooms
- Public bathrooms (5) and employee bathrooms
- Parking (3)
- Room for growth (2)
- Work out space

What should the Administration Building be?

- Welcoming (4)
- Organized
- Show pride
- Not utilitarian
- More Bailey's Harbor, less Liberty Grove
- Like a Door County store front
- Like the wave theme from the beach (in bike racks and lighting)
- Friendly (2)
- Nautical
- Focused on residents
- Locally accessible
- Not in downtown (2)
- Turn of century architecture
- Functional
- Convey "we are Sister Bay" in architecture and uniqueness (2)
- Service oriented
- Professional (show taxpayers that we respect their dollar) (2)
- Efficient

On August 7, 2023, Ayres staff gave a second presentation to the Sister Bay Parks, Property & Streets Committee. Ayres presented an initial recommendation that municipal functions like the administration building and the post office be located on Mill Road next to the library. The committee raised concerns about that site not being able to accommodate a 125 to 150 person meeting space and recommended that Ayres study placing the administration building at the sport complex. In addition, Ayres presented a concept for rearranged uses at the sport complex. Conversation covered, but was not limited to:

- Expansion of the warming house.
- Potential relocation of the ice rink.
- Possible use of the ice rink for pickleball in the summer.
- The infrastructure needed for future housing and a potential administration building at the sports complex.
- Odor generated by the water treatment plant.

On August 28, 2023, Ayres staff gave a third presentation to the Sister Bay Parks, Property & Streets Committee. Ayres shared draft floor plans and cost estimates, and the group reviewed a draft report and recommendations. Ayres presented a series of four options for building locations (A stand-alone admin building east of the water treatment facility, a stand-alone admin building on Mill Road with the post office located at the fire station or other location, a combined admin building and post office on Mill Road, and a stand-alone building as part of the future development of the Wiltse property). The committee reiterated their preference to not have the administration building on Mill Road, so that option was then dropped from the report. Conversation covered, but was not limited to:

- Design options for the warming house/community room.
- The need for comparison of sizes between existing and proposed features.
- The need for costs for demolition and long-range options like the potential relocation of the softball field.
- The character that the committee would like to see in future buildings.

COMMUNITY MEETING NOTES

Written Comments Received at the Open House held 8/12/2023

Thirty-eight comment sheets were received. Below the responses to questions on the comment sheet are listed. The Village staff also reviewed the plan, and a summary of their comments is included. Lastly, at the open house comments were made on sticky notes placed on drawings. These are shown at the end of the document.

VILLAGE ADMIN BUILDING

Do you like the idea of a new Village Administration building in the Sports Complex?

Didn't indicate yes or no: 3 (still made comments noted below)

Comments:

- Yes and no. Like both plans. Each has advantages. Lean toward with PO. But realize it could be a big mistake.
- Seems like putting it near the library with a possible new PO would save the Village a lot of \$ and be easily accessible to residents.

Yes: 20

Comments:

- Room for expansion.
- Plenty of room for expansion and parking and can handle larger meetings.
- Access for all off of ZZ.
- That would work to combine as many admin facilities together.
- But not next to the wastewater treatment plant. Put it at the Maple/ZZ entrance or Scandia entrance.
- Do not build it right next to the wastewater treatment plant, put it on land on the southside of the baseball fields.
- Room for developing all municipal buildings in one place.
- We need it!
- Because where else is there enough space? As long as it doesn't comprise services offered at the Sports Complex, which it shouldn't as there is ample space.
- Provides for additional parking. Expanded space and room for growth.
- Needs more space and better location.
- More space, allows for expansion.
- Room for growth and decent parking.
- More room, less congestion.
- It doesn't need to be downtown and can have meeting facilities.

- Get it out of downtown!
- Okay with it. Concerned about additional traffic that a new building would bring to Scandia. Scandia is already a race track; needs sidewalks at minimum.

No: 17

Comments:

- No. A Village/City Administration building needs to be in a location that connects with the main area of the community. In Sister Bay that is Bay Shore Drive and the marina / park area. This shows the residents, business owners and tourists that there is a strong connection between the Village and the community. By placing it at the Sports Complex it becomes remote and disconnected with the focal point of the Village.
- Waste of money.
- Not located east of the wastewater plant.
- Needs to be closer to downtown.
- Keep it all together.
- Anyone who goes to the dog park is aware of the smell of that spot by the treatment plant.
- Keep it affordable housing only. We don't need expansion of government stuff and facilities.
- Much prefer the location on Mill Road – proximity to town, link to the post office etc.
- Too far from downtown. Pairing it with PO creates a more walkable town.
- Needs to be closer to downtown. Linked to post office. Great idea!
- The library location is the best. Having the admin building and post office co-located next to library is far superior to the other plan (two facilities).
- Poor location.
- Next to PO more central.
- I'm not a fan of the location of the administration building on the Wiltse property. I'd like to see at least a little room for the plant expansion and the building away from the sewage receiving building. I believe the only things that should go in that corner are community gardens, parks, or long-term parking.
- I think it will be very hard for the public to find the new building if it is placed behind the sewer and water plant. I think it should be with the post office next to the library.

POST OFFICE

Do you like the idea of the post office being relocated to Mill Road, next to the library?

No answer: 1

Yes: 28

Comments:

- Convenient location, easy to find, adequate parking.
- The new design (at the library) would have better access.
- Have space for PO. More downtown parking.
- Makes community sense. Gives good parking. Relieves congestion on main road. I like concept A presented.
- Synergy with library, admin building, more parking, but still downtown.

- Same as above – prefer proximity to town. And please also keep the old PO building for another use in town.
- Consolidation by library is nice. Being downtown keeps community feel and tourist feel.
- Keeps all together.
- More space, walkable, better parking.
- Frees up green space at lake; better for traffic on 42.
- Yes, assuming it has a cost/benefit to it. I'm not certain if this means that the Village will own the building and lease it to the Postal Service? If so, it's a good tenant to have. Then combine the Village Hall and Post Office together to gain cost efficiency and allow for development of the existing post office and village hall sites.
- As long as traffic and parking can be managed.
- Off of main drag, but close for truck deliveries. Can mail a letter without trip being a major production.
- Access convenient and post office needs more space.
- Keep it part of downtown and easy to walk to.
- Combines city services; frees up waterfront; but still not too far out of downtown; easily accessible.
- Growth, thinking it will work out over time.
- Access is important; however, it could go to the Sports Complex and open up the old maintenance building lot for parking.
- Leave the existing stone building where it is – re-purpose.

Still convenient to residents. Do not destroy current PO building....historic, much like the visitors center.

- As long as the original building stays for another use.
- Must have circular in and out.
- But only post office. Need parking.
- Convenient and very accessible.
- Ease of deliveries and movement.
- The post office needs to move off of 42. Easier access off of Mill Road.
- Still close to downtown, but not on Main St.

No: 8

Comments:

- Keep it where it is. Al Johnson's needs better signage for parking.
- Fine where it is.
- Still too congested...put PO in back of existing fire station or addition to fire station. Or at Sports Complex.
- Lots of traffic to PO Cannot get into 42 at ZZ or Mill from mid-May to mid-Sept.
- Doesn't solve congestion. Needs to go out by the admin building.
- I like it where it is. We need a person to enforce parking regulations.
- What's wrong with where it is. Nice older building – save it!

SPORTS COMPLEX

What thoughts do you have about the [Sports Complex] concept presented? (What facilities do you use.)

Comments:

- Want to see traffic impact on both auto and pedestrian (community gardens, ice rink)
- Well done.
- Consider leaving the sports complex the way it is or very little changes (dog park, community garden, ballfields)
- (pickleball)
- See sticky notes on boards for comments (dog park, community gardens, ice rink)
- All okay (tennis/pickleball courts)
- (ballfields)
- (walking, open space)
- (dog park)
- Concerned that dog park could get shrunk or de-prioritized (dog park, ice rink)
- (dog park, tennis/pickleball courts, ice rink, ballfields)
- We are community gardeners and love it as it is (community gardens, tennis/pickleball courts)
- (dog park, will use trailer parking)
- Wonderful – a few tweaks & let's get it done!
- Well thought out, good plan! Let's go!
- We support the plan but feel the Village should keep the vacant land for future expansion needs. (tennis/ pickleball courts)
- Good idea for more pickle courts and to save tennis courts; like enhanced ice rink concept with cooling underneath. (community gardens, tennis/pickleball courts)
- It's a great start. Admin office is a huge need. Others will follow. (community gardens)

- I would like a x-country ski trail along the perimeter of the whole property. (ice rink, frisbee)
- Keeping a good size dog park is important; perhaps a separate meeting facility for village meetings with more than 75 participants can be accommodated.
- Traffic, noise from cars/boats along Woodcrest (dog park, ballfields)
- (community gardens, ballfields)
- Great location of ad building/better access and parking.
- I like separate tennis and pickleball courts (I'm a tennis player. Also use dog park, ice rink)
- Cost effective and encourage recreation (goals). I don't use but understand the importance.
- No tennis north of Autumn Ct. Keep sports facility as is. (dog park)
- (use all facilities)
- (tennis/pickleball courts, ice rink)
- (tennis/pickleball courts)
- Very ambitious, More housing? We need more streets to bypass 42. Old Stage Road is now crowded too. (dog park)
- Do not like the land to be used for housing out by the sports complex. We do not need any more high prices houses.
- Do not move the dog park to the swampy area. Isolated.
- The idea of a joint Post Office / Village Hall next to the library provides good visibility and a convenient location. It flows well also with the library next door and the firehouse across the street.
- Moving the parks building to the sports complex provides for more storage and safer operation. They would have more room to load and maneuver trucks and equipment without the pedestrian traffic of Mill Road.
- I am uncertain where the water/sewer/DPW work out of currently but there should be thought put into the shared use of a facility with the parks department at the Sports Complex. Working with municipal utilities around the State the biggest concern going forward is the lack of manpower. Joint/shared services between departments and even municipalities will be a must. Facility planning will be part of this coming trend.
- Meeting room – As an engineer I have seen too many building designs created for the worst or one off scenario and not for the normal daily trend. This is most prevalent when it comes to HVAC design for a meeting space. A meeting room designed for 150 people is not going to properly perform from a conditioning and dehumidification standpoint cost effectively. I would highly recommend that over the next months and years that the Village monitors its meeting attendance and then design a meeting space to facilitate the average attendance. Then, work with a local venue to provide that large scale meeting space if it would be needed.

OTHER THOUGHTS?

- Post Office building needs to be re-purposed to a visitors center or mini history center.
- Keep existing stone building for post office. Build new PO building by library.
- I like the idea of the admin buildings located in the sports complex for convenience and parking expansion.
- How does the housing work? Sell land to a developer? How dense?
- Have three exits from Wiltse property. Permeable parking lot surfaces.
- Proposed combination of downtown parking post office, village administration building makes sense. Meeting space seems adequate. Parking looks good and will relieve main roads.
- Less parking. Count Mill Road on street parking in parking counts. Permeable parking lots. Down lighting for night sky. Library, admin, and PO a great idea.
- The Village doesn't need a massive new admin building. Keep staff and space needs small and in link with the low population of the community.
- Don't develop current post office or sell land. Must remain a community space.
- Long term marina parking space for residents.
- All of the infrastructure involved with putting the municipal building out to the east area would be hugely involved. Better to put next to library.
- Not really concerned about meeting space capacity.
- I am uncertain if this is part of your scope of services but has/is the Village doing a 10/25/50 year development and infrastructure plan? If not, wouldn't that be beneficial study to better determine the long term goals and associated needs of the Village? From there not just a facilities plan but an infrastructure plan can be done? For example, what if the population doubles in 20 years? Will the Sewage Treatment plan be able to handle that load and if not where will it expand? Or, what if one of our neighboring communities like Ellison Bay wants / needs to install sanitary sewer? I doubt another plant would be built but the Village could become a wholesale sewer treatment and/or water utility. Does the water utility have any upcoming possible filtration requirements that will require more building space such as PFAS or Iron filtration?
- Preliminary cost estimates – Have they been developed? If so, by who? From the contractor side we are seeing 2 out of 3 cost estimates being low by 15% or greater in the last two years. I would suggest that the Village work with an independent building development representative to help guide them thru not just the wants and needs but look at overall picture and provide expertise in construction build types, quality and order of magnitude budgeting while incorporating ideas for redevelopment of the old post office and village hall.
- I complement the Village for looking forward and starting this initiative.
- Fewer parking spaces by crosswalks on 42. Easier to see pedestrians.
- Been looking forward to PO move for years! I hop the admin goes to the sports for parking reasons. Again less congestion.
- Need to think about the future use of current post office and village admin buildings.
- We like the plan as long as historic village hall and post office buildings are saved.
- Sidewalk on Scandia is a good idea; necessary with increased traffic.
- Will study and thing about it and report out. Thanks for doing all this work.
- More parking!!! Parking only next to library.
- For road behind the post office and music stand repave all the way up past Husby's.
- For better or worse, the village will continue to grow. The admin building best place (given the growth) is the sports complex, but not next to the waste plant. If there to be room at the present maintenance site

on Mill Road, expand that building for admin but keep the post office there.

- Not to change the Sister Bay feel anymore than what has to be done.
- Sidewalks!
- Parking is needed. Take advantage of removing maintenance building.
- I feel the Sports Complex concept is very good. Something for everyone.
- If they put Admin next to water treatment, will they upgrade air filtration?
- Done like the Wiltse property used for housing. Enhanced parks/community building? No.
- Stop having more festivals and promoting tourism. SB is becoming unlivable.
- Stop advertising. Think about local for a change.
- Spread it out in the available area to allow for growth. Do not jam up Mill Road with more public buildings. Was just explained the post office dilemma. Can they request an exemption from the USPS to allow to be farther away from downtown? If not, then they have available spot until you give them the fire department building and move the fire department out to the open land.

Staff raised concerns about the Admin Building being on the former Wiltse site and the ability to serve it with water and sewer without crossing town property, for people to find it, bike and ped access; and concern that part of the Wiltse site should be reserved for open spaces uses, like community gardens and parking, just in case the watertreatment plant ever needs to be expanded. Other more technical questions included if the old sewer seepage beds had been considered; if a post office drive-up window should be added; and if there should be room for a village dumpster so on busy days the Parks crew doesn't have to repeatedly haul garbage to Autumn Court.

In addition, some comments were placed on maps at the meeting. These are shown at the end of this report.

Written Comments Received at the Open House held 8/28/2023

A drop in session was held before the Parks, Property, and Streets Committee meeting on August 28th. Approximately 35 people stop by to give input. Ten comment sheets were received. Responses to questions on the comment sheet are listed below.

VILLAGE ADMIN BUILDING

Do you like the idea of a new Village Administration building in the Sports Complex?

Yes: 7

Comments:

- Room for expansion and no additional traffic by post office.
- I like the idea of more space to be and grow but I also have concerns. I am concerned about the admin building being too removed from the center of town. I'm also concerned about any odors from the treatment plant.
- Leaves fire station where it is and allows for PO to move to Mill Street.
- Combine all Village offices.

No: 3

Comments:

- A public building should be in proximity to other public buildings and downtown.
- I prefer to have them next to the library with the post office and put a 2nd story on the building for admin.

POST OFFICE

Do you like the idea of the post office being relocated to Mill Road, next to the library?

Yes: 9

Comments:

- Keep them centrally located in the village and give them a great view of the water on a second floor.
- Consolidates parking and convenient for use by citizens.
- Shared parking, economics of scale, public buildings together, walking distance to library, downtown. Evening restaurant parking.
- Still central to downtown but not as disruptive to Bayshore.
- Centrally located and easily accessible.
- I like the library and post offices to be close together so I can use both facilities. I also like them away from the beach and summer congestion.
- Still convenient to downtown, but traffic pattern much safer.
- Great for local residents – handy. Good to be next to library.

No: 1

Comments:

- Save the land for parking.

SPORTS COMPLEX

What thoughts do you have about the [Sports Complex] concept presented? (What facilities do you use? Noted below)

Comments:

- X-country ski trails please along the perimeter. (ice rink)
- Good concepts.
- Prefer option 3, seems most efficient. (ballfields)
- Low priority.
- Many moving pieces all at once. Slow and steady. Should be prudent. (dog park, ballfields)
- Is the land next to the fire department available for development? (dog park, tennis/pickleball courts, ice rink, ballfields)
- Good design; well thought out. Would like to get started beginning with parks maintenance building being moved.
- Marina parking seems oversized for needs. Could dog park stay where it is? (dog park, ice rink, ballfields).

OTHER THOUGHTS?

- Use the area behind the new fire station for a much needed parking lot.
- There seems to be uncertainty about the necessary size of public meeting space. Seem that should be known by now. Don't build meeting room for a meeting size only needed rarely.
- Priority one is maintenance building, then admin, then PO.
- Be sure there is adequate and equipped meeting spaces (table/chairs/electrical, etc.)
- Please keep some of "old" Sister Bay intact.
- Don't like putting parking where the current PO is.

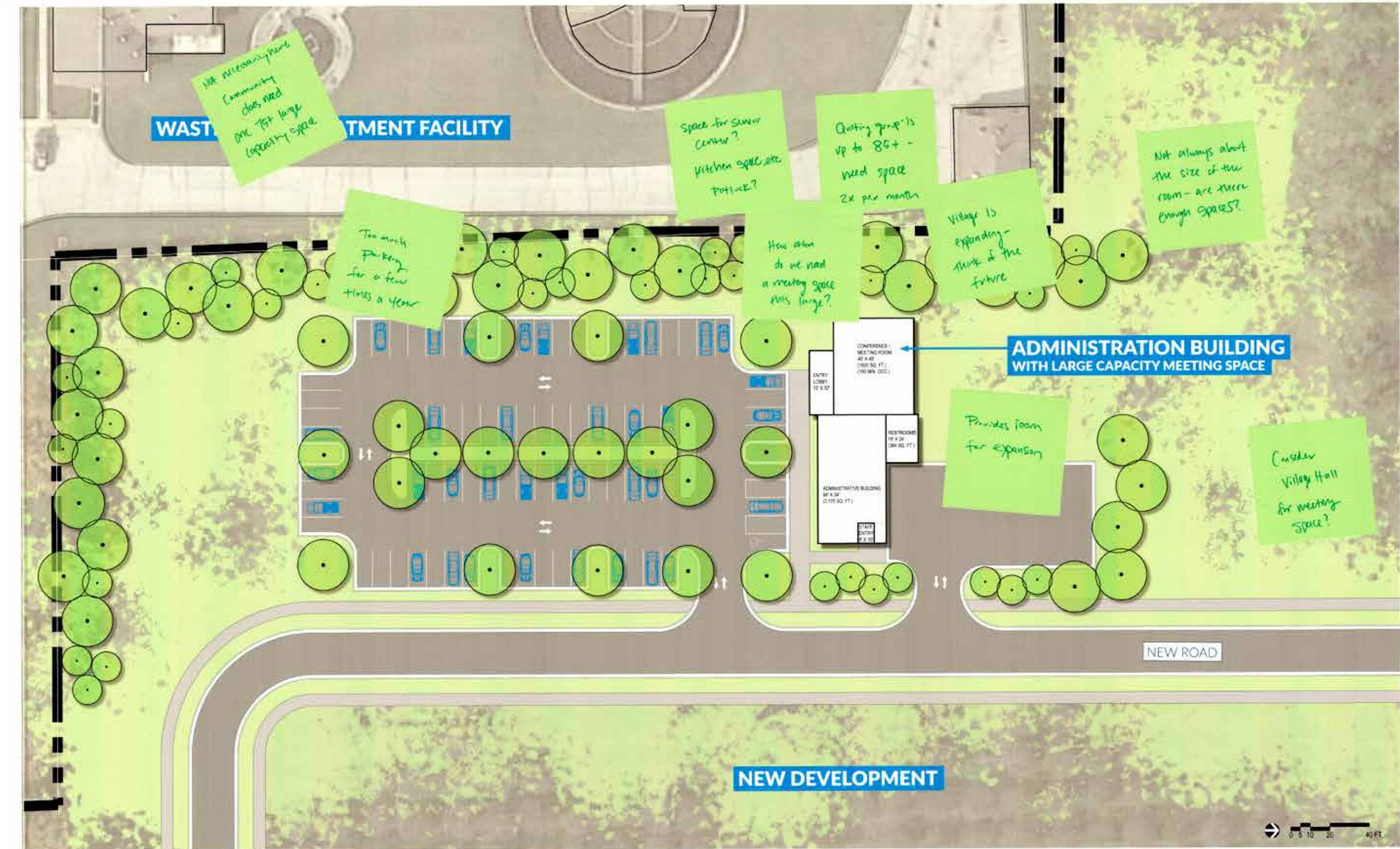


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SISTER BAY FACILITIES STUDY | SPORTS COMPLEX CONCEPT

(COMMITTEE SUGGESTED CONCEPT)

Sister Bay, Wisconsin | 08.11.2023

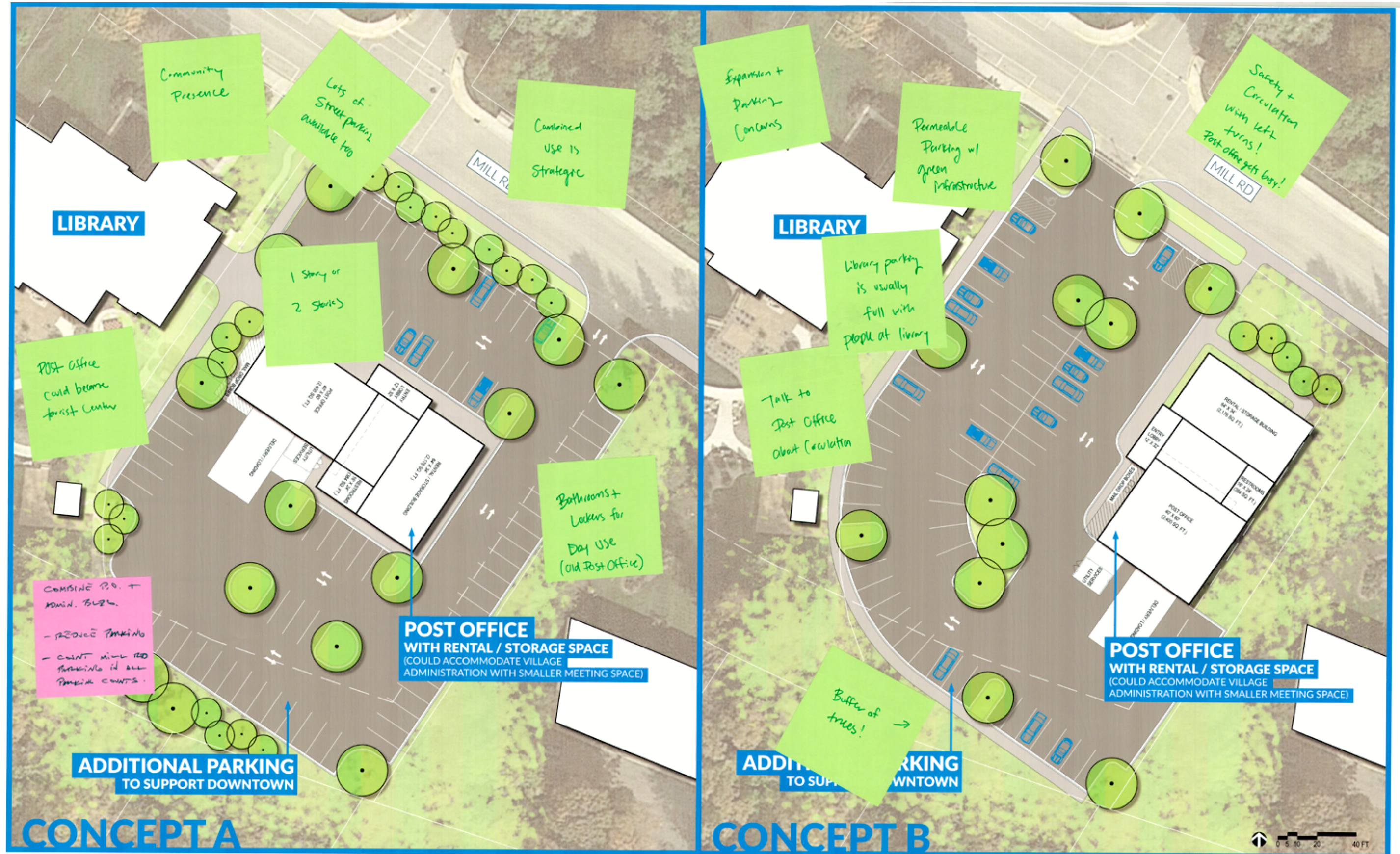


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SISTER BAY FACILITIES STUDY | ADMINISTRATION BUILDING

(COMMITTEE SUPPORTED LOCATION)

Sister Bay, Wisconsin | 08/11/2023



COMMENTS UPON ADOPTION

RECEIVED OCT 16 2023

Sister Bay Sports Complex baseball parking Info.

I saw the Parlt Complex Vasion report last night and thought it would be helpful to provide you with some Info regarding parking for the baseball teams home games. It appears that moving the little league field will consume some of the current parltng area to the south of the current baseball diamond. Following is some info that may be helpful to avoid a future parking problem.

During the past two seasons, the average attendance for a game has been approximately 190. This does not include the 30 players, 2umpires and 6 to 8 volunteers. Assuming 2 spectators per vehicle, it appears that there should be enough space to parlt at least 130 vehicles. I should mention that there were 3 games in 2023 that exceeded tl)e 190 attendance figure, these games averaged 255. This would bring the total spaces to 168.

There are 48 spaces in the current paved lot north of the field (not including the 4 handicapped spaces). This means that there should be between 100 and UO spaces available in the southern lot.

One additional mmment regarding parJdng, during the last number of years, the Bay's have had a very competitive team and have hosted at least one playoff game. These games average around 300 spectators. This years championship game had at least 650 in attendance. Needless to say parking was an issue.

Lastly, it appears that the new placement of the little league field needs further discussion. Perhaps a firm that deals specifically with sports field design should be contacted to make sure the kids are not looking directly into the sun In the evening while games are being played.

I hope this info is helpful.

Thank you.
Jeff

